



# 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 **Woodhouse Gardens Pavilion**, Blandford Forum on **Monday 24<sup>th</sup> June 2024 at 7:00 pm** 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  
17<sup>th</sup> June 2024

## **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
3. Apologies
4. To receive any Declarations of Interest and Requests for Dispensations
5. Minutes of the:
  - 5.1 [Statutory Annual Meeting of the Town Council held on 13th May 2024](#)
  - 5.2 [Town Council Meeting held on the 13<sup>th</sup> May 2024](#)
  - 5.3 [Special Town Council Meeting held on 10<sup>th</sup> June 2024](#)
6. [Town Clerk's Report & Correspondence](#)
7. Civic Report

8. Stopping Up Applications
  - 8.1 To reconsider the Hospital Metalcraft Ltd – Proposed Stopping Up of Highway Application (paperwork distributed to Councillors by e-mail in May and June)
  - 8.2 [To consider stopping up of highway at land to the South East of Sunrise Business Park and North of the A350 Blandford bypass](#)
9. Recommendations and Receipt of Minutes
  - 9.1 Finance & Staffing Meeting held on 10<sup>th</sup> June 2024
    - 9.1.1 [Recommendations \(including financial statements\)](#)
    - 9.1.2 To RECEIVE the [Minutes](#)
  - 9.2 Recreation & Amenities Meeting held on 17<sup>th</sup> June 2024
    - 9.2.1 Recommendations
    - 9.2.2 To RECEIVE the Minutes (to follow)
10. [To consider a grant request from the Blandford Literary Festival](#)
11. [To consider responding to a consultation on the Dorset Council Contaminated Land Strategy 2024](#)
12. [To confirm the membership of working groups for the five-year term \(deferred from the Annual Meeting\)](#)
13. [To approve the Diary of Meetings 2024/25](#)
14. [To consider expenditure authority to replace CCTV bridges](#)
15. Planning Matters
  - 15.1 [Appendix A – Planning Applications](#)
  - 15.2 Appendix B (to follow)
16. To receive an update and consider any requests from the:
  - 16.1 Neighbourhood Plan – Blandford + Monitoring Group
  - 16.2 BFTC Commemoration Group
  - 16.3 Climate Change & Biodiversity
  - 16.4 Dorset Council Grant to support the Market Area Enhancement Project
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)

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

Twinned with Preetz, Germany



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



Twinned with Mortain, France



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

## Town Clerk's Report & Correspondence

**D-Day Events Summary and Expenditure** – The Town Council and the Legion received positive feedback about the D-Day 80 commemorative events, exhibition and Armed Forces Expo. These were memorable and poignant events for the town and were also a pleasure to be a part of.

Councillors may recall authorising expenditure of £800 for D-Day events and the Town Clerk can confirm that the budget has, unfortunately, been overspent by £14.05. This is due to a last-minute addition of a sound technician and equipment for both the Noon and 8pm services, because of concerns over attendees not being able to hear the proceedings. The expenditure is listed below, for information. Councillors will note that there was a large contribution of £200 towards the events from the Blandford & District branch of the RBL. In addition, the scaffolding for the beacon was generously provided free of charge by Sydenhams (because of it being used for a D-Day event) and the propane gas was kindly donated by Cllr Stevens. We had biscuits, cake, beer and cider leftover from previous events, so only fruit juice and wine were purchased, which also helped save money.

Item/Event	Amount
<b>Window Competition</b>	
Window comp flyers to all shops	55
<b>6th June at 12pm Event</b>	
Facebook Promotion	20
Service sheet printing	20
Sound Hire / Engineer	235.02
Refreshments (fruit juice and milk)	8
<b>6th June at 8pm Event</b>	
Facebook Promotion	20
Service Sheet printing	64
Sound Hire / Engineer	235.02
Refreshments (purchase of wine)	52
<b>D-Day Commemorative Badges x 10</b>	68.71
For key contributors to the events and exhibition	
<b>Event Banners x 4</b>	191.3
<b>D-Day Commemorative Flag</b>	45
<hr/>	
<b>Total</b>	1014.05
<b>Budget approved by council</b>	800
<b>Contribution from the Blandford &amp; District Branch of the RBL</b>	200
<b>Balance</b>	-14.05

**To consider stopping up of highway at land to the South East of Sunrise Business Park and North of the A350 Blandford bypass**



**National Transport Casework Team**  
Tyneside House  
Skinnerburn Road  
Newcastle Business Park  
Newcastle upon Tyne  
NE4 7AR

[www.gov.uk](http://www.gov.uk)  
[nationalcasework@dft.gov.uk](mailto:nationalcasework@dft.gov.uk)

Dear Sir / Madam

Our ref: NATTRAN/SW/S247/5713

**TOWN AND COUNTRY PLANNING ACT 1990 – SECTION 247**

**PROPOSED STOPPING UP OF HIGHWAY AT LAND TO THE SOUTH-EAST OF SUNRISE BUSINESS PARK AND NORTH OF THE A350 BLANDFORD BYPASS, BLANDFORD FORUM, DORSET DT11 8ST**  
**OS GRID REFERENCE: E:389203, N:108091**

Please find attached a copy of a draft order proposed under the provisions of the above Act together with a copy of the related plan.

If you do not have any issue with this proposal you do not need to respond to this email, and if we do not hear from you within the 28-day objection period as specified in the public notice, (a copy of which is also attached) we will conclude that you do not have any issue with this proposal.

If however you do have issues surrounding this proposal, we should be pleased to receive your comments and / or objections that you may have, before the end of the 28-day objection period specified in the public notice. If possible, objections should be sent via e-mail to [nationalcasework@dft.gov.uk](mailto:nationalcasework@dft.gov.uk), stating clearly that **you object**.

Kind regards

**National Casework Team**



**Mr Graeme Stickings**  
Case Worker, National Transport Casework Team  
Newcastle, Tyneside House Skinnerburn Road Newcastle  
Business Park, Newcastle Upon Tyne, NE4 7AR  
**07812 482555**  
*Putting place at the heart of transport decision-making*

**The following Appendices were also received, which may help Councillors consider if they wish to respond to the email.**

Linda Scott-Giles  
Town Clerk  
3<sup>rd</sup> June 2024

# PUBLIC NOTICE

## DEPARTMENT FOR TRANSPORT

### TOWN AND COUNTRY PLANNING ACT 1990

The Secretary of State gives notice of the proposal to make an Order under section 247 of the above Act to authorise the stopping up of an irregular shaped area of highway consisting of access leading off the A350 Blandford Bypass at Blandford Forum in Dorset.

If made, the Order would authorise the stopping up only to enable development as permitted by Dorset Council, under reference P/DCC/2021/01597.

Copies of the draft Order and relevant plan will be available for inspection during normal opening hours at Blandford Library, The Tabernacle, Blandford Forum, Dorset, DT11 7DW in the 28 days commencing on 05 June 2024, and may be obtained, free of charge, from the addresses stated below quoting NATTRAN/SW/S247/5713.

Any person may object to the making of the proposed order by stating their reasons in writing to the Secretary of State at nationalcasework@dft.gov.uk or National Transport Casework Team, Tyneside House, Skinnerburn Road, Newcastle upon Tyne NE4 7AR, quoting the above reference. Objections should be received by midnight on 03 July 2024. You are advised that your personal data and correspondence will be passed to the applicant/agent to enable your objection to be considered. If you do not wish your personal data to be forwarded, please state your reasons when submitting your objection.

*S. Zamenzadeh*

S Zamenzadeh, Casework Manager

### TOWN AND COUNTRY PLANNING ACT 1990

#### **THE STOPPING UP OF HIGHWAY (SOUTH WEST) (NO. ) ORDER 202**

The Secretary of State makes this Order in exercise of powers under section 247 of the Town and Country Planning Act 1990 ("the Act").

1. The Secretary of State authorises the stopping up of the highway described in the Schedule to this Order and shown on the plan numbered NATTRAN/SW/S247/5713, to enable development to be carried out in accordance with the planning permission granted by Dorset Council, under reference P/DCC/2021/01597.
2. Where immediately before the date of this Order there is any apparatus of statutory undertakers under, in, on, over, along or across any highway authorised to be stopped up pursuant to this Order then, subject to section 261(4) of the Act, those undertakers shall have the same rights as respects that apparatus after that highway is stopped up as they had immediately beforehand.
3. This Order shall come into force on ..... 202 .

Signed by authority of  
the Secretary of State

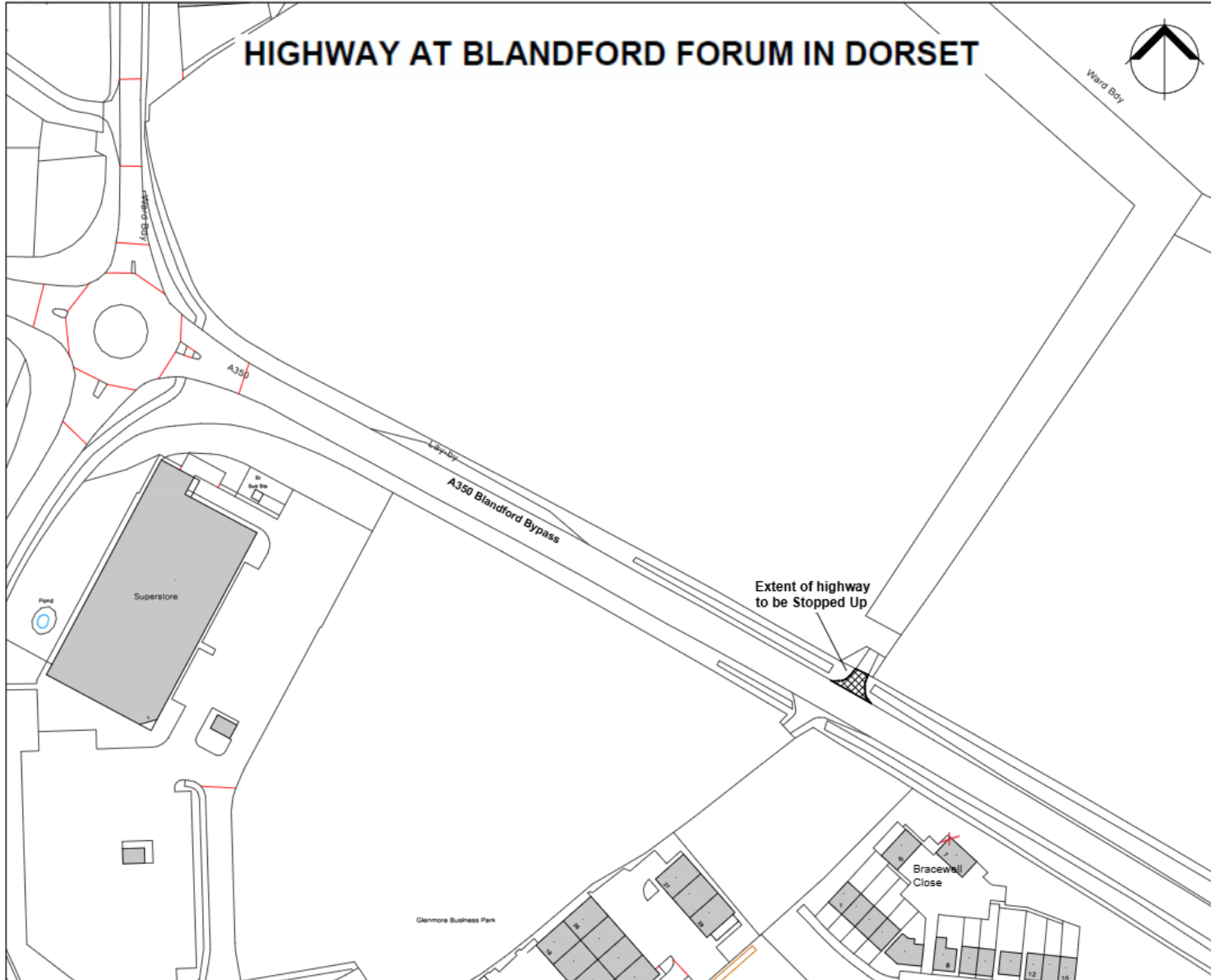
TIM BRIMELOW  
An Official in the  
National Transport Casework Team  
Department for Transport

#### THE SCHEDULE


##### Description of highway to be stopped up

The highway to be stopped up is at Blandford Forum in Dorset, shown on the plan as an irregular shaped area of highway consisting of access leading off the A350 Blandford Bypass. Commencing 47 metres north west of the northern corner of 7 Bracewell Close (marked with an X on the plan), it extends in a north westerly direction for a maximum distance of 13.54 metres. It has a maximum width of 7.1 metres.

# HIGHWAY AT BLANDFORD FORUM IN DORSET



Key Scale 1:1250 @ A3

Highway to be stopped up 

National Transport Casework Team

Department for Transport

Plan No:  
NATTRAN/SW/S247/5713

Signed by Authority of the Secretary of State

on.....

Signature.....

**TIM BRIMELOW**  
An Official in the  
National Transport Casework Team  
Department for Transport

## Finance & Staffing Committee Recommendations

### 10. TO APPROVE AMENDED ASSET TOTALS

The paper was noted (see Appendix G).

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Lacey-Clarke and AGREED unanimously that a **RECOMMENDATION** is made to full Council that

**The updated Asset Register is approved.**

**ACTION: TOWN COUNCIL**

### 11. INTERNAL AUDITOR'S REPORT AND SIGNED ANNUAL INTERNAL AUDIT REPORT PAGE OF THE ANNUAL GOVERNANCE STATEMENT OF THE ANNUAL RETURN

The paper was noted (see Appendix H).

It was PROPOSED by Cllr Lacey-Clarke, SECONDED by Cllr Clarkson and AGREED unanimously that a **RECOMMENDATION** is made to full Council that

**The Town Council notes the Internal Auditor's Report, the items raised which have been actioned, and the Annual Governance Statement of the Annual Return.**

**ACTION: TOWN COUNCIL**

### 12. TO APPROVE SECTION 1 ANNUAL GOVERNANCE STATEMENT OF THE ANNUAL RETURN FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2024

The paper was noted (see Appendix I).

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

**The Town Council approves Section 1 – Annual Governance Statement of the Annual Return for the year ending 31<sup>st</sup> March 2024.**

**ACTION: TOWN COUNCIL**

### 13. TO APPROVE SECTION 2 STATEMENT OF ACCOUNTS OF THE ANNUAL RETURN FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2024

The paper was noted (see Appendix J).

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

**The Town Council approves Section 2 – Statement of Accounts of the Annual Return for the year ending 31<sup>st</sup> March 2024.**

**ACTION: TOWN COUNCIL**

### 14. TO CONFIRM THE DATES OF THE EXERCISE OF PUBLIC RIGHTS AS 26<sup>TH</sup> JUNE TO 6<sup>TH</sup> AUGUST 2024 AND THE REQUIRED INFORMATION AND NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE ACCOUNTABILITY REVIEW WILL BE PUBLISHED ON THE TOWN COUNCIL'S WEBSITE FROM TUESDAY 25<sup>TH</sup> JUNE 2024

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Lacey-Clarke and AGREED unanimously that a **RECOMMENDATION** is made to full Council that

The Town Council confirms the dates of the Exercise of Public Rights as 26<sup>th</sup> June 2024 to 6<sup>th</sup> August 2024.

**ACTION: TOWN COUNCIL**

15. **TO CONFIRM ANY CONFLICT OF INTERESTS WITH EXTERNAL AUDITOR BDO LLP**

The paper was noted (see Appendix K).

It was PROPOSED by Cllr Lacey-Clarke, SECONDED by Cllr Chapman and AGREED unanimously that a **RECOMMENDATION is made to full Council that**

**The Town Council confirms that it does not have any conflicts of interest with BDO LLP.**

**ACTION: TOWN COUNCIL**

16. **REVIEW OF END OF YEAR ACCOUNTS 2023/24**

The paper was noted (see Appendix L) and the Chairman thanked the RFO for her efforts in compiling the document.

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

**The Annual Accounts for 2023/24 are approved.**

**ACTION: TOWN COUNCIL**

17. **TO CONSIDER APPROVING THE UPDATED FINANCIAL REGULATIONS**

The paper was noted (see Appendix M).

It was PROPOSED by Cllr Lacey-Clarke, SECONDED by Cllr Cross and AGREED unanimously that a **RECOMMENDATION is made to full council that**


**The amendments detailed in the report are approved and the Financial Regulations are updated accordingly.**

**ACTION: TOWN COUNCIL**



## To consider a grant request from the Blandford Literary Festival

### APPLICATION FOR A GRANT

<b>Name of Organisation</b>	Blandford Literary Festival
<b>Registered Charity Number (if applicable)</b>	
<b>Contact Name</b>	Finola Brennan
<b>Address</b>	The Cedar Tree Anchor Gateway, Blandford
<b>Purpose of Organisation</b>	To bring the local community, residents, business, schools together in accessible literary events.
<b>Amount Requested</b>	£ 5,600
<b>Is this a Green Grant?</b> Delete as appropriate	Y/N N
<b>Purpose of Request</b>	To help facilitate the project, with author expenses, insurance, website maintenance, equipment hire.
<b>How many Blandford Forum residents will benefit directly?</b>	200plus
<b>Any further relevant information</b>	We need support to bring this to fruition and intend it to be a regular event in Blandford.
<b>Signed:</b> 	<b>Dated:</b> 18/04/2024

#### **BLANDFORD LITERARY FESTIVAL 2024 PROJECT DETAILS**

It is proposed that the Blandford Literary Festival takes place over the weekend of 15th to 17th November 2024. It will comprise a mix of talks, workshops, competitions, guided walks and other events held within the town centre. It is anticipated that some events will be free whilst others will require the purchase of tickets.

We are working with local schools, museums, youth groups, businesses and charities to shape the exact content of the events over the weekend. We are also working with venue owners to locate the events in as varied and accessible locations as possible.

A number of authors, poets and screenwriters – both local and higher profile – have been contacted and are willing to attend the festival and either give talks or facilitate workshops.

# BUSINESS PLAN: BLANDFORD LITERARY FESTIVAL CIC

## 1. Executive Summary

This business plan outlines the development and operation of The Blandford Literary Festival, a Community Interest Company (C.I.C.) dedicated to fostering a love of literature within the local community. The festival will offer a platform for local authors, celebrate diverse voices, and promote literacy through engaging events.

## 2. Mission and Objectives

### Mission:

- To cultivate a thriving and inclusive literary community that celebrates diverse voices, fostering a love of reading for all ages, and promoting social good through the power of words. As a CIC, we are committed to reinvesting profits to enrich our community and support literacy initiatives

### Objectives:

- Increase access to literature for a diverse audience.
- Provide a platform for local and established authors to showcase their work.
- Create a space for readers and writers to connect and engage.
- Promote literacy and critical thinking skills.
- Operate as a CIC, reinvesting profits back into the community and the Festival's objectives.

## 3. Target Audience

The town of Blandford Forum, the surrounding villages and army camp are home to approximately 19,000 people. We aim to engage with five hundred residents of Blandford and the surrounding villages in 2024, equating to 2.5% of the population. It is projected that this will increase to 1,500 by 2028, equating to 7.5% of the population. We are particularly interested in engaging with

1. Primary: Book lovers, readers, and aspiring writers of all ages residing in the local community.
2. Secondary: Local schools, literary organisations, educators, and businesses interested in sponsoring the event.
3. Hard to Reach groups: Young people, Ukrainian refugee families, Army families, LGBTQ+ community, deaf and hard of hearing residents.

Engagement will take various forms including competitions, school events, book groups, displays in Blandford Library, displays in local museums, local support groups, social media and engagement with local businesses. The expected market penetration is as shown below

□

Method	Reach	Target engagement number *	Means
Social media	547 followers on facebook 164 followers on Instagram	100	Regular posts and update about events
Website	19,000 residents	200	
Poetry competition	19,000 residents	50	
Local events	19,000 residents	200	Talks, meet the author sessions, literary quiz
Book Groups	50 members	25	Attending 3 No groups
Library	19,000 residents	200	Display boards, leaflets
Museums	19,000 residents	200	Display boards,

leaflets

<b>Businesses</b>	
Rotary Club	
Local Schools	200
Refugee support group	10
LGBT+ support group	10
<b>TOTAL</b>	<b>1195</b>

\* please note that individuals maybe engaged by more than one means

#### 4. Festival Description

- Format: An annual multi-day event featuring author readings, panel discussions, workshops, book signings, and children's activities. Themed around [Specific focus area, e.g., local authors, specific genre] to attract a targeted audience.
- Location: A central location within the community with easy access and sufficient space for various events. We are in discussions with local providers such as small businesses and the Town Council to host particular events

#### 5. Marketing and Promotion Strategy

- Utilise social media platforms (Facebook, Instagram) to reach a wider audience.
- Partner with local media outlets (newspapers, radio stations) for promotion.
- Collaborate with libraries, schools, youth clubs and bookstores to host book talks and workshops.
- Develop a user-friendly website with information about the festival program, participating authors, ticketing options, and volunteer opportunities.
- Target marketing efforts towards specific audience segments based on their interests (e.g., genre preferences for workshops).
- Use of leaflets, banners and posters in and around the town to raise awareness of the Festival
- Use of community notice boards to promote forthcoming events – supermarkets, GP surgeries, leisure centre etc
- Work with Blandford Town Council to promote Blandford as a destination
- Engage with local support groups and support them with hosting of events – eg Ukrainian folk tales evening

#### 6. Management Team

- Comprised of passionate individuals with experience in event management, marketing, and the literary field.
- An advisory board consisting of local authors, educators, students and community leaders will be established to provide guidance and support.

<b>ADVISORY BOARD</b>	<b>DIRECTORS</b> Chair, Treasurer, Secretary
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Youth Liaison	Marketing Support
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Events	Author Liaison	Schools Liaison	U3A
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Business Support
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- Revenue: Ticket sales, sponsorships, grants, donations, merchandise sales (optional), concession stands (if applicable).
- Expenses: Venue rental, equipment rentals, marketing and promotion costs, artist fees, travel and accommodation (if applicable), insurance, staff costs (if applicable).
- Break-even analysis: Determine the minimum number of tickets required to cover all festival expenses.

It is anticipated that the headline costs involved with hosting the festival are

Marketing and publicity £1500  
 Author expenses (12 x150) £1800  
 Insurance £500  
 Website Maintenance £500  
 Venue Expenses (based on 3 days) £900  
 Miscellaneous £400 (i.e equipment hire)

Total £5,600

□

Projected income is

Grants £3,500  
 Ticket sales £500  
 Sponsorship £1,000  
 Donations £500  
 Donations in kind £100

Total £5,600

- There will be a mix of free and paid for events. It is anticipated that events will be priced as
  - With food £25/£30
  - Local author talks Free/£5
  - Established author talks £8
  - Workshops free
  - Children under 16 will not be charged
  - There will be a 'buy five get one free' policy on tickets.
  - Targeted audiences will receive a 20% discount

8	CIC Structure					
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- Blandford Literary Festival is a CIC – registered number 15691728
- Operate as a non-profit CIC, ensuring any surplus funds are reinvested back into the festival and community initiatives related to literacy promotion (e.g., school reading programs, author residencies).
- Uphold transparency and accountability by maintaining accurate financial records and reporting to stakeholders, including members and funders.

9. Competitive Advantage

- Focus on celebrating local authors and creating a welcoming environment for all.
- Offer diverse programming that caters to a wide range of literary interests with a specific thematic focus.
- Partner with local organisations to maximise outreach and community impact.
- Operate as a CIC, demonstrating a commitment to social good and community reinvestment.

10. Risks and Challenges

The major risks that have been identified are

- 1 Lack of funding to cover operational costs.
- 2 Attracting a large enough audience to achieve financial sustainability.
- 3 Dependence on volunteers and ensuring their consistent support.
- 4 Unforeseen circumstances like bad weather impacting attendance.
- 5 Competition from other literary events in the region.
- 6 Reputational risk of speakers on controversial or upsetting subjects

□

## 11. Risk Mitigation Strategies

- Actively seek sponsorships and grants, targeting businesses and organizations aligned with the Festival's objectives.
- Implement a tiered pricing structure for different events and offer early-bird discounts to incentivise ticket sales.
- Develop a strong volunteer recruitment and training program to build a reliable volunteer base.
- Secure appropriate insurance coverage to offset potential risks like weather cancellations. Have a mix of indoor and outdoor events so that not all are weather dependent
- Conduct market research to understand the competitive landscape and differentiate the Festival through its unique programming and focus.
- Ask speakers for a synopsis beforehand so the audience can be alerted to the nature of the subject matter of the events

## 12. Conclusion

The Blandford Literary Festival has the potential to become a valuable cultural asset for the community. By focusing on its mission, implementing effective marketing strategies, and managing resources efficiently, the festival can achieve financial sustainability, contribute to a vibrant literary landscape, and fulfil its CIC objectives of community benefit and reinvestment.

### **Note from the Town Clerk:**

The Blandford Literary Festival has been set up as a CIC and does not yet have any accounts, however a bank statement has been distributed to Councillors via email.

For information, free venue hire has been approved for the Blandford Literary Festival, as follows:

16<sup>th</sup> Nov afternoon session £23.86 (£28.36 incl VAT)  
17<sup>th</sup> Nov AM & PM session £47.72 (£57.26 incl VAT)

It is recommended that Councillors consider approving a grant for the Blandford Literary Festival.

Linda Scott-Giles  
Town Clerk  
12<sup>th</sup> June 2024

## To consider responding to a consultation on the Dorset Council Contaminated Land Strategy 2024

The following correspondence was received from the Dorset Council on 23<sup>rd</sup> May 2024:

Dear Councillor/Stakeholder

### **Dorset Council Contaminated Land Strategy 2024 Environmental Protection Act 1990**

Councils are required to produce a written strategy outlining their approach to land with past uses which may have caused contamination. Such 'Contaminated Land Strategies' must be revised periodically.

As a unitary council, we are now updating precursor councils' strategies and unifying them into a single Dorset Council document. Although there is no legal duty to consult, we are keen to engage stakeholders by making them aware of this process and asking for comments about the draft document.

We should emphasise that councils have extremely limited scope to develop their own policies about identification, assessment, and regulation of land contamination, as this is quite closely governed by government guidance. Instead, the contaminated land strategy should be seen as our local set of arrangements for delivering government policy and good technical practice, whilst reflecting the particular attributes of the Dorset area. Our draft Dorset Council 2024 Contaminated Land Strategy is attached.

We welcome any comments you may have about the document, bearing in mind the comments above. In particular, we welcome responses to the following questions:

- Have you heard of the regulatory regime for contaminated land, under Part 2A of the Environmental Protection Act 1990?
- Do you think it appropriate to take a Dorset Council – wide approach to this topic, or should there be some reflection of previous land use boundaries e.g. urban vs rural areas?
- In terms of land contamination, are you aware of the relationship between the Planning regime and Part 2A of the Environmental Protection Act 1990?
- In terms of land contamination, are you aware of the respective roles of local councils and the Environment Agency?
- Do you have any questions arising out of the first four questions, or any other comment or questions?

Please submit responses using the [Contaminated Land Consultation Survey](#). I would be grateful to receive comments by 9<sup>th</sup> July 2024.

If you have any questions about this matter, please contact [Environmental Health](#).

### **Recommendation**

The document has been sent to Councillors by email and Councillors are asked to consider responding to the consultation.

Linda Scott-Giles  
Town Clerk  
4<sup>th</sup> June 2024

## To confirm the membership of working groups for the five-year term

This item was deferred from the Statutory Annual Meeting of the Town Council.

### **Recommendation**

It is recommended that:

- a) Councillors confirm membership of the:
  - Climate Change working group – it is requested that Pat Osborne is able to remain on the group as a resident – and appoints a chairman to the working group.
  - and
  - DC Market Area Enhancement working group – all councillors
- b) Completion of the Town Council Plan for the 2024-2029 period is postponed until towards the end of the Corn Exchange project, however officers can carry out a basic update of the document in the meantime.
- c) A representative is selected to replace Cllr Cross:
  - Blandford Forum Almshouse Charity
- d) Councillors take the opportunity to review the [working group policy](#).

Linda Scott-Giles  
Town Clerk  
11<sup>th</sup> June 2024

# **BLANDFORD FORUM TOWN COUNCIL**

## **WORKING GROUP POLICY**

The Town Council will agree the following criteria when setting up a Working Group and the details will be recorded in the Minutes of the meeting.

1. Purpose of the Working Group
2. Confirm under which committee the subject matter will be dealt with.
3. Appointment of Members of the Working Group including non-council members
4. Approve delegated authority where appropriate e.g. budgetary considerations for Christmas lights
5. Reporting date to full Council

### **Town Clerk's Attendance at Meetings**

It is anticipated that the Town Clerk will attend Working Group Meetings.

### *Dates and Times of Meetings*

Dates and times of meetings of Working Groups will be determined by the Convenor and Town Clerk and will normally be held during the day at the convenience of the majority of members of the group. Where the majority of Working Group members request an evening meeting this will be arranged accordingly.

Dates and times of working group meetings will be determined by the Convenor and Town Clerk according to the convenience of the majority of members of the group but bearing in mind the "purpose" criteria, i.e. the complexity of the task; the requirement to involve non members or the need for meetings with other organisations.

### **Reporting Procedures**

The Convenor will be responsible for reporting back to Full Council or committee in an appropriate format, i.e.

- (a) If taking the form of a brainstorming or ideas group, the Convenor will submit a paper to the Committee or Full Council.
- (b) If recommendations are required the Town Clerk will produce the necessary paper.
- (c) Written action responsibilities will be produced by the Town Clerk if this will prove helpful.



## To approve the Diary of Meetings 2024/25

Now the Town Council has used the pavilion for meetings since April, it is able to confirm its meeting [dates for the 2024/25 period](#). The proposed Diary of Meetings enables the DCH midwifery team to continue with the first Monday of every month in the pavilion.

Please note that the month of July has changed slightly, with Barnes being moved to follow the full council meeting on 24<sup>th</sup> June 2024, the cancellation of the full council meeting scheduled for 8<sup>th</sup> July (having had one on 24<sup>th</sup> June and one scheduled for 29<sup>th</sup> July) and the council photo being moved to 29<sup>th</sup> July to enable unwell councillors more time to recover.

It is recommended that Councillors approve the Diary of Meetings for 2024/25.

Linda Scott-Giles  
Town Clerk  
11<sup>th</sup> June 2024

 <b>BLANDFORD FORUM TOWN COUNCIL</b>		<b>DIARY OF MEETINGS June 2024 to May 2025</b>	
<p>All meetings are held in the Woodhouse Gardens Pavilion unless otherwise stated.</p> <p>Everyone is welcome to attend these public meetings in person or online (apart from the Barnes for a Recreation Trust meetings, which are for Trustees only).</p>			
JUNE 2024			
Monday 3	-		
Monday 10		Finance & Staffing Committee Meeting at 7pm	
Monday 17		Recreation & Amenities Committee Meeting at 7pm	
Monday 24		Town Council Meeting at 7pm (including Planning applications) Followed by Barnes for a Recreation Trust AGM	
JULY 2024			
Monday 1	-		
Monday 8	-		
Monday 15		Town & General Purposes Committee Meeting at 7pm	
Monday 22		Corn Exchange Meeting at 7pm	
Monday 29		Town Council Photograph at 6:30pm Town Council Meeting at 7pm (including Planning applications)	
AUGUST 2024			
<p>No meetings are scheduled for this month, although a Planning meeting may be necessary.</p>			
SEPTEMBER 2024			
Monday 2	-		
Tuesday 3		Merchant Navy Day	
Monday 9		Planning Meeting at 7pm	
Friday 13		Dorset Architectural Heritage Week (DAHW) (Cemetery Chapel)	
Monday 16		Recreation & Amenities Committee Meeting at 7pm	
Monday 23		Finance & Staffing Committee Meeting at 7pm	

<b>Saturday 28</b>	<b>Community Expo (including budget consultation)</b> (Overlord Room at Royal British Legion)
<b>Monday 30</b>	<b>Town Council Meeting at 7pm</b> <b>Followed by a Town &amp; General Purposes Committee Meeting</b>
<b>OCTOBER 2024</b>	
Monday 7	-
<b>Monday 14</b>	<b>Planning Meeting at 7pm</b>
<b>Monday 21</b>	<b>Corn Exchange Meeting at 7pm</b>
<b>Monday 28</b>	<b>Town Council Meeting at 7pm</b> <b>Followed by a Barnes for a Recreation Trust Meeting</b>
<b>NOVEMBER 2024</b>	
<b>Sunday 3</b>	<b>Royal British Legion Cemetery Service</b>
Monday 4	-
<b>Friday 8</b>	<b>Remembrance School Involvement at 10:30am</b>
<b>Sunday 10</b>	<b>Remembrance Sunday Parade &amp; Church Service 2:30pm</b>
<b>Monday 11</b>	<b>Armistice Day 11am</b>
Monday 11	-
<b>Monday 18</b>	<b>Planning Meeting at 7pm</b> <b>Followed by a Recreation &amp; Amenities Committee Meeting</b>
<b>Monday 25</b>	<b>Town Council Meeting at 7pm</b> <b>Followed by a Town &amp; General Purposes Committee Meeting</b>
<b>DECEMBER 2024</b>	
Monday 2	-
<b>Wednesday 4</b>	<b>Civic Christmas Carol Service at 6pm</b>
<b>Monday 9</b>	<b>Finance &amp; Staffing Committee Meeting at 7pm</b>
<b>Monday 16</b>	<b>Town Council Meeting at 7pm (including Planning applications)</b> <b>Followed by a Barnes for a Recreation Trust Meeting</b>
Monday 23 & 30	-
<b>JANUARY 2025</b>	
Monday 6	-
<b>Monday 13</b>	<b>Planning Meeting at 7pm</b>
<b>Monday 20</b>	<b>Recreation &amp; Amenities Committee Meeting at 7pm</b>
<b>Monday 27</b>	<b>Town Council Meeting at 7pm</b>
<b>FEBRUARY 2025</b>	
Monday 3	-
<b>Monday 10</b>	<b>Planning at 7pm</b>
<b>Monday 17</b>	<b>Town Council Meeting at 7pm</b>
<b>Monday 24</b>	<b>Corn Exchange Meeting at 7pm</b>
<b>MARCH 2025</b>	
Monday 3	-
<b>Monday 10</b>	<b>Raise the Commonwealth Flag at 10am in Market Place (robes)</b>
<b>Monday 10</b>	<b>Planning Meeting at 7pm</b>
<b>Saturday 15</b>	<b>Spring Community Expo (Overlord Room at Royal British Legion)</b>
<b>Monday 17</b>	<b>Town &amp; General Purposes Committee Meeting at 7pm</b>
<b>Monday 24</b>	<b>Finance &amp; Staffing Committee Meeting at 7pm</b>
<b>Monday 31</b>	<b>Town Council Meeting at 7pm</b>
<b>APRIL 2025</b>	

Monday 7	-
<b>Monday 14</b>	<b>Annual Town Assembly at 6pm</b> Followed by a Planning meeting if required due to deadlines
Friday 18	Good Friday
Monday 21	Easter Monday
<b>Monday 28</b>	<b>Town Council Meeting at 7pm (including Planning applications)</b> Followed by a Barnes for a Recreation Trust Meeting
<b>MAY 2025</b>	
Monday 5	Bank Holiday
<b>Monday 12</b>	<b>Annual Meeting of the Town Council at 7pm</b> Followed by a Town Council Meeting
<b>Monday 19</b>	<b>Planning Meeting at 7pm</b> Followed by a Corn Exchange Meeting
<b>Friday 23</b>	<b>Mayor Making Ceremony</b>
Monday 26	Bank Holiday

## **To consider expenditure authority to replace CCTV bridges**

Councillors will recall considerable expenditure was approved to update the CCTV and expand the coverage, at the request of the Police.

Unfortunately, the original bridges now require replacing because they are not working with the updated equipment. There are three pairs (six units) of bridges still from the original scheme which is now many years old, and these need to be upgraded.

The Police reported to the Town Clerk that the cameras covered by the original bridges kept dropping off. The contractor had hoped that a simple reset would get them back on, and on long term.

The new network has worked well, apart from these bridges and the contractor has advised that they should be replaced.

The Police have informed the Town Clerk that the lack of coverage is really restricting them with several investigations and evidence gathering.

### **Financial Information**

The contractor has advised that the cost to replace the bridges, including parts and labour is £4,104.51 + VAT and this would have the entire CCTV network running on the new high throughput bridges.

There is currently £2,451.23 left in the reserve for CCTV, £3,500 for maintenance and £130 for electricity.

In addition, the Police require a larger screen for viewing the cameras on, due to expansion of the system and have been quoted a 32" for £330.00 + VAT.

### **Recommendation**

It is recommended that Councillors consider approving expenditure of £4,104.51 + VAT on the replacement bridges for the town centre CCTV system (Expenditure Authority: General Power of Competence Localism Act 2011 s1-8).

Due to limited funds available and the amount spent in the last two financial years, it is suggested that the Police may be able to source the funding for the screen.

Linda Scott-Giles  
Town Clerk  
17<sup>th</sup> June 2024

**PLANNING APPENDIX A – NEW PLANNING APPLICATIONS**

**Meeting on Monday 24<sup>th</sup> June 2024**

	Application & Date	Application Details	Comments/ Blandford + Neighbourhood Plan 2011-2033
1	P/FUL/2024/02674 Sherborne Holdings Ltd Deadline extended to 25 <sup>th</sup> June	Sydenhams Hire Centres Blandford Heights Industrial Estate Blandford Forum DT11 7TE Construction of an extension on the north east elevation of the building. Construction of an extension on the south west elevation of the building.	Blandford + NP policies B10
2	P/HOU/2024/02484 Clare Case Deadline 25 <sup>th</sup> June	34 Kings Road Blandford Forum DT11 7LB Erect front porch. Install replacement rear bay window/door. Replace rear windows and door with patio doors. Install flue, external gas meter and paint pebble dash.	Blandford + NP policies B10
3	P/FUL/2024/00233 Homes England & Arlington (Blandford) Ltd Deadline extended to 25 <sup>th</sup> June	Lot 2, Blandford Brewery Bournemouth Road Blandford St Mary Convert buildings into 24 No. dwellings and erect 17 No. dwellings, form parking.  <b>Please note this is an amended application. The Town Council made the following comments on 6th March 2024.</b> The Town Council has no objection to the planning application but asks Dorset Planning North to consider making the following conditions of development: 1) Pedestrian crossing – this was promised in the first phase of the development but has not been delivered. The Councillors ask that the developers install a pedestrian crossing, as originally promised, to improve safety for members of the public crossing the road, especially children, the vulnerable and the elderly.	Blandford + NP policies B1 and B10 Design Codes CA7. SL Codes 1 & 2 SP Codes 3 – 8 BF Codes 10-12 & 15 EE Codes 16-20

	Application & Date	Application Details	Comments/ Blandford + Neighbourhood Plan 2011-2033
		<p>2) The safety aspect of the play area and lack of equipment - the overflow pond is extremely dangerous and must be made secure. Councillors feel that the play area is not fit for purpose and ask the developers to secure the area and install more play equipment.</p> <p>3) Lack of parking - Councillors are of the opinion that the developers are providing the bare minimum required legally and feel this is not good enough. They ask that the developers increase the amount of parking.</p> <p>The Town Council agreed that the planning application is in compliance with: Blandford + NP policies B1 and B10. Design Code CA7. Settlement Layout Codes 1 &amp; 2. Streets &amp; Parking Codes 3 – 8. Built Form Codes 10-12 &amp; 15. Environmental Efficiency Codes 16-20</p>	

**Applications for tree works. For information only**

	Application & Date	Application Details	Comments / Blandford + Neighbourhood Plan 2011-2033
1	P/TRT/2024/02825	<p>2 Maple Tree Close Blandford Forum Dorset DT11 7FU</p> <p>T1 - Oak - Fell to ground level. Grind out stump.</p> <p>T2 - Oak - Reduce lateral branches by up to 2m. Remove major dead wood. Remove primary branch growing east over neighbour's garden. Remove epicormic growth up to 7m from ground level</p>	
2	P/TRC/2024/03203	<p>35 Albert Street Blandford Forum DT11 7HZ</p> <p>T1 - Yew - Fell.</p>	