



BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors
Members of the Public & Press

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

Dear Member

TOWN COUNCIL MEETING

You are summoned to attend a meeting of the Town Council which will be held in the Community Room, Church Lane, Blandford Forum on **Monday 19 September 2011 at 7.00 pm** to consider the following items.

PP Linda Scott-Giles
Acting Town Clerk
12 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 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. Report from County Councillor
3. Reports from District Councillors
4. Apologies
5. 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)
6. Minutes of the Town Council Meeting held on 11 July 2011
7. Town Clerk's Report & Correspondence

Twinned with Preetz, Germany



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



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8. Civic Report (paper to follow)
9. Recommendations and Receipt of Minutes
 - 9.1 R & A meeting held on Monday 18 July
To RECEIVE minutes
10. To consider resolutions for the DAPTC AGM (paper attached)
11. To consider supporting superfast Broadband in Dorset (paper attached)
12. To nominate a representative to attend the open meeting in respect of Dorset County Council's Day Care Centres.
13. Notification of Intent to Carry out Works to Trees (Report from Tree Officer)
 - 13.1 6B East Street – 1817/CA/SLW/11
Eucalyptus – Fell
 - 13.2 Keepers Cottage, 15 Damory Court Street
Tulip – Crown reduce by 25% and crown raise to 10ft from ground level
Portuguese Laurel – Fell
 - 13.3 9 Damory Street – 1823/CA/SLW/11
Walnut Tree – Fell
 - 13.4 5 Alfred Street – 1826/CA/SLW/11
Hawthorn x 2 – Reduce branches accordingly to maintain a clearance of approx 2m to the house.
Birch – Decay at Approx 2m high. Fell
Birch – Crown thin by approx 20% removing longer leader to reduce leverage at previous topping points and reduce sail affect.
Goat Willow and shrub – Fell
14. To consider the purchase of replacement flag poles and brackets for the Corn Exchange (paper attached)
15. To consider purchasing a scaffolding tower to access Town Hall roof (paper attached)
16. CEPB Report on completion of Project Stage 1 (paper to follow)
17. 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)
 - 17.1 Clean up Blandford Campaign verbal report
18. Confidential

The public and press may be excluded from the meeting on the grounds that publicity might be prejudicial to the public interest as per the Public Bodies (Admission to Meetings) Act 1960.

18.1 Chairman's report and update

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18.2 Civic items

18.2 Staffing Update

18.3 To consider and vote on a nomination for the Freedom of the Town of Blandford Forum

DATES OF FUTURE MEETINGS

26 Sept 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

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PURCHASE OF REPLACEMENT TOWN HALL FLAGPOLES AND BRACKETS

1. Introduction

Members have been made aware via various reports and updates that the flagpoles on the façade of the Town Hall are in a state of disrepair. As a result we have struggled to display the flags all year.

Since the installation of the replacement Town Hall windows we have tried to get accurate costings to bring to Council for the replacement of the flagpoles. Since the new windows open safely it has provided access to all three flagpole brackets. However the wooden poles used for the flagpoles previously are not strong enough to support the weight of the flags in all winds and weathers. Two have broken and we therefore have only one remaining pole which we can use but this is so weak that a member of staff must monitor the pole to ensure it does not suffer the same fate as the other two.

2. Recommended Solution

The costings exercise has highlighted several issues -

- the wooden poles are not strong enough
- the existing 'poles' are wooden dowels not proper flagpoles
- the diameter of the brackets is too small for modern poles
- the brackets are mounted horizontally on the cills and angled to fly flags away from the façade - they are non-standard brackets and require bespoke replacements

The non-standard set-up for the flagpoles has resulted in a lengthier process to find bespoke manufacturers to replicate the solution to meet conservation requirements. (It has been confirmed that Listed Building Consent is not required provided we are replacing like with like and all components are colour-coded to match the colour of the new windows). We have eventually managed to get two quotations for 3 new powder coated aluminium brackets and poles -

- Company A - total cost of £1,375.00
- Company B - A total cost of £1,175.00

However, members are requested to note that Company B's response rate and interest in the job is far lower than Company A's and that as a result officer recommendation is to procure from Company A despite the slightly higher cost.

3. Recommendation

Council are requested to delegate expenditure authority to the Grounds and Property Manager to purchase the supply and installation of 3 replacement flagpoles and brackets for the Town Hall at a cost of £1,375.00. Funds to be taken from account no. 1060 R & A Reserves for Planned Preventative Maintenance.



PURCHASE OF SCAFFOLDING TO PROVIDE ACCESS TO TOWN HALL ROOF

1. Introduction

The Town Hall roof is extremely difficult to access for maintenance purposes. Access can only be achieved by climbing out of the window in the Town Hall stairwell and erecting a ladder or by sliding across the glass roof of the Corn Exchange lobby and then erecting a ladder to access the far side of the roof.

Neither of these methods comply with current H & S requirements. Maintenance has been kept to a bare minimum because of the difficulties of getting up to the roof level but visits are necessary especially as the boiler that serves the Town Hall is housed in the attic space above the Hall.

To date our G & P team has gamely put up with the difficulties and a minimum two man team has braved it when it has become unavoidable. However, the need to tackle the situation has come to a head as our heating and plumbing contractor has now advised us that they will no longer allow their staff to access the roof due to the dangerous access. We must therefore resolve the problem particularly before the winter months.

2. Recommended Solution

Since the boiler must be serviced and maintained, a solution has been sought in consultation with our CDM advisor on the Corn Exchange regeneration project. The purpose of the solution is to achieve a cost effective and safer access prior to the regeneration works starting when safe access will be part of the inherent design.

The purchase and erection of a scaffold access tower with compliant lengths of ladders and trap doors should ensure that reaching the roof can be done in a much safer way. Hiring the scaffold would not be cost effective due to the indeterminate length of time that it would be required. Purchasing means that we can sell the equipment when it no longer becomes necessary and recoup some of the cost. The G & P Manager has found a local company prepared to sell the scaffold and erect it in the required configuration at a cost of £1450.00.

3. Recommendation

Council are requested to delegate expenditure authority to the Grounds and Property Manager to purchase the supply and construction of scaffolding to allow safe access to the Town Hall roof at a cost of £1450.00. Funds to be taken from account no. 1060 R & A Reserves for Planned Preventative Maintenance.