BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors
Members of the Public & Press

Dorset Council Councillors

Dear Member,

TOWN COUNCIL MEETING

You are summoned to attend a meeting of the Town Council which will be held in the **Corn Exchange**, Market Place, Blandford Forum DT11 7AF on **Monday 15th December 2025 at 7:00 pm** to consider the following items. This meeting will also be available to view online with Microsoft Teams using this link.

Linda Scott-Giles
Town Clerk
8th December 2025

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

   1.1 Daniel Cadisch – Chief Officer, Citizens Advice Central Dorset

   1.2 Headteacher of The Blandford School, Alan Jones and Chair of Governors, Jens Bertelsen

2. Report from Dorset Council Councillors

3. Apologies

4. To receive any Declarations of Interest and Requests for Dispensations (all Councillors, excluding those living outside the parish, for setting the precept)

5. Minutes of the Town Council Meeting held on 24th November 2025

6. Town Clerk's Report & Correspondence

7. Civic Report (paper to follow)

8. Recommendations and Receipt of Minutes

   8.1 Finance & Staffing Committee Meeting dated 8th December 2025

      8.1.1 Recommendations (to follow in the F&S Committee minutes **(includes the setting of the budget and precept for 2026/27)**

      8.1.2 To RECEIVE the Minutes (to follow here)

9. To approve expenditure for asbestos removal at the Football Pavilion

10. To consider a lease with the Football Club on the pavilion at Park Road Recreation Ground

11. To approve a policy authorising staff to take deposits for bookings

12. To receive an update and consider any requests from the:

   12.1 Neighbourhood Plan Monitoring Group – Blandford +

   12.2 BFTC Commemoration Group

   12.3 Climate, Biodiversity & Nature

   12.4 Dorset Council Grant to support the Market Area Enhancement Project

13. 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)

   13.1 To consider filling BFTC representative vacancies

14. To consider approving the Council diary 2026/27

15. Planning Matters

   15.1 Appendix A – New Planning Applications (refer to Appendix A attached)

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

A Barnes for a Recreation Trust Meeting will take place prior to this Town Council Meeting at 6:45pm.

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

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

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Town Clerk's Report & Correspondence

Woodhouse Gardens Lights – The contractor installed the lighting scheme prior to 1st December and the gardens will be lit between 4:30pm and 9pm every day during the festive season apart from Christmas Day, Boxing Day and New Year's Day.

Mayor's Christmas Card – The card has been chosen by the Mayor, Cllr H Miéville and has been printed locally.

Christmas Tree – Staff have received very positive comments about the Christmas tree.

Civic Carol Service – The office has received very positive feedback for the civic carol service held on 3rd December 2025.

Lamperd's Field – The Town Council's solicitor has confirmed that the Town Council has exchanged and entered into the surrender and replacement allotment agreements relating to Lamperd's Field.

The Friends of Blandford Community Hospital – Thanks to the Friends, the ticket price of the Frankie's Guys event has been reduced by £10 per person and they have offered to support two other tribute acts. In addition, three daytime discos have been booked for the first Tuesday of February, March and April with the aim of promoting socialising, mental health and activity and they are covering the cost of the DJ and will run the kitchen. The ticket sales will go to the council to cover the cost of the room hire/staffing.

Corn Exchange Tours / Talks – The Town Clerk hosted Clerks in the county and gave a talk on the project on Tuesday 9th December as part of the Society of Local Council Clerks meeting and, along with the architect, delivered a presentation to Conservation Officers on 11th December 2025.

To approve expenditure for asbestos removal at the Football Pavilion

Report

During the Asbestos survey which we had carried out in March this year it was identified that the Football Pavilion had asbestos in the soffits at the rear and side of the pavilion. The soffits at the back have been damaged and need replacing immediately, the ones on the side are at present undamaged. I have had quotes from the specialist company that removes the asbestos for just the rear and separately for the sides:

For the rear - **£4339.50 + VAT** (this includes the price of a small access scaffold).

For the two sides **- £4990.00 + VAT**

Rear and sides for a price of **£9329.50 + VAT**

This is a specialist service so as per the Town Council's Financial Regulations only one quote is presented for the removal of the asbestos. It makes sense to get the sides removed when the contractors are on site as if the sides get damaged in the future, which is likely, then they would need replacing straight away. Once the asbestos is removed then non asbestos soffits will need to be installed to make the building wind and watertight, so three quotes are presented for this work.

Financial Implications

To remove all asbestos from the rear and sides of the Football Pavilion £ 9329.50+VAT

Three quotes to replace the guttering and soffits:

Company A:
Take down existing gutter.
Fit new 9mm white UPVC soffit board.
Fit new 9mm white UPVC capping board.
Refit existing gutter.
£ 6765.00 No VAT

Company B:
Replace fascia and soffit to rear and sides, materials to be white UPVC with black half round guttering to match existing.
White flat board to soffit, white square edge fascia.
Felt support trays to be installed.
£2805.00 no VAT

Company C:
Replace UPVC gutter, fascia and soffits.
To include the supply of scaffolding and taking down of old gutter fascia and soffit and replace with new.
Take all rubbish away and leave area clean and tidy.
£8,960 + VAT

Recommendation

It is recommended that councillors approve expenditure for the removal of the asbestos soffits and then select a company and give expenditure approval to install new soffits (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Jon Goodenough
Operations Manager
25th November 2025

To consider a lease with the Football Club on the pavilion at Park Road Recreation Ground

Background

The Football Club have requested that the Town Council considers giving the Club a long repairing lease on the pavilion, similar to that given to the Rugby Club at Larksmead. They have also requested that we supply them with an approximate annual rental figure if they have such a lease.

Report

The Football Club currently pays £1,709.70 and this reflects the work that the Town Council carry out on the building both scheduled and responsive to faults which occur. (a list of scheduled checks is listed below.) However we are spending much more than this sum each year on repairs to the plumbing and electrics.

- Legionella Testing Monthly.
- Fire Appliance Testing Annually
- PAT Testing
- Boiler Service Annually
- Electricity
- Pitch Maintenance
- Building Maintenance
- Insurance of the building
- Emergency lighting tests

Should the Club be given a long lease on the same terms as the Rugby Club then they would take on all responsibility for the above works and therefore the annual rental charge should reflect this cost saving the Town Council would make.

For information the lease for the Rugby Club was at an initial rate of £1500.00 per annum

Recommendation

It is recommended that Councillors decide if they wish to offer a longer lease and to give the Football Club an idea of the rental that would be charged.

Jon Goodenough
Operations Manager
2nd December 2025

To consider adopting a policy authorising staff to take deposits for bookings

Background

At the Town Council meeting held on the 24th November 2025 it was resolved:

The Town Council delegates authority to the Town Clerk and Operations Manager to create a policy and bring it back to Council for consideration.

Below is the draft policy:

Deposit Policy for Bookings

1. Purpose

The purpose of this policy is to outline the procedures and requirements for collecting deposits for bookings. Deposits are taken to secure a booking and to provide financial protection against potential damage, excessive cleaning, late cancellations, or any other costs incurred by the Town Council.

2. Scope

This policy applies to all bookings made for the use of the Town Councils facilities, services, or equipment.

3. Policy Statement

A deposit may be required for any booking where the potential cost, risk of damage, or operational impact is assessed as significant. The amount of the deposit will vary depending on the nature of the booking and the associated risks.

4. Delegated Authority

The following staff members are authorised to determine whether a deposit is required and the amount to be charged:

- **Operations Manager**
- **Bookings Receptionist**

These staff members have the discretion to assess each booking individually and set an appropriate deposit based on:

- The scale and type of event or activity
- The number of participants or attendees
- Historical experience with similar bookings
- Potential risk of property damage or additional cleaning
- Use of specialist equipment or areas
- Any other relevant operational considerations

5. Deposit Amount

- The deposit amount may vary and shall be proportional to the assessed risk.
- The standard range for deposits should be set within predetermined internal guidelines (e.g., £50–£500), unless specific circumstances justify a higher amount.
- Any deposit exceeding the standard range must be approved by the Town Clerk.

6. Payment Terms

- Deposits must be paid at the time of booking to confirm the reservation.
- Bookings are not considered secure until the deposit has been received in full.
- Payment may be made via accepted payment methods as outlined by the Town Council.

7. Refund and Retention of Deposits

Deposits will be refunded in full when:

- The booking is completed with no damage, loss, or excessive cleaning required
- All terms and conditions of hire have been adhered to

Deposits may be partially or fully retained if:

- Damage to property or equipment occurs
- Additional cleaning is required
- Policies, rules, or terms of use are breached
- Late cancellation occurs outside the organisation's stated cancellation window

Any retained deposit must be documented with evidence (photos, reports, invoices, etc.).

8. Record Keeping

All deposits received, retained, or refunded must be recorded in the Town Councils booking system. Supporting documentation must accompany any deposit retention decisions.

9. Review

This policy will be reviewed annually or when operational needs change.

Recommendation

It is recommended that Councillors resolve to adopt the policy.

Jon Goodenough
Operations Manager
27th November 2025

Agenda Item No. 12.1

Neighbourhood Plan Monitoring Group – Blandford +

A Christmas get-together was held at the Corn Exchange on Thursday 27th November 2025 arranged by the group as a way to build stronger links between them and the surrounding Parish councils and to share concerns regarding the forthcoming changes regarding Neighbourhood Plans .

Simon Hoare MP held a Q&A with a range of questions and the event was well attended.

The next meeting of the B+ Monitoring group is scheduled for Monday 26th January 2026.

Becci Brady
Committee Clerk
28th November 2025

Agenda Item No. 13.1

To consider filling BFTC representative vacancies

Cllr Maggie Putt has stood down from the following positions and Councillors are asked to consider filling some of the vacancies. Members of the groups listed may not agree with the suggestion of whether a replacement is required or not, so it is just as a guidance.

<u>No need to replace due to number of other BFTC reps:</u>
Blandford +
Blandford Literary Festival
Blandford Opportunity Group
North Dorset Tourism Association
Citizen Advice Central Dorset
Dorset Association of Parish& Town Councils (DAPTC) Larger Councils and North Dorset
Preetz Twinning Association

<u>Need a replacement:</u>
Allotment Society
Ancient Monuments Officer
Blandford Leisure Centre

Linda Scott-Giles
Town Clerk
24th November 2025

To consider approving the Council diary 2026/27

BLANDFORD FORUM TOWN COUNCIL

DIARY OF MEETINGS May 2026 to May 2027

All meetings on this page are held in the Corn Exchange, Market Place, Blandford Forum unless otherwise stated.

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).

MAY 2026	
Monday 4	Bank Holiday
Monday 11	Annual Meeting of the Town Council at 7pm Followed by a Town Council Meeting
Monday 18	Planning Meeting at 7pm Followed by a Corn Exchange Meeting
Friday 15 or 22	Mayor Making Ceremony (previously held on Thursdays during Corn Exchange closure)
Monday 25	Bank Holiday
JUNE 2026	
Monday 1	Planning Meeting at 7pm
Monday 8	Finance & Staffing Committee Meeting at 7pm
Monday 15	Recreation & Amenities Committee Meeting at 7pm
Monday 22	Town Council Photograph at 6:30pm Town Council Meeting at 7pm Followed by Barnes for a Recreation Trust AGM
Saturday 20 or 27	Armed Forces Day – Expo (possibly best not to hold it on the actual day (27th) due to exhibitor availability)
Monday 29	-
JULY 2026	
Monday 6	Planning Meeting at 7pm
Monday 13	Town & General Purposes Committee Meeting at 7pm
Monday 20	-
Monday 27	Town Council Meeting at 7pm
AUGUST 2026	
No meetings are scheduled for this month, although a Planning meeting may be necessary.	
SEPTEMBER 2026	
Thursday 3	Merchant Navy Day
Monday 7	Planning Meeting at 7pm
Friday 11	Dorset Architectural Heritage Week (DAHW) (Cemetery Chapel)
Saturday 12	Autumn Community Expo
Monday 14	Recreation & Amenities Committee Meeting at 7pm
Monday 21	Finance & Staffing Committee Meeting at 7pm
Monday 28	Town Council Meeting at 7pm
OCTOBER 2026	
Monday 5	Town & General Purposes Committee Meeting
Monday 12	Planning Meeting at 7pm
Monday 19	-
Monday 26	Town Council Meeting at 7pm Followed by a Barnes for a Recreation Trust Meeting

NOVEMBER 2026	
Sunday 1	Remembrance Royal British Legion Cemetery Service
Monday 2	Planning Meeting at 7pm
Friday 6	Remembrance School Event at 10:30am
Sunday 8	Remembrance Sunday Parade 2:30pm
Monday 9	-
Wednesday 11	Armistice Day 11am
Monday 16	Recreation & Amenities Committee Meeting
Monday 23	Town & General Purposes Committee Meeting
Monday 30	Town Council Meeting at 7pm
DECEMBER 2026	
Wednesday 2	Civic Christmas Carol Service at 6pm (robes)
Monday 7	Planning Meeting at 7pm
Monday 14	Finance & Staffing Committee Meeting at 7pm
Monday 21	Town Council Meeting at 7pm Followed by a Barnes for a Recreation Trust Meeting
Monday 28	-
JANUARY 2027	
Monday 4	-
Monday 11	Planning Meeting at 7pm
Monday 18	Recreation & Amenities Committee Meeting at 7pm
Monday 25	Town Council Meeting at 7pm
FEBRUARY 2027	
Monday 1	Planning at 7pm
Monday 8	-
Monday 15	-
Monday 22	Town Council Meeting at 7pm
MARCH 2027	
Monday 1	Planning Meeting at 7pm
Monday 8	Raise the Commonwealth Flag at 10am in Market Place (robes)
Monday 8	Town & General Purposes Committee Meeting at 7pm
Saturday 13	Spring Community Expo
Monday 15	Finance & Staffing Committee Meeting at 7pm
Monday 22	Town Council Meeting at 7pm
Friday 26	Good Friday
Monday 29	Easter Monday
APRIL 2027	
Monday 5	Planning Meeting at 7pm
Monday 12	-
Monday 19	Annual Town Assembly at 6pm
Monday 26	Town Council Meeting at 7pm Followed by a Barnes for a Recreation Trust Meeting
MAY 2027	
Monday 3	Bank Holiday
Monday 10	Annual Meeting of the Town Council at 7pm Followed by a Town Council Meeting
Monday 17	Planning Meeting at 7pm
Friday 21	Mayor Making Ceremony
Monday 24	-
Monday 31	Bank Holiday

If you would like to receive the meeting agendas and minutes by email, please get in touch by telephone: 01258 454500 or email: admin@blandfordforum-tc.gov.uk

PLANNING APPENDIX A – NEW PLANNING APPLICATIONS
Meeting on Monday 15th December 2025

	Application & Date	Application Details	Comments/ Blandford + Neighbourhood Plan 2011-2033
1	P/FUL/2025/06782 Applicant: Mr & Mrs Clark Deadline:12th December 2025 (extension granted to 17th December)	1 The Plocks Blandford Forum DT11 7AA Change of Use Commercial (Class E) to Residential (Class C3)	
2	P/PASO/2025/07076 Applicant: Dr Derek Moss Deadline:18th December 2025	Blandford Leisure Centre Milldown Road Blandford Forum DT11 7DB Installation of Solar Photovoltaics (PV) equipment on the Roofs of Blandford Leisure Centre.	

Applications for Tree Works for Information Only

	Application & Date	Application Details
1	P/TRC/2025/07010 Deadline: 16th December 2025	South Pasture St Leonards Avenue Blandford Forum DT11 7PD Conifer - Remove.