BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors
Members of the Public & Press

Dorset Council Councillors

Dear Member,

TOWN COUNCIL PLANNING MEETING

You are summoned to attend a meeting of the Town Council Planning meeting which will be held in the **Woodhouse Gardens Pavilion**, The Tabernacle, Blandford Forum DT11 7GQ on **Monday 13th October 2025 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 2025

AGENDA

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 8th September 2025
5. To consider the nomination renewal of the Methodist Church as an Asset of Community Value (ACV) (expiring in January 2026)
6. Appendix A – New Planning Applications (refer to draft Appendix A attached)

7. Appendix B – Dorset Council Decisions on Planning Applications and Applications Awaiting Decisions (distributed prior to meeting)

8. Site Visits/Dorset Council Planning Meetings

9. To receive the approved External Auditor's Report for 2024/2025

10. Committee Clerk's Report & Correspondence

A Town & General Purposes committee meeting will follow this meeting.

DATES OF FUTURE MEETINGS

20th October	Corn Exchange Meeting at 7pm
27th October	Town Council Meeting at 7pm, followed by a Barnes for a Recreation Trust Meeting
2nd November	Remembrance Royal British Legion Cemetery Service

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.

Agenda Item No. 6

PLANNING APPENDIX A – NEW PLANNING APPLICATIONS
Planning Meeting on Monday 13th October 2025

	Application & Date	Application Details	Comments/ Blandford + Neighbourhood Plan 2011-2033
1	P/FUL/2025/04719 c/o Vail Williams LLP Deadline: 24th September (extension to 15th October granted)	Lot 4 Blandford Brewery Blandford St Mary Blandford Forum DT11 9LS Erection of 21no. dwellings, associated landscaping & access **Please note that it is outside of the parish of Blandford Forum, but within the B+ area.**	Blandford + NP Policies: B10 Design Code: CA1 Built Form Code: 1,2,3,4,6,7,8,10, 11,12, 13,14,15,16,17,18,19,20
2	P/FUL/2025/04457 Mr Dave Earl Deadline: 24th September (extension to 15th October granted)	J & G Environmental Industrial Land Holland Enterprise Park Holland Way Blandford Forum Temporary change of use (7 years) of industrial land to form vehicle parking area.	Blandford + NP Policies: B10 Industrial Design Code: CA5 Built Form Code: 6
3	P/HOU/2025/05223 Mr & Mrs Walton Deadline: 25th September (extension to 15th October granted)	8 Hornbeam Way Blandford Forum DT11 7FW Replace existing conservatory glass roof with a tiled roof. Replace 4 No. glass units with solid white panels	Blandford + NP Policies: B10 Residential Design Code: CA2 Built Form Code: 15 & 17
4	P/FUL/2025/02979 Mr Tim Henry Deadline: 25th September (extension not granted)	Land South Of 4 Greyhound Square Market Place Blandford Forum Retain change of use of the land to site a shipping container for the purposes of operating a pizza restaurant/café/take-away **Extension to deadline was not granted, information sent to Councillors on 10th September and asked for them to comment individually if they wish to do so.**	Blandford + NP Policies: B10 Design Code: CA2 Built Form Code: 5, 8, 9, 11, 15 7 17

	Application & Date	Application Details	Comments/ Blandford + Neighbourhood Plan 2011-2033
5	P/VOL/2025/05568 Mr Steve Harney Deadline: 13th October (Deadline extension to 15th Oct granted)	23-25 Market Place Blandford Forum DT11 7AF Alterations to subdivide existing commercial unit into 2no. commercial units, with new doors, windows and internal alterations (with variation of condition 2 of listed building consent P/LBC/2025/02464 to amend approved plans)	Blandford + NP Policies: B10 Design Code: CA2 Built Form Code:15, 16, 17 & 19
6	P/FUL/2025/05712 Rev'd Chris Beaumont Deadline: 22nd October 2025	St. Peter and St. Paul's Church C Of E Church East Street, Blandford Forum, Dorset Blandford DT11 7DL Re-roofing of the Julian Chapel roof & the repair to the Church west window. Repair damaged rainwater goods & installation of CCTV.	Blandford + NP Policies: B10 Design Code: CA2 Built Form Code:11,15, 16 & 17

To receive the approved External Auditor's Report for 2024/2025

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Blandford Forum Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed Yes	Agreed No*		'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes: ✓	No:	N/A:	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

23/06/2025

and recorded as minute reference:

34.1.1.3

Signed by the Chair and Clerk of the meeting where approval was given:

Chair [signature]

Clerk [signature]

blandfordforum-tc.gov.uk

Section 2 – Accounting Statements 2024/25 for

Blandford Forum Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	1,442,321	1,314,475	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	825,250	880,115	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	194,194	3,012,704	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	508,452	533,862	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	638,838	1,458,925	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	1,314,475	3,214,508	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	1,297,819	3,310,509	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	5,764,120	5,349,978	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	1,300,000	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)		✓		*The figures in the accounting statements above exclude any Trust transactions.*

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

A Cook

Date 28/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

23/06/25

as recorded in minute reference:

34.1.1.4

Signed by Chair of the meeting where the Accounting Statements were approved

H. A. Macaulay

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of | Blandford Forum Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review:
• Question 11b was answered No in the Accounting Statements when originally submitted. The AGAR was returned for amendment and has been amended to Yes.

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

BDO LLP - Southampton

External Auditor Signature | DocuSigned by: BDO LLP 467DFB746A8A428... | Date | 25 September 2025

Recommendation

This is an excellent response to the Town Council's audit and Councillors are asked to note and approve it.

Linda Scott-Giles
Town Clerk
29th September 2025

Agenda Item No. 10

Committee Clerk's Report

Local Plan Consultation – The B+ Monitoring Group has formed a response regarding the local plan consultation and the Town Council working group met on 30th September 2025 and submitted its response.

External Audit – The response from the external auditor was received on 29th September 2025 for the 2024/25 period (shown on page 7). The Notice of Conclusion of Audit has since been displayed on the council's website and on its notice boards.