



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 28th September 2020 at 7.00 pm** to consider the following items.

Linda Scott-Giles
Town Clerk
21st September 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 4th April 2020. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. The 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England.

Members of the public are invited to join the meeting 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 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 27th July 2020 ([accessible here](#))
6. Town Clerk's Report & Correspondence ([paper attached](#))
7. Civic Report (paper to follow)
8. Recommendations and Receipt of Minutes
 - 8.1 Finance & Staffing Committee Meeting held on Monday 14th September 2020
 - 8.1.1 Recommendations ([paper attached](#))
 - 8.1.2 To RECEIVE the Minutes
 - 8.2 Recreation & Amenities Committee Meeting held on Monday 21st September 2020
 - 8.2.1 Recommendations (Minutes to follow)
 - 8.2.2 To RECEIVE the Minutes

9. To consider expenditure authority for the lighting up of Woodhouse Gardens for the month of December ([paper attached](#))
10. To receive a report on the phasing out of business analogue and digital lines ([paper attached](#))
11. To retrospectively approve expenditure for works to the accessible unit at the Marsh & Ham toilets ([paper attached](#))
12. To receive an update on the Town Council Plan 2019 – 2024 ([paper attached](#))
13. To receive an update on the Corn Exchange project and approve the amended diary of meetings to include a full council meeting ([paper attached](#))
14. To receive the recommendations from the Leisure Centre working group regarding the future funding of the Blandford Leisure Centre ([paper attached](#))
15. To approve a revised plan for Remembrance events (paper to follow)
16. To receive an update and consider any requests from the:
 - 16.1 Neighbourhood Plan Working Group – Blandford +
 - 16.1.1 To review the Rationale of the Steering Group and to review and approve amendments to the Memorandum of Understanding ([paper attached](#))
 - 16.2 Public Art Plan
 - 16.2.1 Update ([paper attached](#))
 - 16.3 Dorset Council Grant to support the Market Area Enhancement Project
A working group meeting is being held 6th October to discuss the survey results.
 - 16.4 Climate Change & Biodiversity
 - 16.4.1 To consider using paperless distribution of agendas and minutes ([paper attached](#))
 - 16.4.2 To adopt an amended and updated Action Plan, drafted by Cllr Osborne, incorporating the existing list of actions ([paper attached](#))
17. 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

- 5th October Planning Meeting
 12th October Town & General Purposes Committee Meeting
 19th October Town Council Meeting (followed by Trust 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

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
www.blandfordforum-tc.gov.uk

Town Clerk's Report

Energy Contract – The Contract for Electric and Gas expires on the 1st October 2020. The RFO has received quotes from four suppliers for Electric and four suppliers for Gas. Following consultation with the Chairman and Vice Chairman of the Committee and the Town Clerk, we have entered into a five-year contract for the Electric at an estimated cost of £43,939 over the five years for all 10 sites. The electric is now 100% renewable, in line with the Town Council's aims within its Climate Change and Biodiversity Action Plan. There is no difference in price between 100% renewable (Green) or non-renewable (brown). We have entered into a five-year contract for the Gas at an estimated price over five years being £5,635 for the three sites. We were provided with quotes for 3 years, 4 years and 5 years. As the gas prices are very low, at the moment and a very competitive rate was offered for the electric, entering into a five-year contract will stabilise our budgets over this period.

WWI Book – Nicci Brown has paid the outstanding £952 on the loan for the WWI book 'Blandford in the Great War 1914-1918'.

Certificates of Appreciation – The Standing Orders state that, in an ordinary year, *nominations for certificates of appreciation should be made by the end of March each year, except under special circumstances, to be agreed by the Council. The matter is to be raised in CONFIDENTIAL session at the next Town Council meeting, in April each year, except under special circumstances, to be agreed by the Council, and the agenda will not name the nominee.*

Four nominations had been received by the deadline in March and, due to special circumstances, the votes were cast by Councillors using surveymonkey. An additional nominee was made later this year. All nominees received a majority of Councillors voting in favour of the award and they were: The Revd Canon Jonathan Triffitt, Jo Hutson, Gail del-Pinto, Tom Snape and David Rose.

Community Fridge – Another meeting has been arranged for 6th October and progress is being made. A funding application has been submitted to the Dorset Council. At present, the Georgian Fayre has committed £1,000 and a grant application will be made to the Town Council.

Community Expo – The event went well with 60 people having attended between 10am and 1pm. Thanks to Cllrs Pat Osborne and Roger Carter for manning the Town Council table and hosting the budget and Corn Exchange consultations. No negative feedback was received – only positive comments about how refreshing it was to be interacting and engaging with people again. The results of the Corn Exchange consultation [are pictured here](#) and the budget consultation feedback for consideration at budget setting and R&A and T&GP budget setting meetings is as follows:

- Litter bins around central stone area
- More toilets
- Clean Tabernacle toilets more often
- Seating areas around the wider town, not just the town centre
- Take forward actions from the Town Team/Town Council survey
- Electronic wall board visible from street (*this has previously been suggested by the Operations Manager and Cllr John Stayt for the Shambles*).

Finance & Staffing Committee Meeting held on Monday 14th September 2020 Recommendations

17. **TO CONSIDER GRANT APPLICATIONS – (CURRENT AVAILABLE BALANCE IS £13,384.20 WHICH INCLUDES £3,384.20 FROM 2019/20 UNDERSPEND)**

17.1 **In Jolly Good Company - (Deferred from June meeting, but amended application for less amount and relocating to Woodhouse Gardens Pavilion)**

The paper was noted (see Appendix D).

It was PROPOSED by Cllr White and SECONDED by Cllr Cross that a RECOMMENDATION is made to full Council that a grant of £1,470 is approved.

An AMENDMENT to the proposal was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Mieville and it was AGREED (5 in favour, 4 against) that a **RECOMMENDATION is made to full Council that**

The grant of £1,470 is approved but the hire charge is dealt with separately as free hire to the value of £320.

21. **REVIEW OF CURRENT BANKING PROCESS**

The paper was noted (see Appendix F).

It was PROPOSED by Cllr Carter, SECONDED by Cllr Mieville and AGREED unanimously that a **RECOMMENDATION is made to full council that**

- **The authorisation by Councillors for BACS Payments – Commercial Online Banking is to be done remotely with the confirmation email attached to the payment analysis form and financial regulations updated.**
- **The authorisation of BACS Payments and online banking faster payments are to be done remotely with the confirmation email attached to each payment analysis form. The email is to include the payment reference and the batch total amount for each payment. The Financial Regulations are to be amended accordingly.**
- **Cllr L Hitchings requested that ‘Vice Chairman’ is included, to provide additional cover, and that it is explicit that two family members are not to be involved in the same transaction. The amended wording is highlighted within the text, as follows:**

***“5.3 A schedule of payment of money shall be prepared by the RFO and together with the relevant supporting invoices and list of payments made via BACS / Faster payments must be checked by the two members to ensure that the Town Clerk’s initials or, in his/her absence, those of the Chairman / Vice Chairman of Council are noted on the invoices as “Payment Authorised”. If the “Payment Authorised” has the signature of the Chairman/Vice Chairman of Council, then he/she cannot sign the relevant cheque/payment. The Chairman and Vice-Chairman of the Finance & Staffing Committee should not sign cheques/make payments as they will be responsible for checking the full list of payments which shall include cheques, BACS payments, online banking faster payments, direct debits, standing orders and telepay and which will be submitted to the quarterly Finance & Staffing Committee for retrospective approval and minuted accordingly. Regarding Faster Payments on business online banking, two members of the same family must not be allowed to be an ‘authorising user’.*”**

- Barnes will now be paid via online banking by faster payment.
- Direct Debits remain the same so that Councillors can have sight of the invoices as there are too many to scan over and the salaries payment requires two signatures.
- Payments are made via online business banking with a transfer to Blandford Forum Town Council. If a payment needs to be made to a supplier, then a faster payment can be made.

25. TO RECEIVE AN UPDATE ON THE YOUTH CENTRE SLA GRANT AND CONSIDER HOW TO PROCEED

The paper was noted (see Appendix J).

It was PROPOSED by Cllr S Hitchings, SECONDED by Cllr White and AGREED unanimously that a **RECOMMENDATION is made to full Council that the Town Council**

- Continues with the current SLA for 2020/21 and waits to receive all the reports/signed accounts required for the 2020/21 grant monies before it can be released; and
- Transfers the £15,000 in accruals from the 219/20 financial year to Reserves budget line 1006 Youth Services and continues to wait for the signed annual accounts before releasing the 2019/20 grant monies.

26. TO RECEIVE A REPORT ON MARK JAMES BANKRUPTCY AND INSOLVENCY

The paper was noted (see Appendix K).

It was PROPOSED by Cllr Carter, SECONDED by Cllr Cross and AGREED unanimously that a **RECOMMENDATION is made to full Council that**

The sum of £51.90 is written off to bad debts and the VAT of £10.38 reclaimed.

It was noted that Mr James has been welcomed back to the Corn Exchange as a hirer w/c 7th September 2020.

To consider expenditure authority for the lighting up of Woodhouse Gardens for the month of December

Introduction

This report outlines a proposal to ‘light up’ Woodhouse Gardens for the month of December. The structure and layout of the gardens would provide the ideal environment for creating an enchantingly festive atmosphere for residents of all ages to enjoy. Using a mixture of colourwash and fairy lights, the gardens could be transformed into a magical space each evening as the light fades. The gardens and illuminations could be open to visitors until 9pm, when everything would be turned off and the gates locked (to secure equipment, and in consideration of local residents).



Financial Implications

Quotes have been sought from two companies to design, hire and construct the lighting displays for the whole of December, and to deconstruct in the first week of January (5 weeks).

Company A operates nationally and specialises in large outdoor illumination displays including Kingston Lacy. Whilst they have said they would be interested in working with us in Woodhouse Gardens, their costs are proving to be prohibitive:

Equipment

Lighting equipment, Para-Luna installation (large spinning disc of LED lights, suspended on a boom, changing colour and patterns to music), 1 structure & lighting **From £7840.00 to 9270.00**

Labour

Design & Installation, Removal and Transport **£3450.00**

Company B is a local company specialising in sound and lighting equipment hire for events of all sizes. They have provided a quote to hire the type of lighting outlined above:

Lighting £768.40, Cables £68.64, Stands £16.00, Transport £18.00, Crew £360.00 **£1,231.04**

Company C was recommended by a resident who posted on our Facebook page following notification that the churchyard yew tree lighting was vandalised. A site meeting was held on Friday 14th February but this was cancelled by the contractor and an invitation to reschedule was not taken up.

Financial Implications

No budget has been allocated for this purpose but budget lines such as T&GP/Christmas Lights or General Reserves could be used.

Recommendation

It is recommended that Councillors approve expenditure authority to proceed with Company B to light up Woodhouse Gardens for the period of 5 weeks (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Linda Scott-Giles
Town Clerk
27th January 2020

NB: This report originally included the possibility of other festive attractions (subject to capacity/workload) but this section has been deleted because it is no longer feasible/realistic due to the pandemic.

To receive a report on the phasing out of business analogue and digital lines

The existing telephony lines were up for renewal in January and, when this was being considered, the existing provider (SWComms) visited the office to discuss our six analogue (PSTN) lines, for which we pay about £80 per month (excl. VAT) for service charge and calls. This company does not currently supply our Alcatel phone system as we own this outright, but it is non-maintained and unsupported in the event of a fault. BT has announced they are switching off business analogue and digital lines. They are beginning the phase out from September in Salisbury and it is happening area by area with a view to migrate the whole of the UK by 2025. The alternative to analogue and digital lines is IP based telephony which, in essence, is making and receiving calls via an internet connection. The company also offers cloud telephony and they feel this would greatly improve the telephony at Blandford Forum Town Council and future proof our set-up.

The company is platinum channel partners with Gamma Telecoms and authorised to sell and support their cloud-based phone system. This system is called Horizon and is the UK's most popular hosted phone system with over 30,000 organisations currently subscribed to the service. SWComms supply it to about 1000 companies currently (including a number of town councils) and have tremendous knowledge and experience of the product. The reason for its popularity is it's incredibly feature rich, easy to use and reliable. Horizon is a subscription-based service and comes with zero upfront costs. They supply all the hardware we require such as seven new phones, eight port switch and router. This equipment is all maintained for the duration of the term and they will repair or replace it in the unlikely event of a fault. Included in the subscription is a dedicated 'Assured' internet connection and this is solely provisioned for our call/voice traffic. The IT support provider would remain the same. SWComms' 'Assured' internet would replace our phone lines and not interfere with our existing internet in any way, because it is a separate network. By providing Horizon on its own 'Assured' circuit they can guarantee the call quality and we would have the ability to make up to six simultaneous HD calls. To help control costs all calls to local, national and mobile numbers are included in the subscription.

Horizon is incredibly feature rich and they can set it up to improve staff efficiency and provide an enhanced service to the residents of Blandford Forum with better scheduling, auto attendant, messaging, out of hours, call transfer, conference calls etc. It is also more reliable than our current system and in the event of a power outage we will still be able to receive calls. This was an issue recently, as Councillors will be aware and, for the meantime, we have set up a call-forwarding service with SWComms to support our business continuity at 16p a month once it is enabled.

We requested some indicative figures to help with budgeting and SWComms can provide a seven extension Horizon system for circa £170 per month based on a 60 month term. There are no upfront or hardware costs as it is a subscription-based service. We would need to keep four of our analogue lines running alongside Horizon and these are for the pavilion, G3 internet, alarm line and alarm and CCTV line. These lines will be circa £45 and therefore, combined with the new solution, it will be roughly **£215.00** per month. This is more than we are currently paying however, due to the BT switch off, it is not a case of if we change systems but when, as we will need to upgrade our lines at some point in the next few years.

Recommendation

The Responsible Financial Officer is of the opinion that the Town Council should not change the telephone system yet, as closer to the time prices will probably be reduced. However, it would be prudent to start budgeting for this in the meantime. Councillors are therefore asked to note the report and it is recommended that the Town Council budgets for the changes from 2021/2022 in preparation for the 'switch off' and will seek an updated quote, and additional quotes, closer to the time.

Linda Scott-Giles
Town Clerk
29th January 2020

To retrospectively approve expenditure approval for works to the accessible unit at the Marsh & Ham toilets

Background

Councillors are aware that refurbishment works have been due for some time at the Marsh & Ham toilets. This has been delayed due to the planning application submitted to demolish the building. However, the applicant's appeal has failed and it was therefore suggested that quotations are sought to make the necessary improvements.

Report

Due to the age of the toilets certain aspects are in desperate need of replacement, notably the handwash units and the sanitaryware. The handwash units, in particular, are failing on a regular basis and spare parts are no longer available despite extensive enquiries.

The situation with the handwash units has become particularly important due to the Covid-19 situation and the need to be handwashing thoroughly. The handwash unit in the disabled unit has now failed completely and despite a long search the replacement parts for this unit are no longer available. This has resulted in the disabled unit being closed since the toilets re opened after lockdown.

There appeared to be two options available, one was a full renovation as outlined in the specification below, and the second would be to install new handwash stations or sinks. The second option would be cheaper but not by a great deal as the walls containing the current handwash stations would need to be replaced as well to allow for the installation of new units or sinks and associated dispensers and plumbing.

Clearly any works to the building is a financial gamble, to some degree, due to the uncertain future of the toilets. However, I did not believe that doing nothing was an option as that would have resulted in no disabled facilities being open for the public

Financial Implications

Two quotations were sought for a refurbishment of the whole block, based on the specification below:

1. To remove existing doors to toilets and service area and replace with outward opening heavy-duty single steel security door 4 in total.
2. To remove existing sanitary ware, hand drier units, floor coverings etc. from toilets and dispose.
3. Allow provision to replace white rock wall covering where old hand wash units removed.
4. To supply and install new Altro (or similar) non-slip floor covering to each WC including cap and cove skirting.
5. To supply and install 2 new back to wall polymer resin toilets with concealed cisterns and wave sensor flush.
6. To supply and install new DOC-M pack with anti-ligature rails and wave sensor taps and toilet flush.
7. To supply and install 3 new Wallgate (or similar), wash/hand dryer units with stainless steel mounting box.
8. To supply and install 3 new stainless steel recessed toilet roll holders.
9. To remove existing lights and replace with new enclosed LED light fittings.
10. To carry out all associated electrical and plumbing works.
11. Redecoration where required.
12. Remove all rubbish and leave site in good condition on completion.

Company A

£33863.79 + VAT

Company B

£19954.00 +VAT

A further quote was sought on the following specification to get the disabled unit open doing the minimum works required:

Instruct electrical contractor to remove power to the hand wash system.
Remove hand wash unit and dispose of.
Remove needle chute and set aside.
Remove disable hand bars and set aside.
Clad one complete wall with 12mm aqua board (colour to be confirmed.)
Cut aqua board and refit needle chute.
Refit disable hand bars.
Supply and fit stainless steel 2 tap hole basin complete with self-closing basin taps and waste.
Re pipe hot, cold and waste pipework through aqua board to void behind and connect services.
Supply and fit 10ltr hot water heater in void, connect to existing services.
Supply and fit control isolation valves where necessary.
Supply and fit stainless steel hand dryer adjacent to new stainless steel sink.
Instruct electrical contractor to provide new electric point for 3kw water heater and hand dryer.
Test and leave in working order.

Total of £4,716.00 plus VAT

I contacted the Chairman and Vice Chairman of Council and the Chair and Vice Chair of the Finance and Staffing Committee to gain approval to go ahead with the works outlined in the second specification outlined above. This was due to the time that the disabled unit had been shut and the complaints we were starting to get, I felt it was essential that we got the disabled unit open ASAP.

I obtained agreement to go ahead with the works although all those involved had reservations in spending money on a building with an uncertain future, which I share. Unfortunately, the only other option would leave us without a fully functioning disabled unit. I therefore placed the order to allow the contractor to place the order for the parts and materials required.

Some savings have been made this year during the times the toilets were closed to the public due to lockdown and the Town Council was not paying the cleaners. If the toilets remain in our ownership for a further two years the works will have cost us £196.00 per month.

Recommendation

It is recommended that Councillors approve retrospective expenditure authority for £4,716.00 to come from General Reserves (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Jon Goodenough
Operations Manager
2nd September 2020

To receive an update on Town Council Plan projects

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
CAPITAL PROJECTS <i>Affecting capital reserves or representing physical outputs</i>								
CP01a	Outdoor Market	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. Requested by Councillors, (then) NDDC, Town Team and public due to current standard and appearance of the market.	Provision of Facilities & Services	TC MM	Ongoing	Transfer date – October 2016 Rejuvenation and promotion – ongoing	In progress	Currently awaiting the transfer of this service from the DC, although the Town Council has been running the markets since 1 st October 2016 Additional member of staff recruited (end of September 2016). The Market Manager has completed his Diploma in Market Administration. Thursday Markets are now running at higher occupancy, but Saturday is poorly attended. 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.

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	Dorset Council Grant of £70,000 for market area enhancement	Legacy amount given to the Town Council from NDDC	Provision of Facilities & Services	TC OM MM	Prioritised	2025	In progress	A working group has been formed, including the Town Team and a Dorset Council officer. 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 th Sept.
CP02	Corn Exchange Regeneration	To carry out a complete refurbishment and enhancement and equipping of the facility for use as a multi-purpose venue. Requested by Councillors and the public. Supported by shops and businesses and (then) NDDC.	Provision of Facilities & Services	TC OM	Prioritised	Ongoing	Ongoing	LBC submitted for lobby glazing. Outcome awaited. LBC submitted for architectural lighting, which has been approved (3/4/18) subject to conditions. This is on hold at present. 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.

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
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 b. Football Club at Park Road Recreation Ground c. Cricket Club at Park Road Recreation Ground d. Bowls Club at Park Road Recreation Ground e. Rugby Club at Larksmead Recreation Ground	To budget and plan for the redevelopment of the sports pavilions. Requested by Councillors, members of the public and sports clubs. 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	Provision of Facilities & Services	TC OM	Scheduled	Dec 2020	Completed	a. Completed (new floor laid in April 2017). See also CP17 (extension). b. Completed. Now investigating possibility of introducing floodlights. c. Completed. Pavilion refurbishment was completed June 2020. d. Completed. e. Completed, relocation to Larksmead Recreation Ground and Pavilion.

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
		land north of the bypass, despite the need for more pitches established by NDDC's PPG17 assessment.						
CP05	Park Road Toilet Block	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.	Provision of Facilities & Services	OM	Scheduled	December 2017	In progress	Councillors approved the demolition of the toilet block to create further parking spaces. Quotations are being sought.
CP06	Marsh & Ham Toilet Block	Refurbish toilets pending development. Requested by Councillors and members of the public and recommended by staff.	Provision of Facilities & Services	OM	Scheduled	May 2020	In progress	Quotes were being sought for refurbishment. Priority is reopening the accessible unit.
CP07	CCTV/ANPR Scheme	To provide town centre CCTV coverage that links to the police station to prevent crime and disorder (Natural Environment and Communities Act 2006 s40) requested by Police, Councillors and public. Phase 1 – Two cameras in the Market Place (introduced September 2007). Phase 2 – Mobile and fixed cameras located at Marsh & Ham car park (now Larksmead) and Salisbury Street. Phase 3 – Bottom of Damory Street Phase 4 – To introduce an	Provision of Facilities & Services	TC ATC	Prioritised	Phase 1 – Completed Phase 2 – March 2014 Phase 3 – June 2016 Phase 5 – Funding approved Nov 2017	In progress	Phase 1, 2 and 3 completed. Phase 4 – working with Police. Draft sent for consideration September 2015, further work being 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. 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

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>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>Marsh & 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 & 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 30th September 2019.</p> <p>Transfer is currently being managed.</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
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 & 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 1st September 2020.</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	Phase 2 has been transferred (January 2018), Play area has been installed and officially opened on 7 th July. Grounds staff are now including this area in the maintenance schedule.
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 & Services	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 stalled pending developer completion of all necessary work.
CP10d	Badbury Heights Phase 3a Play Areas	To build a LAP, LEAP and NEAP.		TC ATC OM	Linked to PE02	Unknown	In progress	
CP10e	Badbury Heights Phase 3b POS	To take over maintenance of POS.		TC OM	Linked to PE02	Unknown	In progress	

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
CP10f	Badbury Heights Phase 3b Play Area	To build a LAP.		TC ATC OM	Linked to PE02	Unknown	In progress	transferred. August 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.
CP11	Westbury Way	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	Skate Park	To continue to replace existing equipment in consultation with users.	Provision of Facilities & Services	TC OM	Ongoing	Ongoing	In progress	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 sought.
CP13	Town Pump	To restore the Town Pump	Provision of Facilities & Services	TC ATC	Scheduled	TBC	In progress	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 th September 2019. LBC has been submitted and approved. Works started in September 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.

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
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.
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
------	---	---	-----------------------	----------	-----------	------	-------------	---

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
								Blandford School in September 2019.
PE02	<p>Staffing review due to forthcoming land transfers and external projects</p> <p>Updated to include the Local Government Review (LGR) 2018/19 subject to any offers/requests from Dorset Council.</p>	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 developer to the Town Council. Council has approved recruitment of an additional groundsman once the land is transferred.
PROCESSES <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.

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
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 th October 2015. Quality Status awarded March 2016. Quality Gold status awarded March 2017.
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 th 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.
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.

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
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 <i>Cross-cutting theme</i>								
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 PEO2 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.

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
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 then Covid-19 the project did not develop as much as was hoped between 2018 and 2020.
IN05	Climate Change and Biodiversity Action Plan	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.	Provision of Facilities & Services	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 th September 2020.

Corn Exchange Update

Lobby Glazing

Planning approval has been given, with conditions, and quotations are now being sought.

Ingham Pinnock Associates

Following the resolution at the TC meeting held on 27th July to proceed with IPA, they have confirmed their costs as follows (my comments are in italics):

Step 1: Options Appraisal & Masterplan: £34,500

- Design input from Malcolm Simmonds Architects (MSA) @ £5,000
- Quantity surveying input from Walker Associates @ £2,000
- Structural engineering input from The Morton Partnership (TMP) @ £2,500
- IPA production of the appraisal and management of all inputs @ £25,000
- Based on discussions with yourselves, MSA and TMP there will probably be a need for some advice on M&E but we will be in a better place to judge once we have got started. The same might also go for the measured surveys with which we understand there are some issues. *We have had measured surveys and a M&E survey done within the last year, which the Operations Manager has sent to IPA. The issues were between the surveyor and the previous architect.*

Step 2: Communication strategy: £0

- We have sent you a template and understand that you are leading on this. We would be happy to input as part of step 1 at £nil cost. *Yes, that has been drafted.*

Step 3: Project Management Plan: £0

- We would be happy to produce this as part of step 1 at £nil cost.

Step 4: Funding Strategy: £5,000

- This will flow from step 1 and is something we would produce, including submission of an EoI to the Heritage Fund as per our report.

Step 5: Conservation Management Plan

- We are waiting for a price from a conservation architecture practice that we think would be well placed to produce this and will let you know ASAP. *Town Clerk and Operations Manager to redraft the original document and send to IPA.*

IPA visited the building complex on Thursday 10th September to view the rooms and subsequently drew up an initial consultation for the Community Expo and will be approaching councillors individually for their views/input.

The results from the initial consultation held at the Expo are shown at [Appendix A](#).

Separate council meetings for the Corn Exchange

At the full council meeting held on Monday 27th July 2020, Councillors resolved to include a full council meeting in the council diary instead of continuing with working group meetings and reporting back to council, which has been perceived as delaying the project.

Meetings have therefore been included on 30th November 2020, 15th February 2021 and 17th May 2021, detailed at [Appendix B](#).

Following discussions with IPA, and the lack of a committed working group now, it is recommended that the council appoints one or two Project Champions to the Corn Exchange project.

The Town Assembly has also been moved from prior to the Planning meeting on 12th April 2021 to prior to the full council meeting on 26th April 2021.

Recommendation

It is recommended that Councillors:

- Note the update.
- Approve the inclusion of the three Corn Exchange meetings and the change of date for the Town Assembly meeting.
- Note the dissolution of the Corn Exchange working group and that the only agenda item for the new Town Council (Corn Exchange) meetings will be the Corn Exchange.
- Consider appointing Project Champions to the project at the meeting in November.

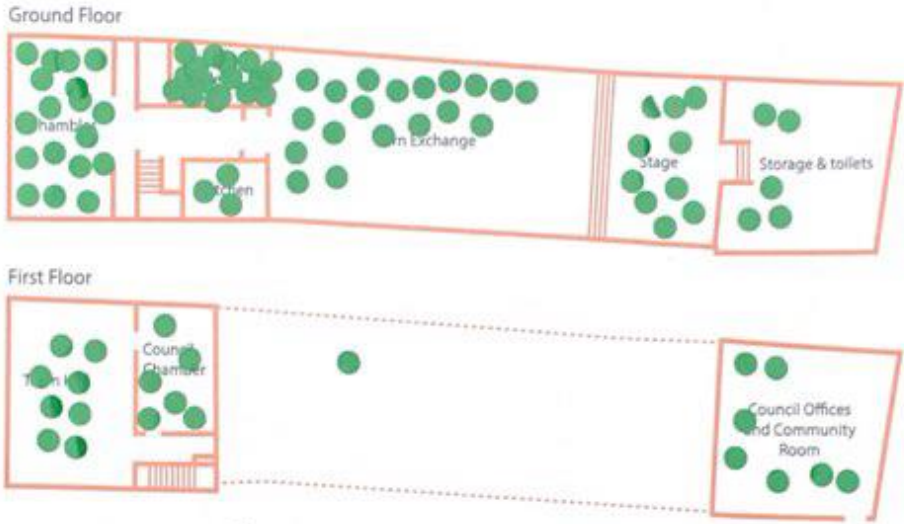
Linda Scott-Giles
Town Clerk
21st September 2020

Blandford Forum Corn Exchange & Town Hall



The Town Council, working with conservation specialists, is currently looking at how best to proceed with restoring the Corn Exchange and Town Hall. As we start this work we are keen to learn more about how the spaces are used. We would be grateful if you could spare a couple of minutes to tell us more about what you like and dislike about the building.

Which parts of the building have you been in?



What do you like about the building?

- Historic character ●●●●●●●●●●●●
- Architecture ●●●●●●●●●●●●●●
- Public toilets ●●●●●
- Accessibility ●●●●
- Range of events ●●●●●●
- The environment (temperature, light etc) ●●●●●
- Acoustics ●●●●●
- Decoration ●
- Kitchen
- The stage ●●●●●
- Other:

Whole building is very great but needs uplift

What do you dislike about the building?

- Historic character
- Architecture
- Public toilets ●●●●●●
- Accessibility ●●●●●
- Range of events ●●●●
- The environment (temperature, light etc) ●●●●●●●●
- Acoustics ●●●●●●●●●
- Decoration ●●●●●
- Kitchen ●●●●●
- The stage ●●
- Other:

Environmental sustainability. Want this building to be free seeds to the town. The stage needs modernising and amplifying. -2. access+stairs+1 floors!
 - Flexible seating needs to be explained. kitchen ok but small.
 - Glaze showpiece
 - Public toilets adequate but needs updating + e. Toilets in low opening for CE events + smaller days - toilets need more opening + 1 - 2 (small)
 - Acoustic needed + 2 - accessibility + parking further to T.C. + 1
 - Acoustics, speed except stage. Acoustic floor good ident
 - Car parking outside (Council backing - a nightmare)
 - Get it done!! + 3

NOVEMBER 2020	
Sunday 1	Royal British Legion Cemetery Service
Monday 2	Planning Meeting
Friday 6	Remembrance School Involvement at 10.30am in the parish church/churchyard
Sunday 8	Remembrance Sunday Parade & Church Service 2.30pm
Monday 9	Recreation & Amenities Committee Meeting
Wednesday 11	Armistice Day 11am
Monday 16	Town & General Purposes Committee Meeting
Monday 23	Town Council Meeting
Saturday 28	Free Parking
Monday 30	Town Council Meeting (Corn Exchange)
DECEMBER 2020	
Friday 4	Yuletide Festival
Saturday 5	Small Business Saturday - Free Parking
Monday 7	Planning Meeting
Monday 14	Finance & Staffing Committee Meeting
Saturday 12	Free Parking
Wednesday 16	Civic Christmas Carol Service
Saturday 19	Free Parking
Monday 21	Town Council Meeting (followed by Trust Meeting)
Wednesday 23	Office closes at 12.30pm
Saturday 24	Free Parking
Monday 28	Bank Holiday
JANUARY 2021	
Monday 4	Office re-opens at 9.30am
Monday 11	-
Monday 18	Planning Meeting
Monday 25	Town Council Meeting
FEBRUARY 2021	
Monday 1	Planning
Monday 8	Recreation & Amenities Committee Meeting
Monday 15	Town Council Meeting (Corn Exchange)
Monday 22	Town Council Meeting
MARCH 2021	
Monday 1	Planning Meeting
Monday 8	Raise the Commonwealth Flag at 10am in Market Place (robes)
Monday 8	Town & General Purposes Committee Meeting
Monday 15	Finance & Staffing Committee Meeting
Saturday 20	Spring Community Expo in the Corn Exchange
Monday 22	Town Council Meeting
Monday 29	-
APRIL 2021	
Friday 2	Good Friday
Monday 5	Easter Monday
Monday 12	Planning Meeting
Monday 19	-
Monday 26	Annual Town Assembly (Corn Exchange) at 6pm followed by Town Council Meeting (followed by Trust Meeting) at 7pm
MAY 2021	
Monday 3	Bank Holiday
Tuesday 4	Annual Meeting of the Town Council (followed by Town Council meeting)
Friday 14	Mayor Making Ceremony
Monday 17	Town Council Meeting (Corn Exchange)
Monday 24	Planning Meeting
Monday 31	Bank Holiday

To receive a recommendation from the Leisure Centre working group regarding the future funding of the Blandford Leisure Centre

**Notes from the Leisure Centre working group meeting
Held using Microsoft Teams on Monday 24th August 2020**

In attendance: Cllr Lynn Lindsay Cllr Steve Hitchings
Cllr Roger Carter Cllr Haydn White
Cllr Noc Lacey-Clarke Cllr Byron Quayle
Cllr Lee Hitchings Cllr Colin Stevens
Linda Scott-Giles Jon Goodenough

Apologies: Cllr Doro Russell Cllr Pat Osborne

A third meeting was held to discuss the issue with leisure centre payments to Dorset Council (DC).

This is because the original working group discussion resulted in the discovery that the ten authorised payments have already been made, which is not in line with the DC agreement that anticipates another payment this financial year.

Cllr S Hitchings chaired the meeting and summarised the email received from Paul Rutter (DC) since the last meeting held on 27th July 2020.

There are now two recommendations to be considered by full council:

It was proposed by Cllr Lacey-Clarke, SECONDED by Cllr Quayle and AGREED (7 in favour, 1 abstention) that

The Town Council is not minded to renew the service level agreement with the Dorset Council over the leisure centre.

It was proposed by Cllr Lindsay, SECONDED by Cllr Lacey-Clarke and AGREED (6 in favour, 1 abstention, 1 non-vote¹) that

The working group confirms that ten payments (authorised for three years and seven years respectively) have been made to NDDC/DC in support of the leisure centre and the Town Council does not authorise expenditure for an additional (11th) payment of £50,000.

Cllr Lacey-Clarke added that he would not want an additional 11th payment made without a full public consultation.

Notes from the working group meetings held on 13th and 27th July are available should Councillors wish to see them. They detail the dates the ten payments have been authorised and made.

Linda Scott-Giles
Town Clerk
24th August 2020

¹ Cllr White lost connection during the voting.

To review the Rationale of the Steering Group and to review and approve amendments to Memorandum of Understanding

Background

At the Town Council meeting on 8th June 2020 Town Councillors resolved that

The approval of the document will be taken to another meeting, following further discussions with the Blandford+ Steering Group. The following items need to be amended or clarified:

- **Amend point 2.d to - *The parishes carry the right for their representatives, on any proposal in their respective parishes, to refer that proposal to their parish council for final decision.***
- **The Steering Group should consider, and draw up, a list of infrastructure projects for possible S106 payment for all three parishes with proposed percentage mirroring as in point 2.h.**

Further Information

Following the above resolution, the B+ Steering Group held an online meeting. Cllr Carter, Chairman of the group, wrote the Rationale of the Steering Group, which was discussed and approved by the Steering Group (Appendix A). The group also agreed to the following amendments to the Memorandum of Understanding (Appendix B).

Section 2d to include the wording *inasmuch as they relate to the NP polices.*

Section 2h to include *This figure is currently based on population. Following the referendum this figure will be based on the number of council tax paying households.*

Inclusion of section 2k *The MOU will be in operation from the moment it is approved and for two years following a successful referendum. It will be subject to review annually and any changes referred to the parishes for approval.*

Town Councillors should be aware that both Bryanston Parish Council and Blandford St Mary Parish Council will most likely not vote for any major changes to the MOU and therefore the continuance of Steering Group would be in question.

Recommendation

Councillors should note the Blandford+ Steering Group Rationale and review the changes to the Memorandum of Understanding and, if they agree to the changes, approve the document.

Sybille Maddock
Assistant Town Clerk
4th August 2020

Rationale for a B+ Steering Group

Throughout the whole of the period of B+ NP(1) and B+NP (2) the three councils have, worked in a tremendous spirit of good will and cooperation to achieve the ultimate aim of producing a NP to benefit the whole of the local community. The way the three councils have worked with DC planning dept was described as ‘exemplary’ by Dave Chetwyn. The three Councils should be rightly proud of what has been achieved, often against the odds, by working together. It is in this spirit that we hope that the implementation, monitoring and amendment of the NP policies can continue.

Although in limbo at the moment, with some powers in local planning issues, once ‘made’ the B+ NP becomes part of the policy of each Council – it’s vital therefore, like any other policy it is subject to regular review and possible modifications and like many other policies are subject to an on-going review and change process from local, DC and government policy. There will need to be a mechanism by which this process of monitoring, review, modification and recommendations is carried out. The alternatives to a steering group are that each Council has its own monitoring group, and carries out its own modifications to the NP. A steering group gives the certainty of on-going consistency relating to the whole of the B+ area.

Blandford as the principal centre and the largest administrative area should bear the largest cost in terms of administration – this is fair and proportional.

The principal role(s) of the steering group will be to:

- Mount a successful referendum campaign once we have the green light from DC. Thereafter meet four times during the course of the year. The focus of the meetings will be to:
 - Principally monitor the success, implementation or otherwise of the B+ NP policies and report this back to the individual Councils. With recommendations as necessary.
- To amend the NP as a working policy document incorporating legislation or directives from national and local sources so it continues to be a working document for the three councils.
- A conduit to DC planning dept on matters relating to planning in the NP area and any matters relating to the successful continuance of the three councils’ policies with regard to the B+ NP.
- Provide a unique forum for highlighting, discussing and acting upon matters that might impact upon the whole of the community in B+ neighbourhood area.

To ensure that this process occurs as smoothly as possible a MoU has been constituted.

Memorandum of Understanding

The MoU has been drawn up between Blandford Forum Town Council, Blandford St Mary Parish Council and Bryanston Parish Council (hereafter referred to as “The Parishes”) which has been put in place to cover how Blandford + should act in the implementation and ongoing management of their joint Neighbourhood Plan for the approved Neighbourhood Plan Area (hereafter referred to as the “Blandford + area”).

1. The Aims

The aims of this memorandum are:

- a. To help The Parishes to work together on issues, projects of interest and concern to those living or working in the Blandford + area to ensure a coherent and consistent approach to the three communities within the Neighbourhood Plan.
- b. To put in place a process to facilitate this joint working approach.
- c. To ensure that equal weight is given to the wishes of each of the parishes in determining on going changes, additions or modifications to the (adopted) Neighbourhood Plan. To identify a process for conflict resolution should it occur.

2. The Agreement

- a. The Parishes agree the need for all three parishes to work together to provide this coherent and consistent approach to the Blandford + area in their Neighbourhood Plan.
- b. To aid this process, a Steering Group has been formed, called Blandford +, to consider all issues relating to the Blandford + area which are relevant to the ongoing development and implementation of the Neighbourhood Plan and its policies.
- c. Membership of the Blandford + shall remain unchanged until the Referendum has been passed i.e. it will be made up of the current representatives from each of the Parishes and those living or working within the Blandford + area. Post Referendum, and with agreement from the group, membership shall be reduced to two representatives from each Parish (these may be Councillors or residents).
- d. The representatives from The Parishes carry the right to veto any proposal in their respective parish and carry a right to vote for any proposals to be placed in front of The Parishes who will make the final decision (inasmuch as they relate to the NP policies).
- e. The representatives from The Parishes will report back to their relevant Councils and approval will be sought from the same to carry out the proposed actions agreed at the meeting, it is not within the remit of Blandford + to make such decisions.
- f. Any matters of dispute, regarding the Neighbourhood Plan, between the members of Blandford + shall be referred to The Parishes for resolution.
- g. No expenditure shall be incurred by Blandford + without the prior agreement of all The Parishes, unless the Chairmen of The Parishes approve expenditure within their remit.
- h. The total amount of expenditure approved for any expenditure incurred will be paid as follows. This figure is currently based on population. Following the referendum this figure will be based on the number of council tax paying households.

Blandford Forum Town Council	84% of the total cost
Blandford St Mary Parish Council	12% of the total cost
Bryanston Parish Council	4% of the total cost

- i. S106 Allocations / Community Infrastructure Levy (CIL):

Over and above the s106 agreements on standard contributions for health and education, the council in which the development is taking place shall be the first to decide upon projects for other s106 monies, having due regard to the NPPF directive to use such money on projects directly linked to the development. Should no project be put forward by the council in whose area the development is taking place, then by agreement of the B+ NP Group, and the three councils, the monies should be allocated to an agreed project, which may benefit the whole of the neighbourhood community, with due regard to Blandford as the hub town for the area. In this respect, the B+ steering group acts in an advisory capacity.

The B+NP group will work together as one unit, giving a greater voice and greater co-ordination with regards to the provision of infrastructure etc.

- j. No amendment to this Memorandum of Understanding shall be made without prior consultation and agreement with The Parishes.
- k. The MOU will be in operation from the moment it is approved and for two years following a successful referendum. It will be subject to review annually and any changes referred to the parishes for approval.

3. Working Relationships

The parties to this agreement seek:

- a. an open and constructive working relationship;
- b. to work closely together at all levels, both in policy, and in strategic issues of importance;
- c. to respect each other's views, and where different, after discussion to ensure proper understanding of the reasons for such differences;
- d. to have a 'no surprises' policy, based on notifying each other well in advance, where possible, of significant announcements and developments within the Blandford + area. For the purposes of this MoU, 'significant' may include:
 - Major developments, which include
 - i. the provision of dwellings/houses where:
 1. the number of houses is ten or more
 2. the development is on a site of 0.5 hectares or more
 - ii. provision of a building or buildings where the floor area created by the development is 1000 square metres or more
 - iii. development on a site having an area of 1 hectare or more
 - Infrastructure projects;
 - Developments that could potentially attract s106 contributions or CIL;
 - Opportunities to encourage larger business into the area;
 - Smaller applications that are likely to contravene B+ policies or become difficult;
 - Developments that extend across Parish boundaries or affect more than one B+ policy
- e. to minimise duplication of activity wherever possible; and
- f. to inform other stakeholders about the joint relationship so as to reduce uncertainty.

4. Responsibilities of The Parishes

- a. To ensure representation, commitment and adequate resources from each of The Parishes.
- b. To agree to uphold the terms of this document.
- c. To support the Neighbourhood Plan through to successful referendum by using a defined project management approach, work programme and timetable to delivery. To ensure referendum activities and Council conduct comply with Electoral Services guidance.

- d. To ensure reports back from the representatives of The Parishes are received by The Parishes; that Blandford + messages and information are communicated to their constituents, community and organisations and promoting interest in Blandford + work and any amendments to the Neighbourhood Plan throughout the plan period.
- e. Blandford Forum Town Council will be in charge of carrying out administration for Blandford +. Any expenditure incurred must follow the expenditure protocol set out above (see No. 2.g & h).
- f. Administration support for Blandford + will be carried out by the Assistant Town Clerk (ATC). The number of hours spent per month will be recorded, and the ATC hourly rate will be applied.

Costs incurred will be invoiced, mirroring % in point 2h, following the referendum:

Blandford Forum Town Council	84% of the total cost
Blandford St Mary Parish Council	12% of the total cost
Bryanston Parish Council	4% of the total cost

- g. A copy of the minutes of The Parishes agreeing to this document and any other approval sought from Blandford + will be provided to Blandford Forum Town Council as the lead organisation for the administration of Blandford + to distribute to members of Blandford +.

5. Meetings

- a. Agendas for Blandford + meetings will be circulated to members of Blandford + 7 calendar days before the date of the next meeting, who will be expected to pass this information on to their respective councils.
- b. Draft minutes of Blandford + meetings will be distributed 14 calendar days after the meeting and will be received at the meeting, subject to officer availability. Representatives will be expected to pass this information on to their respective councils.
- c. Meetings will take place, dependent on availability, to ensure attendance of at least one representative from each of The Parishes.
- d. The quorum, for any proposal voted on to present to The Parishes for approval, will be 4, and must be at least one representative from Blandford St Mary Parish Council, one representative from Bryanston Parish Council, and two representatives from Blandford Forum Town Council.
- e. The Chairman of Blandford + is Roger Carter, and in his absence will nominate a Deputy from the Steering Group to chair or attend the meeting. The Deputy can be any member of the Steering Group.
- f. Meetings are public and anyone living or working in the Blandford + area can attend. Other stakeholders will be by invitation only.

6. Dispute settlement

- a. In the unlikely event of a dispute arising, it is expected that those involved will seek to resolve the issue by a process of consultation leading to the dispute being resolved at the working level at which it has arisen.
- b. If this is not possible then the relevant signatories to this agreement will discuss the matter and decide on the action to take.
- c. If any of the parties to this agreement have any issues, concerns or complaints about any matter in this agreement which cannot be resolved at a local level, they will notify the signatories to this agreement.

7. Date and duration of agreement

This agreement will commence once the document has been signed and dated by the selected representatives.

It is expected that this agreement will run for 12 months, or once the Neighbourhood Plan is adopted, whichever is sooner, at which point there will be a review by The Parishes with respect to its continuation.

Signed
Date
Print Name
Chairman, Blandford +

Signed
Date
Print Name
Chairman, Blandford Forum Town Council

Signed
Date
Print Name
Chairman, Blandford St Mary Parish Council

Public Art Plan Update

The benches are now ready to go to the powder coaters and then will have the stainless-steel etched text fixed.

The artist is still looking at the groundworks starting on site mid to late September with the canopy and art benches installation following approximately two weeks later, allowing for the concrete to cure.



Sybille Maddock
Assistant Town Clerk
15th September 2020

To consider using paperless distribution of agendas and minutes

Background

The Assistant Town Clerk attended two online presentations about paperless meeting solutions.

The first one was received from iBabs – paperless meeting solutions, who recently have launched their product with Newquay Town Council. The presentation by iBabs explained the product and the advantages of going paperless.

Further information on iBabs

The system can be accessed from any device and only needs a brief WIFI connection to download agendas, minutes or reports.

- Agenda, minutes and reports are created in iBabs.
- Officers can upload documents from Word and drag them into the agenda, to the correct agenda item, or write the report directly in the system.
- Once the agenda is ready, it can be distributed to Councillors. Documents can be shared with all or just selected members. Groups can be set up according to Committees.
- Officers can run attendance reports, for the June newsletter.
- Papers can be amended, using version control.
- Councillors can make notes on their papers online, the same as on a hard copy version. The notes stay, even if the document is updated. Notes can be shared with other Councillors or Officers if they have a question.
- Minutes can be taken straight from the agenda, there's a separate section for Actions.
- An action log can be seen on the system (can be visible to all Councillors, or none, or depending on Committee). The log has a RAG (Red, Amber, Green) rating, which can be updated, and actions can be marked completed.
- Can search for items and it shows what document it is in, when it was discussed, etc.
- iBabs can be on our website so the public can access it and see a public version of the agendas/minutes, as well as calendar of meetings. They could even follow the meeting live.

Financial Implications

There is a one of setup fee of £995.

The monthly fee is £10 per month per user, no additional annual fee.

16x Councillors

5x staff (Town Clerk, Operations Manager, Assistant Town Clerk, Responsible Financial Officer, Admin Assistant)

Total monthly fee: £210.00

iBabs offer a free trial for a month. If the Town Council decides to engage with iBabs after the free trial the setup fee would apply.

Further Information on Microsoft Apps

The second presentation focused on Microsoft 365 and what applications are available within that. The aim of the course was to show how the council can modernise using Microsoft 365. The applications are already available to the Town Council.

The Microsoft servers are all in the UK. It is more secure than storing the data on servers or keeping it in the office.

It provides: –

- Security
- Agenda/Minutes management using SharePoint
- Helps to lower the carbon footprint, if we use SharePoint and OneDrive
- Ease of Use
- Managing and Reporting on Data

Microsoft 365 can be accessed through any device. It is a standardised platform for all users (Councillors and staff).

Some of the available applications are: -

SharePoint – Used for sharing company data. Documents, e.g. agenda/minutes are published with an e-mail sent to Councillors advising that these are available. Officers can still make changes, which would show automatically without the need of re-sending an e-mail. More than one person can work on a document and leave and respond to comments.

OneDrive – For personal data, i.e. documents that don't need to be shared with others.

Bookings – Can be linked to the website for people to book our rooms. Not sure we could replace our current booking system with this as the current one is set up and tailored to us.

OneNote – For note taking, I believe documents can be dragged into the application to take notes.

Forms – Can collate data, this could replace SurveyMonkey as anyone who has the link can complete a form. This could also be used for new Councillor profiles.

Planner – Used to put projects together, organise and assign tasks with a deadline. People can add notes and checklists. Can be synced with the calendar. This could be used for Town Council events maybe, instead of event check sheets.

Delve – can see what others are working on and where they have saved the documents.

Messenger – like What's App, Councillors could use it for video/audio calls, share screens.

Teams – Also a messaging service, you can create different groups, to discuss different topics, share files.

Officers could try out some of the applications, e.g. SharePoint and Forms to see if they are suitable.

Financial Implications

None, as these applications are already available to the Town Council.

Recommendation

Councillors should decide if they wish to have a free trial month of iBabs to explore the system or if they wish to explore the possibilities of the available Microsoft applications as a phased approach with the ultimate aim of having paperless meeting agendas and minutes.

Sybille Maddock
Assistant Town Clerk
21st January 2020

To adopt the amended Action Plan, drafted by Cllr Osborne incorporating the existing list of actions



BLANDFORD FORUM TOWN COUNCIL

CLIMATE AND BIODIVERSITY

ACTION PLAN

[Introduction](#)

[Approach](#)

[Policies](#)

[Proposals](#)

[Planned Activities: Progress to date](#)

[Planned Activities: 2020 – 2022](#)

[Planned Activities: 2022 – 2025](#)

[Planned Activities: 2025 – 2030](#)

[Appendix A – BFTC Carbon Footprint](#)

Approved by full council: **28th September 2020**

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
www.blandfordforum-tc.gov.uk

Introduction

Background and context

In May 2019 Blandford Forum Town Council passed a resolution in support of Dorset Council's decision to declare a climate emergency.

As a result of this, a climate action and environmental working group was set up to identify activities that could be undertaken and/or supported by Blandford Forum Town Council. The working group is currently chaired by Cllr Pat Osborne.

Since the formation of the working group several important activities have taken place that constitute a 'strong start' for Blandford Forum Town Council's climate and environmental agenda.

- 1) A list of target activities has been produced by Town Council officers which currently serves as the basis of a climate and environmental action plan which Town Council Officers have worked incredibly hard to deliver on a 'best endeavours' basis. This has quite rightly received positive feedback from Low Carbon Dorset.
- 2) A carbon emissions benchmarking exercise has been carried out by Cllr Osborne on the 'Town Council Estate' which provides a baseline measure by which progress towards carbon neutrality can be measured.
- 3) The working group began the process engaging with the community by inviting environmentally focused community groups and schools to join the working group.
- 4) Cllr Osborne attended a workshop held by The Centre for Sustainable Energy (CSE), who were working on a carbon footprint benchmarking tool for Town and Parish Councils. The CSE is now working in partnership with the Department of Business, Energy and Industrial Strategy (BEIS) to deliver the tool. There is currently no indication of when this might be made available for use. However, the CSE version was expected to deliver in October 2020. Its arrival will enable the creation of a community engagement plan targeting engagement activities and/ or campaigns on the areas identified as being most in need of focus.

The Covid-19 pandemic has impeded further progress since March 2020 and prevented the working group from meeting in person. It has also provided an opportunity for Cllr Osborne to review the Town Council's Climate Change and Biodiversity Plans.

This document is the outcome of that review and has now incorporated the original list of activities.

Approach

About this document

1. This document has incorporated the Town Council's original Climate and Environmental Action Plan and now has a distinction between:
 - a. *Policies* – principles of action to be formally adopted by the Council, that support the Council and Officers when making decisions in a range of activities; and
 - b. *Planned Activities* – Proposed actions or events that support the Council's stated aims in respect of climate action and environmental sustainability.

By making this distinction it is intended that climate action and environmental sustainability become ubiquitous considerations for all council decision making that are supported by a clear roadmap of planned activities.

2. This document also distinguishes between *Planned Activities* that relate to:
 - a. *The Town Council Estate*, i.e. where the Town Council has full control over the outcome; and
 - b. *Community engagement, stakeholder support and lobbying*, i.e. where the Council has the ability to exercise some influence over the outcome but does not have full control.

Making this distinction enables us to manage the expectations of the taxpayers with regards what the Town Council is empowered to deliver with regards Climate Action and Environmental Sustainability. It also helps to provide clarity around how the Council might wish to allocate resources and the extent to which activities are to be community, councillor, or officer led.

3. This document further distinguishes between the following categories of activity:
 - Carbon reduction
 - Plastic reduction – single use plastics/ plastic packaging/ disposable plastics
 - Waste reduction – all other forms of avoidable waste
 - Biodiversity and trees – trees and other plant life have an important role to play in carbon reduction as well as contributing to healthy, diverse ecosystems
 - Climate change readiness – preparation for a world in which extreme weather events are much more commonplace

Categorising activities in this way helps to ensure that our portfolio of activities remains balanced and proportionate to the threats posed by inaction.

4. Finally, this document seeks to propose suggestions as to how activities might be funded as follows:

Proposal:

It is proposed that wherever possible the Council should:

- a) Seek in the first instance to fund activities through existing income streams, i.e. through continuing to make environmentally conscious decisions when updating, maintaining and renovating property on the Town Council Estate.
- b) Explore grant funding options where there is no existing income stream.
- c) Consider Salix² Loans where available and only in proportion to the environmental risk that the planned activity seeks to mitigate.
- d) Consider raising funds from an increase to the precept only where absolutely necessary, and only in proportion to the environmental risk that the planned activity seeks to mitigate.

Policies

Blandford Forum Town Council maintains an Environmental Policy Statement.

The statement represents a high level, but comprehensive, commitment to minimising environmental impacts of day-to-day Town Council Operations within its own estate. Whilst it doesn't explicitly address the impacts on the Town Council Estate of environmental changes that originate externally, it does make a clear commitment to 'identify and manage environmental risks and hazards'.

The Town Council should consider the ever-changing environment we are experiencing and prepare for the future by identifying the hazard and mitigate the risk (for example, extreme weather. The Town Council could prepare for this now by introducing canopy shelters in amenity / play areas to address warmer weather or flash flooding, which would also raise awareness to the public). This could be included in the Persimmon Homes play area tender should Councillors agree.

However, there is scope for updating the policy to also include activities where the Council has the ability to exercise some influence over the outcome but does not have full control. Planning is one area, for example.

Proposals

The following are proposed policy statements that the Council might consider adding to the Environmental Policy Statement. Section A are policy statements that have been drawn directly from the Town Council's original Climate Change and Biodiversity Plan that aren't currently included in the Environmental Policy Statement. Section B are new policy statements that the Town Council may wish to consider adopting.

Section A: Policy statements from the Climate Change and Biodiversity Plan

- actively support small and large planning applications for new renewable energy in the area.

² See <https://www.salixfinance.co.uk/loans/parish-councils>

- continue replace all felled trees and continue to introduce new native trees that are of the highest possible benefit to wildlife.
- use the Neighbourhood Plan to require new homes to be energy efficient, nature friendly, and located close to public transport and amenities. Neighbourhood Plans identify sites for future housing and should push for these to be zero-carbon and nature friendly.
- designate and protect sites within the Neighbourhood Plan as local green spaces, new play spaces (formal and informal) and green infrastructure networks, encouraging local residents into the fresh air, walking or cycling rather than using their cars for local journeys.
- oppose high-carbon developments, promoting sustainable alternatives instead.
- ensure any council funds are invested safely in low-risk sustainable banks or investment funds.

Section B: New policy statements

- encourage, enable³ and support community groups taking action to address climate change and promote environmental sustainability (e.g. Blandford War on Waste).
- engage, inform and encourage the wider community to take action on climate change and make decisions that promote environmental sustainability.
- use the Neighbourhood Plan to require new development to consider climate change readiness and, where available, use S106 monies to improve town infrastructure in readiness for extreme weather events.

Planned Activities: Progress to date

Summary

The following list represents the incredible achievements made by Council Officers before and since the Town Council made a commitment to supporting Dorset Council's declaration of a Climate Emergency in May 2019.

Town Council Estate

Carbon reduction

- Carbon footprint benchmark carried out on the Town Council estate by Cllr Osborne in February 2020.
- Switched to green electricity (100% renewable energy) in October 2020 when the contract was due for renewal and committed to five-year contract.
- The Town Council installed eco hot water boilers in two of our venues and the office kitchen, with built in ECO mode, which reduces electricity consumption that saves money and helps the environment.
- Removal of water dispenser, because it used plastic cups and it only made the water colder so it was not felt to be an efficient or justifiable use of energy.
- New heating systems and boilers in council buildings are chosen to be environmentally friendly where possible.
- Goods and services are purchased locally, where possible, to reduce mileage and packaging. In addition, we try to combine meetings with picking up goods from local suppliers (e.g. Dorchester).
- Ensuring money is invested wisely. Across the UK, local authorities are investing tens of millions of pounds each into fossil fuel companies, despite having declared a climate emergency. Although Town Council investments are tiny in comparison, the Town Council ensures any council funds are invested safely in low-risk sustainable banks or investment funds.
- Researched funding possibilities with The Climate Action Fund, which is for groups that aim to reduce their carbon footprint sustainably and increase participation in community-led climate action.

³ Enablement will require some level of financial support. See later proposal in the Planned Activities: 2020-2022 section.

Plastic reduction

- Using glasses instead of plastic cups, as well as avoiding where possible the use of plastic plates and cutlery (anything in stock is being used up).
- For refreshments at meetings the measures include use of crockery, metal teaspoons, loose tea and coffee and glasses where possible.
- No usage of single use condiments sachets (anything in stock is being used up).
- Straws are not used in the office or at events (unless required for assistance with drinking).
- Staff try, where possible, to bring in their own lunch therefore reducing the use of single use packaging.
- Soap dispenser in the toilets, office toilets and kitchen is refillable.
- Promoting the use of re-usable bags. The Town Council introduced reusable market bags which are sold by the Market Manager and stallholders at £1 each to help reduce the use of plastic bags and help advertise the market.
- Switched from handwaving flags with plastic sticks to an eco version with paper sticks for civic events/Freedom Parades.

Waste reduction

- If the office staff cannot make use of wastepaper, it is recycled (except confidential papers) along with recyclable plastic items, cardboard and tins via the Dorset Waste Partnership (DWP).
- Glass bottles/coffee jars are recycled.
- All water meter readings are monitored, and action is taken immediately to identify the reasons when they are high, minimizing water loss if there is a leak.
- Councillors are encouraged to receive agendas and minutes by e-mail, which is the choice of the majority (although some documents do require printing).
- All woodchip produced is either reused or sent for recycling if possible.
- All invitations to Town Council events are sent via e-mail, where possible.

Biodiversity and trees

- The Town Council requested the transfer of Elizabeth Road allotments from Dorset Council. This would ensure the status of statutory allotments and there would be no infill of houses, ensuring biodiversity.
- Provision of insect hotels, bird feeders, swift/swallow nests and bird nests in Woodhouse Gardens.
- Biodiversity in public spaces. The Town Council is not responsible for the highway verges although, following a public consultation, it has identified a suitable area that can be replaced with a wildflower area. The Town Council also supports the Dorset Council's Rangers with their introduction of wildflower areas and grasses.
- Trees that are felled due to being dead, diseased or dying, are replaced with native species, where possible, and research is carried out to determine which species benefit the wildlife the most. Guidance is also sought from the Tree Officer at the Dorset Council.
- Signed up to the ten principles of the Charter for Trees, Woods and People (approved by council 27th January 2020).

Climate change readiness

- The Town Council took on the installation and maintenance of cycle parking in several locations, to help encourage people to cycle into town instead of driving.
- Public art installation at Badbury Heights is designed to provide shelter from sun and rain.

Community engagement, stakeholder support and lobbying

- Establishing a Climate Change working group.
- Supporting Sustainable Dorset and Blandford Environmental Trust in promoting the annual Sustainability Fair held in Angus Wood.

Carbon reduction

- Supporting the Dorset Council in its declaration of a climate emergency.
- Encouraging the Dorset Council to install Electric Vehicle Charge Points in its car parks and are looking into installing a charge point in Town Council recreation ground car parks.
- Events are held at the Corn Exchange to provide local entertainment at a reasonable cost or free of charge, helping residents to socialise in their town without travelling further afield.

Plastic reduction

- Signed up to the free water refill scheme, offering refills to members of the public to reduce the use of purchasing additional bottles.

Waste reduction

- Promoted the work carried out by the volunteer group 'Blandford War on Waste', as well as local shops and businesses that are taking steps to improve the environment, reducing their carbon footprint or supporting nature.
- Offering of reusable items to the community (e.g. windows from Woodhouse Gardens pavilion).
- Providing litter picking equipment to members of the public and Blandford War on Waste.

Biodiversity and trees

- Promote the importance of trees for our community through the annual tree photography competition introduced by Cllr Russell in 2019.

Climate change readiness

n/a

Planned activities: 2020-2022

Summary

Whilst we will still look for quick wins to reduce carbon and waste and promote biodiversity, work will begin on ensuring that the Town Council Estate is energy efficient and progressing towards carbon neutrality.

A carbon footprint benchmarking activity will be carried out by the chair of the working group each year to demonstrate progress being made and an annual report submitted to full Council.

We will begin to focus on Climate Change readiness and identify any adjustments that may need to be made to mitigate the risks of extreme weather events.

We will use data from the Department of BEIS carbon benchmarking tool to identify where Blandford needs to focus and use it to shape and delivery a Community Engagement Plan.

Town Council Estate

Carbon reduction

- Energy audit for all council owned buildings in order to identify opportunities for reduction of energy waste.
- Explore funding opportunities for energy waste reduction measures on all council owned buildings.
- Scheduling of energy waste reduction measures on all council owned buildings.

Plastic reduction

- Continued support for community-led activities such as ‘Blandford War on Waste’.

Other waste reduction

- Work with Dorset Waste Partnership to ensure appropriate bins are made available at events and find out how additional recycling bins can be returned to locations where they have been removed.

Biodiversity and trees

n/a

Climate change readiness

- Explore opportunities for providing public drinking fountains⁴ and shaded/sheltered areas on Town Council maintained outdoor areas

Community engagement, stakeholder support and lobbying

Carbon reduction

- Roll out community focused carbon benchmarking tool for Town and Parish Councils co-created by Department of Business, Energy and Industrial Strategy and the Centre of Sustainable Energy (CSE).
- Use information from community focused carbon benchmarking tool for Town and Parish Councils to create a community engagement plan.
- Launch Green Grants matched funding for community groups wishing to start up an environmental initiative. (2x £500 per year)
- Engage with the Local Plan and future developments regarding different sources of energy generation, i.e. solar panels.
- Encourage walking by promoting the walking routes identified by the Information Centre. Employees and Councillors should also be encouraged to walk, cycle or use public transport or car-share where possible.
- Encourage the Dorset Council to use differential car-parking charges to support low carbon vehicles.
- Press local authorities and MPs to demand national changes to bus services regulations, so all areas can regulate buses as London does, and urban profit-making routes can crossfund loss making rural routes.

Plastic reduction

n/a

Other waste reduction

n/a

Biodiversity and trees

- Explore the Edinburgh Declaration on Biodiversity and consider attempting to qualify as a signatory.
- Encourage residents to increase biodiversity in their back gardens.
- Encourage residents and local landowners could be encouraged to take part in tree planting. The Tree Charter, developed by the Woodland Trust, provides excellent guidance on how to increase tree cover. The National Association of Local Councils website provides case studies where it has been used.

Climate change readiness

- Support the introduction of safe walking and cycle routes and, where necessary, work in partnership with the local authority to deliver them.

⁴ Work has started on this with Wessex Water with the focus being on the Market Place (July 2020).

Planned activities: 2022-2025

Summary

The process of transitioning into carbon neutral, sustainable organisation begins in earnest with a focus will on reducing waste and transitioning to electric.

Organisational learning will be shared with the wider community.

Town Council Estate

Carbon reduction

- Reduce energy waste from all Town Council owned buildings.
- Introduce solar panels on council buildings where possible.
- Transition to electric vehicles as vehicles need to be replaced

Plastic reduction

n/a

Other waste reduction

n/a

Biodiversity and trees

- Reduce pesticide use and other harmful activities. It's possible to reduce activities that harm wildlife, from using peat-free compost to shunning pesticides and ensuring light pollution is controlled.
- Stop using glyphosate weed killer switch to a hot foam system.

Climate change readiness

n/a

Community engagement, stakeholder support and lobbying

Carbon reduction

- Work with other groups to create an impartial local guide that provides information on accredited local businesses and could include information on local accredited energy assessors and renewable energy installers for solar panels, batteries, EV charging points and heat pumps, eco-friendly retailers, green builders and landscape companies, etc. It can also encourage sustainable transport options.
- Buildings using renewable energy should also be used as a showcase to help local people see these technologies first-hand, particularly less familiar technologies such as heat pumps.

Plastic reduction

n/a

Other waste reduction

n/a

Biodiversity and trees

- To encourage others, promote the actions taken, for example use signage on council-owned land where peat-free compost is used.

Climate change readiness

n/a

Planned activities: 2025-2030

Summary

Any Council buildings that have not already transitioned to electric will be transformed.

The Town Council will seek opportunities to install renewable energy generation facilities on its own property.

We'll showcase what we've achieved and learned and attempt to bring together community groups who can benefit from our organisational learning in order to bulk buy for their privately owned properties.

Town Council Estate

Carbon reduction

- Produce green energy. Install renewable energy generation, like heat pumps and solar PV, at council buildings. Heat pumps benefit from a government grant that will partially cover the cost. Several energy companies provide a smart export tariff, which pays for any electricity generated that isn't used by the building, including offering top prices if the solar PV is used in conjunction with a battery.

Plastic reduction

n/a

Other waste reduction

n/a

Biodiversity and trees

n/a

Climate change readiness

n/a

Community engagement, stakeholder support and lobbying

Carbon reduction

- Bring together groups of people for bulk purchases. The costs of installing solar PV, or other renewable technologies such as heat pumps, should be much lower if done in bulk, street by street, or area by area. Local homeowners and businesses could be brought together to develop such a scheme – it's a widely used model in the Netherlands and places such as Suffolk and Frome in the UK. Bulk purchases of energy audits or energy insulation is also possible. Transition Streets is an example of this approach.
- Promote a lift-sharing scheme. By convening local businesses and car-sharing schemes, such as the social enterprise Liftshare, it's possible to help local people reduce the carbon pollution from car use, save money and foster new friendships. Liftsharing may often be a solution for people when public transport, cycling or walking to work isn't. Car-sharing schemes for non-commuting journeys should also be promoted

Plastic reduction

n/a

Other waste reduction

n/a

Biodiversity and trees

n/a

Climate change readiness

n/a

Notes: Ensure the climate change or nature implications of decisions are known before making them. It isn't credible to accept the need for rapid action on climate change and nature and then make decisions without knowing whether they'll be harmful or helpful. Requiring every decision to be well informed is common sense as well as good practice. This Action Plan will be a flexible, working document that can be added to and updated as and when required.

Approved: 28th October 2019

Updated: 11th September 2020 (incorporated into this complete Action Plan by Cllr Osborne)

Appendix A

Blandford Forum Town Council estate carbon footprint benchmark

21 February 2020

Introduction

The following report provides a carbon footprint benchmark to help focus carbon reduction activity across the Blandford Forum Town Council estate.

Method

Blandford Forum Town Council's carbon footprint has been calculated using a carbon footprinting tool provided by Low Carbon Dorset.

The report has been backdated to April 2019 to provide a benchmark at the start of the Council year.

Another measurement will be taken in April 2020 to track any progress made over the 2019/20 Council year.

Scope

The footprint relates to the Blandford Forum Town Council estate only. The Town Council estate includes: Corn Exchange and Town Council offices, Larksmead pavilion and floodlights, Woodhouse Gardens, Glenmore Workshop, Park Road Recreation Ground (including Pavilion), Cemetery Chapel and workshop, Marsh and Ham toilets, Tabernacle toilets, and motor vehicles and mowers.

Summary of findings

Between April 2018 end March 2019, the Town Council estate consumed:

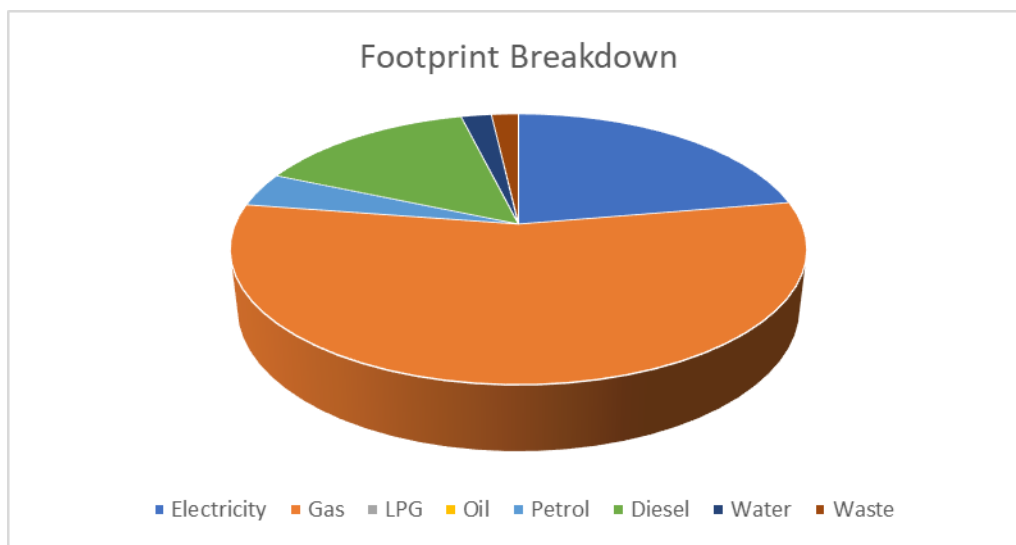
- 52,153 kWh of electricity
- 16,058 m³ of mains gas
- 1,429 m³ of water
- 1,062 litres of unleaded Petrol (estimated on consumption from Jan-Dec 2019)
- 3,361 litres of Diesel (estimated on consumption from Jan-Dec 2019)
- The council does not use liquified petroleum gas (LPG) or fuel oil anywhere on its estate.

Between April 2018 and March 2019, the Town Council estate also produced:

- 61.4 tons of black bag (estimated)
- 104 bags of paper recycling

The table below shows how this translates into 74 tons of CO₂ emissions each year.

Source	Emissions tCO2/yr	% Footprint
Electricity	16.5	22.3%
Gas	40.8	55.1%
LPG	0.0	0.0%
Oil	0.0	0.0%
Petrol	3.0	4.1%
Diesel	10.8	14.6%
Water	1.5	2.0%
Waste	1.3	1.8%
Total:	74.0	tCO2e/yr



The footprint breakdown above, shows that 55% (41 tons of CO₂) of the Town Council estate carbon footprint comes from consumption of mains gas at 3 sites: The Corn Exchange (including Town Council offices), Larksmead, and Woodhouse Gardens Pavilion.

This is followed by electricity (22.3% of emissions/ 16.5 tons of CO₂), and then diesel (14.6% of emissions/ 10.8 tons of CO₂).