



BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors
Members of the Public & Press

County & District Councillor B G Cooper
District Councillor J Hickish
District Councillor J E T Tanner

Dear Member

TOWN & GENERAL PURPOSES COMMITTEE

You are summoned to attend a meeting of the Town & General Purposes Committee to be held in the Community Room, Church Lane, Blandford Forum on **Monday 26 September 2011 at 7pm** to consider the following items.

Linda Scott-Giles
Assistant Town Clerk
19 September 2011

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 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 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 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 20 June 2011
5. Election of Vice Chairman
6. Town Clerk's Report & Correspondence
7. General Update by PC S Evans

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



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8. Report on Chamber of Trade meeting
9. Report and Update on Yuletide Festival
10. Review of Town & General Purposes budgets to 22nd August 2011 (papers attached)
 - 10.1 Analytical Review of Revenue Budget
 - 10.2 Review of Earmarked Reserves
 - 10.3 Reserve Accounts
11. Christmas Window Competition 2011
 - 11.1 To consider approval of flyer and expenditure approval for proposed prize money (paper to follow)
 - 11.2 To appoint three judges for the Christmas Window Competition 2011 (including the T&GP Chairman)
12. To consider funding the Mayor's Christmas Card Competition (paper attached)
13. An opportunity for Members to suggest items for possible inclusion in the 2012/2013 budget to enable time for officers to investigate costs that can be brought back to the next Committee meeting in November
14. To consider the possible withdrawal of the free Xmas Parking (paper attached)
15. To consider the NDDC Off Street Parking Places Order consultation paper (paper attached)
16. To consider hosting Gardeners' Question Time (BBC Radio 4) and Question Time (BBC 1) (paper attached)
17. To consider signage for Church Lane (paper attached)
18. To formulate the Town Council's response to the Review of Polling Districts & Polling Stations.

DATES OF FUTURE MEETINGS

3 Oct	Town Council
5 Oct	Finance & Staffing (Wed)
10 Oct	Planning
17 Oct	Recreation & Amenities

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

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TOWN & GENERAL PURPOSES Committee

AGENDA 10.1

Revenue Expenditure against Budget as at 22nd August 2011

M/L code	Annual Budget	2011/12			Budget Variance
		Budget to date	Committed	Actual to Date	
COSTS					
4711 Vandalism - General	207	86	0	20	66
4782 Vandalism (Tabernacle)	518	216	0	0	216
4785 Vandalism (M & H) Toilets	541	225	0	1,331	(1,106)
5020 CCTV Maintenance	1,863	776	0	942	(166)
5050 CCTV Electric	135	56	0	27	29
6200 Planters (Planting & Signs)	4,202	1,751	0	2,779	(1,028)
6630 Toilets (Tabernacle)- Cleaning	0	0	0	727	(727)
6635 Toilets (Tabernacle)-Big/Ground Maint	316	132	0	101	31
6641 Toilets (Tabernacle)-Electric	840	350	0	(42)	392
6642 Toilets (Tabernacle)-Equip Maint	316	132	0	0	132
6643 Toilets (Tabernacle)-Equip Purchased	210	88	0	505	(418)
6644 Toilets (Tabernacle)-Health & Safety	157	65	0	0	65
6645 Toilets (Tabernacle)-Water	736	307	0	0	307
6650 Toilets - (M & H) - Cleaning	8,280	3,450	0	2,359	1,091
6555 Toilets - (M & H) - Building Maint	1,553	647	0	217	430
6660 Toilets- (M & H)Electricity	683	285	0	892	(607)
6661 Toilets - (M & H) Water	828	345	0	393	(48)
Total Costs	21,385	8,910	0	10,251	-1,341
INCOME					
3500 Toilet Income (M & H)	5,279	2,200	0	1,942	258
3550 Tabernacle - Toilets	263	110	0	191	(81)
3700 Parish Councils - Contributions	526	219	0	0	219
3850 Town Maps Advertising	0	0	0	0	0
3900 Planter Sponsorship	440	183	0	0	183
Total Income	6,508	2,712	0	2,133	579
NET COST/INCOME	14,877	6,199	0	8,118	(1,919)

Repeated Damage to Locks

Timing
Did Not Budget- however see line 6650

Refund of Electric

Sharps Boxes £187, Baby Change £149

Budget was set too low

AGENDA 10.2

T & G P EARMARKED RESERVES 2011/12 as at 22nd August 2011

Nominal Code	Budget	Balance b/f	Income	Budget 2011/12	Total Reserves	Spend YTD	Committed YTD	Current Balance
1020	Town Maps and Boards	0		1,500	1,500			1,500
1025	Christmas Lights	1,266		1,130	2,396	589 (5)	(2)	1,807
1030	Tourism	1,178		500	1,678	294 (4)	950 (3)	434
1035	Twinning	1,531		0	1,531	1,200 (6)		331
1040	Town Improvements	1,761		0	1,761		1,183 (1)	578
1042	Seat Replacement	0		1,200	1,200			1,200
1045	Contingency	0		500	500			500
		5,737	0	4,830	10,567	2,083	2,133	6,351

(If Contingency budget is unspent on 31st March 2011 balance will transfer to Town Improvements)

Expenditure

- (4) Town Leaflet 294
- (5) Christmas Lights 589
- (6) Switch to Civic Twinning Budget(48) 1,200

Breakdown of Committed funds 2011/12

- (1) Cost on Installation fingerposts 53
- 11 Grit Bins 1,130

(2)

2083

Switch Budget

- (3) Town Guide 650
- Blandford Yuletide Festival 300

2,083 C/F

0

2,133

Blandford Forum Town Council

AGENDA 10.3

Reserves Accounts as at 22nd August 2011

<u>Standard Asset Replacement Accruals</u>		Responsible Committee	Balances
Nominal Code			£
1300	IT	F & S	24,392.56
1305	Skate park	R & A	100,168.12
1310	General Play Equipment	R & A	44,428.19
1315	Maintenance Equipment Replacement	R & A	6,818.32
1320	Vehicle Replacement	R & A	1,760.00
1325	Tractor Replacement	R & A	20,389.00
1330	Mower Replacement	R & A	20,701.65
1335	Civic Regalia	F & S	1,800.00
1340	CCTV- Replacement Fund	T & GP	26,614.00
			<hr/>
			247,071.84
			<hr/>
<u>Other</u>			
1001	Earmarked Interest	F & S	30,399.44
1010	Capital Interest	F & S	81,922.70
1012	The Diamond Jubilee Celebrations	T/C	5,000.00
1015	Support for Essential Services (Earmarked)	T/C	56,503.00
			<hr/>
			173,825.14
<u>Capital Projects</u>			
1104	Corn Exchange S106 Funds	T/C	108,550.26
1105	Corn Exchange	T/C	507,500.00
1110	Corn Exchange Promotions Group	T/C	7,098.04
1115	Corn Exchange Project Development	T/C	962.58
1120	Corn Exchange & Venues Refurbishment Project	T/C	100,000.00
1125	Garden of Remembrance	R & A	40,000.00
1130	Cemetery Records , Maps & Procedures	R & A	2,000.00
1135	Railway Arches	T & GP	34,071.00
1150	Old Bath House	T & GP	18,030.00
1160	Land North of Bypass (Sports Pitches)	T/C	100,000.00
1165	Venues Refurbishments (WHG/L'mead	T/C	1,437.78
1170	Support for Essential Services (Tough Choices) (Capital Projects Only)	T/C	17,977.68
1175	CCTV - New Equipment	T & GP	1,167.00
1500	General Reserves	T/C	79,807.34
			<hr/>
			1,018,601.68
			<hr/>

To consider funding the Mayor's Christmas Card Competition

Introduction

The committee is asked to consider funding the prizes for the Christmas card competition.

Background

The Christmas card competition was introduced last year 2010 to help support the Blandford Yuletide Festival by giving the town more Christmas activities. The T & GP Committee supported the Mayor's Christmas Card Competition by funding the prize money. The event was a great success with many entries being received. This year the competition will be run in the same way with all the Blandford Schools being invited to take part. There will be a winner in the reception class and each Key Stage with the overall winner being chosen from the winners from these sections.

Some schools have already programmed this festive event into their curriculum.

The winning design will be printed and used as the Mayoral Christmas card for 2011.

Financial Implications

Last year £100 was approved for this event, £40 for the overall winner and £20 for the winner in key stages 1, 2 & 3 missing off reception although prize money was found for this section. Having re-looked at the figures and to ensure that the competition takes place the prize money could be reduced to £25 for the overall winner and £10 for each key stage and reception winner, in total £65.

Recommendation

That the committee supports the Christmas card competition and gives expenditure approval of £25 for the overall winner and £10 for the winners in Reception class and Key Stages 1, 2 & 3 using total funds of £65 from the Christmas Lights Earmarked Reserves budget (Expenditure Authority: Local Government Act 1972 s111)

Cllr E Butler
12th September 2011

I Declare a Personal interest as the Town Mayor 2011

To Consider the possible withdrawal of Christmas Free Parking

NDDC has acknowledged that they are aware of the benefit to retailers during the free parking period in 2009, but points out that the cost to the District Council was £1950.00 across all the towns that year. There was no breakdown of the costs by Town, and this might be a very useful piece of information to have in order to go forward with BFTC's plans.

They are however prepared to investigate the possibility of working in partnership with the Town Councils and the Chambers of Trade in order to provide some free parking this year.

To Consider the North Dorset (Off-Street Parking Places) Order 2011

North Dorset District Council has submitted its draft order regarding off street parking places in North Dorset for consultation to Blandford Forum Town Council. They have requested our approval of the draft order and grant of necessary statutory consent for this Order by Friday 28th October.

All charges from 08.00 to 18.00 hours which include Bank Holidays except Sundays have been increased. The previously free parking at Station Court and Stour Meadows have now had charges attached

The gravelled area of Stour Meadow and The Tabernacle remain free, but restricted to 30 minutes. The Milldown also remains free, with a maximum period of 72 hours.

Station Court and the non-gravelled area of Stour Meadows will be charged at a minimum rate of £1.50 and annual permits will be available for £185. Annual permits at the Marsh and Ham will be available for £240 per annum.

All parking charges are being increased, with the minimum charge being increased from 30p to 35p.

It is unclear whether changes are to be made to the existing meters regarding the charges, or if there will also be the facility to pay via debit/credit card or phone, as is becoming more common throughout the UK.

SCHEDULE to the North Dorset (Off Street) Parking Places Order 2011

Parking Place	Classes of Vehicles	Charges	Charging Days and Hours	Maximum Period of Parking
1	2	3	4	5
Blandford Forum				
Church Lane 23 spaces 2 disabled	Motor car, motor cycle, disabled persons vehicle, invalid carriage and goods vehicle (but not any heavy commercial vehicle.)	35p for 30 minutes 70p for more than 30 mins but not exceeding 1 hour £1.20 for more than 1 hour but not exceeding 2 hours No charge for up to 3 hours for disabled users when displaying blue badge and parked in disabled bay	Every day including Bank Holidays except Sundays 08:00 hrs to 18:00 hrs.	2 hours (no return within 1 hour)
Eagle House Gardens 32 spaces 3 disabled Tickets can be used in Marsh and Ham and Langton Road Short Stay Car Parks	Motor car, motor cycle, disabled persons vehicle invalid carriage and goods vehicle (but not any heavy commercial vehicle.)	35p for 30 minutes 70p for more than 30 mins but not exceeding 1 hour £1.20 for more than 1 hour but not exceeding 2 hours £2.40 for more than 2 hours but not exceeding 4 hours £4.00 for more than 4 hours but not exceeding 10 hours No charge for up to 3 hours for disabled users when displaying blue badge and parked in disabled bay	Every day including Bank Holidays except Sundays 08:00 hrs to 18:00 hrs.	72 hours
	Parking Permits	£240 per twelve months £125 per six months £10 amendment charge		
Langton Road (Short Stay) 30 spaces 2 disabled Tickets can be used in Eagle House Gardens and Marsh and Ham	Motor car, motor cycle, disabled persons vehicle invalid carriage, goods vehicle (but not any heavy commercial vehicle)	35p for 30 minutes 70p for more than 30 minutes but not exceeding 1 hour £1.20 for more than 1 hour but not exceeding 2 hours £2.40 for more than 2 hours but not exceeding 4 hours No charge for up to 3 hours for disabled users when displaying blue badge and parked in disabled bay	Every day including Bank Holidays except Sundays 08:00 hrs to 18:00 hrs.	4 hours (no return within 1 hour)
Langton Road (Long Stay) 94 spaces 4 disabled 5 coach/lorry	Motor car, motor cycle, disabled persons vehicle, invalid carriage, goods vehicle.	£1.50 for up to 10 hours £2.00 for more than 10 hours but not exceeding 24 hours No charge for up to 3 hours for disabled users when displaying blue badge and parked in disabled bay	Every day including Bank Holidays except Sundays 08:00 hrs to 18:00 hrs.	72 hours
	Heavy commercial vehicle, coaches and public service vehicle	£3.00 for up to 2 hours £6.00 for up to 4 hours		
	Parking Permits	£185 for twelve months £95 for six months £10 amendment charge		

Parking Place	Classes of Vehicles	Charges	Charging Days and Hours	Maximum Period of Parking
Blandford Forum (continued)				
Marsh and Ham 188 spaces 12 disabled 7 parent and child (height restriction of 2.1 metres is in place in part of this car park) Tickets can be used in Eagle House Gardens and Langton Road Short Stay Car Parks	Motor car, motor cycle, disabled persons vehicle, invalid carriage	.35p for 30 minutes 70p for more than 30 mins but not exceeding 1 hour £1.20 for more than 1 hour but not exceeding 2 hours £2.40 for more than 2 hours but not exceeding 4 hours. No charge for up to 3 hours for disabled users when displaying blue badge and parked in disabled bay	Every day including Bank Holidays except Sundays 08:00 hrs to 18:00 hrs.	4 hours (no return within 1 hour)
	Coaches and Public Service Vehicles	£3.00 for up to 2 hours £6.00 for up to 4 hours		
	Parking Permits	£240 per twelve months £125 per six months £10 amendment charge		
The Milldown 29 spaces 2 disabled	Motor car, motor cycle, disabled persons vehicle invalid carriage and goods vehicle (but not any heavy commercial vehicle)	No charge	None	72 hours
Station Court 37 spaces 1 disabled	Motor car, motor cycle, disabled persons vehicle invalid carriage and goods vehicle (but not any heavy commercial vehicle)	£1.50 for up to 10 hours £2.00 for 24 hours £4.00 for 48 hours £6.00 for 72 hours No charge for up to 3 hours for disabled users when displaying blue badge and parked in disabled bay	Every day including Bank Holidays except Sundays 08:00 hrs to 18:00 hrs.	72 hours
	Parking Permits	£185 per twelve months £95 per six months £10 amendment charge		
Stour Meadows 92 spaces 2 disabled (height restriction of 2.1 metres is in place)	Motor car, motor cycle, disabled persons vehicle invalid carriage, goods vehicle (but not any heavy commercial vehicle)	£1.50 for up to 10 hours £2.00 for 24 hours £4.00 for 48 hours £6.00 for 72 hours No charge for up to 3 hours for disabled users when displaying blue badge and parked in disabled bay	Every day including Bank Holidays except Sundays 08:00 hrs to 18:00 hrs.	72 hours
	Parking Permits	£185 per twelve months £95 per six months £10 amendment charge		
Stour Meadows Gravelled Area (height restriction of 2.1 metres is in place)	Motor car, motor cycle, disabled persons vehicle invalid carriage, goods vehicle (but not any heavy commercial vehicle)	No charge for up to 30 minutes	Every day including Bank Holidays except Sundays 08:00 hrs to 18:00 hrs.	30 minutes (no return within 30 minutes)

Parking Place	Classes of Vehicles	Charges	Charging Days and Hours	Maximum Period of Parking
1	2	3	4	5
Blandford Forum (continued)				
Tabernacle 7 spaces 1 disabled	Motor car, motor cycle, disabled persons vehicle invalid carriage and goods vehicle (but not any heavy commercial vehicle.)	No Charge	None	30 minutes (no return within 30 minutes)
All Parking Places mentioned	Penalty Charge Notices	Higher Level: £70.00 Lower Level: £50.00		

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GARDENERS' QUESTION TIME BBC RADIO 4

Recorded and broadcast midweek and repeated on Sunday afternoons

QUESTION TIME BBC 1

Recorded and Broadcast live on Thursday evenings & repeated on the
Parliament Channel at 6pm on Sundays

The above programmes are extremely popular and I suggest that by inviting one or both of them to broadcast from Blandford it might be a very inexpensive way to promote the town.

Gardeners' Question Time normally has a panel of four or five gardeners, questions are taken from the audience, and updates are given on all manner of horticultural events and questions. Information is given out during the programme regarding where the upcoming events are being recorded, and local people apply for the tickets accordingly. This should not be an expensive event to put on, other than supplying the venue, and entertaining the panel for light refreshments before or after the event.

Question Time, is likely to be a more complicated event to put on, due to camera crews, as well as a panel made up of David Dimbleby in the Chair, and four or five MP's, journalists or pundits, but likewise not an expensive event which would certainly bring Blandford some good publicity. The audience is invited to submit questions in advance, and the event is publicised in advance on the programme.

As both of these programmes are very popular, the time-line is likely to be at least one year, which would give us plenty of time to plan for it.

Signage for Church Lane

A Blandford resident has written to point out a danger spot for pedestrians wishing to cross Church Lane from Market Place to The Church. There certainly is a blind spot caused by the Nat West building and no walkway on the left hand side.

Pedestrians, wheelchair users and parents with baby buggies do appear to cross without looking left and there does seem to be a case for some form of signage, possibly painted onto the road itself, saying 'look left' on the west side and 'look right' on the east side.