



# 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 in the **Corn Exchange**, Market Place, Blandford Forum on **Monday 25<sup>th</sup> January 2021 at 7.00 pm** to consider the following items.

Linda Scott-Giles  
Town Clerk  
18<sup>th</sup> January 2021

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

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 4<sup>th</sup> 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 [using Microsoft Teams](#). 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 [admin@blandfordforum-tc.gov.uk](mailto:admin@blandfordforum-tc.gov.uk) 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
2. Report from Dorset Council Councillors
3. Apologies
4. To receive any Declarations of Interest and Requests for Dispensations
5. [Minutes of the Town Council Meeting held on 21<sup>st</sup> December 2020](#)
6. [Town Clerk's Report & Correspondence](#)
7. Civic Report
8. Recommendations and Receipt of Minutes (None)

9. [To consider expenditure authority for health & safety and human resources support](#)
10. [To approve the subscription to the Dorset Association of Parish & Town Councils for 2021/22](#)
11. [To consider support for a technical college within North Dorset](#)
12. [To receive an update on the Town Council's Plan](#)
13. To confirm that all documentation and information is in place for the Town Council's reaccreditation application for the Local Council Award Scheme for Quality Gold Status (paper to follow, subject to completion)
14. [To consider the X8A bus service following the contract expiry with the Dorset Council](#)
15. To receive an update and consider any requests from the:
  - 15.1 Neighbourhood Plan Working Group – Blandford +
  - 15.2 BFTC Commemoration Group
  - 15.3 Public Art Plan
  - 15.4 Climate Change & Biodiversity
    - 15.4.1 [Litter Free Dorset Campaigns](#)
  - 15.5 Dorset Council Grant to support the Market Area Enhancement Project (meeting scheduled for Monday 18<sup>th</sup> January was cancelled due to current situation)
16. 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)

### **DATES OF FUTURE MEETINGS**

1 <sup>st</sup> February	Planning Meeting
8 <sup>th</sup> February	Recreation & Amenities Committee Meeting
15 <sup>th</sup> February	Corn Exchange
22 <sup>nd</sup> February	Town Council Meeting

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

Twinned with Preetz, Germany



Town Clerk's Office  
Church Lane, Blandford Forum  
Dorset DT11 7AD



Twinned with Mortain, France



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## Town Clerk's Report

Wessex Water Refill Unit – Wessex Water have confirmed that the installation is scheduled for the week commencing 25<sup>th</sup> January 2021.

Public Conveniences – Pimperne Parish Council wishes to continue support for the town WC's and have allocated £50.00 grant in the budget for 2021-2022. Charlton Marshall Parish Council has also voted to make a contribution of £500.00 for 2021-2022.

Census 2021 – As Councillors are aware, the Town Council's bid for the contract to provide a service to the public for the completion of the Census 2021 was successful. The regional manager has recently provided an update on the lockdown and its implications on the Census, which is as follows:

*"A number of centres have contacted us to confirm whether we expect the Census Support Service to go ahead. We have received confirmation from ONS of their intention to run Census 2021, as planned. Given the many challenges faced by households as a result of the COVID-19 pandemic, the Government believes this Census will be of vital importance in understanding these challenges and the support people need to overcome them. We are therefore working to our existing timetable for the roll-out of the service. The only difference you will see is our visits to you will be virtual ones for the foreseeable future. Much of our preparation and training was planned to be online, and this will continue. If you have any questions then please continue to get in touch with your Regional Census Support Manager who will be happy to help. The lack of certainty around the length of the current lockdown, and the restrictions that may remain in place after the 1st March, may make operation of the Census Support Service challenging in the first few weeks. We will work with every centre to ensure that, where it is safe to do so, you can offer a face to face service for those people who need it. We will shortly be issuing further guidance to help you put in place measures to make the service safe for staff and customers. This will include the recommendation to introduce booked appointments, to help with the flow of customers in your centre. We have also gained a commitment from ONS to honour the contracts we have in place with you in the event that you have to temporarily close the service during the planned operation period due to national or local COVID-19 restrictions or a COVID related incident. We hope this will provide you with some reassurance, in these challenging times."*

Community Fridge – This project is going well and the last meeting was held on 12<sup>th</sup> January 2021. The meetings have been held monthly since September 2020 and the Town Clerk has now gathered the templates from Hubbub in preparation for the introduction of the fridge, is setting up a shared space where volunteers can access the documents and is arranging the required training for the volunteers to complete.

## To consider expenditure authority for health & safety and human resources support

At the meeting held on 9<sup>th</sup> May 2016, Councillors approved expenditure of £2,450 + VAT per annum and to enter into a five year agreement with Ellis Whittam, plus staff insurance for 17 employees totalling £264.18. The current agreement for Blandford Forum Town Council is due for renewal on 22<sup>nd</sup> May 2021 and a quote was therefore sought from our contract manager, which is detailed below.

*As we approach renewal I review your account as a whole to ensure we are offering a fair renewal proposal. Blandford Forum Town Council have made consistent use of our Employment support, averaging 12 hours per annum - this is before we take into account the H&S service.*

*As it is has cost EW more to support Blandford Forum Town Council than that paid in annual fee, we need to realign you annual fee for the Employment Law Support at renewal to fairly reflect your requirements for support. This is not something we do lightly, I have spoken with my Director and worked as your Client Manager to keep this increase to the minimum possible and I am confident I have obtained a fair proposal.*

*As we are all aware the cost to retain highly qualified advisers never reduces and we have a careful balancing act to provide attractive fees for a fixed fee service, whilst maintaining our very high levels of support and our systems. If we didn't keep these standards as high, we could have HR advisers instead of solicitor level advisers and be able to offer lower annual fees, but EW have always strived for the Solicitor level advice on a fixed fee agreement, Mark Ellis our founder, created EW on this basis.*

*If you wish to retain your current service which is inclusive of an annual visit plus a half-day visit in years 1, 3 and 5 – the annual fee would be £2,940.00 + VAT per annum. I am able to reduce the annual fee to £2,500.00 + VAT per annum if we remove the half-day visits in years 1, 3 and 5. The half-day visits are in addition to the audit visit to provide additional support when needed.*

*I am pleased to provide a proposal for your consideration and hope that Blandford Forum Town Council choose to renew with EW.*

### Professional Fees:

Services	Employment Law, HR and Health & Safety Support
Current annual fee	<b>£2,450.00 per annum + VAT current 5 year agreement</b>
Our new renewal proposal mirroring current service*	<b>£2,940.00 + VAT * New 5 year agreement</b>
Our new renewal proposal with reduced visit schedule*	<b>£2,500.00 + VAT * New 5 year agreement</b>
Current renewal date	<b>22<sup>nd</sup> May 2021</b>

*\*both costs are excluding the OPTIONAL legal expenses insurance which is charged separately at £11.10 for Employment Law and £4.44 for Health & Safety per head per annum including IPT (annual declarations are sent out each year to ensure correct invoicing).*

## **Additional Information**

It has sometimes been frustrating not having face to face contact due to the location of the company, however this year has proven that it is not always possible and – as they have referred to in the report – we have had to rely on their services a lot this year and have managed this well.

Experience with various Health and Safety issues during the lifetime of the current agreement including the railway arches, would support the conclusion that the contract should be renewed at the higher cost of £2,940.00 +VAT so that we retain the current visits allowance. In the past if we have not used the yearly visits then we have had a training session supplied instead and this has saved a considerable sum from bringing in a separate trainer. Therefore, the extra £440.00 will prove good value to keep the current number of face-to-face visits.

A quotation was sought from a local solicitor specialising in employment but it was not comparable for the combined services we receive from Ellis Whittam at present.

## **Recommendation**

It is recommended that Councillors approve the contract renewal for a further five years at £2,940 + VAT per year, using the Professional Services budget line (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Our new renewal proposal mirroring current service*	<b>£2,940.00 + VAT * New 5 year agreement</b>
Our new renewal proposal with reduced visit schedule*	<b>£2,500.00 + VAT * New 5 year agreement</b>

Linda Scott-Giles  
Town Clerk  
2<sup>nd</sup> December 2020

## To approve the subscription to the Dorset Association of Parish & Town Councils for 2021/22

The subscription fees were approved at the DAPTC AGM rather than through the Executive Committee and below is a table showing the 3% uplift for 2021/22.

Blandford Forum Town Council is in Category 20.

Category	Scale of Electors	Subscriptions	Increase	Subscriptions
		2020/21	3.00%	2021/2022
1	0 - 150	£51.78	£1.55	£53.33
2	151-250	£82.81	£2.48	£85.29
3	251-350	£129.90	£3.90	£133.80
4	351-450	£168.35	£5.05	£173.40
5	451-550	£210.75	£6.32	£217.07
6	551-650	£251.59	£7.55	£259.14
7	651-750	£297.40	£8.92	£306.32
8	751-850	£328.48	£9.85	£338.33
9	851-950	£378.21	£11.35	£389.56
10	951-1050	£434.60	£13.04	£447.64
11	1051-1200	£479.73	£14.39	£494.12
12	1201-1400	£524.62	£15.74	£540.36
13	1401-1650	£616.10	£18.48	£634.58
14	1651-2000	£772.80	£23.18	£795.98
15	2001-2500	£791.66	£23.75	£815.41
16	2501-3200	£847.79	£25.43	£873.22
17	3201-4150	£899.38	£26.98	£926.36
18	4151-5400	£1,008.10	£30.24	£1,038.34
19	5401-7000	£1,140.27	£34.21	£1,174.48
20	7001-9000	£1,296.76	£38.90	£1,335.66
21	9001-13000	£1,434.74	£43.04	£1,477.78
22	13000 - 14,999	£1,669.06	£50.07	£1,719.13
23	15000-24,999	£1,835.97	£55.08	£1,891.05
24	25,000+	£2,552.50	£76.58	£2,629.08
	Parish meetings	£34.38	£1.03	£35.41

### Recommendation

It is recommended that Councillors approve expenditure authority for the subscription to DAPTC of £1,335.66 for the 2021/2022 period (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Linda Scott-Giles  
Town Clerk  
4<sup>th</sup> December 2020

## To consider support for a technical college within North Dorset



**Equilibrium youth work cic**

C/o The Blandford Youth Centre Mill down Road Blandford Dorset DT117SQ  
tel 01258 471759 email [office@eqcic.co.uk](mailto:office@eqcic.co.uk) web [www.eqcic.co.uk](http://www.eqcic.co.uk)

Open letter to North Dorset Councils:

Re: Possibility of building a North Dorset College.

Dear Councillors,

My name is Paul Williams and I am the Director of Equilibrium Youth Work, a mentoring service for children and young people across the whole of Dorset.

I have lived and worked in North Dorset since 1991 and have long held the belief that the young people living in North Dorset would benefit greatly from a Local Technology College, to provide them with the knowledge, skills and qualifications they need going forward in our ever-increasing technological world.

By a Technology College, I do not mean a Technical College, indeed this college should concentrate on future technologies not those of the past like car mechanics and hairdressing! A college that focuses on Bio Metrics, Artificial Intelligence, Robotics, Augmented Reality, Quantum Computing, Renewable Energies, to name just a few.

I believe that a Technology College like this would not only be a great starting point for our young people in this modern world, but would likely attract prospective employers to the area, with a ready-made work force to recruit from.

The reason I am writing to you all at this point in time, is because I am aware of the Chancellors 'Levelling Up Fund' which could potentially pay for the construction of such a major resource.

I have raised the idea of a North Dorset College some years ago, but could not secure the funding needed to pay for the infrastructure, but there was never a doubt about the need for such a resource.

I do hope that Councillors share my belief in the benefits a college of this type could bring to the area and would be more than happy to help explore the viability of an application under the 'levelling up fund' should anyone wish to pursue it.

Thanking you for your time this evening.

Yours faithfully

Paul Williams

equilibrium: a state of physical balance; a state of mental or emotional equanimity; a state in which the energy in a system is evenly distributed and forces, influences etc. balance each other;  
**A not for profit community interest company working with young people: also known as eq**

To receive an update on the Town Council's Plan

Project No.	Title	Purpose/Requested By	Plan Area	Lead Officer	Deadlined / Scheduled / Linked or Prioritised	Completion Target Date	Progress Status	Update Notes/Comments Budget Implications
<b>CAPITAL PROJECTS</b> <i>Affecting capital reserves or representing physical outputs</i>								
CP01a	Outdoor Market	<p>The initial purpose was to review the feasibility of taking back the markets from NDDC. This has now been completed and the challenge is now to rejuvenate the outdoor market in conjunction with the indoor market.</p> <p>Requested by Councillors, (then) NDDC, Town Team and public due to current standard and appearance of the market.</p>	<b>Provision of Facilities &amp; Services</b>	TC MM	Ongoing	<p>Transfer date – October 2016</p> <p>Rejuvenation and promotion – ongoing</p>	In progress	<p>Currently awaiting the transfer of this service from the DC, although the Town Council has been running the markets since 1<sup>st</sup> October 2016</p> <p>The Market Manager has completed his Diploma in Market Administration.</p> <p>Thursday Markets are now running at higher occupancy, but Saturday is poorly attended.</p> <p>A Tennant Mix policy has been adopted and the market now has the Real Deal National Charter. Following Covid-19 the Thursday market is nearly at full occupancy. Saturday markets are improving and rent reductions for that day are in place until March 2021. Indoor markets are a restrictive still due to social distancing.</p> <p><i>Due to the lockdown in January the indoor market is cancelled and the outdoor market has very limited stall holders.</i></p>



Project No.	Title	Purpose/Requested By	Plan Area	Lead Officer	Deadlined / Scheduled / Linked or Prioritised	Completion Target Date	Progress Status	Update Notes/Comments Budget Implications
CP01b	<b>Dorset Council Grant of £70,000 for market area enhancement</b>	Legacy amount given to the Town Council from NDDC	<b>Provision of Facilities &amp; Services</b>	TC OM MM	Prioritised	2025	In progress	<p>A working group has been formed, including the Town Team and a Dorset Council officer.</p> <p>The working group remit has been extended to include the Covid-19 Town Centre Recovery, as well as parking and road access. Town Centre Recovery survey has been sent to all households with response deadline 30<sup>th</sup> Sept.</p> <p><i>Responses have been discussed and evaluated with a recommendation approved by TC to supports in principle a 3-month temporary trial of pedestrianisation of half of the Market Place, subject to Covid-19 restrictions.</i></p>
CP02	<b>Corn Exchange Regeneration</b>	<p>To carry out a complete refurbishment and enhancement and equipping of the facility for use as a multi-purpose venue.</p> <p>Requested by Councillors and the public. Supported by shops and businesses and (then) NDDC.</p>	<b>Provision of Facilities &amp; Services</b>	TC OM	Prioritised	Ongoing	Ongoing	<p>LBC submitted for lobby glazing. <i>Additional expenditure was approved in November 2020 and HE grant approved in January 2021. Works start 20<sup>th</sup> January 2021.</i></p> <p>LBC submitted for architectural lighting, which has been approved (3/4/18) subject to conditions. <i>November 2020 - A architectural technician has been appointed to complete this project.</i></p>

Project No.	Title	Purpose/Requested By	Plan Area	Lead Officer	Deadlined / Scheduled / Linked or Prioritised	Completion Target Date	Progress Status	Update Notes/Comments Budget Implications
								Ingham Pinnock Associates have been appointed and in July 2020 it was agreed to proceed with the project based on the development of the most recently approved plans/sketches.  <i>Nov 2020 – a new communications strategy was adopted.</i>
CP03a	Cemetery Extension	Phase 1 – To extend the cemetery. Required due to cemetery capacity. Phase 2 – To consider other uses for the extended space, such as scattering of ashes/pet cemetery.	Provision of Facilities & Services	TC OM	Scheduled	Cemetery Extension  Phase 1 – burials expected to take place in 2016  Phase 2 – Dec 2017	Completed	Phase 1 – Completed – centrepiece unveiled April 2017. Phase 2 – The scattering of ashes is now offered on existing grave spaces. Investigations for scattering of ashes in the extended space have not yet been investigated. Pet Cemetery project abandoned due to lack of support/demand from members of the public.
CP03b	Cemetery Wall	Listed at residents' request by HE in August 2016. Numerous site meetings have taken place. Agreed with Conservation Officer to phase the works, taking priority sections first.	Provision of Facilities & Services	OM	Scheduled	Spring 2018	Completed	Budget is committed. Initial work to most unstable area has been completed. Staff will monitor wall closely.
CP04	Venues Upgrade /Renovation for Sports Pavilions a. Woodhouse Gardens	To budget and plan for the redevelopment of the sports pavilions.	Provision of Facilities &	TC OM	Scheduled	Dec 2020	Completed	a. Completed (new floor laid in April 2017). See also CP17 (extension). b. Completed. Now

Project No.	Title	Purpose/Requested By	Plan Area	Lead Officer	Deadlined / Scheduled / Linked or Prioritised	Completion Target Date	Progress Status	Update Notes/Comments Budget Implications
	<p>b. <b>Football Club at Park Road Recreation Ground</b></p> <p>c. <b>Cricket Club at Park Road Recreation Ground</b></p> <p>d. <b>Bowls Club at Park Road Recreation Ground</b></p> <p>e. <b>Rugby Club at Larksmead Recreation Ground</b></p>	<p>Requested by Councillors, members of the public and sports clubs.</p> <p>Reserves allocated for respective projects with additional funds from s106 contributions to assist the sports clubs. BFTC agreed £100,000 financial support, which has been reallocated to sports clubs due to negative response from landowner re land north of the bypass, despite the need for more pitches established by NDDC's PPG17 assessment.</p>	<b>Services</b>					<p>investigating possibility of introducing floodlights.</p> <p>c. Completed. Pavilion refurbishment was completed June 2020.</p> <p>d. Completed.</p> <p>e. Completed, relocation to Larksmead Recreation Ground and Pavilion.</p>
CP05	<b>Park Road Toilet Block</b>	To consider a future use for the building now that the transfer from NDDC is complete. Discussions have involved demolition of the block to make way for additional parking spaces.	<b>Provision of Facilities &amp; Services</b>	OM	Scheduled	December 2017	In progress	Councillors approved the demolition of the toilet block to create further parking spaces. <i>Initial meetings with the contractor and an EVCP provider have taken place to discuss the works and SSE have now quoted for the electrical works (Jan 2021).</i>
CP06	<b>Marsh &amp; Ham Toilet Block</b>	Refurbish toilets pending development. Requested by Councillors and members of the public and recommended by staff.	<b>Provision of Facilities &amp; Services</b>	OM	Scheduled	May 2020	In progress	Quotes were being sought for refurbishment. Priority is reopening the accessible unit.
CP07	<b>CCTV/ANPR Scheme</b>	To provide town centre CCTV coverage that links to the police station to prevent crime and disorder (Natural Environment and Communities Act 2006 s40)	<b>Provision of Facilities &amp; Services</b>	TC ATC	Prioritised	Phase 1 – Completed  Phase 2 – March 2014	In progress	Phase 1, 2 and 3 completed.  Phase 4 – working with Police. Draft sent for consideration September 2015, further work being

Project No.	Title	Purpose/Requested By	Plan Area	Lead Officer	Deadlined / Scheduled / Linked or Prioritised	Completion Target Date	Progress Status	Update Notes/Comments Budget Implications
		<p>requested by Police, Councillors and public.</p> <p>Phase 1 – Two cameras in the Market Place (introduced September 2007).</p> <p>Phase 2 – Mobile and fixed cameras located at Marsh &amp; Ham car park (now Larksmead) and Salisbury Street.</p> <p>Phase 3 – Bottom of Damory Street</p> <p>Phase 4 – To introduce an agreement with the Police</p> <p>Phase 5 – To introduce 4 x ANPR cameras</p> <p>Phase 6 – Replace CCTV town centre system</p>				<p>Phase 3 – June 2016</p> <p>Phase 5 – Funding approved Nov 2017</p>		<p>done following a meeting in September 2016 and September 2017. New Inspector in post and discussions are on-going. Phase 5 – Installed in March 2018 and extended in March 2019.</p> <p>The new CCTV system and cameras were installed in June 2018 and subsequent updates to WIFI bridges have been installed. Additional cameras to be installed at Marsh &amp; Ham and Badger Cross.</p> <p>CCTV budgets for maintenance and accruals for replacement equipment are in place.</p> <p>A new PC was installed at the Police station to improve the speed of the system.</p>
CP08	Old Bath House	<p>Conservation &amp; heritage protection exercise to preserve important town monument to mark where the entrance was to the old church almshouses burnt down in the 1731 fire. Requested by Councillors, Museum and Civic Society due to condition of the building.</p>	Provision of Facilities & Services	TC PC	Prioritised	2020	Solicitors managing sale of the property.	<p>The TC approved the sale of the OBH on 30<sup>th</sup> September 2019.</p> <p>Transfer is currently being managed.</p>

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CP09	Railway Arches	<p>To agree the long term future of the arches and put to good use or remove.</p> <p>Requested by Councillors and the public.</p> <p>The Blandford Railway Arches Trust (BRAT) was formed in 2010 with the objective of producing a five year management plan for the preservation and enhancement of this important and historic structure on Langton Meadows. It is working with BFTC to secure their future as a last surviving feature of the Somerset &amp; Dorset Railway in the town.</p>	Provision of Facilities & Services	TC OM	Prioritised	<p>Phase 1 – completed 2016</p> <p>Phase 2 – 2019</p> <p>Railings – Feb/March 2020</p>	<p>Phase 1 – completed</p> <p>Phase 2 – BRAT to progress plans to raise funds to remove soil from top of arches and enable public access. - Completed</p>	<p>Refurbishment is completed.</p> <p>Safety railings installed.</p> <p>Additional building works carried out.</p> <p>Unsupervised opening 9am-2.30pm from 1<sup>st</sup> September 2020.</p> <p><i>January 2021 – The arches have been closed due to the lockdown restrictions and cold weather conditions.</i></p>
CP10a	Badbury Heights Phase 2 Play Area	To build a LEAP in the central green area of Phase 2.	Provision of Facilities & Services	TC ATC OM	Linked to PE02	2018 (Phase 1 – completed)	Completed	<p>Phase 2 has been transferred (January 2018), Play area has been installed and officially opened on 7<sup>th</sup> July.</p> <p>Grounds staff are now including this area in the maintenance schedule.</p>
CP10b	Badbury Heights Phase 2 POS	To take over maintenance of POS.	Provision of Facilities & Services	TC OM	Linked to PE02	2018	Completed	
CP10c	Badbury Heights Phase 3A POS	To maintain POS areas. S106 negotiated.	Provision of Facilities &	TC OM	Linked to PE02	Unknown	In progress	Further to TC decision to require all adoptions to be completed and evidenced, land transfer process has

Project No.	Title	Purpose/Requested By	Plan Area	Lead Officer	Deadlined / Scheduled / Linked or Prioritised	Completion Target Date	Progress Status	Update Notes/Comments Budget Implications
			<b>Services</b>					<p>stalled pending developer completion of all necessary work.</p> <p>Officers will prioritise play areas once the land is transferred.</p> <p>November 2020 - The Town Council's solicitor has confirmed that the long-awaited transfer documents for Phase 3a and Phase 3b are due to be received shortly. <i>January 2021- no update.</i></p>
CP10d	<b>Badbury Heights Phase 3a Play Areas</b>	To build a LAP, LEAP and NEAP.		TC ATC OM	Linked to PE02	Unknown	In progress	
CP10e	<b>Badbury Heights Phase 3b POS</b>	To take over maintenance of POS.		TC OM	Linked to PE02	Unknown	In progress	
CP10f	<b>Badbury Heights Phase 3b Play Area</b>	To build a LAP.		TC ATC OM	Linked to PE02	Unknown	In progress	
CP11	<b>Westbury Way</b>	To take over maintenance of POS and two play areas.		TC ATC OM	Linked to PE02	Unknown	In progress	TC re-affirmed the desire to take over the land subject to conditions (March 2019).
CP12	<b>Skate Park</b>	To continue to replace existing equipment in consultation with users.	<b>Provision of Facilities &amp; Services</b>	TC OM	Ongoing	Ongoing	In progress	<p>Replacement works took place on some equipment early 2017 and 2019 to further enhance the park. Councillors approved to go out to tender for works on the skate park (Dec 2019). DC to confirm extension of the lease before tenders are</p>

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								sought. <i>January 2021- waiting for final documentation from DC/solicitor before going out to tender.</i>
CP13	Town Pump	To restore the Town Pump	Provision of Facilities & Services	TC ATC	Scheduled	TBC	Completed	S106 application was successful and three quotes were sought using a Specification of Works report. A contractor for the restoration was appointed at the TC meeting on 30 <sup>th</sup> September 2019. LBC has been submitted and approved. Works started in September and completed in October 2020.
CP14	Promotional Video of the Town	To create a promotional video for use on website, social media and by local businesses.	Provision of Facilities & Services	TC PC	Deadlined	August 2018	Completed	The videos have been published and will continue to be shared.
CP15	Christmas Lights	To continue to replace existing equipment and introduce new products in response to public demand.	Provision of Facilities & Services	ATC OM	Ongoing	Ongoing	In progress	S106 application was successful and pole mount decorations were introduced in 2018. Eleven further column lights for West Street and East Street have been purchased and net lights for yew trees in church yard for 2019. <i>A lighting scheme was introduced for Woodhouse Gardens, which was very well received by the public and the Merry Christmas sign was refitted with LED lights and installed in WHG.</i>

Project No.	Title	Purpose/Requested By	Plan Area	Lead Officer	Deadlined / Scheduled / Linked or Prioritised	Completion Target Date	Progress Status	Update Notes/Comments Budget Implications
CP16	Sensory Planting Project	Requested by Blandford Dementia Action Alliance. To create dementia / access friendly sensory areas within Woodhouse Gardens and The Plocks.	Provision of Facilities & Services	PC ATC	Scheduled	March 2018	Stage 1 (WHG) completed. Stage 2 (The Plocks) completed.	Sensory plants funded from Summer/Winter bedding budget. Area offered to a dementia group from March 2021. Two benches installed by Parish Rooms wall.
CP17	Extension to Woodhouse Gardens Pavilion	Extension to improve disabled access, provide disabled unisex toilets, larger kitchen and lockable storage.	Provision of Facilities & Services	TC OM PC	Scheduled	September 2019	Completed	Capital funding approved by Council and grant approved by Awards For All. Works started in May 2019 for a 12-week period and were completed in September 2019.

## PEOPLE *Affecting staff, councillor and management procedures*

PE01	To investigate the introduction of an apprenticeship scheme at the Town Council	To offer an Apprenticeship Scheme for horticultural, trees and timber, customer service and business administration students to work at BFTC.	An Excellent Employer	TC OM	Scheduled	None	In progress	Officers approached Kingston Maurward College and discussed possibilities with other organisations to recruit staff via an apprenticeship scheme, currently to no avail however attempts will continue as and when required. BFTC participated in work experience week with The Blandford School in September 2019.
PE02	Staffing review due to forthcoming land transfers and external projects  Updated to include the Local Government Review (LGR) 2018/19 subject to any offers/requests from	As a result of forthcoming land transfers and once the effect of the projects in the Plan is known, review staffing arrangements for appropriateness.	An Excellent Employer	TC OM	Linked to CP10 – CP11	None	Ongoing (annual reports to F&S Committee in September)	Completed in relation to amenity areas taken over from (then) NDDC. Will be subject to future review once Westbury Way and Badbury Heights developments are transferred from the



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	Dorset Council.							developer to the Town Council. Council has approved recruitment of an additional groundsman once the land is transferred.
<b>PROCESSES</b> <i>Affecting working practices and processes</i>								
PR01	Review/update standing orders and financial regulations	To ensure accuracy and reflect current working arrangements.	Professional & Proficient	TC	Deadlined	December 2016	In progress (this is also an annual process)	Updated May 2019.
PR02	To redesign and develop the Town Council's website and Facebook page	To transfer the existing website to an improved software package and redesign the Town Council's website to improve appearance and use.	Professional & Proficient	TC ATC	Deadlined	March 2013	Completed	Councillors agreed to create a new website designed by a local resident. The new design went live in October 2017.
PR03	Local Council Award Scheme	To continue to work towards achieving the LCAS awards to demonstrate that BFTC is an active, effective and efficient Council serving its local community.	Professional & Proficient	TC ATC	Deadlined	December 2016	Completed	Quality Council Status achieved in January 2008 and reaccredited in 2012. Change introduced to system (now Local Council Award Scheme). Application completed and submitted 13 <sup>th</sup> October 2015. Quality Status awarded March 2016. Quality Gold status awarded March 2017. <i>Quality Gold status expires in March 2021 and a new application is being prepared for submission.</i>

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PR04	Neighbourhood Plan	To work with surrounding parishes of Bryanston and Blandford St Mary to develop a Neighbourhood Plan.	Professional & Proficient	TC PC	Scheduled	Spring 2017	In progress	Reg 14 and 16 consultations have been completed. An examiner was appointed, and a hearing was held on 12 <sup>th</sup> November 2019. Following the hearing and further representation from opposing sites the group is waiting for the Decision Statement from DC. The Referendum has been postponed to May 2021 to due Covid-19. <i>January 2021- DC is waiting for a decision from counsel on the legal challenge.</i>
PR05	Community Resilience Plan	To work together with residents, businesses, community partnerships and local organisations to develop a Community Resilience Plan for Blandford Forum.	Professional & Proficient	TC ATC OM	Scheduled	Unknown	In progress	This document has been drafted by the OM and requires substantial input and commitment from the community before it can be considered and adopted. Workloads at present mean that this has not been progressed.
PR06	Green Flag Awards for open spaces, cemetery, parks and gardens	To research what opportunities are available for the Town Council venues	Professional & Proficient	TC	Scheduled	Unknown	To be started	Research to be started.

**Influences**      *Cross-cutting theme*

Project No.	Title	Purpose/Requested By	Plan Area	Lead Officer	Deadlined / Scheduled / Linked or Prioritised	Completion Target Date	Progress Status	Update Notes/Comments Budget Implications
IN01	Boundary Review	To continue to pursue an extension of the town's boundary to reflect the usage of the town's facilities and services. Requested by Councillors.	Provision of Facilities & Services	TC	Prioritised	Unknown	To be started	Town Council to consider progressing at the appropriate time.
IN02	Dorset Council – Car Parks	To review the feasibility of taking over the running of the car parks from the Dorset Council. Requested by Councillors.	Provision of Facilities & Services	TC	Scheduled Linked to PEO2	Unknown	On hold	To be re-evaluated due to change to Dorset Council. To date, town/parish councils advised car parks won't be transferred.
IN03	Devolution – To continue to consider the transfer of responsibility for services and facilities from local authorities that will benefit the residents and the town	Financial pressures on the local authority, in conjunction with the Working Together document.	Provision of Facilities & Services	TC	Prioritised And linked to PE02 and INO2	Ongoing	Ongoing	To date, the Town Council has taken on the public conveniences, amenity areas and outdoor markets. In addition, it provides financial support to the Leisure Centre and Youth Centre. See IN02 above. To be re-evaluated due to change to DC.
IN04	Parking Review	Requested by Councillors. Although the Town Council does not have any car parks it has to run the administration and initial consultations for this parking review of Blandford Forum and the Assistant Town Clerk is facilitating the project.	Provision of Facilities & Services	ATC	Deadlined	2019/2020	In progress	A dedicated webpage has been set up with a public consultation carried out in 2017/18. The final review pack was sent to DCC and NDDC for review in March 2018. No further updates as the authority is waiting for the new Dorset Council. DC has received the findings from the external company commissioned for this review and DC Councillors and Officers will provide findings to TC. May 2020 - Due to LGR and

Project No.	Title	Purpose/Requested By	Plan Area	Lead Officer	Deadlined / Scheduled / Linked or Prioritised	Completion Target Date	Progress Status	Update Notes/Comments Budget Implications
								then Covid-19 the project did not develop as much as was hoped between 2018 and 2020. <i>November 2020 DC Cllrs Quayle and Lacey-Clarke to take this forward and present recommendations to TC.</i>
IN05	<b>Climate Change and Biodiversity Action Plan</b>	Creation of an action plan with ongoing improvements made by the Town Council to reduce its carbon footprint and encourage biodiversity.  Requested by Councillors and staff.	<b>Provision of Facilities &amp; Services</b>	TC	Prioritised	Ongoing	Started	The Town Council has adopted a Climate Change and Biodiversity Action Plan and formed a working group. This is a living document that will be continuously updated. Cllr Osborne has updated the document, to be considered by council on 28 <sup>th</sup> September 2020. This was approved and is published on the TC website. <i>January 2021 – New initiatives being worked on with Litter Free Dorset and Blandford War on Waste.</i>

## To consider the X8A bus service following the contract expiry with the Dorset Council

The following email was received from the Dorset Council on 18<sup>th</sup> December 2020:

I am writing to advise you that the contract for bus service X8A expires on 31<sup>st</sup> December 2020.

The service which runs from Mondays to Saturdays within Blandford has been funded by developer contributions. The bus takes a circular route from Tesco, to Lidl via the town centre, the Whitecliff Surgery and the hospital. It runs in tandem with service X8, a commercial route running from Poole to Blandford, which follows a similar route through the town, but in the other direction, to the Lidl store.

Morebus (Go South Coast) has advised that they are unable to continue to run the X8A without funding and propose to withdraw the service from the middle of February - the last day of operation for X8A will be Saturday 13 February 2021. I have attached the current timetable which includes both routes. There will still be an hourly service within the town using the X8.

The X8A route has been running for three years and although it is appreciated by the passengers who do use it, numbers are low so any replacement would have to be funded. Sadly, Dorset Council does not have funding for maintaining town services so we will not be retendering the route. We do support services on our interurban network which includes services X12, 20 and X3 from Blandford to Weymouth, Salisbury and Shaftesbury respectively.

In the West of the County, Bridport and Lyme Regis Town Councils are currently supporting town centre public bus routes and Beaminster Town Council is running a Community Bus Service. If you wish to explore these options, please contact me and I can give you more information about the current X8A route, passenger numbers potential costs as well as run through some of the options with you.

Kind regards

Deborah Fiddik  
Public Transport, Infrastructure & ENCTS Officer

Information was requested immediately and was received on 12<sup>th</sup> January 2021, as follows:

Dear Linda and Nic

Following your request for further information regarding the email below...

### **Contract:**

The contract was held by Go South Coast

The annual contract cost for the service was £83,333 per year paid in monthly instalments (£6,944).

This was for a Mondays to Saturdays service except for Public Holidays.

## Passenger Numbers:

I have used pre Covid lockdown numbers as this reflects normal conditions. Numbers for the past year are for obvious reasons lower.

**March 2019 to February 2020:** 15,048 single journeys were made. This averages out at 289 single journeys each week which equates to 48 journeys per day spread across 6 days (Mon – Sat). There are 14 journeys on Mondays to Fridays and during school holidays and 18 on Saturdays – see timetable attached.

(For information, I have included the numbers for the period March 2020 to December 2021 and sadly I imagine that passenger numbers are unlikely to increase very much in the near future.

March 2020 to December 2020 - 6,435 single journeys made averaging out at 149 single journeys each week. This equates to 25 journeys per day spread across 6 days (Mon – Sat) with the same journey frequency as above.)

## Options:

Given that service X8 will remain, offering an hourly service from Mondays to Sundays including Bank Holidays, you might decide that a replacement for service X8A is not necessary. Existing passengers on X8A might decide to transfer their journeys to the X8 instead.

If you want to discuss other options with Go South Coast, these could include removing Saturdays from the timetable, or considering running a shorter day i.e. mornings only. Please contact Julian Barnes, Commercial Development Manager on 01202 688732 or email [julian.barnes@gosouthcoast.co.uk](mailto:julian.barnes@gosouthcoast.co.uk). I can provide details for other operators if you decide to obtain quotes or go out to tender.

I think it is unlikely that any operator would run a bus service without financial support and if you do decide to tender a replacement, unless it is similar to the existing X8A you could unintentionally affect the viability of transport that is already available including Taxi Companies. Community transport might also have a part in providing a replacement - existing Community Transport services are on the Dorset Council website: <https://www.dorsetcouncil.gov.uk/travel/public-transport/community-transport/dorset-community-transport-directory.aspx> and it could be possible that something already running could be adapted.

Most of these options require some discussion as there are variations deciding on what you would like. If you decide in principle that you want to support a replacement for the bus service perhaps a Teams meeting would be the best way forward.

Kind regards

Deborah Fiddik  
Public Transport, Infrastructure & ENCTS Officer

Linda Scott-Giles  
Town Clerk  
12<sup>th</sup> January 2021

## Litter Free Dorset Campaigns

Meeting held with Litter Free Dorset – One of the actions from the town centre recovery survey carried out in 2020 was to deal with takeaway litter and the food issue on pavements. DC's Environmental Health were unable to advise on the food litter but suggested we attempt to tackle the litter aspect and Litter Free Dorset were happy to help by arranging a meeting of interested parties on 14<sup>th</sup> January 2021 (please follow the link to the agenda / presentation slides [LINK](#)).

In attendance were:

Sophie Colley, Litter Free Dorset	Carla Roberts-Owen, Litter Free Dorset
Dave Levi, Dorset Council	Marten Gregory, Dorset Council
Cllr Hugo Mieville, BFTC	Cllr Colin Stevens, BFTC
Cllr Pat Osborne, BFTC	Yvonne Mieville, Blandford War in Waste
Sarah Wise, Wimborne War on Waste	Linda Scott-Giles, Town Clerk
Sybille Maddock, Assistant Town Clerk	Nic Nicol, Town Team

The following items were discussed and have been summarised, but minutes are to follow from Litter Free Dorset. DC/DWP agreed to review bin locations in case there are some that are underused that could be relocated.

Takeaway Litter – Attendees discussed the hotspots and Yvonne shared her experiences of where the most litter has been when they have carried out litter picks. Sarah shared her experience of families wanting to litter pick during lockdown and she has delivered litter pickers to them. Yvonne said she has litter pickers that could be lent to families and Linda offered to use the office as a pick-up point. Sophie mentioned adopt your street initiatives where people look after their immediate areas. Lots of ideas were discussed, one of them being a competition with the schools for them to design posters to help combat littering with a message from children that might help change some people's bad habits.

Reusable Cups – 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. The posters were printed in the office before Christmas and Blandford War on Waste hand delivered them to cafes/takeaways.

Bin Your Butt Campaign – Sophie suggested tackling the issues 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): <http://www.litterfreedorset.co.uk/wp-content/uploads/2020/09/Bin-Your-Butt-Poster-2020-A4-1.pdf> and <http://www.litterfreedorset.co.uk/current-projects-and-campaigns/binyourbutt/>. Posters are going up in the town and shared on social media w/c 18<sup>th</sup> January 2021. Sarah has some stubby packs that Linda has collected and brought to Blandford for distribution, particularly in the town centre where there are no/few cigarette butt bins due to the conservation area status. Spar has agreed to be a pick-up point for the packs.

Grants to support environmental work – This new initiative, approved in 2020, has been advertised in the Forum Focus and on social media.

Linda Scott-Giles  
Town Clerk  
14<sup>th</sup> January 2021