



# 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 27<sup>th</sup> July 2020 at 7.00 pm** to consider the following items.

Linda Scott-Giles  
Town Clerk  
21<sup>st</sup> July 2020

## **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 by [clicking here](#). 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 489490.

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 6<sup>th</sup> July 2020 ([accessible here](#), these will be signed at a later date)
6. Town Clerk's Report & Correspondence ([paper attached](#))
7. Recommendations and Receipt of Minutes  
None
8. To receive the recommendations from the working group considering the Wyatt Homes consultation ([paper attached](#))
9. To consider the Town Council's position with the payment for use of the sports pavilions July – September ([paper attached](#))

10. To receive the Persimmon Homes Phase 3a & Phase 3b legal transfer ([paper attached](#))
11. To receive an update and consider any requests from the:
  - 11.1 Neighbourhood Plan Working Group – Blandford + ([paper attached](#))
  - 11.2 Dorset Council Grant for the Market Area Enhancement  
To receive the notes from the working group meeting held on Monday 13<sup>th</sup> July 2020 ([paper attached](#))
  - 11.3 Corn Exchange Working Group  
To receive the report/route map from Ingham Pinnock Associates and consider expenditure authority to proceed with the project ([paper attached](#))
  - 11.4 Public Art Plan (update [paper attached](#))
12. 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)
13. Planning Matters
  - 13.1 Appendix A – New Planning Applications ([refer to draft Appendix A attached](#))
  - 13.2 Appendix B – Dorset Council Decisions on Planning Applications and Applications Awaiting Decisions (to be displayed at the meeting)
  - 13.3 Site Visits/Dorset Council Planning Meetings

### **DATES OF FUTURE MEETINGS**

7 <sup>th</sup> September	Planning Meeting
14 <sup>th</sup> September	Finance & Staffing Committee
21 <sup>st</sup> September	Recreation & Amenities Committee
28 <sup>th</sup> September	Town Council Meeting

**Minutes of the Town Council and Committee meetings are available from the Town Clerk's Office and online 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



Tel: 01258 454500 • Fax: 01258 454432  
Email: [admin@blandfordforum-tc.gov.uk](mailto:admin@blandfordforum-tc.gov.uk)  
[www.blandfordforum-tc.gov.uk](http://www.blandfordforum-tc.gov.uk)

## Town Clerk's Report & Correspondence

1. Market Fees – The resolution from the Town Council meeting held on 6<sup>th</sup> July led to Cllr White and Cllr Lindsay approving the proposed reductions put forward by the Market Manager. For transparency, this consists of:
  - Temporary rent reduction of £3.50 per pitch/per week for Thursdays for the Street Market and the Indoor Market for a period of four weeks to those traders who return within 9<sup>th</sup> – 30<sup>th</sup> July inclusive. This would be to support them and for us to show some gratitude for their support to Blandford Markets.
  - Reduce the rent for the Saturday Street Market to our winter/introductory rate of £15.00 per week/per 3m pitch until the end of March 2021.
2. Carbon Footprint – Catherine Sage, Senior Project Worker – Research for the Centre for Sustainable Energy has invited parish and town councils to take part in testing out a carbon foot printing tool. This invitation was shared with Cllr Pat Osborne, who has approached the Centre direct to involve the Town Council, resulting from the work Cllr Osborne has already done in this area and he attended a workshop on Friday 17<sup>th</sup> July 2020.
3. Town Pump – The contractor is aiming to start work w/c 24<sup>th</sup> August 2020, with the cleaning to commence on 26<sup>th</sup> August 2020.
4. William Williams – Education and ‘general relief in need’ grants are available to students living within Blandford Forum, subject to meeting specific criteria, with a deadline of 12<sup>th</sup> September 2020.
5. Street Dressing Items – These have now been received from the Dorset Council (bollard sleeves (pictured), bench stickers reminding people to keep a distance, floor stickers) and the four sanitising stations are now all that is awaited. One of the social distancing banners (Dr Davies Garden railings) has been slashed (pictured below) and this has been reported to the police.



6. Expansion in the types of development which can take place without the need for a planning application – The Government has introduced several (many time-limited) reforms of the planning system which would enable certain forms of development to take place without the need for a planning application (‘permitted development’). These include permitting blocks of flats to be extended upwards by two storeys to create new homes. They also introduce a new permitted development right that would allow in principle, a temporary market to be held by or on behalf of a local authority (including town and parish councils) in England from 1st July 2020 to 31st December 2020. Further information about these new Permitted Development rights can be found by [clicking here](#).

## **To receive the recommendations from the working group considering the Wyatt Homes consultation**

Following the Working Group meeting on Wednesday 16<sup>th</sup> July 2020 the recommendation is to submit the following response.

Blandford Forum Town Council accepts in large parts the aims of Wyatt Homes as they concur with B+NP policy B2, and particularly welcomes the enabling of a primary school and much needed infrastructure in the northern area of town which guided the NP delivery, however we do have the following concerns.

vi - Whilst we accept that crossings for a bypass are difficult, the Town Council does not agree with toucan crossings. However, the community would expect the highest safety standards for pedestrians and cyclist crossings. Reduction of speed limits on all roads leading to the toucan crossings should be considered.

xiii - We note the attenuation ponds are in the parish of Pimperne and the Town Council encourages Wyatt Homes to relocate them within the parish of Blandford Forum to enable Phase 1 to be all contained within the parish of Blandford Forum, in accordance with Policy B2 (xiii).

### Future points to be discussed with Wyatt Homes:

- vii – Extension of service route via X8A via the new estate and new school. Future discussions between the Town Council, Dorset Council and Wyatt Homes should be held to discuss this service.
- Funding of school crossing patrol via s106
- Maintenance of play areas
- Area 2,3 and 4 should be built asap
- Commercial centre should be built within a certain timeframe
- Football pitch and play space use needs to be discussed
- Use of Community Hub
- Traffic flow and parking around the school
- Mix and balance of 180 affordable homes
- Environmental issues concerned with housing and energy
- Naming of roads

### Recommendation

Councillors should decide if they wish to submit the response put forward by the Working Group.

Sybille Maddock  
Assistant Town Clerk  
16<sup>th</sup> July 2020

## **To consider the Town Council's position with the payment for use of the sports pavilions July – September**

### **Background**

It was agreed at the Town Council meeting on 27<sup>th</sup> April 2020 that the sports clubs would receive payment relief for the period of April to June 2020 and this would be reviewed at the end of the period to see how things had progressed.

### **Report**

The sports clubs have all thanked the Town Council for the payment relief for the 1<sup>st</sup> quarter of the financial year.

As of 2<sup>nd</sup> July 2020, the bowling club and the football club have advised that they will be starting to use the grounds, but they will not be using the pavilion or facilities. The cricket club has advised that they are planning to use the grounds and the pavilion after the 10<sup>th</sup> July 2020. The rugby club has also advised that they are using the grounds to train, but they are not using the pavilion.

To summarise, all the sports clubs in Blandford are using the grounds.

The quarterly rent expected for each quarter from the clubs is as follows:

Bowling club	£439.14
Football club	£379.68
Cricket club	£434.69
Rugby club	£439.14
<b>Total:</b>	<b>£1,692.65</b>

### **Recommendation**

Councillors are to decide if the sports clubs are to resume paying their quarterly rent as grounds are now being used from 1<sup>st</sup> July 2020 or if payment relief is to be extended for the period July to September 2020 and reviewed at the end of this period.

Jenny Tempier  
Responsible Financial Officer  
13<sup>th</sup> July 2020



## To resolve to sign the transfer of public open spaces for Phase 3a and 3b of the Persimmon Homes development and approve expenditure authority for the play areas

### **Background**

Members are aware that the Town Council is a signatory to a Section 106 agreement to take over the ownership and maintenance responsibilities for the public open space (POS) on Phase 3a and Phase 3b of the Persimmon Homes housing development at Badbury Heights. Phase 1 and 2 has been transferred.

As advised recently, the Town Council's solicitor has confirmed that the long-awaited transfer documents for Phase 3a and Phase 3b are due to be received. To prevent any further delay with the transfer, the introduction of the play areas and the Town Council staff maintaining the areas, it is recommended that Councillors approve the adoption of the transfer at this meeting.

Section 22 Execution and sealing of legal deeds within the Standing Orders state that:

- a. *A legal deed shall not be executed on behalf of the council unless authorised by a resolution.*
- b. *Subject to standing order 22(a) above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.*

This purpose of this report, therefore, is to seek the required resolution and is also being used as an update/notification report and an opportunity to delegate authority to officers to proceed with the play areas.

### **Phase 3a and Phase 3b Play Areas**

The map below shows the existing LEAP at Balmer Road, installed in 2018, and the other four areas due to be installed.



The play areas agreed for Phase 3a are a LAP<sup>1</sup>, LEAP<sup>2</sup> and a NEAP<sup>3</sup>.

The play area for Phase 3b is a LAP.

It is recommended that one contractor is awarded all four play areas for best value and ease of future maintenance, and that designs/quotations are obtained from contractors, which are then presented to the residents of Badbury Heights through a public consultation. The plans will be on our website and in the office, with a surveymonkey link for people to respond to. A newsletter will also be distributed.

The Assistant Town Clerk is therefore drawing up a specification and plans for all four sites, based on the Phase 2 play area, that will be uploaded to both the Publications Office of the European Union and Contracts Finder. The guidelines for these methods are very strict and must be adhered to, along with the timescales involved, hence why this process has already started to avoid any delay.

### **Additional Information**

The Operations Manager and Supervisor will inspect the public open spaces within Phase 3a and Phase 3b and any concerns will be reported. An additional member of staff is likely to be required, working 18.5 hours per week at the same scale point as existing ground staff. The annual total salary cost for this member of staff has been budgeted at £11,953. This has been budgeted to come out of the Persimmon s106 money for this purpose.

### **Financial Implications**

The Town Council received s106 monies in July 2010 for Phase 3a, however it is still waiting for s106 monies for Phase 3b.

#### **s106 monies available for Phase 3a (including the interest earned on investment)**

Public Open Space (POS)	£145,800.83 (for areas 1 – 4) to be spent over 20 years
Capital sum	£179,185.31 (for LAP, LEAP & NEAP)
Commuted sum	£319,862.81 (for LAP, LEAP & NEAP) to be spent over 20 years

#### **Phase 3b – The following s106 monies needs to be paid to the Town Council**

The value for the s106 monies expected for Phase 3b has had the rate of inflation included each year since 2009. As at 31/03/2020 the Town Council was expecting the following:

POS: £144,754.06 to be spent over 20 years. With rate of inflation for 2020/21 (as per ONS in October 2019), the budgeted amount additional to this equates to £301.57 per month up to 31/03/2021.

LAP Developer Contribution: As at 31/03/2020 we are expecting £10,934.84. With rate of inflation, the budgeted additional amount to this equates to £22.80 per month up to 31/03/2021.

Commuted Sum: As at 31/03/2020 we are expecting £30,070.81 to be spent over 20 years. With rate of inflation, the budgeted additional amount to this equates to £62.65 per month up to 31/03/2021.

---

<sup>1</sup> LAP – Local Area of Play – A small area of unsupervised open space specifically designed for younger children mainly between the ages of 4-6 years of age. The location of the area is determined as within one minute walking distance. The area should be appropriate for low-key games; flat and level with grass surfacing. A guard rail, fence or shrubbery should be used as a safety buffer zone to protect against road related accidents.

<sup>2</sup> LEAP – Local Equipped Area of Play – An unsupervised area equipped for children of early school age and within five minutes walking time of home. The area should be appropriate for the ages of 4-8 years of age, although consideration should be given to younger supervised children. LEAP's should offer at least 5 types of play function and should have seating for accompanying adults.

<sup>3</sup> NEAP – Neighbourhood Equipped Area for Play – An unsupervised site servicing a substantial residential area. This area should be equipped for older children, ages 8-14 years. It should have provision for slightly younger children. NEAP's should be located within 15 minutes walking time from home. The size of the play area should accommodate 8 differing types of play equipment providing challenges and enjoyment appropriate to the age group. Seating for accompanying adults and teenager meeting areas should also be catered for.

Tree Buffer: As at 31/03/2020 we are expecting £6,868.62. With rate of inflation, the budgeted additional amount to this equates to £14.30 per month up to 31/03/2021.

Additional Area: £2,500 has been agreed for a small area that was missed from Persimmon Homes' original plans. This will cover the maintenance of the area.

The Financial Regulations state at 11 h) that:

*Where it is intended to enter into a contract:*

- (i) *exceeding £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in 11.1(i)-(vi) officers shall invite tenders from at least three firms, in line with the Public Contracts Regulations 2015.*

### **Recommendation**

It is recommended, to avoid any further delay in sealing the transfer and providing the play areas, that the Town Council authorises:

- **The Chairman of Council, Vice Chairman of Council and the Town Clerk to sign and seal the transfer document for Phase 3a and 3b and return it to the solicitor, upon payment of the outstanding s106 monies for Phase 3b as listed in financial implications.**
- **Officers to proceed with the tender process for the Play Areas in accordance with the Public Contracts Regulations 2015 and to select a shortlist of proposals, which will then be presented to residents of Badbury Heights with delegated authority to the Chairman of Council to receive the feedback from the public consultation and select the contractor.**
- **Expenditure authority of £179,185.31 for Phase 3a and a minimum of £10,934.84 for Phase 3b (the developer contribution plus rate of inflation - additional £22.80 per month to be added from September 2020 if developer contribution received after 31/08/2020) (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8) for the purchase and installation of play equipment, litter bin, signage and seating (to be installed as soon as the signed transfer document is returned and the procurement process has been followed).**
- **Additional expenditure (unknown amount at present) for fencing, with budget line and amount to be confirmed with the Chairman of Finance & Staffing Committee and Council prior to placing the order.**

Linda Scott-Giles  
Town Clerk  
13<sup>th</sup> July 2020



**Neighbourhood Plan Working Group – Blandford +**

On 9<sup>th</sup> July the Steering Group received the responses received to the consultation on the Draft Decision Statement. Pimperne Parish Council's response includes formal legal advice that it has received. The PC is acting jointly with the Cranborne Chase AONB Partnership and the Dorset CPRE.

The responses are available online, should Councillors wish to view them:

<https://www.dorsetcouncil.gov.uk/planning-buildings-land/planning-policy/north-dorset/neighbourhood-planning/submitted-plans/blandford-v2/blandford-neighbourhood-plan-version-2.aspx>.

Jon Dowty from O'Neill Homer was also sent the responses, for information only, and kindly put a response statement for B+ together (sent to all Councillors on 10<sup>th</sup> July). The response was sent to Dorset Council on 15<sup>th</sup> July, to put before their legal team if they wish. As B+ was not requested to make a representation and the statement was made on a personal level Dorset Council has been requested to not publish the response.

Once the legal team has reviewed the responses, we are hoping that the Dorset Council will issue their Decision Statement and the Neighbourhood Plan can go live.

Sybill Maddock  
Assistant Town Clerk  
15<sup>th</sup> July 2020

**Dorset Council Grant for Market Area Enhancement  
Working Group Meeting  
Monday 13<sup>th</sup> July 2020 at 11am Held online via Microsoft Teams**

## **NOTES**

**Attendees:**

Cllr Colin Stevens, Working Group Chairman  
Dorset Council Cllr Noc Lacey-Clarke  
Cllr Alan Cross  
Cllr Roger Carter  
Dilys Gartside, Town Team  
Linda Scott-Giles, Town Clerk  
Andy Reynolds, Market Manager

Cllr Lynn Lindsay  
Cllr Haydn White  
Cllr Steve Hitchings  
Nic Nicol, Town Team  
Nicci Brown, Civic Society  
Jon Goodenough, Operations Manager  
Sybille Maddock, Assistant Town Clerk

**1. Apologies**

Hugh de Iongh, Dorset Council  
Cllr C Jacques

Dorset Council Cllr Byron Quayle

**2. To discuss the amended survey proposed by the Town Team and agree any recommendations to the Town Council meeting scheduled for Monday 27<sup>th</sup> July 2020**

2.1 Nic Nicol began by saying that two items were missing from his preliminary agenda notes, these are:

- Dorset Council's grant offer acceptance letter has been received, signed and returned. This provides a budget of £2k with an initial advance of £800. Based on an estimate of receiving 1,000 Freepost returns, total estimated expenditure is £1,600.
- The rules regarding wording and use of the Freepost Name service state that users must be clearly told not to use a stamp, the wording must be 'Freepost TOWN TEAM' (with the use of capitals as shown) and nothing else must appear on the front of the envelope.

2.2 Survey Content and Duration

- Updated A4 print version has minor changes to the heading – use of Freepost return and advice on where to find the SurveyMonkey link on town websites and FB pages. (Putting in the detail of the SurveyMonkey live link is impractical.)
- Additional question in paragraph 8 – 'Dorset Council car park permit parking more/less/no change'
- Traffic amended to Motor traffic in Question 8.
- Survey Monkey version has more space to expand questions for clarity of meaning e.g. Q7 'on-line shopping' and Q8 'signage on social distancing'.
- 'Freepost TOWN TEAM' returns to Town Clerk's Office for entry into SurveyMonkey.
- Go live date for both is Monday 27<sup>th</sup> July.
- Suggested end of survey date – Wednesday 30<sup>th</sup> September.
- Nicci Brown to provide an introductory text for the survey.

2.3 Hard Copy Numbers & SurveyMonkey Link

- E-mail sent to Bryanston, Blandford St Mary, Durweston, Stourpaine, Pimperne and Charlton Marshall parish clerks and chairs to confirm numbers required.
- Stourpaine will put survey or survey link in the church magazine which also goes to Durweston and Pimperne. The cost is TBC but probably nil.

- BStM requested 80 copies for delivery through the school. The Town Team will request to add the link in the school magazine.
- The Budget covers for 100 or 200 copies per village until response received from remainder.
- 200 copies to Town Clerk's Office, Noticeboards & Corn Exchange on market days.
- 4000 copies delivered to Blandford Forum residences and offices.
- 300 copies to Convenience shops in town.
- 100 copies to Stourpaine shop.
- 100 copies to Bryanston Club.
- Pass SurveyMonkey link to The Blandford School and Bryanston School for distribution.
- Websites. SurveyMonkey link to be posted on BFTC and Town Team websites.
- Pimperne Village Hall – 100 copies for distribution by Cllr Cross
- The Town Council meeting on 27<sup>th</sup> July would address delivery of the A4 survey to households.

#### 2.4 Printing Quotes and Decision on A4 or A5 Double-sided

It was agreed to go for A4, colour, uncoated printing from Cheap Printing Dorset, making use of the 20% off with 'Printed by Cheap Printing Dorset' added, offering the fold service.

#### 2.5 Post Office Response Service

Freepost TOWN TEAM. The cost of the licence for the Post Office Response Service we require is a little more than previously stated, £230 + VAT rather than £99. The return charge is 63p per letter + VAT and is first class. Any size of envelope can be used and the address is written in free-hand capital text. The service doesn't work if the person writing it adds any other details. There is no upper or lower limit to the number of responses allowed. The licence is valid for a year and can be cancelled (without refund) at any time.

#### 2.6 Promotion

- Publicise through websites and FB pages where link is posted. Other communication:
- BFBS Blandford Camp. Email request to promote survey sent. Maybe contact Bob Brannigan for further advertising at the camp.
- The Breeze. Cllr S Hitchings will speak to his account manager. Breeze Radio is rebranding to Greatest Hits Radio.
- Cllr Noc Lacey-Clarke suggested to have a market stall to involve traders and visitors to town.

#### 2.7 Analysis

Using SurveyMonkey tools to analyse by postcode, by age group, resident, business owner, employee, visitor. Cllr Lacey-Clarke suggested to provide raw data to the Town Council for future reference.

### 3. **To consider the proposals put forward by Dilys Gartside (initially discussed at the Town & General Purposes Committee meeting held on Monday 29<sup>th</sup> June 2020)**

Dilys Gartside presented her ideas to the group.

Various ideas were talked through and it was agreed that the group will wait for the Town Team survey results to incorporate these in the whole idea of changing the traffic flow throughout the town. It was agreed that people need to be encouraged to come into the town centre and that this needs to be approached holistically.

The next meeting will be scheduled for when the survey results are received.

The meeting closed at 12.50pm.

**To receive the report/route map from Ingham Pinnock Associates and consider expenditure authority to proceed with the project**

**Notes from the Working Group meeting held online on Wednesday 15<sup>th</sup> July 2020 at 11:00am**

Attending

Cllr Peter Clark (Chairman)  
Cllr Lynn Lindsay  
Cllr Steve Hitchings  
Cllr Roger Carter  
Cllr Colin Stevens

Kate Pinnock, Ingham Pinnock Associates  
Ross Ingham, Ingham Pinnock Associates  
Linda Scott-Giles  
Jon Goodenough

Apologies

Cllr D Russell

Route Map

IPA talked Councillors through the route map provided to the Town Council ([at Appendix A](#)), based on the draft sketches provided by Malcolm Simmonds Architects Ltd (via The Morton Partnership) ([at Appendix B](#)) and the stage plans from WDA ([at Appendix C](#)). The route map has been sent to all Councillors and is also attached to the agenda.

To consider a recommendation to the Town Council meeting scheduled for Monday 27<sup>th</sup> July 2020

The attached report/route map from Ingham Pinnock Associates was received on 23<sup>rd</sup> June 2020 and sent to the working group. All councillors were informed that it had been received and invited to attend a working group meeting on Wednesday 15<sup>th</sup> July to discuss the route map in more detail.

Councillors will recall that the Town Council chose not to recruit another Project Manager for the Corn Exchange when the previous post holder left and set funds aside for a consultancy instead.

Councillors will note that the timeline proposed by IPA involves obtaining council approval to proceed between June and August. To avoid any further delay to the project, and an additional meeting in August, the working group recommends that:

**The Town Council delegates authority to the Corn Exchange working group to proceed with the project based on the development of the most recently approved plans ([at Appendix B](#) and [Appendix C](#)) and the route map with associated expenditure authority using funds from the Corn Exchange Project Officer/Consultant and Corn Exchange Project Development budgets (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8). Regular updates will be given to the monthly Town Council meetings and all Councillors are invited to attend all the working group meetings and contribute to the discussion and decisions.**

Because the Corn Exchange is the biggest project the Town Council has, members of the working group feel that it would be beneficial for there to be at least nine Councillors in the working group. Alternatively, a separate Full Council monthly meeting could be added, amending the council diary, with all Councillors requested to attend to discuss elements of the project.

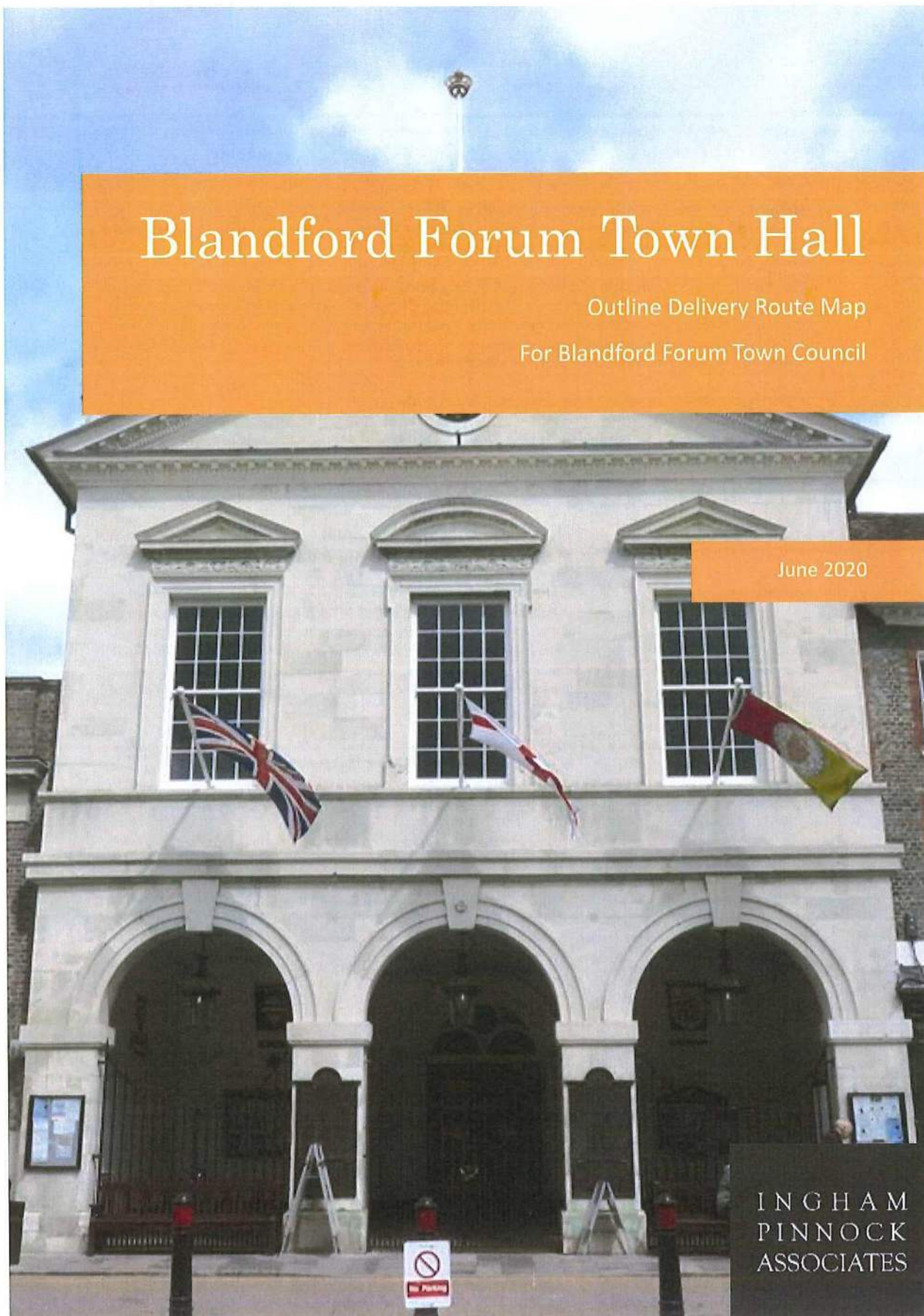
Linda Scott-Giles  
Town Clerk  
15<sup>th</sup> July 2020

# Blandford Forum Town Hall

Outline Delivery Route Map  
For Blandford Forum Town Council

June 2020

INGHAM  
PINNOCK  
ASSOCIATES





## 1. Introduction

Ingham Pinnock Associates was appointed by Blandford Forum Town Council in the spring of 2020 to undertake a review of previous proposals for the restoration of Blandford Forum Town Hall and provide suggestions on practical next steps to help this important project move forwards.

The restoration and rejuvenation of the Town Hall is a long-held ambition of the Town Council that, for a variety of reasons, has been frustrated in recent years. The over-riding purpose of this piece of work is therefore to help the Council to reset itself and the project and establish a realistic route forward. Mindful of potential fatigue or even frustration amongst the Council and community, where possible, the work should also seek to identify any 'quick wins' to help demonstrate that progress is now being made.

Reflecting the above, our agreed scope of our work was as follows:

- Task 1: Undertake site visit and meet with officers to gain a better understanding of the history of the project and the Council's aspirations
- Task 2: Review work undertaken to date and all the documentation previously developed, including previous business plans, the Heritage Fund (previously Heritage Lottery Fund) application documents, plans etc.
- Task 3: Based on the research undertaken, identify practical next steps for the project covering all of the work-streams necessary to progress such as design, fund-raising, communications, etc.

Over the last few months we have therefore undertaken a review of numerous documents kindly provided by the Town Council and had several conversations with Linda Scott-Giles and Jon Goodenough who provided us with a background on the current situation and the recent proposals. Alongside this we have spoken with Ed Morton from The Morton Partnership who undertook a Condition Survey of the Town Hall in January 2020 and has been working with Malcolm Simmonds, a conservation accredited architect to progress designs to sympathetically conserve and reorder parts of the Town Hall to better accommodate the Town Council and existing and proposed users.

We were unable to undertake a site visit due to the timing of that task clashing with the height of the coronavirus pandemic and maximum movement restrictions. However, Linda and Jon kindly provided us with a video tour of the Town Hall and we have reviewed the photographs included as part of the Condition Survey. Alongside this, we have also reviewed various online information to inform and develop our thoughts.

The following paper summarises our findings and sets out a programme of practical next steps for the Council to consider and is structured as follows:

- **Section 2:** Sets out our initial understanding of the Council's current position and the strengths and weaknesses of the project as it stands
- **Section 3:** Sets out a number of potential next steps to develop a practical and deliverable project.

## 2. Our understanding of the current situation

### The Town Hall building

Blandford Forum Town Hall and Corn Exchange is a Grade I Listed Building situated in the market town of Blandford Forum, Dorset.

The Town Hall is extremely impressive and elegant, visually anchoring the Market Place and providing a focal point for the town centre.

The building is owned and partly occupied by Blandford Forum Town Council who use the building as their main office and venue for Council meetings. Parts of the building are significantly underused or not used at all, due primarily to access issues and environmental problems.

The formal National Heritage List Description describes the Town Hall and Corn Exchange as follows:

*'Portland stone ashlar front. Signed "Bastard, Architect" and dated 1734. Frieze. 2 storey 3 window front, enriched cornice and pediment. Draped stone vases to pediment and quoin parapets. Clock in tympanum. The three 1st floor windows have moulded architraves, enriched pulvinated friezes, and pediments, the central one being segmental. Moulded strings. The ground floor has 3 semi-circular arches with moulded imposts and archivolts leading to open portico, formerly a market. The front room on the 1st floor has some original fittings and also portraits of the Bastards. Behind is a mid-Victorian Corn Exchange with interesting elliptical roof-trusses. Gates to semi-circular arches in portico.'* Historic England National Heritage List for England, 2020

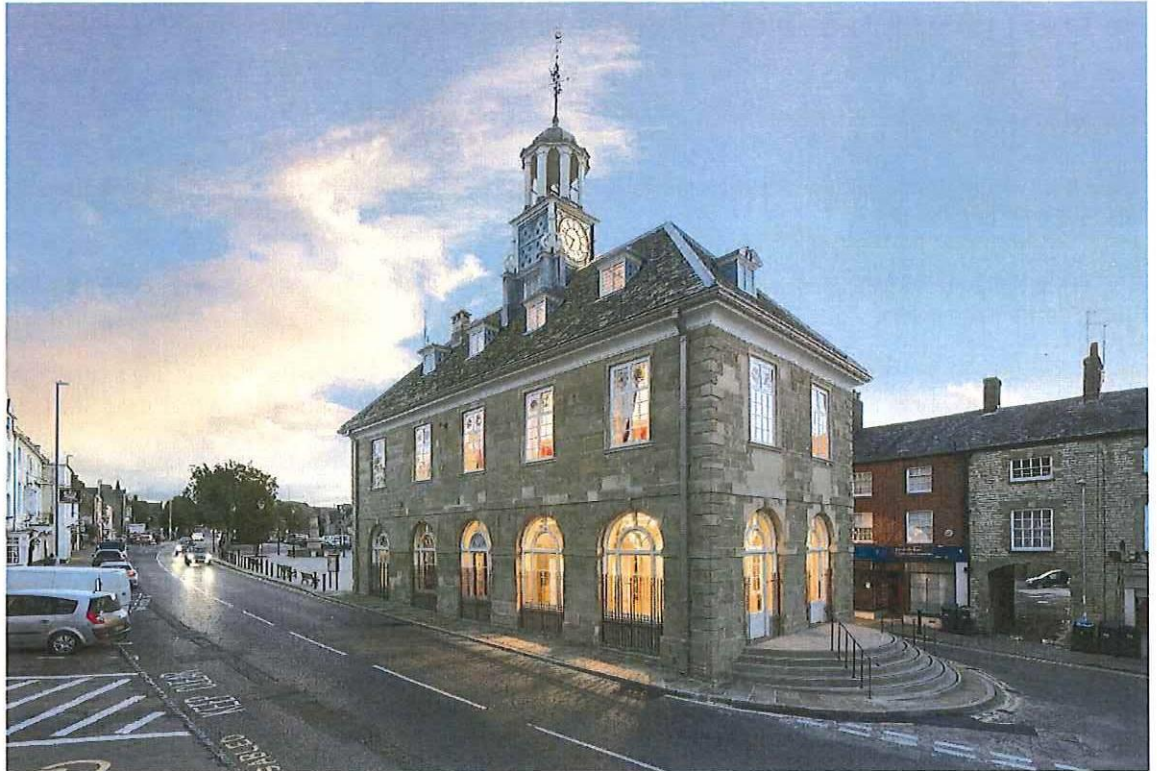
The Town Hall is not on the Historic England Heritage At Risk Register, however, it is clear that it does require significant repairs to secure its future and arrest any further impact on important historic fabric; further detail of the scope of repairs required is set out in The Morton Partnership Condition Report from January 2020.

Over a period of approximately 25 years the Town Council has developed and started to progress several projects intended to breathe new life into the Town Hall. Regrettably, none of these efforts have come to fruition. Despite this, the Council, rightly, remain determined to see the building better used by the community, more accessible and more financially sustainable.

### Project development

It is clear that the Town Council has already undertaken a considerable amount of work to progress the restoration of the Town Hall over the last 25 years including commissioning studies and investment in personnel. Regrettably, due to a range of factors this has not resulted in the comprehensive conservation and reordering of the building as originally intended. The Council should rest assured that this is not an uncommon situation; many of the projects and indeed other Town Councils we advise have a similar starting point; projects involving complex and important buildings such as this are by their very nature difficult and there are often more reasons why projects don't proceed than there are reasons that they do.





*Image: Brackley Town Hall, recently completed restoration project, where we helped to develop a project from an impasse within the Town Council who had been struggling to determine how best to proceed after several years of deliberations.*

However, it is also clear that the Council is resolved to continue and deliver the conservation and reordering of the building it originally envisaged. There is a recognition that the issues with the building will not simply go away and will need to be addressed at some point; and there is a recognition that repairs should be undertaken sooner rather than later to avoid problems worsening and the eventual cost of repair increasing. The energy, enthusiasm and pragmatic approach of Linda and Jon is obvious as they have demonstrated through our discussions (and finding an effective way to overcome the barrier to a site visit presented by coronavirus!); they represent an asset to the project and a great base of Council officers from which to build. The recent appointment of The Morton Partnership and Malcolm Simmonds Architect is also a positive step forward and will benefit the Town Council and the building; both are leading authorities in their field as well as being practical and pragmatic advisors which will be invaluable in this context.

Further to the above, we have summarised in the following bullets our understanding of how the project has developed over the last few years:

- A 'Round One' application was submitted to the Heritage Fund in around 2016/17 seeking a grant of £5-£6m. This application was not successful. Having reviewed some of the documents submitted we believe this was probably due to a combination of factors. It is worth noting that requirements of the Heritage Fund have changed significantly since this application was submitted and unfortunately so too has demand for their funding. Given the outcome of this previous application, care needs to be given to building a new relationship with the Heritage Fund and the preparation of any new applications to them
- Reflecting on the outcome of the Heritage Fund application, the Town Council considers that a project with a slightly reduced scope, and budget, is the most sensible approach to pursue
- The Town Council recently appointed Malcolm Simmonds Architect and The Morton Partnership, to develop initial fresh proposals for parts of the building. The work has been well received by the Town Council and they would now like to look at ways to secure the necessary funding and deliver these proposals

- Considerable work has already been undertaken over the last 10+ years and the Council has incurred significant cost to cover architect's fees and project personnel. Therefore, additional work should be carefully considered to ensure that no abortive fees are incurred going forward
- There is some concern about the long history of project development and lack of delivery within the Council and the community and the Council is keen to progress in as efficient and realistic way as possible
- The Town Council does have some reserves which could be used as match funding necessary to unlock other grants. It may also have access to some section 106 funding and has discussed the potential use of its borrowing powers should it be necessary, although clearly not desirable
- Everyone within the Council is united in their ambition to see the project move forward after such a long history of progress being frustrated. The lack of progress has and will continue to create negative public relations until there is some visible improvement.

### Strengths and weaknesses of the current position

Having undertaken a review of the information provided and through various discussions we have identified a number of strengths and weaknesses of the Town Council's current position as it relates to the project to restore the Town Hall; these are presented in the table below. By identifying these strengths and weaknesses we are better able to identify practical next steps for the project, set out in section three.

Strengths	Weaknesses
<p><b>General</b></p> <ul style="list-style-type: none"> <li>▪ Proactive and determined Town Council who understand the importance of the Town Hall and recognise the need to undertake repairs and increase utilisation</li> <li>▪ Enthusiastic and committed officers with a good understanding of the building and its issues and who recognise the strengths and weaknesses of some of the work undertaken previously</li> <li>▪ The Town Hall's location within the Town Centre, prominence on the Market Place and historic community function means that it is widely recognised and benefits from significant passing footfall</li> </ul> <p><b>Building specific</b></p> <ul style="list-style-type: none"> <li>▪ The architecture of the Town Hall is particularly high quality and it clearly stands out against its neighbours</li> <li>▪ The Town Hall comprises a number of different spaces of varying sizes. This immediately creates a degree of flexibility allowing the building to cater for different uses and functions</li> <li>▪ Several of the spaces are unencumbered by significant fixtures and fittings which means they can be used for a wide range of activities</li> <li>▪ The Town Hall has retained many historic features and building elements which helps to give it authenticity and character and should improve its attractiveness to users/visitors</li> <li>▪ Despite some of the issues with the building it is still used by the community and it is understood that use has increased in recent years</li> <li>▪ The covered shambles area represents an opportunity to introduce interesting uses and activities that would be highly visible</li> <li>▪ The Condition Report and initial design work undertaken by The Morton Partnership and Malcolm Simmonds Architect are useful and necessary parts of the suite of</li> </ul>	<p><b>General:</b></p> <ul style="list-style-type: none"> <li>▪ The building suffers from a history of schemes not being delivered which has affected community perception</li> <li>▪ Significant resource has already been expended and understandably the Council are keen to ensure that any further resource is carefully directed towards a project that is delivered</li> <li>▪ Many of the reports commissioned previously need updating or reviewing to reflect the passing of time</li> <li>▪ Some of the historic advice sought has unfortunately fallen short of the standard the Council should expect and that the building deserves</li> <li>▪ There is a slight lack of clarity over the proposed business case or the business model for the building going forwards.</li> </ul> <p><b>Building specific</b></p> <ul style="list-style-type: none"> <li>▪ The building is underused and under-utilised which means that financially it underperforms</li> <li>▪ The Court Room and the Upper Hall are not used or underused and these appear to be the most historically significant spaces</li> <li>▪ A number of urgent repairs are required in order to arrest decline</li> <li>▪ Current state of repair of the building and some of the amenities it provides are poor which means it is not attractive or suitable to some potential users</li> <li>▪ Parts of the building are difficult to access and therefore difficult to maintain</li> <li>▪ Parts of the building present an uncomfortable environment for some users whether that relates to light conditions, temperature or acoustics etc.</li> <li>▪ Access - particularly to the first floor – is poor</li> <li>▪ Potential competition from other venues in the area.</li> </ul> <p><b>Funding</b></p>

<p>work that will be required to progress any project. The engagement of these two practices with a significant track record of working on other sensitive historic buildings also means that the Town Council is well placed with the right design advisors to address any issues that may arise in the future</p> <ul style="list-style-type: none"> <li>▪ Initial design work highlights that it could be possible to provide disabled access to nearly all parts of the building</li> </ul> <p><b>Funding</b></p> <ul style="list-style-type: none"> <li>▪ Funds are available from the Council to act as match funding where they might be required as part of any grant application process</li> <li>▪ Funds could be made available from the Council to undertake any short-term urgent repairs or 'quick wins' to demonstrate progress</li> <li>▪ Grade I Listed status confirms the historic and architectural significance of the building which will be an important criteria for a certain funders who would not consider less significant historic buildings</li> <li>▪ The location and nature of the building and the spaces it contains means that there is significant potential for increased community use which will be important for certain funders.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The current funding environment is challenging with high demand for grant funds. Projects therefore need to be high quality and compelling to compete</li> <li>▪ The impact of the unsuccessful Round One application to the Heritage Fund on the project needs to be understood.</li> </ul>
---	---



### 3. Proposed next steps

Having identified some of the strengths and weaknesses of the project at this point we have spent some time thinking about how the Council could progress a project, or series of projects, to successfully deliver the comprehensive conservation and re-ordering of the building.

#### Twin-track approach

We believe that it may be prudent and beneficial for the Town Council to progress a twin-track approach to the project i.e. developing and pursuing a comprehensive project for the whole building whilst planning to be able to break the project down into smaller logical phases or elements. If it becomes clear that funding for a single, comprehensive scheme, is achievable that would clearly be the first preference and would be pursued. However, if this is not the case, this twin track approach means that the Town Council is not completely reliant on one option and finds itself needing to start all over again; rather, it can still move forward and deliver a smaller element or first phase of that larger project and, crucially start to make progress.

This approach has several benefits:

- At present (June 2020), the funding environment is challenging and securing grants for large scale capital projects is increasingly difficult. For example, the Heritage Fund, who would be the most likely major funder for a scheme of this nature, have recently withdrawn their +£5m grant programme. This means that competition for grants under £5m is even stronger than it was previously. Most medium-large scale projects are now having to consider phased approaches to combat this
- Even prior to the coronavirus pandemic, there was an increase in the number of smaller scale, quick turnaround funds emerging, particularly for regeneration schemes. The pandemic seems to be increasing this trend in funding which is designed to support local economies, particularly in town centres which are expected to be one of the most badly hit areas. Having a series of smaller projects, that when combined deliver a holistic scheme, 'oven ready' would enable the Council to respond quickly and secure funds as and when they become available. An example of this is the Historic England emergency fund recently announced which only has a bidding window of a month, or the Heritage Emergency Funds being implemented by the Heritage Fund
- We understand there are some funds that might be available to the Council but may be due to expire in the not too distant future. By developing a series of phased projects, this may enable the Council to make use of these funds before they are lost. It may be difficult to use these monies in the short-term if all efforts were put into a large single-phase project that would take much longer to deliver
- Funders often like to see applicants apply for a smaller grants in the first instance to demonstrate their ability to manage and deliver a project. After all, funders want certainty that the projects they are giving their money to can be relied upon to deliver. This may be particularly crucial in this situation given the Council's previous failure with a large-scale application to the Heritage Fund
- We understand that the community is currently a little disenchanted with the building/project and the length of time it has taken for the project to be developed without any sign of change. By adopting a phased approach this would allow the Council to deliver a series of smaller projects that will in turn demonstrate to the local community that progress is being made in a shorter timescale
- Even if a single-phase project is progressed it will clearly take time to deliver, it might be beneficial to deliver a quick-win phase of work to demonstrate progress as soon as possible. The twin-track approach allows this by identifying smaller parcels of work that will contribute towards the larger project
- A large scale one-phase project will take time. Lottery projects take a long time to progress and for larger grants it is a two staged process, it is not uncommon for the process to take four years from the start of developing a bid to the start of works on site. Given the journey that the Council has already been on and the feeling amongst the local community, this approach may not be palatable and a twin track approach means that smaller, quicker interventions could be designed and delivered.



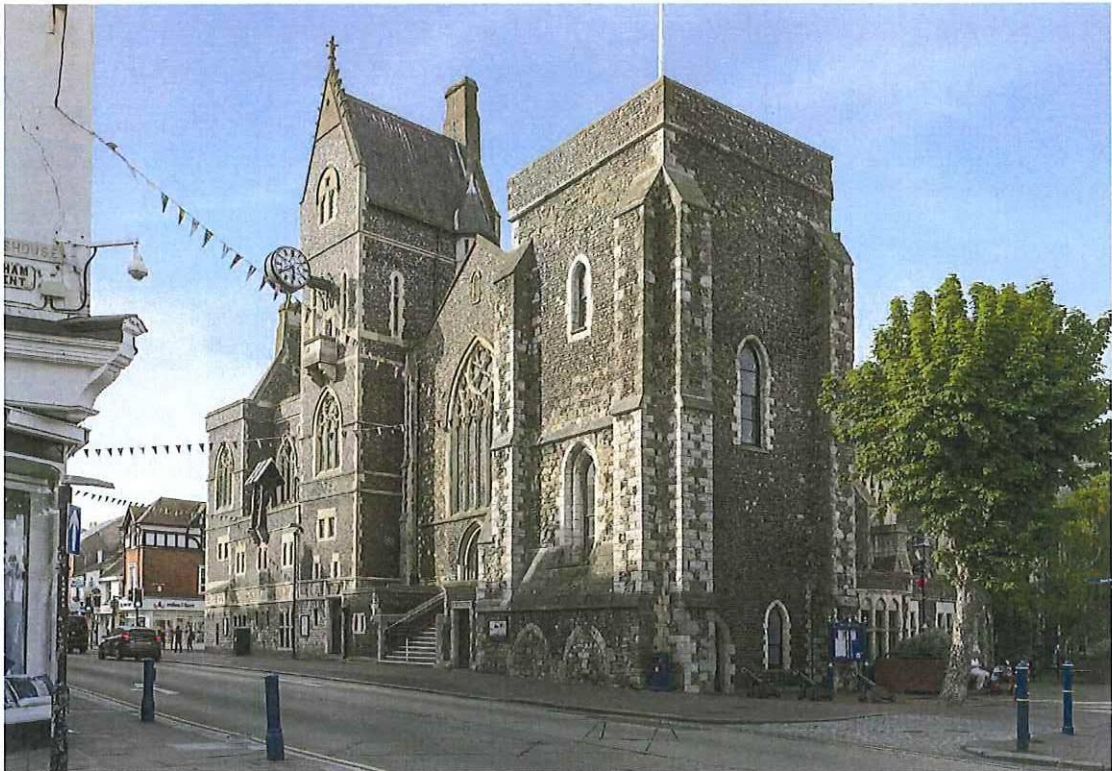


Image: Maison Dieu/Dover Town Hall, where due to the scale of the building and limited availability of funds we have adopted a phased approach to restoration working with Dover District Council and Dover Town Council.

**Next steps**

We set out below a series of suggested next steps that we believe will enable the Town Council to make positive progress with delivering its ambition for the Town Hall.

The next steps suggested are based on our experience of delivering projects elsewhere that have reached a similar point, our understanding of the history of the project to date, the likely requirements of potential funders and the importance of ensuring that the project is set up correctly from the outset to make sure that it will be delivered. Combined, they will enable to Council to make clear and informed decisions about how to progress the project, whilst ensuring all the necessary documents are in place to start applying for grant support.

Step 1: Prepare a robust options appraisal and Town Hall masterplan	
Detail	<p>In order to establish a truly deliverable preferred option for the Town Hall an options appraisal should be undertaken as the next first major step. We recognise that feasibility work has been undertaken previously but we would question some of that work and note that a comprehensive and robust options appraisal will be expected by the majority of major funders demonstrating how the proposed project has been arrived at. This work also provides a tool that is widely recognised across the public sector as providing a logical, objective and reliable method for developing a project; it provides a clear evidence base and audit trail for why the preferred option is being pursued and can help to unlock funding with other public sector bodies.</p> <p>Having reviewed the work undertaken historically we believe that now is the time to draw a line in the sand, re-boot the project and prepare a document that is objective and can be used to develop an option for the site that is deliverable and that has the support of both the Council and the local community.</p> <p>As noted above, for a number of compelling reasons, we believe that the preferred option should be capable of being delivered either as a series of complementary phased projects or as</p>

	<p>one single scheme, dependent upon the availability of funding and appetite of the Council. We suggest that the preferred option, as part of this piece of work, should be developed as a masterplan that clearly sets out a number of potential phases. By masterplanning the whole site, this avoids duplicative or sacrificial works being undertaken and therefore abortive costs.</p> <p>The masterplan should be designed to a Royal Institute of British Architects (RIBA) stage 1-pre RIBA 2 level of design with costings. And each phase should be costed individually. The production of this report should be undertaken by a team comprising design team and business planners working together to develop a deliverable scheme.</p> <p>A typical approach to an options appraisal such as this would be as follows:</p> <ol style="list-style-type: none"> <li>1. Inception meeting and site visit with client team</li> <li>2. Undertake baseline research and consultation (property market, socio-economics, building surveys (if not already undertaken), building significance etc)</li> <li>3. Develop a vision and objectives at a workshop with client and consultant teams</li> <li>4. Develop a series of options to be tested and review and agree options with client team, including a do nothing option which funders will expect to see</li> <li>5. Non-financial appraisal of options – this will identify a short list of options</li> <li>6. Outline design and costing: With a short list of options the design team (Malcolm Simmonds, Ed Morton + a quantity surveyor) would start to develop designs and costings for each option</li> <li>7. Financial appraisal: Preparation of capital and revenue cost and income forecasts for each option. This will allow the client team to review options and agree the preferred option</li> <li>8. Consultation with statutory and non-statutory consultees on the options</li> <li>9. Provision of final report</li> <li>10. Sign off by client team</li> </ol> <p>The final report in this case would include a masterplan and a series of phased projects that when combined deliver the preferred scheme for the Town Hall.</p>
Owner	Business Planner and Design Team
Timescale	Months 3-6

Step 2: Develop a Communications Strategy	
Detail	<p>Communications in this case will be vital in rebuilding a relationship between the project and the community and creating a strong local platform for project development and delivery. Projects of this nature need community support to succeed whether that is in terms of people engaging with consultation events and co-design activity or going on to use and love the building when it is complete. The same can be said of the need to build a good relationship with local media outlets; a good relationship can help to stimulate interest and build excitement – a bad relationship can turn a project toxic and generate community opposition.</p> <p>We would therefore suggest in this instance that a simple Communications Strategy is developed for the project that should include sections that cover:</p> <ul style="list-style-type: none"> <li>▪ Key aims/objectives of the communications strategy i.e. what are the challenges the project faces and how will they be overcome</li> <li>▪ Management of communications including roles and responsibilities for preparing material and responding to enquiries</li> <li>▪ Protocol for internal communication between the project team</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Protocol for external communication, including preparing Frequently Asked Questions, how press releases are developed, shared and delivered, producing input for Town Council or project specific newsletters, consultation, social media, website etc.</li> <li>▪ A programme of forthcoming news items that anticipate how the project develops and ensures that the key opportunities for community engagement are planned in advance</li> <li>▪ Branding (which we understand has already been developed)</li> </ul> <p>The Communications Strategy should be simple and clear, setting out ongoing and individual tasks that need to be carried out. It should not take long to produce but form a useful tool and an important reminder for the lifespan of a project which is particularly important in the context of a project that is led by a public sector organisation such as the Town Council.</p>
Owner	Blandford Forum Town Council with input from consultant team
Timescale	Months 3-6

Step 3: Develop a Project Management Plan	
Detail	<p>It is vital that a project of this nature has a sound project management structure. With grant funding under such pressure, funders are increasingly interested in the reliability of potential recipients, keen to make sure that they distribute their grants to only those teams that they are convinced will be able to deliver. As such, funders will give an increasing focus on project governance and management.</p> <p>As a public body, the Town Council's standing orders will provide a base governance system that has in-built credibility whether that relates to how decisions are made or how contracts are procured. A project management plan in this case will build upon this and illustrate how a more focussed project team will work within this context and effectively develop and deliver a project.</p> <p>We would suggest that as an early part of the project development a clear Project Management Plan is developed. This document should include, but not be limited to:</p> <ul style="list-style-type: none"> <li>▪ The background to the project</li> <li>▪ Organisation and details on project partners</li> <li>▪ The roles and responsibilities of partners and individuals. We often find it useful to identify a Project Champion (typically a Councillor with a particular interest or relevant skills) and a Project Sponsor (typically the Town Clerk)</li> <li>▪ Project structure, setting out how the project team reports to the Town Council and how it engages with the community and funders</li> <li>▪ Project meetings, establishing dates in advance, who is required and where/how meetings will take place</li> <li>▪ An initial risk register</li> <li>▪ Change management protocol.</li> </ul> <p>We would propose that a simple PMP is developed by the appointed Business Planner in liaison with the Town Council early on. As the project develops, the Plan would develop with it and it would be a stand alone inclusion in any application to numerous funders such as the Heritage Fund.</p>
Owner	Business Planner in liaison with the Town Council
Timescale	Months 3-6



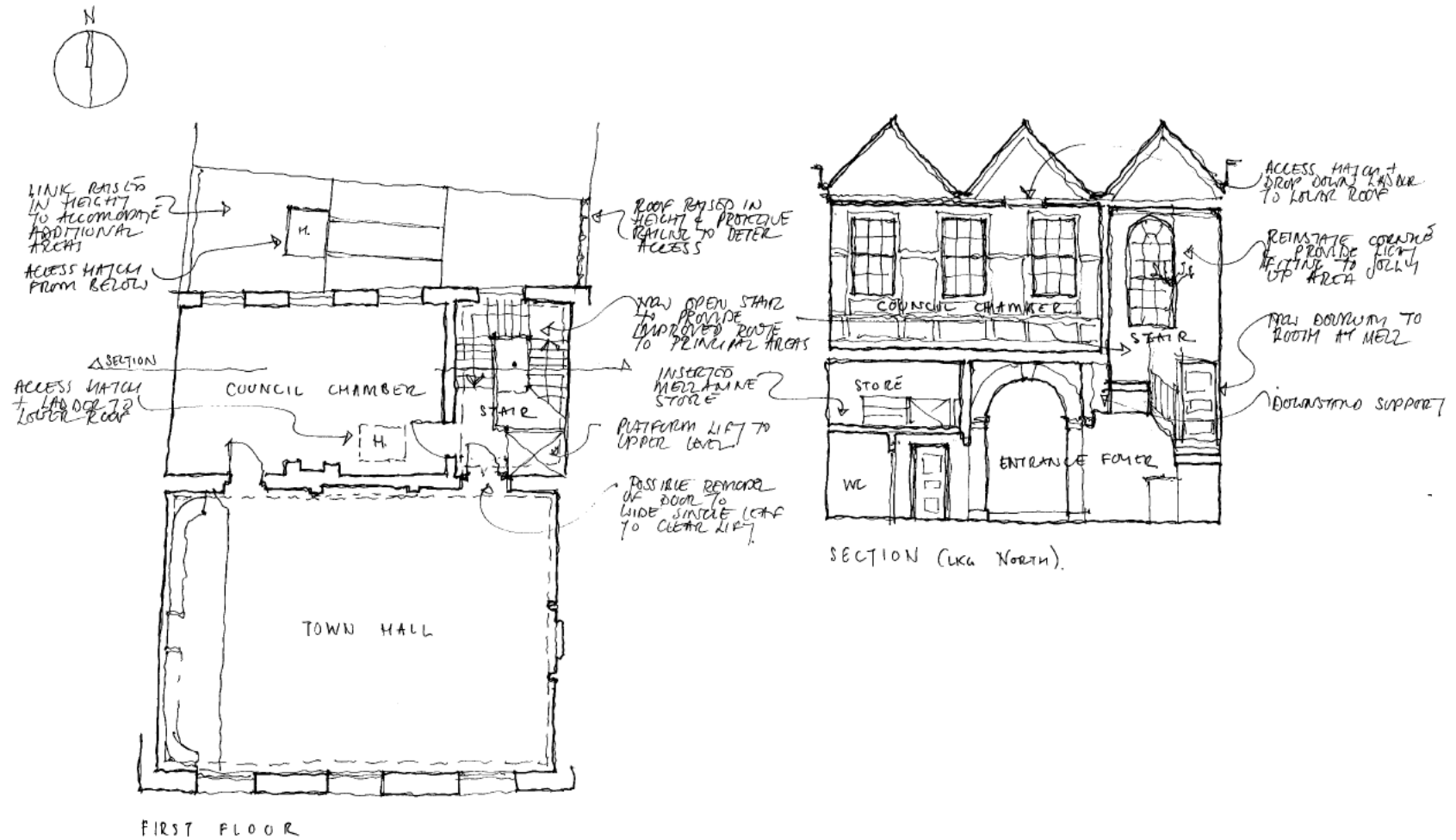
<b>Step 4: Develop a Funding Strategy</b>	
<b>Description</b>	<p>Once the options appraisal has identified the preferred option, a Funding Strategy will be required to establish how that option will be paid for. The Funding Strategy should clearly set out the approach to raising funding that will be required for physical work and educational/engagement activities (inclusion of a comprehensive educational/engagement programme will be vital to securing most funds).</p> <p>In this case the Strategy will need to identify funds that would be relevant to a single comprehensive project as well as a project that is broken down into logical elements or phased over time.</p> <p>We believe that the Heritage Fund is the most likely major grant making body for a project such as this and their interest will determine to a significant degree whether or not a single phased project is affordable. In order to determine this we would recommend submitting an Expression of Interest (Eol) following the completion of the Options' Appraisal once the preferred option is identified. The Heritage Fund is not currently accepting Eols due to the coronavirus pandemic, but have indicated that they might be open to receipt of Eol's in October although no formal confirmation has been given.</p> <p>If the Eol is successful, the Heritage Fund will invite the Council to submit a Round 1 application. If the Eol is not successful it will be clear that the most likely route to project delivery will be via a phased approach (we would not rule out other major funds being established by central Government as part of the coronavirus recovery programme so it may be possible to secure major investment from elsewhere in due course).</p> <p>It should be noted that despite the Eol being relatively quick to prepare and submit, great care must be taken as the stakes are clearly very high and if successful, the as Heritage Fund will expect you to develop a scheme that is based on the information you put forward. So, for example, costs should not be underestimated and outcomes very carefully considered.</p>
<b>Owner</b>	Business Planner
<b>Timescale</b>	Months 6-9

<b>Step 5: Develop a Conservation Management Plan</b>	
<b>Detail</b>	<p>We have reviewed the existing Conservation Management Plan adopted by the Council for the building. This document is now quite historic and we think would benefit from being reviewed and revised by a suitably qualified conservation professional. As you will know a Conservation Management Plan is a key tool for the owners' of significant historic buildings. It is a technical document that has currency with the majority of funders and statutory bodies such as Historic England; It will help to research and describe the history of the site and establish a clear guide to the significance of the Town Hall.</p>
<b>Owner</b>	Suitably qualified heritage professional
<b>Timescale</b>	Months 3-9

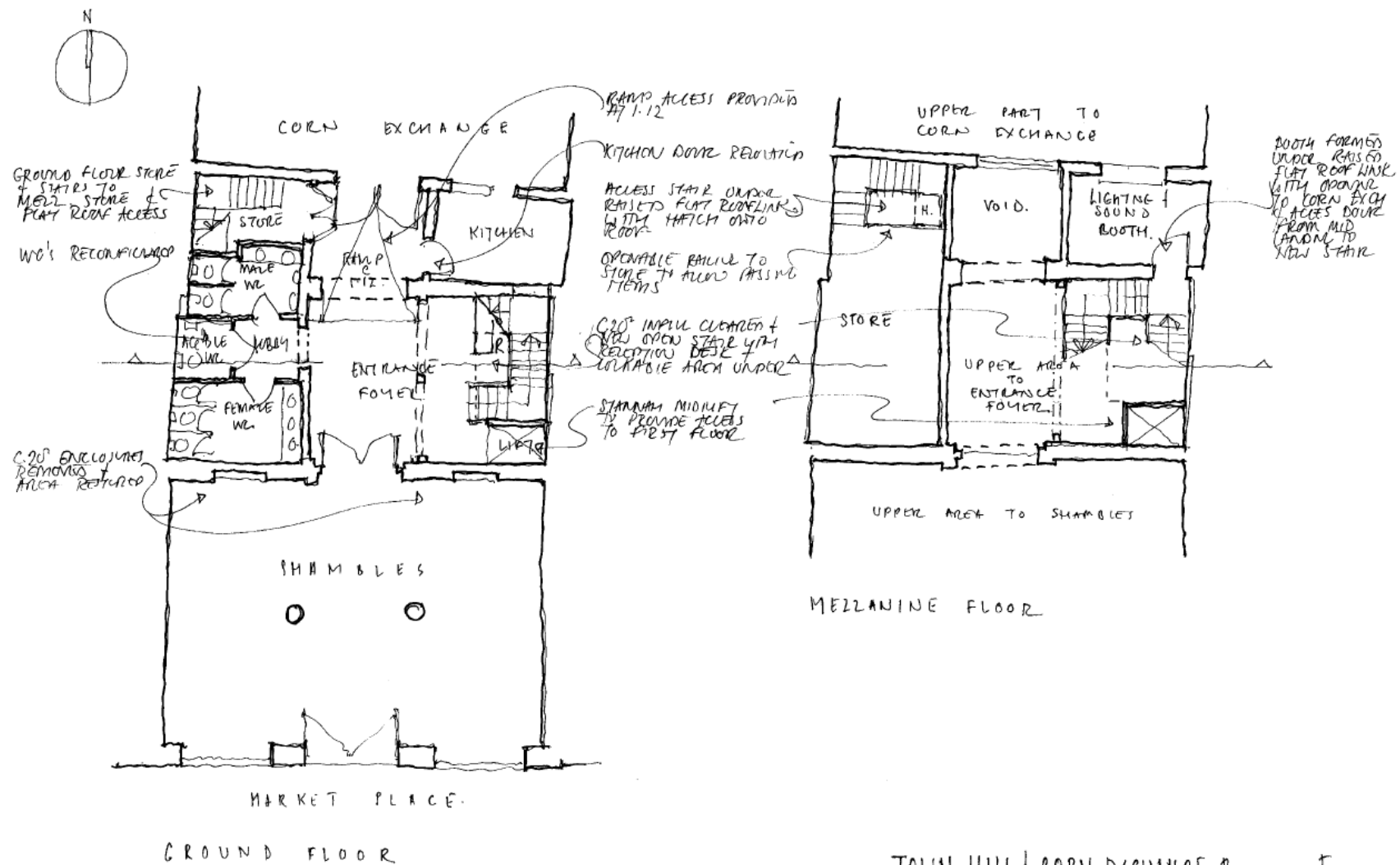
Please note that we would normally suggest that the Council applies for a grant from the Heritage Fund to undertake the following tasks. However, due to the current pandemic many of the funds who would usually provide development grants are not doing so and the Lottery is not distributing any grants except for emergency funding for applicants effected by the current Covid 19 pandemic. However, new funding is being released frequently at the moment and it may be that opportunities arise over the coming weeks to help cover the cost of this work.

The table below illustrates an indicative programme for the above steps. It anticipates a start up period of around three months for the Council to secure necessary internal approvals although this could potentially be shortened.

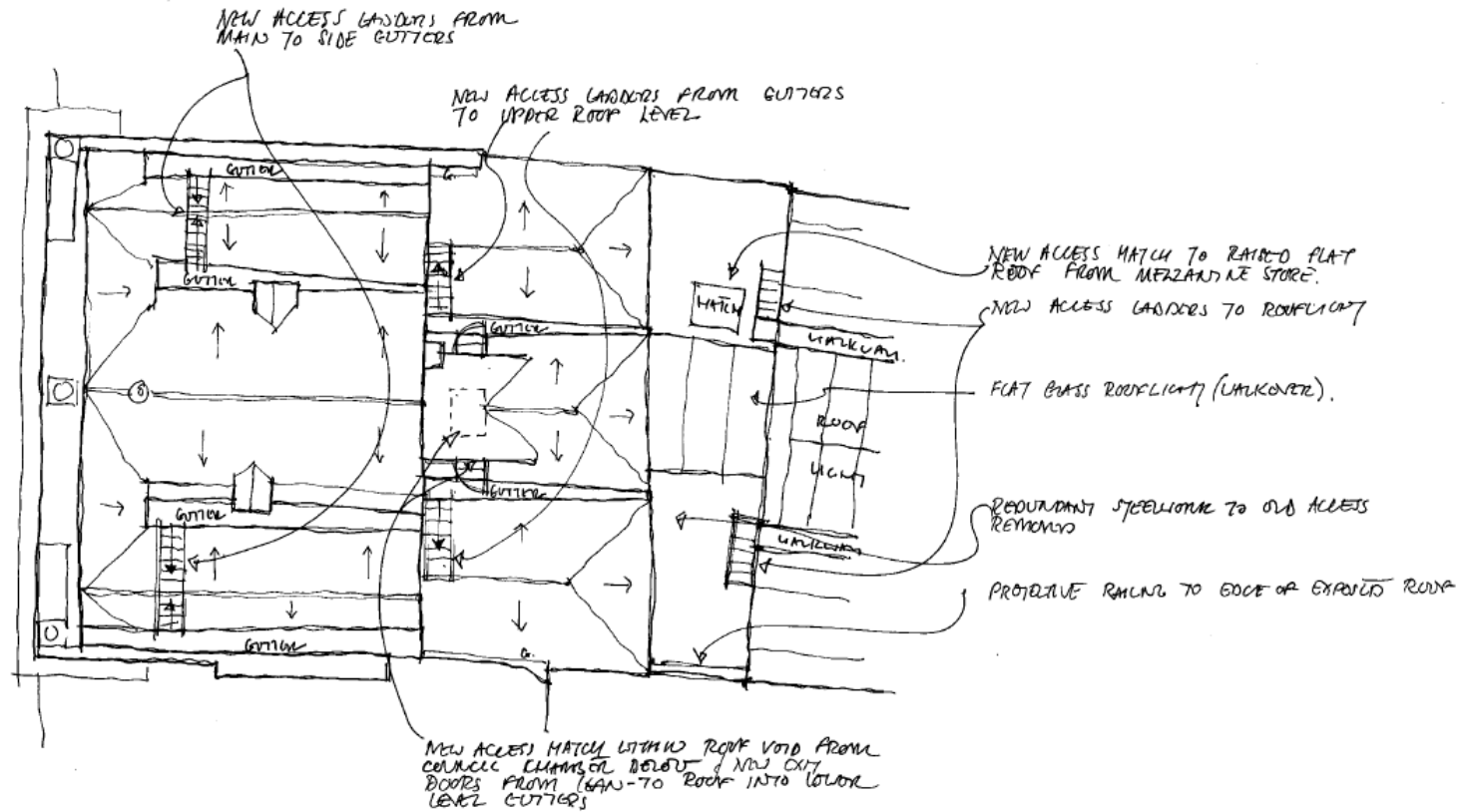
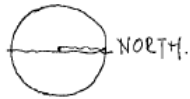
	0	1	2	3	4	5	6	7	8	9	10	11
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Secure internal approvals												
Options Appraisal & Masterplan												
Communications Plan												
Project Management Plan												
Funding Strategy												
Submit Eol to Heritage Fund												
Determine Single or Multiple Phases												
Conservation Plan												
Identify and deliver 'Quick Wins'												



TOWN HALL & CORN EXCHANGE, BLANDFORD FORUM  
 TOWN HALL REMODELING SKETCH PROPOSAL - FIRST FLOOR & SECTIONS  
 1-1000x3 JAN 2020 CEB/SK02  
 MALCOLM SIMMONDS ARCHITECTS LTD.

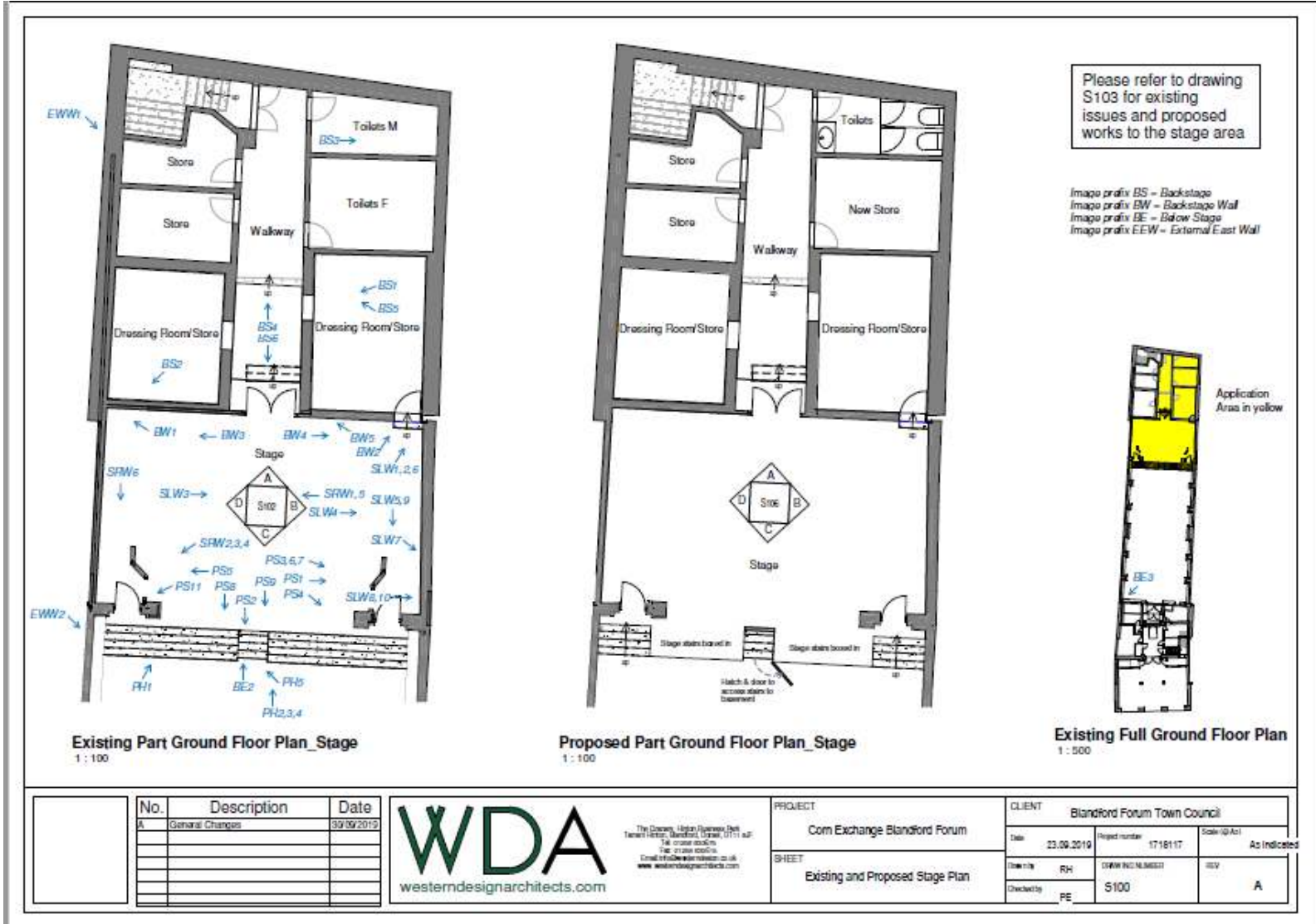


TOWN HALL & CORN EXCHANGE, BLANDFORD FORUM  
 TOWN HALL REMODELING SKETCH PROPOSAL - GROUND + MEZZANINE  
 1:100 CA3 JAN 2020 CEB/SK01  
 MALCOLM SIMMONDS ARCHITECTS LTD.



TOWN HALL & CORN EXCHANGE, BLANDFORD FORUM  
 ROOF ACCESS SKETCH PROPOSALS  
 1:100EAS JAN 2020 CEB/SK03  
 MALCOLM SIMMONDS ARCHITECTS LTD.

# Appendix C

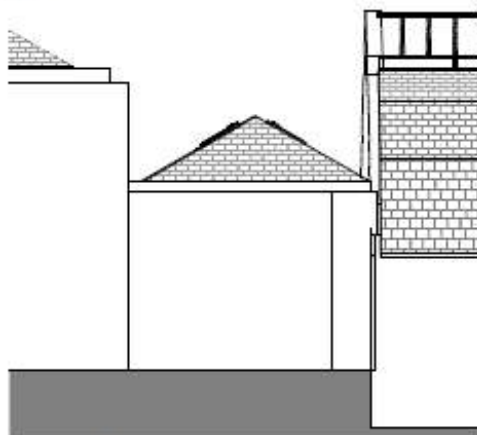




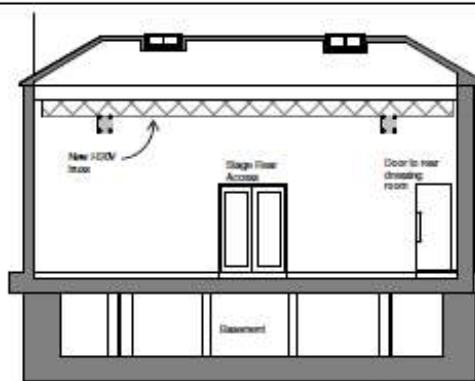




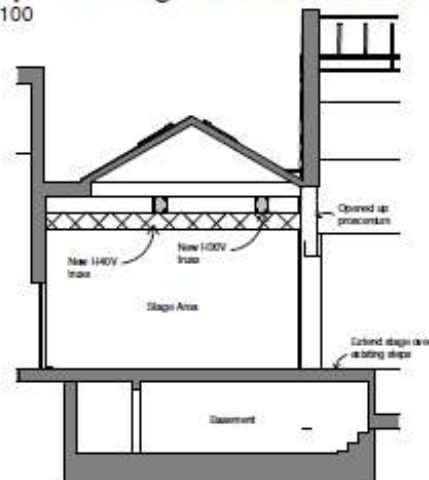
**Proposed External East Elevation - Stage**  
1 : 100



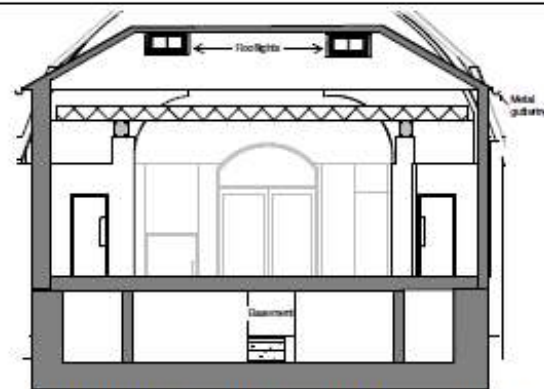
**Proposed External West Elevation - Stage**  
1 : 100



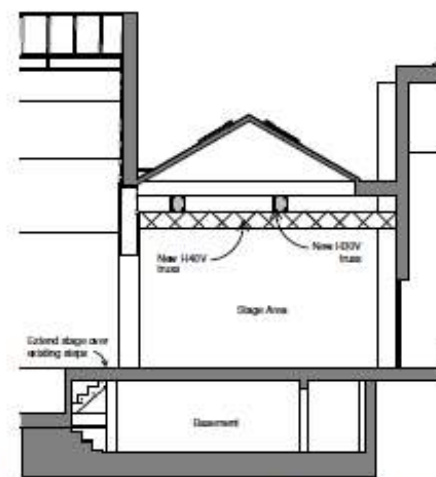
**Proposed Stage Internal Elevation A**  
1 : 100



**Proposed Stage Internal Elevation B**  
1 : 100



**Proposed Stage Internal Elevation C**  
1 : 100



**Proposed Stage Internal Elevation D**  
1 : 100

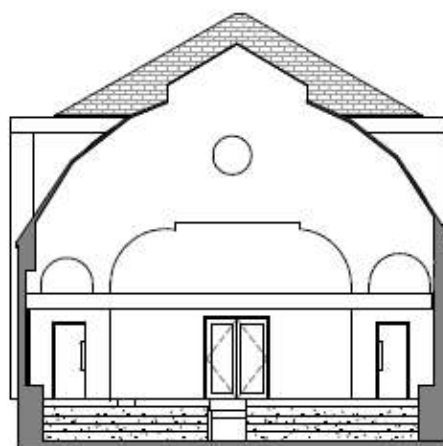
No.	Description	Date
A	General Changes	30/09/2019

**WDA**  
westerndesignarchitects.com

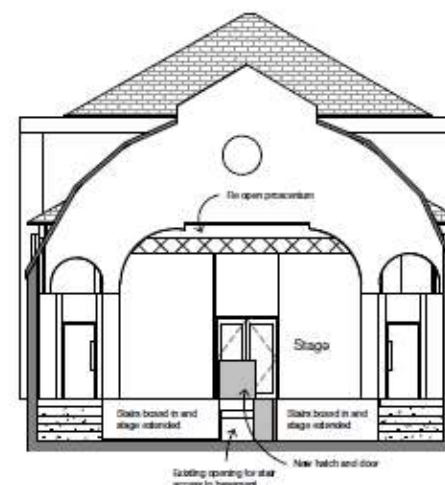
The Company, Western Design Architects, is a limited liability company registered in England and Wales. The company number is 10111111. The company is registered with the Architects Registration Board (ARB) and the Architects' Regulation Board (ARB).

PROJECT		CLIENT	
Com Exchange Blandford Forum		Blandford Forum Town Council	
SHEET	Proposed External & Internal Elevations - Stage	Date	23.09.2019
		Project number	1718117
		Scale (if A3)	1 : 10
		DRAWING NUMBER	
Drawing by	RJH	S106	REV
			A
Checking by	pic		

Please refer to drawing  
S103 for existing  
issues and proposed  
works to the stage area

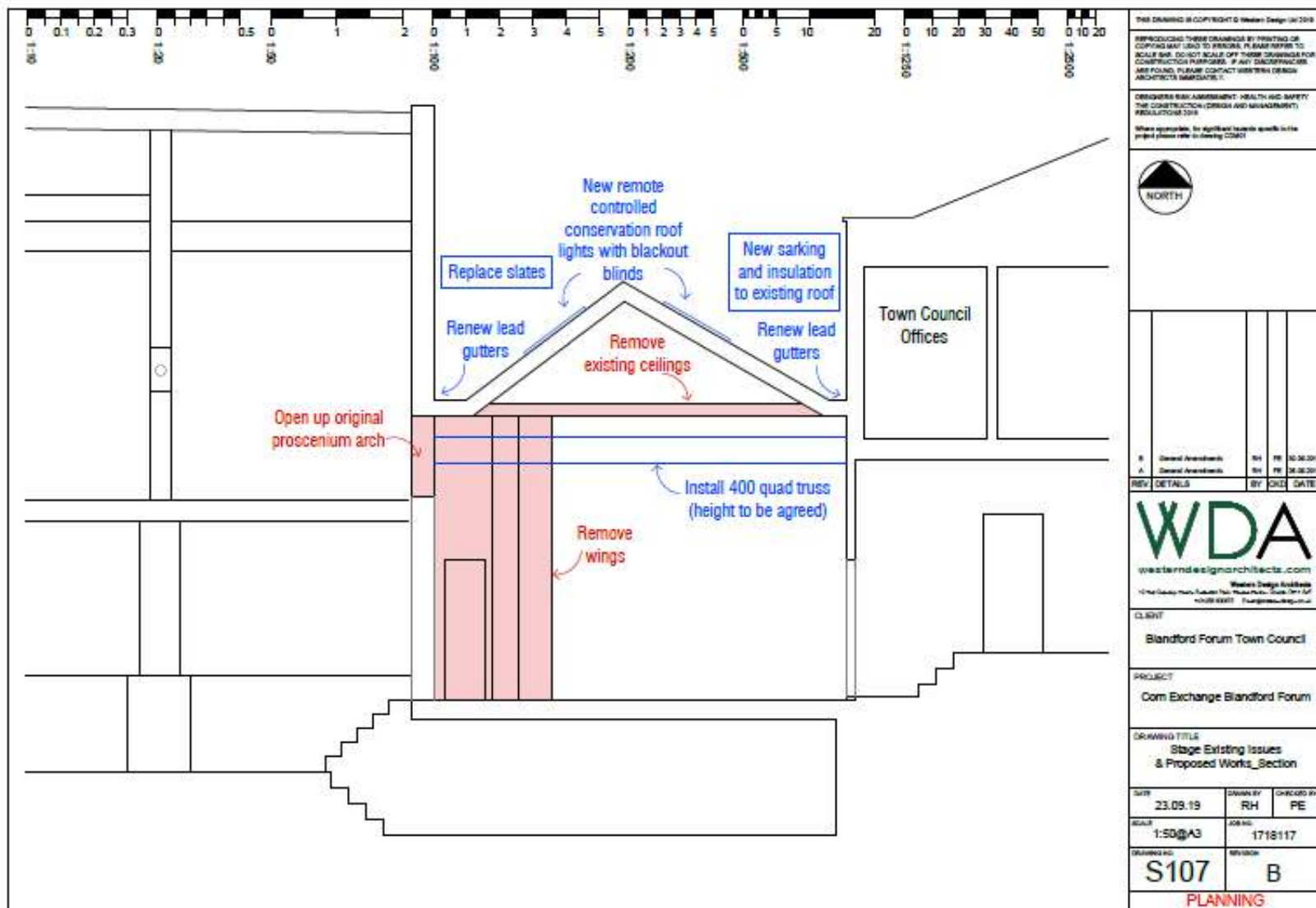


**Existing Stage Elevation from Corn Exchange**  
1 : 100



**Proposed Stage Elevation from Corn Exchange**  
1 : 100

No.	Description	Date	<div> <div>WDA</div> <div>western design architects.com</div> <div>                     The Clarendon, 100000, Blandford, Dorset, DT11 1JF                      Tel: 01258 345111                      Fax: 01258 345112                      Email: info@westerndesign.co.uk                      www.westerndesignarchitects.com                 </div> </div>			
A	General Changes	30/09/2019				
			<div> <div>PROJECT</div> <div>Corn Exchange Blandford Forum</div> </div>			
			<div> <div>SHEET</div> <div>Existing and Proposed Stage Elevations</div> </div>			
			<div> <div>CLIENT</div> <div>Blandford Forum Town Council</div> </div>			
			<div> <div>Date</div> <div>23.09.2019</div> </div>			
			<div> <div>Project number</div> <div>1718117</div> </div>			
			<div> <div>Scale (if A3)</div> <div>1 : 100</div> </div>			
			<div> <div>Drawn by</div> <div>RM</div> </div>			
			<div> <div>Check by</div> <div>PE</div> </div>			
			<div> <div>DRAWING NUMBER</div> <div>S108</div> </div>			
			<div> <div>REV</div> <div>A</div> </div>			



## **Public Art Plan**

### **Update**

Tim Ward, from Circling the Square, has confirmed that the benches are now ready to have the laser cut image panels inserted. The benches are nearly 4m long.



It is planned for the installation to start at the beginning of September.

The artist has confirmed that he has managed to put a curve back into the four-legged support for the canopy, without the eight cables being required.

Sybille Maddock  
Assistant Town Clerk  
15<sup>th</sup> July 2020

**PLANNING APPENDIX A – NEW PLANNING APPLICATIONS**  
**Planning Meeting on Monday 27<sup>th</sup> July 2020**

	Application & Date	Application Details	Comments/ Blandford + Neighbourhood Plan 2011-2033
1	2/2020/0683/HOUSE Mr G Nicholson 18 <sup>th</sup> June 2020	<a href="#"><u>42 Elizabeth Road</u></a> Erect two storey side extension.	
2	2/2020/0690/FUL Mr Stringer 18 <sup>th</sup> June 2020	<a href="#"><u>13 Highfields</u></a> Erection of 2 No. flats with associated parking	
3	2/2020/0713/FUL Ms K Seeger 17 <sup>th</sup> June 2020	<a href="#"><u>Land South Of, 5 Nightingale Court, Blandford Forum, Dorset</u></a> Change of use of land (3 years) and erect 2 No. Art Workshop buildings for 'Blandford Art Hub'.	B8 – Town Centre Boundary B11 – Managing Design in a Conservation Area
4	2/2020/0537/HOUSE Miss E Brake 7 <sup>th</sup> July 2020	<a href="#"><u>The Little House, The Close</u></a> Erection of single-story rear extension.	B8 – Town Centre Boundary B11 – Managing Design in a Conservation Area
5	2/2020/0846/HOUSE Mr & Mrs J Lynn 9 <sup>th</sup> July 2020	<a href="#"><u>15 Bayfran Way</u></a> Erect two storey rear extension.	
6	2/2020/0957/TEL BT 15 <sup>th</sup> July 2020	<a href="#"><u>Various sites in NDDC area</u></a> Notification of intention to remove 4 public payphones	

**Previous applications:**

		<b>Town Council</b>	<b>Dorset Council</b>
2/2020/0194/FUL Kate Seeger 28 <sup>th</sup> February 2020	<b>Land South of, 5 Nightingale Court</b> Change of use of land (3 years) and erect 2 No. Art Workshop buildings for 'Blandford Art Hub'	<b>Object.</b> Overall, the location of the proposed buildings, two wooden sheds, is out of context with the spatial character and materials (in this case wood) within the historic burgage plots and fails to preserve or enhance the gateway entrance to the Conservation Area or the setting of the neighbouring listed buildings. BFTC recognises that this plot and the bridge leading to the car park, requires enhancement and would welcome suggestions on how this might be achieved. B+NP policies B8 and B11 apply. BFTC also notes that two sheds in poor condition already exist on this site and we believe therefore that the planning application to "erect two wooden sheds" is erroneous and should be an application for change of use.'	