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 **Corn Exchange**, Market Place, Blandford Forum DT11 7GQ on **Monday 12th January 2026 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
5th January 2026

A G E N D A

Prior to consideration of the following Agenda, there will be a democratic quarter of an hour, which may be extended at the discretion of the Committee, during which time members of the public may speak. During the course of the meeting, members of the public and our elected representatives from the Dorset Council may indicate they wish to speak, and, at the discretion of the Chairman, and with the approval of the Members, they may be allowed to do so on points of information only. The Committee may on occasion invite members of the public to comment on specific issues where points of information or their particular knowledge on a subject might prove of benefit to the Committee. Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights. Disabled access is available. All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

1. Public Session
2. Apologies
3. To receive any Declarations of Interest and Requests for Dispensations
4. Minutes of the Meeting held on 13th October 2025
5. Appendix A – New Planning Applications (refer to draft Appendix A attached)
6. Appendix B – Dorset Council Decisions on Planning Applications and Applications Awaiting Decisions (distributed prior to meeting)
7. Site Visits / Dorset Council Planning Meetings
8. To note and confirm the recruitment process for the new Town Clerk
9. Clerk's Report & Correspondence

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.

Twinned with Preetz, Germany

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

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

EMPLOYER RECOGNITION SCHEME BRONZE AWARD Proudly supporting those who serve.

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PLANNING APPENDIX A – NEW PLANNING APPLICATIONS

Planning Meeting on Monday 12th January 2026

	Application & Date	Application Details	Comments/ Blandford + Neighbourhood Plan 2011-2033
1	P/LBC/2025/07431 Ms Nicci Brown Deadline: 12th January 2026	18 Salisbury Street Blandford Forum DT11 7AR Erect street name sign	Blandford + NP Policies: B10 Design Code: CA2 Built Form Code: 5
2	P/CLP/2025/07592 Ms L Davies	2 Boundary View Blandford Forum DT11 7JT Certificate of Lawfulness for adaptation of the rear masonry wall, installation of structural steel, and new windows to the rear elevation. **The above Certificate of Lawful Use Proposed has been received. Notification for information purposes only.**	

Agenda Item No. 8

To confirm the recruitment process for the new Town Clerk

Background

After the council meeting held on Monday 15th December 2025, the Town Clerk informed the Chairman of Council and the Chairman of the Finance & Staffing Committee of her intention to leave the Town Council on 30th April 2026, which will bring her to 22 years' service to the council. She then worked with the two Councillors to produce a recruitment pack and although the F&S Remit states the points below[1], they have agreed to all the staff and Councillors being involved in the recruitment process in some way, which was taken from the Bridport recruitment process in 2025.

Process and Timing

Due to the Town Clerk's current workload, the Local Council Consultancy was asked to provide a quote for the recruitment process as an established organisation experienced in this area. They would then manage the whole process however this totalled 10 days at £390 per day making a total of £3,900 excluding VAT and expenses (mileage and accommodation) and time is limited due to the time of year and need to appoint as soon as possible. Hence the following was put in place:

Recruitment pack approved by Chairman of Council and Chairman of Finance & Staffing Committee, taking examples from other similar sized councils.
24th December 2025 – Position advertised
28th January 2026 – Deadline at noon
28th January 2026 – F&S Committee shortlists from 1pm
29th January 2026 – Town Clerk invites candidates to interview and informs unsuccessful applicants
3rd February 2026 – Agenda distributed regarding the appointment of new Town Clerk
4th and 5th February 2026 – Interviews, with all Councillors and staff being invited to watch the presentations in the Town Hall before the panel conducts the interviews in the Council Chamber
6th February 2026 – Successful candidate informed of job offer
9th February 2026 – Council meeting to confirm appointment of new Town Clerk
w/c 9th February – Incoming and outgoing Town Clerks agree on handover dates
30th April 2026 – Current Town Clerk's last day

Approval

The recruitment pack publicised on 24th December 2025 was checked through by the council's new HR advisors and experienced clerks in the county. It was then shared with the Chairman of Council and Chairman of the Finance & Staffing Committee for approval.

Advertising

The position has been advertised on our social media, notice boards, with the Dorset Council, DAPTC, NALC and the SLCC. The majority of the external organisations publicised the request on Christmas Eve and three applications were therefore received prior to January. Despite the Town Clerk's SLCC membership expiring on 1st January 2026 (and not being renewed) the SLCC has agreed to advertise the position at the members' rate due to the long service. The position has also been advertised internally to all staff.

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[1] The F&S Committee Remit includes the following:

- Assist with appointment of Staff/be involved as required in interview process for Town Clerk, RFO, and Operations Manager.
- Recommend appointments and termination of contracts in respect of Town Clerk, RFO, and Operations Manager to full Council.

Recommendation

It is recommended that Councillors note the actions taken to date and confirm the recruitment process with the Finance & Staffing Committee shortlisting applications with the Town Clerk, and the interview panel of the Chairman and Vice Chairman of Council and the Chairman of the Finance & Staffing Committee (or Senior Councillor if he is not available due to work commitments) and the Town Clerk (overseeing the process), and all Councillors and staff being invited to the presentation part of the interviews on 4th and 5th February 2026.

Linda Scott-Giles
Town Clerk
24th December 2025

Agenda Item No. 9

Clerk's Report

Tree Works on St Leonards Avenue

Cllr Chapman recently expressed concerns over the growing number of tree applications being made by residents on St. Leonards Avenue and asked if some of these trees could be pollarded (cut back) instead of being destroyed altogether. The Committee Clerk emailed the Tree department at Dorset Council with Cllr Chapman's question on 19th December; we are awaiting a response.

Johnny Cash Tribute

The event in the Corn Exchange on Friday 9th January 2026 has sold out, and there is currently a waiting list. It is being booked again for 2027.

Corn Exchange Meetings

The Committee Clerk has received several enquiries regarding weddings and is meeting with suppliers on Monday morning to discuss what services they offer.

Charity of William Williams

The charity held its meeting in the Council Chamber on 6th January after a talk and tour by the Town Clerk who thanked attendees for their support with the Corn Exchange project.