

BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors Members of the Public & Press **Dorset Council Councillors**

Dear Member

TOWN COUNCIL MEETING

You are summoned to attend a meeting of the Town Council which will be held **online** using Microsoft Teams on **Monday 21st December 2020 at 7.00 pm** to consider the following items.

Linda Scott-Giles Town Clerk 14th December 2020

AGENDA

This meeting will be held in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came in to force on 4th April 2020. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. The 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England.

Members of the public are invited to join the meeting <u>using Microsoft Teams</u>. If, as a member of the public, you wish to speak in the Public Session, please notify the Town Clerk prior to the meeting via <u>admin@blandfordforum-tc.gov.uk</u> or 01258 454500.

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.

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

- 1. Public Session
 - 1.1 Jo Hutson Blandford Youth and Community Centre
- 2. Report from Dorset Council Councillors
- 3. Apologies
- 4. To receive any Declarations of Interest and Requests for Dispensations (all Councillors, excluding Cllrs Cross and L Hitchings, for setting the precept at Agenda Item No. 8.1)

- 5. <u>Minutes of the Town Council Meeting held on 23rd November 2020</u>
- 6. <u>Town Clerk's Report & Correspondence</u>
- 7. Civic Report (to follow)
- 8. Recommendations and Receipt of Minutes
 - 8.1 Finance & Staffing Committee Meeting dated 14th December 2020 (**includes the budget for 2021/22**)
 - 8.1.1 Recommendations (to follow in the F&S Committee minutes)
 - 8.1.2 To RECEIVE the Minutes (to follow)
- 9. To receive an update and consider any requests from the:
 - 9.1 Neighbourhood Plan Working Group Blandford +
 - 9.2 Public Art Plan
 - 9.3 Climate Change & Biodiversity (see items in Town Clerk's Report)
 - 9.4 Dorset Council Grant to support the Market Area Enhancement Project
 - 9.4.1 <u>To receive an update/consider any recommendations from the town</u> <u>centre recovery survey meeting</u> (deferred from 23rd November 2020)
- 10. <u>To approve the council diary for 2021/2022</u>
- 11. <u>To consider authority and expenditure approval to proceed with an event to mark the centenary of the cross of sacrifice at the cemetery and the war memorial plaques on the town hall</u>
- 12. To consider forming a Working Group to respond, with delegated authority, to the <u>Government Consultation on new Permitted Development Rights</u> (response deadline is 28th January 2021, an email was sent to all Councillors on 8th December 2020, Cllrs Carter and Stayt would like to join the WG)
- 13. Reports from Community and Local Organisations (Councillors are requested to advise the Chairman of Council or the Town Clerk if they wish to make a report under this heading)

A Barnes for a Recreation Trust Meeting will take place at 6:15pm, prior to this Town Council Meeting.

DATES OF FUTURE MEETINGS

23rd December 4th January 2021 18th January Office closes at 12.30pm Office re-opens at 9.30am Planning Meeting

Minutes of the Town Council and Committee meetings are available from Blandford Library, the Town Clerk's Office and at <u>www.blandfordforum-tc.gov.uk</u>





Twinned with Mortain, France

Tel: 01258 454500 • Fax: 01258 454432 Email: admin@blandfordforum-tc.gov.uk www.blandfordforum-tc.gov.uk

Town Clerk's Report & Correspondence

<u>Working Groups</u> – The Shoppers Parking Permit working group meeting was due to meet on Wednesday 2nd December, however, only Cllrs Cross and Osborne were in attendance. It was therefore agreed that Councillors would submit individual comments to the consultation. The working group scheduled to meet on Tuesday 8th December, to respond to the DC Climate consultation, only had two members in attendance (Cllrs Lindsay and Osborne) who didn't feel comfortable formulating a response on behalf of the Council when there is a fair bit of scope for differing opinion. They therefore responded as individuals.

<u>Reusable Cups</u> – Litter Free Dorset have been working with Sarah Wise at Wimborne War on Waste to try to tackle the recent increase in number of single-use takeaway cups littering streets and causing public bins to overflow. They are hoping to contact local cafes across Dorset about this issue, as they've recently been sent some pictures of bins in Dorset overflowing with disposable hot drink cups. They've created a generic poster that can be shared with cafes, for them to display if they are currently accepting reusable cups, to encourage their customers to start using their reusable cups again. They hope this will help to reduce the number of single-use cups we're seeing littering the streets. They were also hoping to contact some cafes in Blandford, and have asked Blandford War on Waste and the Town Council if we are able to help with this. I have offered to print the posters and Blandford War on Waste has said they will speak to the cafes and offer the posters to them.

<u>Bin Your Butt Campaign</u> – Following a request from the working group re the market area enhancement, the Town Clerk approached Sophie Colley (Litter Free Dorset Coordinator) about the takeaway litter and Sophie has kindly arranged a meeting to discuss this in January. Sophie was then asked about cigarette litter, which is also an issue, and she suggested tackling them separately as they will need different approaches. Sophie advised that the 'Bin Your Butt' campaign is ready to go, so if there are some enthusiastic volunteers this can be easily implemented and posters are available as well as portable ashtrays (stubby packs): <u>http://www.litterfreedorset.co.uk/wp-content/uploads/2020/09/Bin-Your-Butt-Poster-</u> <u>2020-A4-1.pdf</u> and <u>http://www.litterfreedorset.co.uk/current-projects-and-</u> <u>campaigns/binyourbutt/</u>. Both issues will be discussed at the January meeting.

Application for inclusion in a pharmaceutical list at 25 Salisbury Street, Blandford Forum, Dorset, DT11 7AU in respect of distance selling premises by P & D Cards Ltd – NHS England has considered the above application and has written to confirm that it has been granted. On balance the Committee concluded it was satisfied the application should be GRANTED because the Committee is satisfied that: the proposed premises were not adjacent to or in close proximity to other chemist premises; the premises of the applicant are not on the same site or in the same building as the premises of a provider of primary medical services with a patient list; all essential services are likely to be secured without interruption during the opening hours; all essential services are likely to be secured for persons anywhere in England; all essential services are likely to be secured without face to face contact; all essential services are likely to be secured in a safe and effective manner because it had sufficient information to be satisfied that the procedures adopted by the applicant would be likely to secure the safe and effective provision of essential services.

To consider the recommendations from the town centre recovery survey

The working group have now been meeting monthly for over a year, and because of Covid-19 we now hope to help with regeneration as well as enhancement. With the help of Nic Nicol, Town Team and Nicci Brown from the Civic Society, a successful town survey was conducted, with 18% of the residents and 50% of town business's responding. The results are below in order of preference.

- Pedestrianisation of the markets area
- Wider pavements
- Less motor traffic
- More outdoor seating & greenery
- More public toilets
- Cleaner streets & less litter
- Greater use of riverside & meadows area
- Free parking
- Support for local shops
- Activities for families, live music etc., in town centre

We have now had a meeting with 2 councillors from Shaftesbury who report that since road closure has been in place the footfall and shop sales until the 2nd lockdown had increased, and shop takings during July/August were higher than last summer. Public transport also reports more people travelling into Shaftesbury.

We have also met with Roland Skeats to discuss ways in which traffic can be reduced through the town. A 20mph zone was mentioned but because of the volume the average speed is lower than 20mph. It was agreed that a Through Traffic sign with arrow towards Wimborne Road is added at the bottom of Damory Street, and the Blandford direction sign is removed from the junction off the A350 and Milldown Road at the end of bypass to discourage traffic from entering the town past the schools and hospital. This will be done within the next week so that traffic can be monitored.

Thanks to Hugh de longh for attending all our daytime and evening meetings and for all his help and guidance. Councillors have been sent the notes he has produced from the last meeting, along with the action plan.

Recommendations

The working group would like to recommend that councillors consider a 3 month trial temporary pedestrianisation of half of the Market Place using funding from the available S106 money from Lidl for town centre enhancement. This would hopefully be carried out in the Spring.

The group would also like to recommend that the council considers appointing one of their councillors to be responsible as a key liaison with town businesses.

Next meeting: Monday 30th November 2020 at 10:30 am.

Colin Stevens Chair of the working group 16th November 2020

<u>Notes of the Dorset Council Grant for Market Area Enhancement</u> <u>Working Group Meeting</u> <u>Held on Monday 30th November 2020 at 10:30am online using Microsoft Teams</u>

IN ATTENDANCE

Cllr C Stevens – ChairmanCllr LCllr R CarterCllr SCllr A CrossCllr LCllr Lacey-Clarke – arrived at 10.58am and left at 11.20amHugh de longh – Dorset CouncilNicciLinda Scott-Giles – Town ClerkKateJon Goodenough – Operations ManagerDilysSybille Maddock – Assistant Town ClerkAndy

Cllr L Lindsay Cllr S Hitchings Cllr L Hitchings .20am Nicci Brown Kate Seeger Dilys Gartside Andy Reynolds – Market Manager

1. APOLOGIES

Cllr P Osborne

2. <u>TO DISCUSS THE ACTION PLAN AND ITS RECOMMENDATIONS TO THE FULL</u> <u>COUNCIL MEETING SCHEDULED FOR MONDAY 21ST DECEMBER 2020 (DEFERRED</u> <u>FROM MONDAY 23RD NOVEMBER 2020)</u>

Hugh de longh spoke about the s106 funding available (around £17,000), remaining from Lidl, which could be used to trial out part pedestrianisation in the Market Place. This might pay for a short period of time for DC parking charges. This may not be financially viable in the long run, if the pilot is successful. The loss of car parking requires further discussions with the Dorset Council.

Cllr S Hitchings said that the Dorset Council would not agree to the loss of income, which has been made clear with the new proposed charges.

The Town Clerk spoke about the meeting with Dorset Council where it was confirmed that the loss of income has to be paid for. A plan needs to be drawn up and we need to be clear on the charges. Both Dorset Council Councillors will need to be on board with the decision, before going to the Dorset Council for further discussion.

It was discussed that economic development and the climate change needs to play a role in the decision. A discussion was also held about the loss of income and that other car parks in Blandford Forum could accommodate the loss of car parking in the Market Place. A survey could be held to see how many spaces are available in the other car parks and if the spaces are being used on Market days.

Nicci Brown asked how the cars would navigate through and around the town if the bypass was closed.

Cllr Lacey-Clarke explained that the Dorset Council is expected to charge for the loss of income. If the Working Group wants to argue the economic and climate change policies compelling data is required. Highways budget would be affected, and he does not believe that the Dorset Council would give the car park free of charge, but he will make enquiries. Hugh de longh said that this needs to be clarified before the pilot. Cllr Stevens argued that the group are only looking at half the market area, which would be about £50 a day which is not a lot of money. The Dorset Council is getting double money currently as the Town Council is paying loss of income and people park in other car parks.

Cllr Lacey-Clarke said that the Dorset Council would look for overwhelming support of the public and the businesses.

Cllr L Hitchings enquired if the group could obtain figures of income generated for a market day and non-market day. Cllr Lacey-Clarke suggested to write to Matthew Piles at the Dorset Council and see if these are available. Maybe it could prove that the revenue is being shifted from one car park to another.

Hugh de longh suggested putting together a summary of key points for Cllr Lacey-Clarke to take to the Dorset Council. Cllr Lacey-Clarke suggested to talk to businesses to get them on board with the idea.

Dilys Gartside said that Blandford Forum needs to embrace the changes and look at other towns and cities who have made the changes. Shopkeepers will always be fearful of change.

Cllr Lacey-Clarke reiterated that any discussion with the Dorset Council has to be led with exceptionally compelling data if we want to take this forward and the group needs to engage with businesses and gain their support.

Cllr Lacey-Clarke left the meeting at 11.20am.

A discussion was held about signage for car parking and through traffic. A map or traffic management plan needs to be drawn up with suggestions. A meeting should be arranged with the Dorset Council Highways officer and Cllr Lacey-Clarke to discuss this.

The Action Plan will be discussed at the next Town Council meeting on 21st December. It is hoped that two Councillors will come forward to speak to businesses and gain support for the scheme.

Hugh de longh will update the Action Plan slightly to reflect what was discussed today, which can then be shared with the council meeting agenda.

3. ANY OTHER BUSINESS

None

6. DATE OF NEXT MEETING

The next meeting will be held w/c 11th January, a Doodle Poll will be sent to all.

The meeting closed at 12:13pm.

Blandford Forum Town Centre Working Group Draft Action Plan 16th November 2020

Following the completion of the town centre survey, which closed in September, a Working Group has been analysing the results, looking at the key issues and preferences which came forward from the survey, and working on how these can be implemented. This draft Action Plan is a result of that work.

Funding. There is the £70k held by the Town Council. There is also some remaining Lidls Town centre funding remaining. It may be good to use the Lidl's Sect 106 funding, with agreement of partners, for trialling some of the options and small scale initiatives, and keep the £70k for implementing main projects once trialled.

Project	Detail	Action	Timing
1. Temporary pedestrianisation of market area	Use smart looking barriers to trial full or part pedestrianisation on the market area, to create an attractive outdoor environment for food & drink (Café culture) a variety of markets, entertainment and other activities	The proposal to trial a pedestrianisation of the market area could be for all or part only, east or west end. To consider, when planning the trial, the issue of long term use of all or part of the car park area, and the lost parking income, with Dorset Council. To this end, the first stage is to engage directly with businesses which face the market area at an initial stage (building on the Town Council postal survey), explore in more details what constraints and opportunities pedestrianisation of the Market area (part or whole) would create for them, and whether they would support a trial, and development of a longer term project if the trial is successful. From this, and the Town Centre Survey results, put together a Briefing paper for Cllr Noc Lacey-Clarke, setting out the issues around car parking (& revenue), economic development of town centres, environmental improvements & climate change, to ask if Dorset Council would consider, long term, not charging for the lost car parking spaces if evidence of strong economic and environmental benefits, business and community support, etc came from a trial.	To plan now, but implement from the spring onwards, when the outdoor space will be better used when weather is better

		 If Dorset Council is supportive in principle, then to progress with the trial pedestrianisation, e.g. by working out how to measure change, economic & environmental benefits, parking impact (need to understand the use of the current short stay car parking better ensuring there is a range of activities to use the space to bring people in deciding on type of quality posts/barrier to be used costs & funding available to support the trial (Sect 106 Lidl's Town Centre allocation) 	
2. Wider pavements	Wider pavements in the Market Place, Salisbury Street, West Street and East Street	To ask businesses along Salisbury Street of the impact on their businesses, positive and negative. To consider whether pavements can be widened as part of the overall Traffic Management plan (see below)	
3. Trial closure of Market Place to traffic	Trial closure of Market place to traffic, except buses, taxis & Blue Badge holders, between 10:00-16:00 hrs	 The first step is to try and reduce traffic in the town centre where some of that traffic could be using the bypass. The suggestions from Roland Skeats are: At the bottom of Damory Street, put a Through Traffic/All Other Routes sign pointing left to the Bypass, and possibly Town Centre for right hand lane. Highways could put in traffic counts before and after this change to measure any difference. Where the Whitecliff Mill Hill road comes off the A350, remove the Blandford sign, so drivers are then encouraged to go on further round the bypass to access Blandford These could be implemented in a matter of weeks. To ask Clirs Noc Lacey-Clarke & Byron Quayle, in their roles as Dorset Councillors, to support this initiative, and follow up with DC Highways. 	Soon
			Medium term

		The second step is to develop a robust Traffic Management Plan without any major flaws, so to identify options, what problems there would be with the options, whether these are resolvable or not, and so work out what might be feasible. Car park signage to be part of this.	
4. Reduced Speed limit in town centre	Reduce speed limit to 20 mph	If signposting through traffic away from the town centre reduced traffic sufficiently for it to speed up, then this can be revisited.	
5. Electronic info board in Shambles	Providing updates on 'What's On', etc, to promote activities in the Town Centre.	Town Council to reconsider the proposal for an Information Board at the Corn Exchange	Could be implemented soon
6. Public toilets	Opening the Shambles toilets during daylight working hours whenever possible	The Town Council's plan to upgrade the Shambles toilets, albeit then only open to the public on market days, is an improvement. Once the upgrade is done, the Town Council could consider extending access to the improved Shambles toilets, e.g. in co- ordination with specific activities being held on the market area, linking in with the proposed pedestrianisation of the market area	Medium Term
7. Campaign to reduce litter	Clean Up Blandford is active. Investigate other litter reduction campaigns to improve public awareness and reduce litter	To support the Clean Up Blandford group in their work in reducing litter Liaise with Dorset Council Environmental Health on good practice re takeaway food litter	Ongoing
8. More use of the Riverside & Meadows		The Riverside; Ongoing enhancement of the Railway Arches The Meadows; Improve signage from town centre, if needed. Discuss with Dorset Countryside Rangers the potential to enhance the assets of the Meadows as an open space close to the town	These improvements can be carried out whenever, but the sooner the better in the spring

		centre.	
9. Parking	The survey highlighted the benefit for residents and others of free parking. Give priority to wider pavements, pedestrianisation of the markets area and more seating & greenery in the town centre	That the Town Council and others continue to work and lobby for a car parking structure which fits the needs of the town centre	Ongoing
10. Activities for families etc in town centre	Town Museum, Arts organisations and Town Team to draft a programme of entertainment and culture when circumstances permit	To develop a menu of activities, around markets cultural activities, live music, other entertainment, etc	Post Covid-19 restrictions, so there can be open air events
11. Support local shops	Survey shows robust support for shopping locally. Build on this with the BBSG and the Town Team to promote local shops, including pop-ups and bring more people into the town.	Support the Blandford Business Support Group work and other initiatives in supporting local businesses, both to manage under Covid restrictions and to growth and adapt to a different town centre future thereafter Shaftesbury Town Council has nominated one of their Councillors as Portfolio Holder for Economy, and that Councillor has regular contact with retailers and other businesses in the town centre. Is this an idea that Blandford could consider? This role could co- ordinate with the Town Team and the BBSG.	Start planning now, to implement soon Now

Drafted by Hugh de longh, Community led Development Officer, Economic Growth & Regeneration, Dorset Council, as support for the Working Group. 16/11/2020

To approve the Council Diary for 2021/22

MAY 2021	
Monday 3	Bank Holiday
Tuesday 4	Annual Meeting of the Town Council (followed by Town Council
Evidence 4.4	meeting)
Friday 14	Mayor Making Ceremony
Monday 17 Monday 24	Town Council Meeting (Corn Exchange)
Monday 31	Planning Meeting Bank Holiday
wonday 51	JUNE 2021
Monday 7	Finance & Staffing Committee Meeting
Monday 14	Recreation & Amenities Committee Meeting
Monday 21	Town Council Photograph at 6.30pm / Town Council Meeting (Trust
,	AGM) 7pm
	(raise a flag for Armed Forces Day)
Saturday 26	Armed Forces Day
Monday 28	Planning Meeting
	JULY 2021
Monday 5	Town & General Purposes Committee Meeting
Monday 12	Town Council Meeting
Monday 19	Town Council Meeting (Corn Exchange)
Monday 26	Planning Meeting
	AUGUST 2021
No meetings are	scheduled for this month, although a Planning meeting may be necessary
-	e scheduled for this month, although a Planning meeting may be necessary
	SEPTEMBER 2021
Friday 3	SEPTEMBER 2021 Merchant Navy Day
Friday 3 Monday 6	SEPTEMBER 2021 Merchant Navy Day Planning Meeting
Friday 3	SEPTEMBER 2021 Merchant Navy Day Planning Meeting Dorset Architectural Heritage Week (DAHW) (Cemetery Chapel)
Friday 3 Monday 6 Friday 11	SEPTEMBER 2021 Merchant Navy Day Planning Meeting Dorset Architectural Heritage Week (DAHW) (Cemetery Chapel) (Date TBC)
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Friday 3 Monday 6 Friday 11	SEPTEMBER 2021 Merchant Navy Day Planning Meeting Dorset Architectural Heritage Week (DAHW) (Cemetery Chapel) (Date TBC) Finance & Staffing Committee Meeting Community Expo (including budget consultation)
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Friday 3 Monday 6 Friday 11 Monday 13 Saturday 18 Monday 20 Monday 20 Monday 27 Monday 27 Monday 11 Monday 18 Monday 1 Sunday 7 Monday 8 Thursday 11	SEPTEMBER 2021 Merchant Navy Day Planning Meeting Dorset Architectural Heritage Week (DAHW) (Cemetery Chapel) (Date TBC) Finance & Staffing Committee Meeting Community Expo (including budget consultation) Dorset Architectural Heritage Week (Corn Exchange, Town Hall & Council Chamber) (Date TBC) Recreation & Amenities Committee Meeting Town Council Meeting OCTOBER 2021 Planning Meeting Town & General Purposes Committee Meeting Town & General Purposes Committee Meeting Town Council Meeting (followed by Trust Meeting) - NOVEMBER 2021

Monday 22 Monday 29	Town Council Meeting Town Council Meeting (Corn Exchange)	
	DECEMBER 2021	
Friday 3	Yuletide Festival	
Saturday 4	Small Business Saturday	
Monday 6	Planning Meeting	
Monday 13	Finance & Staffing Committee Meeting	
Wednesday 15	Civic Christmas Carol Service	
Monday 20	Town Council Meeting (followed by Trust Meeting)	
Thursday 23	Office closes at 12.30pm	
Monday 27	Bank Holiday	
	JANUARY 2022	
Monday 3	Bank Holiday	
Tuesday 4	Office re-opens at 9.30am	
Monday 10		
Monday 17	Planning Meeting	
Monday 24	Town Council Meeting	
Monday 31	18	
	FEBRUARY 2022	
Monday 7	Planning	
Monday 14	Recreation & Amenities Committee Meeting	
Monday 21	Town Council Meeting (Corn Exchange)	
Monday 28	Town Council Meeting	
	MARCH 2022	
Monday 7	Raise the Commonwealth Flag at 10am in Market Place (robes)	
Monday 7	Planning Meeting	
Monday 14	Town & General Purposes Committee Meeting	
Monday 21	Finance & Staffing Committee Meeting	
Saturday 26	Spring Community Expo in the Corn Exchange	
Monday 28	Town Council Meeting	
	APRIL 2022	
Monday 4	Planning Meeting	
Monday 11		
Friday 15	Good Friday	
Monday 18	Easter Monday	
Monday 25	Annual Town Assembly (Corn Exchange) at 6pm followed by	
	Town Council Meeting (followed by Trust Meeting) at 7pm	
MAY 2022		
Monday 2	Bank Holiday	
Monday 9	Annual Meeting of the Town Council (followed by Town Council meeting)	
Monday 16	Town Council Meeting (Corn Exchange)	
Friday 20	Mayor Making Ceremony	
Monday 23	Planning Meeting	
Monday 30	Bank Holiday	
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To consider authority and expenditure approval to proceed with an event to mark the centenary of the cross of sacrifice at the cemetery and the war memorial plaques on the town hall

Recommendation

Earlier this summer, the Chairman of the Blandford & District branch of the RBL, Terry Clarkson, raised the point that 2021 marks the centenary of the war memorial plaques on the Town Hall and the cross of sacrifice at the cemetery.

The Town Council, Town Museum and Civic Society do not appear to have detailed information on how this came about.

The Town Clerk approached the Dorset History Centre for information from the Borough Council minutes but to no avail. However, they did have an article within the council minute book (pictured at <u>Appendix A</u>) which was subsequently purchased for £7.00. This has since been shared with the RBL, Civic Society and the BFTC Commemoration Group.

The Commemoration Group is meeting with the RBL to discuss what type of event they would like to see in Blandford to mark this significant centenary and more details follow.

The Town Clerk has advised that the invitations can then be distributed by the Mayor's Secretary.

It is anticipated that expenditure will be low and any event will, of course, depend on COVID-19.

Recommendation

It is recommended that councillors approve the proposal to hold an event with associated expenditure from the civic budget.

Linda Scott-Giles Town Clerk 4th December 2020

Appendix A

