



# BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors  
Members of the Public & Press

Dorset Council Councillors

Dear Member

## **TOWN COUNCIL MEETING**

You are summoned to attend a meeting of the Town Council which will be held in the **Corn Exchange**, Market Place, Blandford Forum on **Monday 25<sup>th</sup> September 2023 at 7pm** to consider the following items. This meeting will also be available to view online using Microsoft Teams [using this link](#).

Linda Scott-Giles  
Town Clerk  
18<sup>th</sup> September 2023

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

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

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights. Disabled access is available.

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

1. Public Session
2. Report from Dorset Council Councillors
  - 2.1 [Dorset Council Grant to support the Market Area Enhancement Project](#) – To receive an update on the market area pedestrianisation and consider Dorset Council's proposals
3. Apologies
4. To receive any Declarations of Interest and Requests for Dispensations
5. Minutes of the:
  - 5.1 [Special Co-option Meeting held on 24<sup>th</sup> July 2023](#)
  - 5.2 [Town Council Meeting held on 31<sup>st</sup> July 2023](#)
6. [Town Clerk's Report & Correspondence](#)
7. Civic Report (paper to follow)

8. Recommendations and Receipt of Minutes
  - 8.2 Recreation and Amenities Committee Meeting held on Monday 11<sup>th</sup> September 2023
    - 8.2.1 Recommendations
    - 8.2.2 To Receive the [MINUTES](#)
  - 8.3 Finance and Staffing Committee Meeting held on Monday 18<sup>th</sup> September 2023
    - 8.3.1 Recommendations
    - 8.3.2 To Receive the MINUTES
9. [To consider recommendations from the Standing Orders Working Group](#)
10. [To consider the introduction of a bicycle repair station to the town](#)
11. [To consider sponsoring the Blandford Business Awards 2023](#)
12. To consider grant applications
  - 12.1 [Life Education Wessex & Thames Valley](#)
  - 12.2 [The Blandford Group Practice](#)
13. To receive an update and consider any requests regarding the:
  - 13.1 Neighbourhood Plan Monitoring Group – Blandford +
    - 13.1.2 To approve the final version of the Modified Neighbourhood Plan before it goes to Dorset Council Cabinet on 3<sup>rd</sup> October 2023 (paper to follow)
  - 13.2 BFTC Commemoration Group
  - 13.3 Climate Change & Biodiversity
    - 13.3.1 To review the updated Climate & Biodiversity Plan (attached to the distribution email)
    - 13.3.2 [To receive an update on progress with the plastic free community scheme](#)
14. To receive an update on the Town Council's Plan (sent separately to Councillors)
15. 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)
16. Confidential
 

The public and press may be excluded from the meeting on the grounds that publicity might be prejudicial to the public interest as per the Public Bodies (Admission to Meetings) Act 1960.

  - 16.1 To consider approval of the proposed Deed of Release for Lamperd's Field Allotment (distributed separately)

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

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



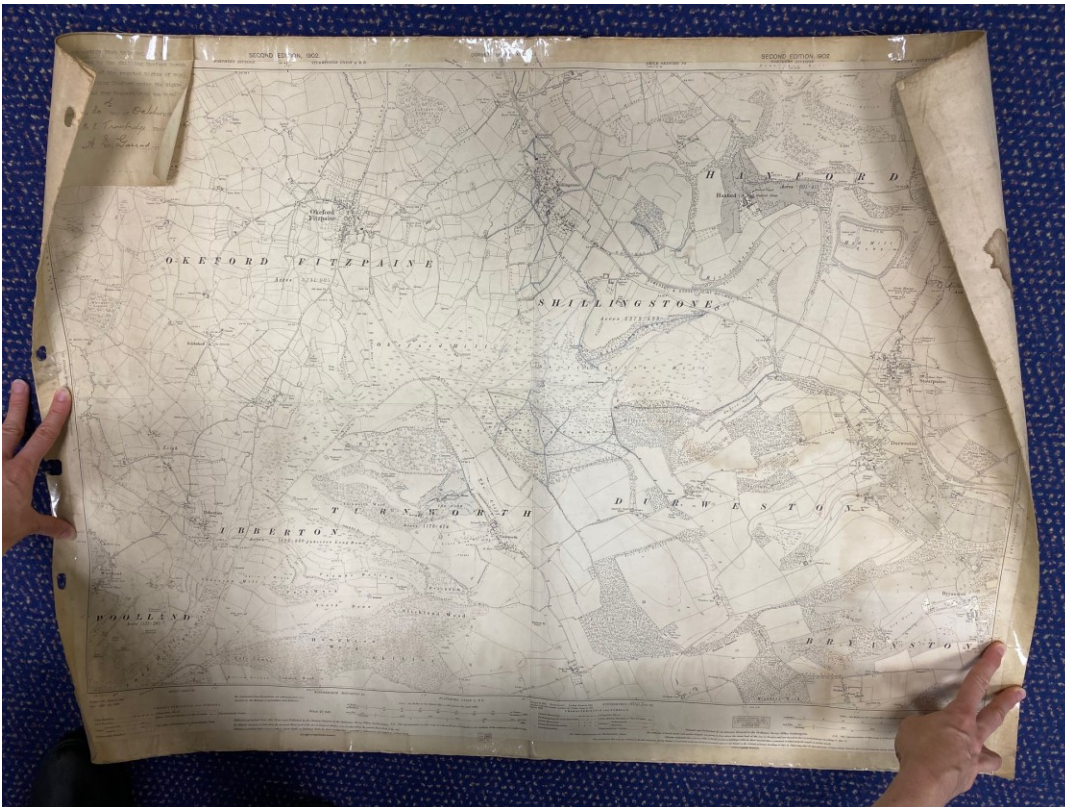
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## Town Clerk's Report & Correspondence

**Shillingstone Map** – During the clearing of the office storeroom in preparation of moving an old map of Shillingstone and Okeford Fitzpaine (circa 1933), was discovered. The map showed rights of way and was subsequently offered back to Shillingstone Parish Council which they were delighted to accept. It can only be imagined that the map was accidentally passed to us by accident during the changeover in 1974.



**50<sup>th</sup> Anniversary** – We are looking into creating a '50' flower display in Woodhouse Gardens next summer to mark our 50<sup>th</sup> anniversary, along with replacement planter plaques as they need updating anyway.

**CCTV Funding** – A funding application made to the Dorset PCC: Operation Relentless Round 3, for the Town Centre CCTV System Relocation to Blandford Police Station, was unsuccessful.

**Community Expo** – This is the 10<sup>th</sup> year we have been running Community Expos! We always receive really positive feedback but did receive negative comments from one exhibitor on Saturday 16<sup>th</sup> September asking when we would start advertising the event and suggesting it needs a complete overhaul and that the name is changed. With it being busy throughout the morning and praise and positivity from others we will continue with the same format instead of reinventing something that currently works very well for the community.

**Skatepark** – The work to the unit platform has been completed. Expenditure was authorised at R&A on 19<sup>th</sup> June 2023 as it was attempted to get the work done in time for the Skate Fest but only a temporary repair was possible for the event due to the manufacture of parts. The sub structure was worse than anticipated therefore the cost had risen to £9,650.00+VAT.

## To consider recommendations from the Standing Orders Working Group

As agreed at the annual meeting of the council in May 2023, a working group meeting was held on 17<sup>th</sup> July 2023 with Cllrs Mieville, Lacey-Clarke, Lindsay, S Hitchings, L Hitchings and Holmes in attendance.

The working group discussed the subject matters that were raised and these have been summarised below.

### 4. Committees, sub-committees and working groups

4. e) The Town & General Purposes Committee and the Recreation & Amenities Committee shall consist of 7 members plus the Chairman and Vice Chairman of Council (Total 9).

The working group felt that it should be amended to the following:

4. e) The Town & General Purposes Committee and the Recreation & Amenities Committee shall consist of 7 members plus the Chairman and Vice Chairman of Council (Total 9) and all councillors must be on either the R&A committee or T&GP committee.

**Voting** – the majority of those present favour a return to the secret ballot system for appointments, such as Chairman/Mayor, Vice Chairman/Deputy Mayor, Committee Chairmen, Freeman, etc. however the recommendation is that it is considered at full council.

### 8. Voting on appointments

- a. Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.
- b. The Chairman/Vice Chairman of Council shall be elected by an absolute majority, by a show of hands.

The working group felt that it should be amended to the following:

- b. The Chairman/Vice Chairman of Council shall be elected by an absolute majority, by secret ballot.

### 13. Code of conduct and dispensations

- j. On receipt of a formal notification that there has been a verifiable breach of the Code of Conduct the Proper Officer shall refer it to the Monitoring Officer, following consultation with either the Chair of Council or Chair of the Finance & Staffing Committee.

The working group felt that it should be amended to the following:

- j. On receipt of a formal notification that there has been a verifiable breach of the Code of Conduct the Proper Officer shall consider referring it to the Monitoring Officer, following consultation with either the Chair of Council or Chair of the Finance & Staffing Committee, if appropriate.

## **24. Communicating with Dorset Council councillors**

- a. Unless the council determines otherwise, a copy of each letter/e-mail sent to the Dorset Council shall be sent to the ward councillor(s) representing the area of the council.

The working group felt that it should be amended to the following:

- a. Staff are required to keep Dorset Council councillors informed by way of regular updates and, where necessary, a copy of each letter/e-mail sent to the Dorset Council shall be sent to the ward councillor(s) representing the area of the council.

## **28. Co-option Policy**

- a. All applicants to be invited to the full Council meeting (open/public session) to give a brief address and answer any questions asked by serving councillors and the Town Clerk, prior to Councillors voting by secret ballot and the outcome being announced. For a candidate to be successful they must have received an absolute majority vote of those present and voting.

The working group felt that it should be amended to the following:

- a. All applicants to be invited to the full Council meeting (open/public session) to give a brief address and answer any questions asked by serving councillors and the Town Clerk. The candidate is then asked to leave the meeting prior to Councillors voting by secret ballot and the outcome is announced. The candidate is informed later that evening. For a candidate to be successful they must have received an absolute majority vote of those present and voting.

## **36. Certificate of Appreciation Policy**

The working group discussed the Freeman of Blandford Forum, Certificate of Appreciation and Mayor's Commendation and considered the possibility of a fourth award.

Freeman – No changes proposed.

Certificate of Appreciation – It was agreed to amend point a – 'Any individual may make a nomination'. This is to allow nominations by individuals not living within the town boundaries, but it must be something that has impacted on the town.

Civic Recognition 2023/24 (title TBC) – The working group discussed a fourth category being introduced that can be proposed by any individual for something exceptional that an individual or group/organisation has done during the civic year to better the town and/or its inhabitants. For example, this can be a single act of heroism, setting up a group/project to benefit the community, raise awareness of a significant issue within the community, fundraise beyond expectations. This must then be considered and voted on in the same way that a Certificate of Appreciation is. The potential name of this award was not agreed on by the working group.

In general, we will ask the public to nominate someone who is worthy of recognition – done via newsletters and social media in February/March each year – and Councillors then decide which award is most suitable for them.

Mayor's Commendation – It was agreed that this award should not be considered in line with Certificates of Appreciation, because it is not voted on by Councillors.

**Throughout the document:**

Cllr Lacey-Clarke asked for he/she and his/her to be changed to they/them throughout the document.

**Recommendation**

Councillors are asked to consider each section and make a resolution.

Linda Scott-Giles  
Town Clerk  
17<sup>th</sup> July 2023



## To consider the introduction of a bicycle repair station to the town

On a recent trip to London, I noticed lots of bicycle repair stations installed and thought this would be of use to residents and visitors to Blandford Forum.

Bicycle repair stations are stand-alone units equipped with the tools people need to fix, tune and repair the most common mechanical problems with their bikes. This video summarises them well, taken from the Sustrans website: <https://youtu.be/kpkCKk4p8FM>

Stations can be installed in a wide range of locations. They keep people cycling and encourage others to cycle too. Education is crucial in enabling more people to confidently use bike repair stations to service their own bikes. The installation of bike repair stations provides people with the means and opportunity to fix broken bikes that have otherwise been sitting idle in garages.

Bike repair stations can encourage active travel and local councils can use them as a powerful statement of their intent to promote cycling.

Julian at Offcamber was consulted for his views:

*Thank you for sending this, first thing is, it would be a real addition to the Town, we get many travellers passing through with minor problems. I do think it best for the town if it could be on the main street/ Market Place. Good thought I hope it might work out.*

### Proposed Location

Although the Market Place would be the preferred location, so it is visible to lots of people, it might not be wise to increase street furniture when there are already numerous bike racks, our planter and the Wessex Water unit outside Scrivens. Hence why the space at the bottom of Sheep Market Hill has been explored. We removed our planter from there recently because the larger bin was installed meaning there wasn't enough space.



However, there is space next to the cycle parking signage (shown by the green arrow) and DC has increased the size of the space so there is ample room for someone to lift a bike up to the station and repair it without impacting on someone else.

### Permissions

This is currently being considered by a Dorset Council Community Highway Manager. To date, he has said that, *'Several other authorities are now installing similar facilities across the country, Dorset Council encourages residents to stay active by using active travel options. The repair stations would offer cyclists a free facility to repair their bike with air pumps and tools and could be facilitated like the citing of grit bins or planters. Once you have funding for purchase and installation, the stand would need to be installed by us, or an approved highways contractor, my team would need to approve the agreed location and approval processes required'*.

### Funding and Suppliers

Sustrans have been asked to advise on funding opportunities and preferred providers. No response has been received to date.

**Recommendation**

It is recommended that the Town Council considers this proposal and instructs the Town Clerk accordingly.

Linda Scott-Giles

Town Clerk

11<sup>th</sup> August 2023



## To consider sponsoring the Blandford Business Awards 2023

### Introduction

On 12<sup>th</sup> September 2023, Catherine Chapman wrote to the Town Clerk to ask if the Town Council would like to sponsor/give a donation to the Blandford Business Awards 2023 on 27<sup>th</sup> October 2023.

The categories are:

1. Hospitality
2. Entrepreneur
3. Retail
4. Service, professional and trade
5. Blandford Business of the year

### Background

At the meeting held on 25<sup>th</sup> July 2022, Councillors made the following resolution:

It was PROPOSED by Cllr Herbert, SECONDED by Cllr Mieville and AGREED (12 in favour, 2 abstentions) that

**The Town Council donates £250 to sponsor the Entrepreneur category with delegated authority given to the Chairman of the Finance & Staffing committee to select the most appropriate budget line (Expenditure Authority: Localism Act 2011 s1-8).**

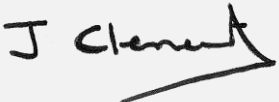
### Recommendation

It is recommended that the Town Council agrees to donate £250 to the event and sponsors the Entrepreneur category again.

Linda Scott-Giles  
Town Clerk  
12<sup>th</sup> September 2023

## Life Education Wessex & Thames Valley

<b>Name of Organisation</b>	Life Education Wessex & Thames Valley
<b>Registered Charity Number</b>	1071094
<b>Contact Name</b>	John Clements
<b>Purpose of Organisation</b>	<p><b>Background:</b> (LEW&amp;TV) is an independent and self-financing charity and delivers the UK's leading health, emotional well-being and drug education programme, 'Coram Life Education', to children (aged 3–11 years) across Dorset, Somerset, Devon &amp; Cornwall, and Hampshire the Isle of Wight. In October 2016 Life Education Thames Valley (Buckinghamshire, Berkshire and Oxfordshire) merged with Wessex, and in the 2021/22 academic year we saw over 72,000 children in the combined area.</p> <p>Our strap line is <b>'Helping Children Make Healthy Choices'</b>. Programmes address many topical issues e.g. <i>emotional health &amp; well-being, obesity, drugs, alcohol and smoking</i>. In a nutshell, programmes help children:</p> <ul style="list-style-type: none"> <li>• Understand how their bodies work</li> <li>• Understand what they need to do to look after themselves</li> <li>• Understand the adverse effects of drugs, including alcohol, tobacco &amp; new psychoactive substances</li> <li>• Learn the skills and gain the self-confidence to make and implement healthy decisions now and in the future</li> </ul> <p>The COVID pandemic and subsequent lockdowns proved particularly challenging for the children, schools and communities where we deliver our vital skills-for-life education. We are particularly concerned for the mental health and wellbeing of children and the effect isolation has had on their emotional wellbeing. How children react can vary according to their age, how they understand information and communicate their previous experiences and how they cope with stress. Negative reactions may include worrying thoughts and their concern for their friends and family, fear, avoidance, problems sleeping and physical symptoms. Children also react to what they see from parents/carers and how they deal with situations around them. Family concerns about financial problems and job security can also affect children's sense of security, leading to anxiety and depression. Lack of routine, space, contact with other children and reduced opportunities for physical activity affects children's confidence and overall physical and mental health. In addition, there has been a surge in domestic violence during the Corvid-19 lockdown and many children are more vulnerable than ever, particularly in pockets of the most deprived areas.</p> <p><b>Why Life Education is so vital</b>                  Research shows that children who have better health and emotional well-being do better in life – both academically and socially. Children are also facing growing pressures at home, at</p>

	<p>school and with their friends, leaving many primary school pupils ill-equipped for life at secondary school and beyond.</p> <p>Early intervention can prevent mental health problems, obesity and substance misuse in children now and in later life and helps to prevent drug and alcohol-related crime and anti-social behaviour. Our work not only benefits children's health and their futures, but also promotes healthier families and safer communities.</p> <p>Life Education programmes empower children with key thinking, learning and social skills to make healthy choices and stay safe online and in the real world. Children graduate with confidence, knowledge and resilience to cope with the stresses of secondary school and life beyond.</p> <p><b>Programme Delivery</b></p> <p>Our programmes can now be delivered either in the schools' own classrooms, or via SCARF Live Online, which uses ZOOM virtual video technology. Programmes focus on the mental health and wellbeing of children, which we are particularly concerned about at this time and the effect that isolation has/is having on their emotional wellbeing.</p> <p>Schools also have access to <b>SCARF</b>, a comprehensive, interactive and flexible set of online resources which supports the entire PSHE curriculum.</p> <p>Through our annual visits, children progressively acquire the skills and knowledge to make their own healthy choices in life. As well as helping the children who participate, the benefits of this preventative education cascade out to the wider community, as children who make the right healthy choices grow up to become better citizens and make a positive contribution to society.</p>
<b>Amount Requested</b>	£645
<b>Is this a Green Grant?</b> <small>Delete as appropriate</small>	N
<b>Purpose of Request</b>	Provide 1 Educator with resources to visit on 14/11/23 for 3 days seeing approx. 210 children.
<b>How many Blandford Forum residents will benefit directly?</b>	210
<b>Any further relevant information</b>	The cost to deliver our health programmes to schools is £540 a day; schools contribute approximately 66% of this, and we need to raise the shortfall.
<p>Signed: </p>	<b>Dated:18/8/23</b>

Supporting documents sent by email.

### The Blandford Group Practice

<b>Name of Organisation</b>	The Blandford Group Practice
<b>Contact Name</b>	Sara Stringer
<b>Address</b>	Whitecliff Surgery Whitecliff Mill St Blandford Forum Dorset DT11 7BH
<b>Daytime Telephone Number</b>	01258 486422 / 452501
<b>Email Address</b>	Sara.stringer@dorsetgp.nhs.uk
<b>Purpose of Organisation</b>	GP Practice
<b>Amount Requested</b>	£ 250.00
<b>Is this a Green Grant?</b> <small>Delete as appropriate</small>	Y/N
<b>Purpose of Request</b>	We are looking at holding a Mens Health Clinic in June, this will be an all-day event, which will hopefully attract men that wouldn't normally attend the GP practice. There will be lots of services available to support the community. Due to the lack of funding and the cost of the Sealy Suite, Public Health England have offered to fund this, but was looking at the TC co funding.
<b>How many Blandford Forum residents will benefit directly?</b>	We are hoping for 100's of people to attend.
<b>Any further relevant information</b>	This is more directed at men, as opposed to our normal Wellness Clinics which are very well attended each month.
<b>Signed:</b> <i>Sara Stringer</i>	<b>Dated:</b> 19/9/23

This application was invited as a result of a discussion held at the F&S committee meeting held on 18<sup>th</sup> September. Public health Dorset had asked the Town Council if the unused grant of £1,500 committed to the orienteering routes could be reallocated to this project/event.

## **To receive an update on progress with the plastic free community scheme**

The information approved at the council meeting in July was distributed by hand x 200 by the caretakers and by email to shops/businesses/schools/local groups in the hope that several would sign up to the pledge to reduce plastic usage.

Yvonne Mieville also hand delivered an additional 50 in August and spoke to businesses about the scheme.

Unfortunately, only the Community Fridge signed up prior to the Community Expo, so this was encouraged to local groups and organisations in attendance at the event. Several agreed that they would complete the pledge but required the agreement of the respective committee members.

Archbishop Wake Primary School has also been in touch, and they are keen to commit, but the Mayor is invited to speak to the schoolchildren before they do so and a date is currently being arranged.

Only six businesses and 20 local groups/organisations are required to sign up and it is very easy to do so. If you are part of a local group that would like to get involved, please encourage them to complete the pledge. Otherwise, we will not be able to proceed with this scheme.

Information can be found here, which is a new page on our website dedicated to the climate change and biodiversity work of the Town Council and its working group:

<https://blandfordforum-tc.gov.uk/the-town/climatechangebiodiversity>

Linda Scott-Giles  
Town Clerk  
18<sup>th</sup> September 2023