



# BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors  
Members of the Public & Press

Dorset Council Councillors

Dear Member

## **CORN EXCHANGE MEETING**

You are summoned to attend a meeting of the Town Council which will be held in the **Corn Exchange**, Market Place, Blandford Forum on **Monday 21<sup>st</sup> February 2022 at 7.00 pm** to consider the following items. This meeting will also be available to view online using Microsoft Teams [using this link](#).

Linda Scott-Giles  
Town Clerk  
14<sup>th</sup> February 2022

## **A G E N D A**

Prior to consideration of the following Agenda, there will be a democratic quarter of an hour, which may be extended at the discretion of the Committee, during which time members of the public may speak. During the course of the meeting, members of the public and our elected representatives from the Dorset Council may indicate they wish to speak, and, at the discretion of the Chairman, and with the approval of the Members, they may be allowed to do so on points of information only. The Committee may on occasion invite members of the public to comment on specific issues where points of information or their particular knowledge on a subject might prove of benefit to the Committee.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights. Disabled access is available. All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

1. Public Session
2. Apologies
3. To receive any Declarations of Interest and Requests for Dispensations
4. [Minutes of the Corn Exchange Meeting held on 29<sup>th</sup> November 2021](#)
5. [Town Clerk's Report & Correspondence](#)
6. [To retrospectively approve expenditure for an updated Heritage Statement](#)
7. To receive an update from Ingham Pinnock Associates and the Design Team

**Minutes of the Town Council and Committee meetings are currently available from the Town Clerk's Office and at [www.blandfordforum-tc.gov.uk](http://www.blandfordforum-tc.gov.uk)**

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### Town Clerk's Report & Correspondence

The survey to the main flagpole and crown was carried out in January and the findings are summarised below:

- The flagpole was inspected throughout its length and found to be in sound condition with no cracks or structural deterioration.
- The flagpole was checked for movement and none was evident.
- The flagpole upper support bracket in the roof space was checked and found to be secure.
- The base plate secured to the floor inside the roof was checked and found to be secure.
- The flagpole had a significant build up of surface pollution throughout its exposed length.
- The crown was securely fixed to the top of the flagpole and presents no concerns.
- The securing bolt and nut had surface rust but this did not appear to compromise the fixing in any way.
- The crown had bird dropping which is expected in a town environment.
- The crown surface condition could be improved at a later visit.

#### Work carried out:

- Inspection of the flagpole.
- Inspection of the support brackets inside the roof space.
- The exposed length of the flagpole was thoroughly washed and dried and has presented well.
- All pollution, greenery, mould, etc removed.
- Inspection of the crown.

#### Recommendations:

- Full inspection in three years or before if exposed to severe windstorms or knowingly struck by lightning and there are concerns over its integrity.
- The crown could be washed and re-painted (spray) whilst on site in 2025



The three flagpoles on the front of the building are due to be surveyed in March.

## To retrospectively approve expenditure for an updated Heritage Statement

### **Background**

The consultants to the Town Council have advised officers that the original Conservation Management Plan (CMP), which was written in 2002, needs both updating and changing to the now required Heritage Statement. This is required for both the overall project and any other works to the building such as the loft hatch access.

### **Report**

Two quotes were sought for this specialist work, although one of the companies withdrew without quoting due to timelines and their workload. Therefore, to maintain momentum of the overall project and due to the urgency of moving forward the plan to install a loft hatch in the Council Chamber because of Health and Safety concerns (Corn Exchange meeting 29<sup>th</sup> November 2021), an order was placed immediately with a local heritage consultancy firm, rather than waiting four weeks for it to be considered at this Corn Exchange meeting. Therefore, this report is to seek retrospective expenditure authority.

### **Financial Implications**

The cost of the works to update and modify the original CMP to an up-to-date Heritage Statement is £1,760.00 + VAT for Stage 1.

As the overall project makes progress further updating of the Heritage Statement will be required to support the final programme of works and this will be charged at an hourly cost of £110, as Stage 2, which can be confirmed once the extent of works is defined.

#### Other expenses are:

- Travel: 45 pence per mile
- VAT will be charged at 20%

### **Recommendation**

It is recommended that Councillors retrospectively approve expenditure of £1,760.00 + VAT for Stage 1 using funds from the Corn Exchange Capital Projects budget line (1105) and a further cost will be brought for approval for Stage 2 (Expenditure Authority: Localism Act 2011 s1-8).

Jon Goodenough  
Operations Manager  
2<sup>nd</sup> February 2022