



BLANDFORD FORUM TOWN COUNCIL

To: Town & General Purposes Committee Members (Cllr A Cross, Cllr N Lacey-Clarke, Cllr C Stevens, Cllr H Mieville, Cllr R Holmes, Cllr K Herbert, Cllr B Quayle, Cllr P Clark and Cllr C Jacques)

All other members of the Town Council
Members of the Public & the Press

Dorset Council Councillors

Dear Member,

TOWN & GENERAL PURPOSES COMMITTEE

You are summoned to attend a meeting of the Town & General Purposes Committee which will be held in the **Corn Exchange**, Market Place, Blandford Forum on **Monday 9th October 2023 at 7:00pm** 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
6th October 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 Committee, 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 Committee 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 Committee.

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. Apologies
3. To receive any Declarations of Interest and Requests for Dispensations
4. [Minutes of the meeting held on 10th July 2023](#)
5. [Town Clerk's Report & Correspondence](#)
6. General Updates from:
 - 6.1 Blandford Business Support Group
 - 6.2 Blandford Police (report to follow)
 - 6.3 [Market Manager](#)

7. Review of Town & General Purposes Budgets
 - 7.1 [Analytical Review of Revenue Budget to 31st August 2023](#)
 - 7.2 [Review of Earmarked Reserves to 31st August 2023](#)
 - 7.3 [Reserve Accounts to 31st August 2023](#)
9. [To agree a date for the remaining free parking day](#)
10. [To consider a resident's request for the installation of a zebra crossing at the start of Black Lane, near Archbishop Wake School](#)
11. [To agree next steps with regards to the Oakfield Street site visit](#)
12. Christmas 2023
 - 12.1 [To consider Christmas Window Competition details and expenditure approval for proposed prize money](#)
 - 12.2 [To appoint the judges for the Christmas Window Competition 2023](#)
 - 12.3 [To approve a newsletter to all businesses regarding the small Christmas trees and decorations](#)
 - 12.4 [To approve expenditure for installation of the trees and column lights](#)

DATES OF FUTURE MEETINGS

16 th October	Town Council Meeting (Corn Exchange)
30 th October	Town Council Meeting followed by Trust Meeting
5 th November	Royal British Legion Cemetery Service
6 th November	Planning Meeting

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

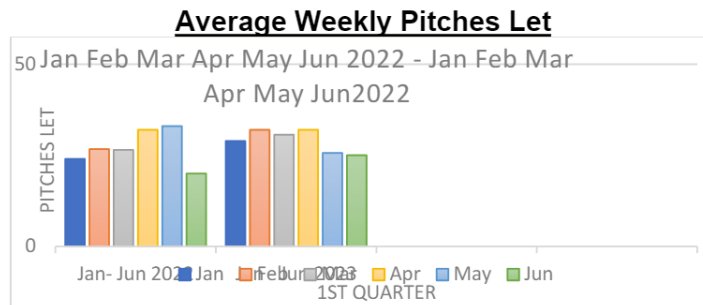
Town Clerks Report

The Dorset Council (Waiting, Loading, Stopping and Parking Places) (Map Based) (Amendment no.3) (Salisbury Street and Market Place, Blandford) Order 2023

Traffic Regulation Order on the Market Place and Salisbury Street, Blandford – This Order has now been made and will come into operation on 4th September 2023.

Blandford Forum Market Update October 2023

Overall, the market continues to flourish. This is mainly due to The Thursday trader numbers. Saturday is getting some enquiries, but the weather has been bad on many of them. We have lost 9 Saturdays so far this year due to high winds.



Overall, the markets have increased in the last 6 months showing a Slight decrease in May due to Holiday taken by traders. This increase is mainly due to the Thursday Markets.

Indoor Market

The Indoor Market continues to suffer due to underlying health conditions of some traders and the uncertainty surrounding the Corn Exchange being closed for renovations. I am still unable to tell the traders any further information about the date for the works to start. I continue to follow up new enquiries but tell any potential new traders about the closure.

I am still looking into the possibility of using another venue for the Indoor Market on Thursdays on a temporary basis while the Corn Exchange works are carried out. Some of the traders are opposed to this so I will have to take the financial viability into account.

Farmers & Makers Market

The monthly Farmers & Makers Market continues to operate from March until November this year on the last Sunday of the month. The remaining dates this year will be 22nd October and 26th November. The August Farmers and Makers Market suffered with low trader numbers due to so many traders being committed to various shows on that day.

Since placing cones with notices on the Saturday before these markets we have not had any cars parked so we will continue with this. These markets will continue to use the area between Scrivens Opticians and the Corn Exchange.

I am at the NABMA (National Association of British Market Authorities) on 9th & 10th October. This will mainly concentrate on the rebuilding of markets and attracting the traders of the future. It is important that we try to attract young traders.

NABMA has launched its Markets First campaign which has five key priorities, each with an aim and action plan. The Campaign will run for twelve months and is about providing regular updates, sharing of best practice, forums for discussion and publication of resources to assist markets and market trading. The priorities will be discussed at the conference and are.

1. Attracting and retaining traders
2. Addressing the economic challenges of Markets
3. Demonstrating the wider value of Markets
4. Making the approach to Markets management more professional.
5. Improving relationship with traders

NABMA continue to provide invaluable advice and legal support to us.

The "National Market Traders Federation" have given me access to a regional database for the Southwest, but many of the traders are based in Devon and Cornwall at present but this database is growing all the time. Dorset council continue not to charge us for the parking when we have to cancel the Street Market.

Blandford Forum Market continues to compare well to other markets in terms of percentage occupancy.

Andy Reynolds
Market Manager

Analytical Review of Revenue Budget to 31st August 2023

N/L code		Annual Budget	2023/2024		Budget Variance		
			Budget to date	Actual to Date			
COSTS							
4711	Vandalism - General	50	21	0	(21)	Installation of CCTV at Corn Exchange and bridge works to Police station £9,830.17 offset by reserve. £2,300 ANPR annual support fee	
4782	Vandalism (Tabernacle)	155	65	0	(65)		
4785	Vandalism (M & H) Toilets	824	343	0	(343)		
4786	Vandalism - Markets	0	0	0	0		
5020	CCTV Maintenance	1,500	625	12,175	11,550		
5050	CCTV Electric	309	129	51	(78)	Purchase of plants for planters Electricity chrage for Xmas lights December 2022 Community Expo fliers Only Rain Down the Drain' materials	
5060	Grit Bin - Re-fill	536	223	0	(223)		
5600	Street Market - Advertising	500	208	0	(208)		
5601	Street Market - New Equipment	250	104	0	(104)		
5602	Street Market - Equipment Maint	0	0	0	0		
5603	Street Market - Health & Safety	0	0	0	0		
5604	Markets - Telephone	124	52	50	(2)		
5605	Street Market - DCC Parking Charges	11,787	4,911	2,227	(2,684)		
5606	Street Markets - Rates	1,927	803	687	(116)		
5607	Street Market -Printing & Stationery	0	0	0	0		
6200	Planters (Planting & Signs)	6,000	2,500	4,815	2,315	Repair faulty ball valve £196	
6210	Xmas lights	0	0	401	401		
6211	Tourism	0	0	55	55		
6214	Minor Town Improvements	0	0	500	500		
6630	Toilets (Tabernacle)- Cleaning	258	108	0	(108)		
6635	Toilets (Tabernacle)- Blg/Ground	258	108	0	(108)		
6641	Toilets (Tabernacle) -Electric	288	120	57	(63)		
6642	Toilets (Tabernacle) -Equip Maint	52	22	220	198		
6643	Toilets (Tabernacle) -Equip Purchased	52	22	0	(22)		
6644	Toilets (Tabernacle) -Health & Safety	52	22	0	(22)		
6645	Toilets (Tabernacle) -Water	371	155	0	(155)	Replace faulty hand drier £420 New fire door in TIC	
6646	Toilets (Tabernacle)- Rates	0	0	0	0		
6650	Toilets - (M & H)- Cleaning	9,222	3,843	3,800	(42)		
6655	Toilets - (M & H) - Building Maint	824	343	510	167		
6656	TIC - Building Maint	515	215	479	264		
6657	Toilets - (M & H) - Rates	0	0	0	0		
6660	Toilets- (M & H) - Electricity	2,060	858	294	(564)		
6661	Toilets - (M & H) Water	1,545	644	591	(53)		
Total Costs		39,459	16,441	26,912	10,471		PTC
SEE OVER FOR INCOME							
		Annual Budget	2022/23		Budget Variance		
			Budget to date	Actual to Date			
INCOME							
2900	Markets - Street Rent	15,000	6,250	6,139	(111)	Advance sponsorship of planters	
2810	Shambles / Craft Market Rent	3,000	1,250	1,778	528		
2820	Indoor Market Rent	2,500	1,042	1,703	661		
3500	Toilet Income (M & H)	0	0	0	0		
3550	Tabernacle - Toilets	0	0	0	0		
3700	Parish Councils	515	215	691	476		
3850	T & GP Income	0	0	0	0		
3900	Planter Sponsorship	700	292	842	550		
Total Income		21,715	9,048	11,152	2,105		
NET COST / (INCOME)		17,744	7,393	15,759	8,366		

PTC

Nominal Code	Budget	Balance b/f	Transfer To/From General Reserves		Budget Approved 2023/24	Total Reserves	Spend YTD	Committed YTD	Current Balance
1020	Town Maps, Boards & Fingerposts	3,283			0	3,283	0	0	3,283
1021	DCC Highways	86			0	86	0	0	86
1025	Christmas Town Decorations*	-2,857	7,500	1	15,000.00	4,643	0	0	4,643
1030	Tourism	3,950			0	3,950	0	0	3,950
1035	Twinning	1,303			0	1,303	0	0	1,303
1040	Town Improvements	12,190			0	12,190	0	0	12,190
1042	New Benches	2,634			0	2,634	0	0	2,634
1043	Queen's Platinum Jubilee Weekend**	-184	184	3	0	0	0	0	0
1135	Railway Arches	4,126	250	2	500	4,376	0		4,376
1045	Contingency***	908			0	908	0	0	908
		25,439	7,934		15,500	33,373	0	0	33,373

Income/Transfers From Reserves		Breakdown of Committed funds
1	Precept Allocation 2023/24	15,000.00
2	Precept Allocation 2023/24	500.00
3	Negative balance from Jubilee weekend offset against general reserve account 1500	184.07
		<u>15,684.07</u>
	TOTAL	<u><u>15,684.07</u></u>

Reserve Accounts to 31st August 2023

Nominal Code(s)	Standard Asset Replacement Accruals	Responsible Committee	Balances	Sub Totals
			£	£
1300	IT	F & S	21,033.73	
1305	Skate park	R & A	156,141.98	
1310	General Play Equipment	R & A	74,839.80	
1315	Maintenance Equipment Replacement	R & A	13,268.94	
1320	Vehicle Replacement	R & A	16,258.00	
1325	Tractor Replacement	R & A	16,701.20	
1330	Mower Replacement	R & A	34,546.77	
1340	CCTV / ANPR	T & GP	36,230.92	
1345	Benches	T/C	12,516.65	
1350	Glenmore Depot	R & A	10,384.93	
1351	B/Heights Play Equipment	R & A	14,494.28	
1352	B/Heights Maintenance Equipment Replacement	R & A	2,386.62	
				408,803.82
	Earmarked Accounts			
10510-10540	Recreation & Amenities Funds B/Heights	R & A	799,308.52	
1020-1045&1135	Town & General Purposes Committee	T & GP	33,372.94	
1060-1096	Recreation & Amenities Funds Other	R & A	134,607.49	
				967,288.95
	Other Earmarked Accounts			
1001	Earmarked Interest	F & S	4,363.39	
1002	Property Fund Dividend	F & S	38,425.60	
1004	Well & Connected		-	
1005	Election Costs	T/C	4,976.35	
1006	Youth Services	T/C	10,726.03	
1007	Woodhouse Gardens Wall Rebuild (Moved to R & A)	R & A	-	
1008	High Street Clean Up	F & S	-	
1009	BFTC Commemoration Group	T/C	262.60	
1010	Capital Interest	F & S	2,793.86	
1011	Land North of Bypass / Sport & Recreation	T/C	5,772.98	
1012	The Blandford Events Group	T/C	442.17	
1013	Neighbourhood Plan	T/C	4,797.13	
1015	Support for Essential Services (Earmarked)	T/C	28,049.00	
1017	Woodhouse Garden Re-build	T/C	19,981.67	
1019	Old Bath House / St Peter & St Paul's Churchyard (Listed Wall & Town Pump	T & GP	51,280.48	
1050	Allotments	R&A	4,708.69	
1335	Civic Regalia	F & S	18,849.84	
1185	Pension Deficit	F & S	20,000.00	
1195	Improvements to Market Place	T/C	70,000.00	
1500	General Reserves	T/C	217,887.65	
				503,317.44
	Capital Projects			
1104	Corn Exchange S106 Funds	T/C	83,177.06	
1105	Corn Exchange	T/C	269,852.18	
1110	Corn Exchange Promotions Group	T/C	2,593.11	
1115	Corn Exchange Project Development	T/C	108,928.83	
1116	Corn Exchange HLF Stage 1 Matchfunding	T/C	117,379.97	
1120	Corn Exchange & Venues Refurbishment Project	T/C	79,000.00	
1122	Corn Exchange Community Hall S106 Funds	T/C	103,292.81	
1125	Cemetery Field Project	R & A	1,000.00	
1175	CCTV / ANPR - New Equipment	T & GP	4,331.23	769555.19
				2,648,965.40 Total Reserves

To agree a date for the remaining free parking day

Free Parking Policy

To support local economy, Dorset Council will give a total of **6 free parking days** in Dorset Council car parks each year. This is made up of the following:

- At the request of the Town or Parish Council free parking in all Dorset Council car parks for **four** days each year, for events which generate valuable footfall for that town. These four days cannot be used in December
- At the request of the Town or Parish Council free parking in all Dorset Council Town Centre car parks for that town on **one** weekday in December
- Free parking in all Dorset Council Town Centre car parks on **Small Business Saturday** in December

No other days in December will be considered unless the Town Council or Local BID is willing to meet the cost of the lost income at an amount to be calculated by the Council's parking team based on average weekend costs for that time of year.

Any requests for free use of the six days will be compiled by the Parking Services Team and a record maintained. Requests for free parking days should be emailed to parking@dorsetcouncil.gov.uk at least **six weeks** prior to the free parking date and you should expect a response within 5 working days.

Notes:

- i. It is the decision of Parking Services Manager whether to include free parking in all Dorset Council car parks in area or in specific car parks only.
- ii. It is the decision of the Town/Parish Council whether to include free parking in car parks that are owned by them but managed by Dorset Council.
- iii. It is the decision of the Town/Parish Council whether to use all 6 free parking days or not.
- iv. By 'year' the policy is referring to a calendar year.
- v. If an event is cancelled, the free parking day can be reallocated, but 5 days' notice must be given otherwise the day will be lost. Days cannot be reallocated in December. Cancellations should be emailed to parking@dorsetcouncil.gov.uk
- vi. Free days not taken in one calendar year **cannot** be carried over to the next calendar year with no exceptions.
- vii. It is the responsibility of the requester (Town/Parish Council, BID, other) to advertise free parking days, cover pay & display machines and put up free parking signs.
- viii. Dorset Council are not responsible for payments made in error.

The free parking dates agreed for 2023 are as follows:

- Georgian Fayre – May 2023 (did not take place)
- Coronation – Sunday 7th May and Monday 8th May 2023
- Christmas Shopping – Friday 22nd December 2023

We have **three** free parking days to use before the end of the year.

Recommendation

Councillors should decide which remaining days in 2023 they would like to request for free parking from Dorset Council.

Julie Wigg
Committee Clerk
27th September 2023

To consider a resident's request for the installation of a zebra crossing at the start of Black Lane, near Archbishop Wake School

The correspondence below has been received: -

Having witnessed several near misses, I believe it's essential for there to be a zebra crossing at the start of Black Lane, just before archbishop wake, where there is already a dropped curb.

There are a lot of pedestrians crossing here and it's an accident waiting to happen, mainly with young children ahead of their parent stepping out into the road.

And the following response has been sent: -

Many thanks for your email raising concerns with regards to crossing the road along Black Lane. I will bring this to the Councillors' attention at our next Town and General Purposes meeting on the 9th October. I know that Dorset Council will ask for data to support any near misses so in the meantime please could you ask parents and the school to report any incidences on the Dorset Council website [Report any other problem on the road or pavement - Dorset Council self-Information-service portal \(achieveservice.com\)](https://www.dorsetcouncil.gov.uk/achieveservice.com) as this will help build up a picture and support your case.

Recommendation

Councillors are asked to consider the resident's request.

Julie Wigg
Committee Clerk
15th September 2023

Oakfield Street Site Visit

Background

At the July T & GP meeting it was agreed to arrange a site visit with Dorset Council Highways as some Councillors required further clarification on Dorset Council's response to the original query.

Update

During a site visit on the 20th September Dorset Council confirmed that, in order to progress the matter, we would be required to gather data, including the residents' views.

On the 20th September I wrote to the resident advising him of this:-

Dear Mr Markus,

Further to my email below I am emailing to let you know that Blandford Forum Town Councillors have met on site with Dorset Council Highways to discuss the issues further. Dorset Council have said that in order to consider this request they need evidence that most of the residents support having a one-way system with restricted parking.

This will be discussed again at our Town and General Purposes meeting on the 9th October. In the meantime, it would be really helpful if we could get an idea of resident's wishes and start building up the supporting evidence. If you could speak to your neighbours and let me know their thoughts, it would help speed up the process. You're welcome to attend our meeting on the 9th October and speak during the public session.

With best wishes, Julie

On the 28th September I received the following reply:-

Dear Julie

Parking Issues in Oakfield St

Thank you very much for recent email re the abovementioned and for including the notes on the subject from the Town and General Purposes meeting of 13th March 2023, on which I would like to make the following comments:

1 Councillor Lacey-Clarke states that the area is heavily used for residential parking. This is true but it is also heavily used by tradespeople parking their vans/trucks as well as shoppers, as parking is free of charge.

2 However, in order to ensure free movement of all vehicles, in particular larger ones such as dustcarts and emergency vehicles, there needs to be restriction to one side only

3 I would suggest the east side approaching Damory Street. There are already double yellow lines from just beyond what was the skittle alley of the former pub to within 15 yards of the junction with Damory St. It is only this short distance that needs double yellow lines to enable appropriate access. It would only restrict parking in front of three houses.

4. Whilst there have not been any reported incidents of emergency vehicles being unable to get through, it is only a matter of time before this happens, and the consequences are unthinkable. If parking was restricted to one side of Oakfield Street, these could be simply prevented.

5 I am in agreement with Cllr Mievill that the station car park is quite empty most of the time.

I hope to attend your next meeting on 9th October

With best wishes, Tony

Recommendation

Councillors are asked how they wish to proceed.

Julie Wigg
Committee Clerk
20th September 2023

Christmas 2023**To consider Christmas Window Competition details
and expenditure approval for proposed prize money****Background**

Every year in December the Town Council holds the Christmas Window Competition, to encourage shops and businesses to decorate their windows and create a Christmas atmosphere in the town centre and beyond. This is always well received. Details of the Christmas Window Competition are below, in the form of a poster that shops will receive.

**Recommendation**

It is recommended that the Committee agrees how many prizes should be given and the individual amounts, using funds from the Christmas Town Decorations budget line 1025 (Expenditure Authority: General Power of Competence Localism Act 2011 sl-8).

Julie Wigg
Committee Clerk
20th September 2023

To appoint the judges for the Christmas Window Competition 2023

Information

The judging panel has previously included the Mayor, the Chairman of the Town & General Purposes Committee and, in former years, the editor of the Forum Focus. It is suggested that a representative from the Blandford Business Support Group be asked to fill this judging role. Some years it also included the Mayor's youth representative (Scout/Guide/Cadet). Traditionally, the Mayor presented the winning certificates to the shopkeepers during the Yuletide Festival. However, it is suggested that judging take place over 1-3 of December with certificates presented the following week, to give more time for windows to be decorated.

Recommendation

Councillors are requested to appoint the judging panel, agree the judging weekend and when the certificates will be presented to the shopkeepers.

Julie Wigg
Committee Clerk
20th September 2023

To approve a newsletter to all businesses regarding the small Christmas trees and decorations

Background

Since the Town Council took on the installation and maintenance for the small Christmas trees, and introduced additional decorations, we have asked shop owners/businesses if they would like to give a small contribution to the trees. Last year, the Town Council sent a newsletter to shops and businesses to ask if they still wanted to support this, which many of them did. This year, the newsletter below has been drafted. This newsletter will be sent along with the Christmas Window Competition poster to shops and businesses in the town centre.



Recommendation

Councillors are requested to approve the newsletter so it can be sent to all businesses in the town centre and to the businesses in the surrounding industrial estates that have contributed in recent years.

Julie Wigg
Committee Clerk
20th September 2023

To approve expenditure for installation of the trees and column lights

Background

The installation of the small Christmas trees and lights has now been done by a local contractor for the last three years this has worked well and the lights have received a large number of compliments. It has also allowed us to expand on the displays without it impacting on the workload of the Town Council staff.

Report

A quote from the contractor who has carried out the installation of the trees and lamp post lights for the last four years was sought; further quotes were not obtained due to the lack of contractors able to carry out this work and the fact that he is now familiar with what is required and additionally we received so many compliments last year.

The quote for 2023 to install and take down the small Christmas trees and to install and dismantle the lights on the lighting columns is £8,650.00 + VAT. This is the same as last year's price.

Recommendation

It is recommended that Councillors approve expenditure for the installation of the trees and column lights from the Christmas light budget line 1025 (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Jon Goodenough
Operation Manager
3rd October 2023