



# BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors  
County Councillor Mr B Cooper  
Members of the Public & Press

District Councillor N Hickish  
District Councillor J Hickish  
District Councillor J E T Tanner

Dear Member

## TOWN COUNCIL PLANNING MEETING

You are summoned to attend a meeting of the Town Council Planning Committee which will be held in the Community Room, Church Lane, Blandford Forum on **Monday 14 June 2010 at 7.00 pm** to consider the following items.

Trevor Savage  
Town Clerk  
7 June 2010

## 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 County and District Councils 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 of the public are advised that recordings of any kind will only be allowed with the express permission of the Council on each occasion. Should a recording be permitted the Council should be given a copy of that recording.

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.

1. Public Session
2. Apologies
3. Declarations of Interest (Councillors are reminded of their obligations to declare orally their interests as per the Parish Councils Model Code of Conduct Order 2007 Number 1159).
4. Minutes of the Meeting held on 10 May 2010
5. Appendix A – New Planning Applications (refer to draft Appendix A attached)

Twinned with Preetz, Germany



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



Twinned with Mortain, France



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6. Appendix B – NDDC Decisions on Planning Applications and Applications Awaiting Decisions (paper to follow)
7. Notification of Intent to Carry out Works to Trees (Report from Tree Officer)
  - 7.1 5a/5b Alexandra Street  
Blue Cedar – 20% crown reduction, crown clean and crown lift to 2.5m
  - 7.2 Methuen, 25 Whitecliff Mill Street  
Bay – Reduce crown by approx 9ft  
Hawthorn – Prune away from house to provide a 2ft clearance
  - 7.3 Kimmeridge, St Leonards Avenue  
Pine – Fell
  - 7.4 4 Copper Beech Court, Salisbury Road  
Leylandii – Fell
8. Site Visits/NDDC Development Control Meetings
9. To approve Section 1 Statement of Accounts of the Annual Return for the year ending 31 March 2010 (paper attached)
10. To approve Section 2 Annual Governance Statement of the Annual Return for the year ending 31 March 2010 (paper attached)
11. Town Clerk's Report & Correspondence

### DATES OF FUTURE MEETINGS

|         |                         |
|---------|-------------------------|
| 21 June | Town & General Purposes |
| 05 July | Town Council            |
| 12 July | Recreation & Amenities  |

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](http://www.blandfordforum-tc.gov.uk).

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**PLANNING APPENDIX A – NEW PLANNING APPLICATIONS**

**Planning Meeting on Monday 14 June 2010**

| Application & Date                             | Listed Building/<br>Conservation<br>Consent | Application Details  | Recommendations |
|--|---|--|-----------------|
| 1<br>2/2010/0440 – 13 May 10<br>Mr Winslow     |   | <b>Southfield, Milldown Road</b><br>Erect single storey link, two storey double garage with first floor incorporating store, wc/shower, small kitchen and open plan area. Create new vehicular access with double gates. Convert existing double garage into additional living accommodation. Form new bay window and insert French doors. Amend glazed windows and doors to the north, west and south elevations. |                 |
| 2<br>2/2010/0449 – 18 May 10<br>Mr & Mrs Reach |   | <b>21 Sandbourne Avenue</b><br>Form 2 Dormer windows to form additional accommodation in roof space.   |                 |
| 3<br>2/2010/0455 – 19 May 10<br>Mrs Gumery     | Yes   | <b>31 Damory Street</b><br>Remove internal wall.   |                 |
| 4<br>2/2010/0460 – 24 May 10<br>Mr Brown       | Yes   | <b>7 Salisbury Street</b><br>Change of use from shop (class A1) to mixed use of shop/café (class A1/A3).   |                 |
| 5<br>2/2010/0472 – 24 May 10<br>Mr Brown       | Yes   | <b>7 Salisbury Street</b><br>Erect 1 non illuminated fascia sign, 1 non illuminated hanging sign and 1 static illuminated 700mm roundal sign.  |                 |
| 6<br>2/2010/0520 – 07 Jun 10                   |   | <b>Site Adjoining Unit 6 Blandford Heights, Shaftesbury Lane</b><br>Extension of time for Planning Permission 2/2008/1083 to form 30 No. temporary staff and customer parking bays and 30 No. car sale bays.   |                 |
| 7<br>2/2010/0538 – 7 Jun 10                    |   | <b>35 Salisbury Street</b><br>Replace front windows and door.  |                 |

PLANNING APPENDIX A – NEW PLANNING APPLICATIONS

Planning Meeting on Monday 14 June 2010

**Planning Applications Previously Considered by the Town Council:**

|  |  |  |  |
|--|--|--|--|
| <p>2/2010/0132 – 17 Feb 10<br/>Mr Winslow</p>        | <p><b>Southfield, Milldown Road</b><br/>Erect two storey double garage with first floor incorporating store, wc/shower, small kitchen and open plan area.<br/>Create new vehicular access with double gates.<br/>Convert existing double garage in additional living accommodation.<br/>Form new bay window and insert French doors. (Amend glazed windows and doors to the north, west and south elevations).</p> | <p><b>Objection</b><br/>On the grounds that the area above the garage is oversized and excessive the proposals are overbearing and would be detrimental to the surrounding area and to the house itself.<br/><br/>The Town Council therefore requests that the application be referred to the Development Control Committee.</p> | <p align="center"><b>Withdrawn</b></p> |
| <p>2/2008/1083 – 27 Nov 08<br/>Seward Wessex Ltd</p> | <p><b>Site Adjoining Unit 6, Blandford Heights, Shaftesbury Lane</b><br/>Form 30 temporary staff and customer parking bay and 30 car sale bays.</p>  | <p><b>No Objection</b><br/>But with a condition that it is for a three year period.</p>  | <p align="center"><b>Approved</b></p>  |

**Section 1 – Accounting statements for**

**BLANDFORD FORUM TOWN COUNCIL**

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

|   | Year ending        |                    | Notes and guidance  |
|---|--------------------|--------------------|---|
|   | 31 March 2009<br>£ | 31 March 2010<br>£ |   |
| 1 Balances brought forward                            | 1,130,202          | 1,252,227          | 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 (+) Annual precept                                  | 493,456            | 519,301            | Total amount of precept receivable or received in the year.   |
| 3 (+) Total other receipts                            | 146,794            | 319,556            | Total receipts or income as recorded in the cashbook less the precept received. Includes support, discretionary and revenue grants.   |
| 4 (-) Staff costs                                     | 315,135            | 320,469            | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses. |
| 5 (-) Loan interest/capital repayments                | 5,366              | —                  | Total expenditure or payments of capital and interest made during the year on borrowings (if any).  |
| 6 (-) Total other costs                               | 197,724            | 213,633            | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).  |
| 7 (=) Balances carried forward                        | 1,252,227          | 1,556,982          | Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)  |
| 8 Total cash and short term investments               | 1,432,595          | 1,688,348          | 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 and long term assets             | 3,932,844          | 4,180,194          | The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.                  |
| 10 Total borrowings                                   | NIL                | NIL                | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).  |
| 11 Trust funds (including charitable) disclosure note | YBS                | YBS                | The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)         |

I certify that the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2010.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by the council and recorded as minute reference

Date

Signed by Chair of the meeting at which these accounting statements were approved.

Date

**Section 2 – Annual governance statement**

**BLANDFORD FORUM TOWN COUNCIL**

We acknowledge as the members of our responsibility for ensuring that there is a sound system of internal control, including 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 2010, that:

|   | YES      | YES   |
|---|----------|---|
|   | answered | answered that the council   |
| 1 We have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.   | YES      | prepared its accounting statements in the way prescribed by law.  |
| 2 We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.   | YES      | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.   |
| 3 We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances. | YES      | has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.  |
| 4 We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.   | YES      | during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.   |
| 5 We have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  | YES      | considered the financial and other risks it faces and has dealt with them properly.   |
| 6 We have maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems and carried out a review of its effectiveness.  | YES      | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the council and reviewed the impact of this work. |
| 7 We have taken appropriate action on all matters raised in reports from internal and external audit.   | YES      | responded to matters brought to its attention by internal and external audit.   |
| 8 We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.                                  | YES      | disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.   |
| 9 Trust funds (including charitable) – in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.                           | YES      | has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.   |

This annual governance statement is approved by the local council and recorded as minute reference

dated

Signed on behalf of

Signed by: Chair  Date

Signed by: Clerk  Date

**\*Note:** Please provide explanations to the external auditor on a separate sheet for each 'No' response that has been given; and describe what action is being taken to address the weaknesses identified.