

**Blandford Town Team
Action Plan & Governance
26th November 2015
Town Council offices, Blandford**

Present: Nic Nicol (Chair), David Rose, David Rake, Esme Butler, Colin Stevens, Nicci Brown, Julie Newall, Kat Clark, Chris Curtis, Mike Burt

In attendance: Hugh de Iongh

Apologies: Jean Longley, Sylvia Hixson Andrews, Traci Hanford

Agenda Item		Action
1. Minutes of Last meeting	Agreed correct	
2. Other initiatives	Hugh de Iongh suggested that there could be a meeting of the three Town Teams in early 2016, to exchange experience and ideas. Hugh de Iongh to follow up	Hugh de Iongh
3. Events calendar	<p>Chris Curtis, from the Cupola project, described his experience of planning and running events, and how to avoid clashing dates, particularly at the planning stage. Tool is a Google calendar, and is now on the Blandford Regeneration page; there is not a great deal on it at the moment as few current events being planned until next year.</p> <p>This Tool calendar provides information on timing, venue, etc, and can be dropped into any website. Chris suggests this be called the DT11 Events Calendar, and he is very happy to help any group to use this.</p> <p>Agreed that it can go on websites, the Town Council website and other websites, but website administrators will need to contact Chris Curtis for the code, etc. Esme Butler & others to follow up with their organisations</p> <p>All to use for relevant events</p> <p>Chris can keep an eye on the calendar and manage it, to the extent that it needs managing</p> <p>Initial purpose is to co-ordinate the planning of events, but in the future could be used to promote events as well.</p>	<p>Esme Butler Julie Wigg All</p>
4. Civic Meeting	<p>District Council main room not available on dates requested, so agreed to hold in the Corn Exchange on 14th April, Nic Nicol to book</p> <p>Any Civic meeting agenda items to Nic Nicol</p>	<p>Nic Nicol</p> <p>All</p>

<p>5. Action Plan & sub-groups</p>	<p>Signage <u>Brown signs on ring road</u> Nic Nicol has contacted Councillors at all levels for support Chris Curtis suggested signs from Kingston Lacy to highlight other places of interest. Nic Nicol to add to list</p> <p><u>Themed Roundabouts</u> No progress on finding potential firms to construct</p> <p><u>Town Centre signage</u> No progress to update</p>	<p>Nic Nicol</p>
	<p>Highways <u>Traffic Survey.</u> Nic Nicol & Julie Wigg met with Phil Channer, DCC Highways about a traffic survey. This can be done with a mix of camera, surveys by people, etc, and the cost of a proper survey to cover traffic flows, pedestrianisation, etc would be circa £50k. This level of funding needs external funding, and this may be best achieved by including as part of one big grant, e.g. Heritage Lottery Townscape grant. Julie Wigg has put together a proposal to apply for a range of projects, including the Traffic survey, and is submitting as an Initial Enquiry to Heritage Lottery Esme Butler asked whether aspects of the Corn Exchange could be included, and Esme & Julie to liaise on this. Esme Butler also suggested that as the pedestrianisation issue has had some negative response, so need to be more sure of the view on pedestrianisation before doing the survey, which reflects the experience from Dorchester. Others felt that it was better to have an understanding of what was technically possible first, as part of discussing more widely.</p> <p><u>Pavements.</u> Colin Stevens advised that the problem is that the Purbeck stone slabs aren't thick enough and delivery firms are parking up on the pavement and cracking the slabs. If a slab is more than 20mm out of level, then DCC need to take action, but less than this they don't. There are no reserve stone slabs left, and any slabs broken are replaced with tarmac. David Rose suggests a dyed tarmac as an interim measure. Colin Stevens to ask DCC Highways about coloured tarmac and costs of Purbeck stones which would be more resilient/thicker.</p>	<p>Esme Butler Julie Wigg</p> <p>Colin Stevens</p>

	<p><u>Road surfacing.</u> Colin Stevens advised that the new road surface is breaking up, so will have to take up and re-lay, much more than just the bonding along the edge. Date not known yet.</p> <p>This is a local government issue, and the Town Council is best placed to tackle this, and the Town Team will provide support if needed.</p> <p>Mike Burt to report to Highways as well, to reinforce the need to sort this.</p>	Mike Burt
	<p>Heritage <u>Conservation Area Appraisal & Management Plan.</u> First step is to bring together all the heritage related work done to date, which is considerable. Kevin Morris is preparing a brief for what the Conservation area appraisal should contain. <u>Enforcement.</u> Kevin Morris met with solicitor to work through the process, etc <u>Heritage Lottery.</u> Initial Enquiry drafted for Townscape funding programme, as above</p>	
	<p>Tourism <u>Tourism App.</u> As this is a specialised piece of work, a brief will be developed by the Northern Dorset LAG in conjunction with local tourism businesses and other interests, and run as a competitive bid, with a call in spring and developed/delivered probably in the autumn. Hugh de Iongh will raise this nearer the time.</p> <p><u>Art on the Trailway.</u> Initial purpose from the last meeting was to make sure local artists were aware of the initiative, but through no-one's fault, this became a call for registration of interest. Julie Wigg to look through responses for Nicci Brown re any artists who do murals</p>	Julie Wigg
	<p>Market Nic Nicol raised a Pop-up van, Boutique in a Bus, which he had seen in Pimperne, & which was very popular. It may operate outside the Crown Hotel, as the operator doesn't think it would fit with the market</p>	
	<p>Vacant shops Hugh de Iongh updated on the Sturminster Newton example, with a poster in vacant shops encouraging start-up businesses e.g. for a pop-up, with a starter pack put together by the Town group, an estate agent, solicitor and insurance broker, and including an example short lease. Should Blandford be looking at pop-up shops, or</p>	

	supporting growing businesses to take on shops? Barrier that rents in Blandford are high. Nic Nicol to ask one of the estate agents if there would potentially be any interest	Nic Nicol
	Retail survey. David Rose updated that 25-30 surveys done, & passed to Susan Sullivan. Some of the bigger businesses have not responded to the survey. Survey to be completed by end December.	
	Letter to Morrisons and M&S Draft letter from Julie Newall, but apparently M&S are talking to the District Council about free 1 hour parking. Agree to send to Morrisons and Icelands first. Nic Nicol to forward draft letter to Kevin Morris first Then Julie Newall to send	Nic Nicol Julie Newall
	Christmas labels. No feedback from producing these last time, so agreed not to do again	
	Litter & cleanliness No further updates	
	Blandford Business Group. Esme Butler updated that this new group comprises 25-30 businesses and shops, and initiatives such as 2 page spread in the BVM to promote the town and town businesses, and welcome to M&S. The group is looking to see if funds held by/for previous Chambers can be passed on, as this group might become the new Chamber of Trade. David Rose suggested that the Town Team/Susan Sullivan brief the Blandford Business Group on the retail survey post the Civic meeting	David Rose
	Marsh & Ham Play area. No update, Nic Nicol to follow up	Nic Nicol
6. Finance	No change. The meeting agreed to pay £80 to Jim Kennedy for the lifetime use of his Blandford Forum Georgian skyline as the logo for the Town Team	Nic Nicol

7. Communications & Publicity	Town Team page is on the DT11 website	
8. Events	<ul style="list-style-type: none"> • Yuletide, 9th December • Teddy20, 28 April-? 2 May • Georgian Fayre, 2nd May • Free Expression Festival, 4th June, • Queen's Birthday / Civic weekend 11-12 June • Festival of Words, Regeneration Group, 13-19 June <p>Georgian Fayre, Colin Stevens wants to get more organisations in the town helping with static displays, re-enactments, etc</p>	
9. AOB	<p><u>Plethora of groups.</u> Julie Newall was concerned about plethora of groups & organisations, that it is not clear for a newcomer who is doing what, and a risk of overlap. The Town Council will look at updating the list on the website, with all organisations to give a strapline stating what they do, to email to Esme Butler</p> <p><u>Shop windows.</u> Free Expression festival and putting art in the windows, would Julie need to ask each individual estate agent; confirmed she would.</p> <p><u>Posters in shops.</u> Chris Curtis, when in Maidenhead, asked all the shops if they take posters or not, if so, a little sticker on the shop so groups know. Chris Curtis will write up a proposal, and Esme Butler will take to the Blandford Business Group</p>	<p style="text-align: center;">All</p> <p style="text-align: center;">Chris Curtis Esme Butler</p>
10. Summary of Actions	<p>Meeting up with other Town Teams, to follow up Google Tool Calendar on websites + add relevant event dates</p> <p>Book Corn Exchange for next Civic event Sign from Kingston Lacy to Blandford as place of interest, note on signage list Heritage Lottery Townscape funding enquiry, Julie Wigg & Esme Butler to liaise</p> <p>Ask DCC Highways about coloured tarmac as interim measure re broken flagstones Ask DCC Highways re cost of thicker flagstones To report town centre road condition to DCC Highways To see if any mural artists in response re Trailway art Pop-up shops, ask local agent if likely to be any interest</p>	<p>Hugh de Iongh Esme Butler, Julie Wigg & all Nic Nicol Nic Nicol Esme Butler & Julie Wigg Colin Stevens Colin Stevens Mike Burt Julie Wigg Nic Nicol</p>

	<p>Car parking letter to Morrisons & Iceland, send draft to Kevin Morris Marsh & Ham play area, to follow up Payment of £80 to artist for logo Town Centre business survey, report to Blandford Business Group post 14th April What does your organisation do, one line summary to Esme Butler for TC website Identifying which shops will accept posters, brief of how this can work Discuss shop poster idea with Blandford Business Group</p>	<p>Nic Nicol Nic Nicol Nic Nicol David Rose All Chris Curtis Esme Butler</p>
11. Date of Next Meeting	Thursday 28 th January 2016, 6:00pm, Community Room, TC offices	