



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 **Woodhouse Gardens Pavilion**, The Tabernacle, Blandford Forum DT11 7GQ on **Monday 29th July 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
22nd July 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 Town Council Meeting held on 24th June 2024](#)
6. [Town Clerk's Report & Correspondence](#)
7. Civic Report

8. Recommendations and Receipt of Minutes
 - 8.2 Town & General Purposes Committee Meeting held on 15th July 2024
 - 8.2.1 Recommendations (none)
 - 8.2.2 To RECEIVE the Minutes
9. To approve expenditure for a replacement ride on mower
10. To approve expenditure for essential repairs to the skate park
11. To consider a request from the Football Club to locate a shed at the pavilion
12. To consider the transfer of interest earned to the Corn Exchange project to reduce the loan amount
13. To consider sponsorship of the Blandford Business Group Awards
14. To consider expenditure authority for the bicycle repair station
15. To receive an update and consider any requests from the:
 - 15.1 Neighbourhood Plan – Blandford + Monitoring Group
 - 15.2 BFTC Commemoration Group
 - 15.2.1 To consider a report containing guidance from the Pageant Master to mark VE Day 80th anniversary – 8th May 2025
 - 15.3 Climate Change & Biodiversity Working Group (meeting held on 18th July 2024, next meeting scheduled for 26th September 2024)
 - 15.4 Dorset Council Grant to support the Market Area Enhancement Project (working group meeting scheduled for 29th July 2024)
16. 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)
17. Planning Matters
 - 17.1 Appendix A – Planning Applications
 - 17.2 Appendix B (to follow)

Dates of Future Meetings

- 9th September 2024 – Planning
16th September 2024 – Recreation & Amenities Committee
23rd September 2024 – Finance & Staffing Committee
30th September 2024 – Town Council Meeting

Minutes of the Town Council and Committee meetings are available from the Town Clerk's Office and online at www.blandfordforum-tc.gov.uk

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
www.blandfordforum-tc.gov.uk

Town Clerk's Report & Correspondence

Town Council Representatives – Age Concern has replied to the representative letter to say that Age Concern Blandford is non-operational, and Cllr Clarkson has been informed. However, Cllr Clarkson has offered to fill the Blandford Information Centre representative vacancy and this has been actioned.

Committee Clerk – The advertisement for the Committee Clerk was posted on all the social media channels as well as in the notice boards and the Dorset Council Jobs page (paid promotion). The vacancy has also been advertised on the job site Indeed. We have had a range of interest and will hold the interviews on 8th – 9th August 2024.

Cemetery of the Year – We have again entered the Cemetery of the Year Awards after winning the Gold first place for Parish and Town Council Cemeteries last year. After Gary and Kat had an adjudicating phone call on Wednesday, we have earned a place in the three finalists so will receive an award again this year. This year they are introducing a photographic element to the competition to allow a subjective section to the scoring process. Extra marks to be awarded for the maintenance and appeal of our Cemetery and used to determine the gold and silver places in the category creating another dimension to the competition. The award ceremony will take place at the ICCM conference on 24th September 2024.

Market Enhancement Survey – The survey was taken round all the local shops in the Market Place by the Market Manager and all but five of them have now responded. Luxury Nails and King's Barber declined to be involved. In addition, the survey has been sent to the landlord of the former HSBC building and the questions raised by Catherine Chapman at the T&GP meeting on the 15th July 2024 regarding a pop-up shop/hub have also been passed to Mr Chan for a response.

Climate Change & Biodiversity Meeting – The meeting held on 18th July 2024 was well attended and one of the actions was to look into ways of preventing irresponsible dog owners leaving dog waste or bagging it and throwing it into trees or hedges. Posters have been printed, using campaigns from Keep Britain Tidy and Litter Free Dorset, for the Town Council areas.



To approve expenditure for a replacement ride on mower

Report

We bought the Hustler sport zero turn ride on mower, that needs replacing, in 2015 and it had an estimated life expectancy of six years we have now accrued £5,184.00 to replace it.

Financial implications

We have received two quotes for replacements, it was hard to find like for like replacements which we need especially for the Cemetery around the memorials. The two quotes received are outlined below.

Company A

Ariens Apex zero turn ride on mower for £6908.33 + VAT

Company B

Ariens Apex zero turn ride on mower for £5750.00 + VAT

Recommendation

It is recommended that Councillors approve expenditure of £5750.00 + VAT from Company B to supply a new zero turn mower using funds of £5,184.00 from moneys accrued for a replacement and £566.00 from general mower replacement reserves which has a balance of £34,546.77 (Expenditure Authority: Localism Act 2011 s1-8).

Jon Goodenough
Operations Manager
13th June 2024

To approve expenditure for essential repairs to the skate park

Report

The Town Council has been carrying out repairs and replacements to all equipment at the Skate Park over a period of years. This way ensures all equipment is well maintained and the Skate Park remains a safe and enriching asset to the town, without finding expenditure for a large lump sum for replacements.

The annual preventive maintenance report has highlighted the latest repairs required, the largest of these is to the Mini Ramp Platform which needs its surfacing replacing at the top of the ramp, this is most clearly seen from below, (see picture). As can be seen the bottom of the surfacing is delaminating and requires replacement.



The other work highlighted in the report is for a number of equipment items but especially the Driveway Combo and the 1st Jump Box

The Driveway Combo requires replacement of the 'narrow' surfaces on the ledge box to reduce joints and rectify the current misalignment, these should be implemented on both sides of that box.

Jump Box 1 requires replacement of the steel toe-plates to improve approach angle and get rid of the threshold misalignment with tarmac.

It is then just a case of remedial fixings/sealing throughout the facility.

There is a further issue with the Manual Box surfacing, but this can be left until it deteriorates further.

Financial Implications

Quotes have been sought by the contractor who maintains the Skate Park and has carried out previous work and these are outlined below. Officers cannot gain three quotes because, as per financial regulations, this is classed as a specialist service due to the lack of companies offering this type of work and surfacing.

Mini Ramp Platform

Removal and licensed disposal of all old surfaces and the plywood forming substrate.
Supply and fit new Skatelite surfacing.
Increase and upgrade surface fittings.
Supply and fit new wear plates.
For price of £7,145.70 inc. delivery but excluding VAT

Driveway Combo and Jump Box 1

To Carry out in situ remedial riding surface replacement on Driveway Combo to reduce joints and subsequent threshold failure.
To Carry out in situ remedial toe plate replacement on Jump Box 1 to adjust approach and negate threshold misalignment.
To Carry out in situ remedial fixing/sealing as required throughout the Skate Park.
For the price of £2,624.66 inc. delivery but excluding VAT

Recommendation

It is recommended that Councillors approve the repairs to the highlighted Skate Park equipment using funds of £9,770.36 + VAT from the Skate Park budget line 1305 which has a balance of £79,251.48 (Expenditure Authority: Localism Act 2011 s1-8).

Jon Goodenough
Operations Manager
2nd July 2024

To consider a request from the Football Club to locate a shed at the pavilion

Report

The Town Council have received a request from the Football Club to locate a shed to the left of the pavilion (as below).

“The committee have agreed on purchasing a shed. We would look to buy a 12x10 ft shed and this would need to be on a concrete pad which will need to be 12x19ft approximately to give provide a little hard standing in front and a little at back . We would like to have this situated next to the building, car park side along the railing from the hospital.”

They have provided pictures of the location and type of shed they would like; I asked the Football Club to check with Dorset Council planning about the concrete base and they will do so.

Type of Shed



Proposed Location



Recommendation

It is recommended that Councillors decide whether to approve the Football Club installing a shed at the proposed location.

Jon Goodenough
Operations Manager
16th July 2024

To consider the transfer of interest balances to the Corn Exchange project to reduce the overall loan amount

The Reserves were part of the Town & General Purposes Committee meeting agenda on Monday 15th July 2024.

After the meeting, the Chairman of the Finance & Staffing Committee, Cllr Lee Hitchings asked the Town Clerk/RFO to confirm the current balances, which are also listed below:

1001	Earmarked Interest	£1,984.64
1002	Property Fund Dividend	£25,656.49
1010	Capital Interest	£19,016.63

Cllr L Hitchings has proposed that the balances are transferred to the Corn exchange project to reduce the overall loan amount.

Recommendation

Councillors are asked to approve the transfer of the interest balances to the Corn Exchange project.

Linda Scott-Giles
Town Clerk
18th July 2024

To consider sponsorship of the Blandford Business Group Awards

Report

Following the Town & General Purposes Committee meeting held on 15th July 2024, 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 2024.

The categories are:

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

Recommendation

It is recommended that the Town Council agrees to donate £130 to the event and sponsors the Entrepreneur category again using funds from Town Improvements (Expenditure Authority: Localism Act 2011 s1-8).

Linda Scott-Giles
Town Clerk
18th July 2024

To consider expenditure authority for the bicycle repair station

Introduction

Some Councillors will recall the Town Clerk's report to council in September 2023 regarding the proposal of a bicycle repair station for 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.

He popped into the office recently and is still keen to see this station installed.

Proposed Location

Although the Market Place would be the preferred location, so it is visible to lots of people, it was not felt 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 last year 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

A Dorset Council Community Highway Manager 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 were asked to advise on funding opportunities and preferred providers but were not forthcoming.

The Town Clerk was confident that funding would be forthcoming for such a valuable community asset, however she has not been successful to date. A funding application was submitted to The National Lottery for £1,500 as a contribution towards the unit and the installation. Possibly due to the success the Town Council has had with this particular fund it was declined on this occasion. It was suggested that an application was made to the Dorset Council Community & Culture Project but the outcome was that it was ineligible because it was for Capital. Numerous searches on Dorset Council's grant finder have been made since, but the project has not been eligible for various reasons.

This is the bicycle repair station that is being proposed at £1,194: [Public bike repair stand with pump \(securecyclestore.com\)](#)

The Town Council requires a maximum of £2,500 for the project, for the unit and Dorset Council labour to install it. Due to funds within the Town Improvements and Tourism budget lines, and the reassurance that grants have been attempted, it is recommended that the Town Council funds the project should Councillors support it.

Recommendation

It is recommended that Councillors approve expenditure of £2,500 for the purchase and installation of a bicycle repair station, which will be the first in Dorset (as far as we are aware!) (Expenditure Authority: Localism Act 2011 s1-8).

Linda Scott-Giles
Town Clerk
22nd July 2024

Neighbourhood Plan Update

Meetings

A meeting was held on 27th June 2024 to discuss the mapping issues raised by the planning team at the Dorset Council. This meeting went well and, thanks to the planning expertise within the Group, a response has been sent to the Dorset Council along with a statement for the B+ website. This is being considered by the relevant officer and a response is awaited.

Another meeting was held on 12th July 2024 and attendees approved the erratum list that summarises the non-material changes to the Design and Guidance Code, along with the amended Design and Guidance Code document, to be considered by the Dorset Council Cabinet. The two documents have been sent to the Dorset Council.

Minutes from the meetings are all available to view and are displayed in the public domain at <https://blandfordplus.org.uk/>

School

The Group was keen to understand the current position regarding school places and the need for a school (having been told there won't be a school). No emails to Dorset Council officers within the Education team had been responded to over several weeks, so Cllr Lacey-Clarke was asked to assist, which was forthcoming, and the Group appreciated his efforts. This provided reassurance to the Group and, in summary, the land is designated for a school site, it is stated in the s106 agreements, and although the demand is not currently present, it is projected to change.

The following information was provided in November 2023 to the planning officer as part of consideration of the application for land north of the bypass, and is displayed on the Dorset Council planning portal:

I can confirm that the 490 dwellings proposed will generate up to 99 primary aged children and 88 secondary/Post 16 children.

Primary – the three current primary schools are full and there is still continued need for the LA to have the strategic allocation of a school site as detailed in the application. This will be brought forward at an appropriate time to ensure the LA can fulfil its sufficiency duty.

Secondary – The Blandford School is already having to add additional places (60 places in September 2023 alone) and this amount of housing alongside other allocations will require this increase to be rolled out through all year groups.

The allocated site for the school is consistent with previous discussions, and is of an appropriate size and shape.

In addition to the land (which is not appropriate for or was ever considered for housing) the developer is expected to deliver services to the boundaries and also provide both primary and secondary contributions based on £6,094.34 per house.

Primary - £988,483.13

Secondary/Post 16 - £1,997,742.25.

Promotion

It was agreed that the Group should be telling people what it is about, what it is currently working on and asking for new members. A photo of the meeting held in June was therefore uploaded to BFTC's social media channels and will be published within the August edition of the Around Blandford publication. As a result of the social media posts, a Blandford St Mary resident – who is a retired architect – has been in touch and the Town Clerk has arranged a meeting with him and the chair of the Group, Cllr Tompsett.

Invoicing

Invoices are sent to Bryanston and Blandford St Mary parish councils to share the cost of the Plan across the three parishes. The next invoice will cover the Town Clerk's time spent on the Plan for the period of April to July.

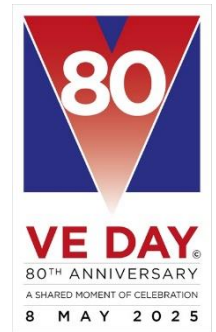
The next meeting is scheduled for 23rd September 2024.

Linda Scott-Giles
Town Clerk
18th July 2024

To consider a report containing guidance from the Pageant Master to mark VE Day 80th anniversary – 8th May 2025

Pageantmaster, Bruno Peek has distributed information and guidance on marking the 80th anniversary of VE Day on 8th May 2025 – A Shared Moment of Celebration. Bruno says:

Following on from the enormous success of D-Day 80 - 6th June 2024, in which we all commemorated the 80th Anniversary of the D-Day landings in Normandy, France, we are now focusing our efforts on the celebration of the 80th anniversary of VE Day which marked the end of the war in Europe and WWII as a whole on 8th May 1945.



On Thursday 8th May 2025 we are encouraging the lighting of Beacons and Lamp Lights of Peace at 9:30pm, the raising of a unique VE Day flag at 9am and, where possible, holding parties of celebration throughout the day in the streets, gardens at home, churches, villages, town halls, pubs, clubs, hotels and all manner of locations throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories.

Due to the fact that Fish and Chips - Britain's favourite dish, was not rationed by Prime Minister Churchill during the whole of WWII, we also want to use this occasion to continue paying tribute to the brave fishermen who fished the seas and the farmers and land girls who toiled in the fields, by encouraging the eating of Fish and Chips throughout the day, as part of these VE Day 80 celebrations on 8th May 2025.

A VE Day flag has been ordered for one of the poles at Legion House, for the flag raising ceremony. It is 5ft x 3ft and cost £37.33.

Recommendation

The partnership between the Town Council and Royal British Legion worked well earlier this year for the D-Day 80 events and it is recommended that Cllr Terry Clarkson works with the Mayor's Assistant and Town Clerk once again to plan the VE Day 80 events. The Commemoration Group has booked the pavilion for another excellent exhibition from Thursday to Saturday (TBC). The draft schedule for Thursday 8th May 2025 is as follows:

- 10am – ceremonial opening service to include:
 - raising of the VE Day flag at the Royal British Legion (suggested time is 9am by Pageantmaster)
 - reading of the VE Day Proclamation by the Town Crier (suggested time is 8am by Pageantmaster but this is thought to be too early – like with D-Day)
 - piper invited to play playing Celebratum (suggested time by Pageantmaster is 12noon).
- 10:30am – 2pm – party in the front garden at Legion House with refreshments, stalls, bar open with lunches, etc.
- 8pm – exhibition viewing in the pavilion, followed by a civic service at Woodhouse Gardens including the lighting of the beacon at 9:30pm by a young person and a piper (sound system required).

It is anticipated that a budget of a maximum of £700 is required, using funds from the Civic Budget 4802 (Expenditure Authority: Localism Act 2011 s1-8).

Linda Scott-Giles
Town Clerk
18th July 2024

PLANNING APPENDIX A – NEW PLANNING APPLICATIONS

Meeting on Monday 29th July 2024

	Application & Date	Application Details	Comments/ Blandford + Neighbourhood Plan 2011-2033
1	P/HOU/2024/03270 Mr Patalacci Deadline 5 th August	85 Salisbury Road Blandford Forum DT11 7LS Erect Rear First Floor Extension	Neighbourhood Plan + policies B10, B8 Design Code: CA4 Built form Code:
2	P/CLP/2024/03930 Mr T Robertson and Ms S Gallagher	15 Fields Oak Blandford Forum DT11 7PP Erect single storey extension to form utility and porch. FOR INFORMATION ONLY – Certificate of Lawful Use Proposed	Neighbourhood Plan + policies: B10 Design Code: CA1 Built form code:

Applications for tree works. For information only

	Application & Date	Application Details	Comments / Blandford + Neighbourhood Plan 2011-2033
1	P/TRC/2024/03923	16 Marsh's Court Blandford Forum DT11 7LG T1 - Olive tree - Fell to ground level.	
2	P/TRT/2024/04039	Lanrick House White Cliff Mill Street Blandford Forum DT11 7BN T2 - Ash - Fell to ground level. T3 - Ash - Fell to ground level. T4 - Ash - Fell to ground level. The following tree is protected by the Conservation Area and is being considered under application P/TRC/2024/04021: T1 - Whitebeam - Raise crown to 2m and thin crown by up to 10% of the total leaf area.	

	Application & Date	Application Details	Comments / Blandford + Neighbourhood Plan 2011-2033
3	P/TRT/2024/04089	34 Kings Road Blandford Forum DT11 7LB T1 - Pittosporum - Reduce height and sides of crown, pruning from tips inwards by 1.5-2m. T2-T6 - Cypress - Reduce in height by 3-4m. Routine maintenance to retain at manageable height and size for garden. T7 - Elderflower - Reduce height and laterals of crown, pruning from tips inwards by 1.5-2m. T8 - Silver Birch - Reduce height and sides of crown, pruning from tips inwards by 1.5-2m. T9 - Apple - Reduce height and sides of crown, pruning from tips inwards by 1.5-2m	