

BROADSTONE TOWN COUNCIL

Minutes of Broadstone Town Council, Community Services Committee Meeting held on 10th July 2026 in the NorthReach Annex, St John's Church. The meeting commenced at 12.30pm

PRESENT:

Cllr **Brooke**, Cllr **Elkins**, Cllr **Maxey**, Cllr **O'Neil**, & Cllr **Tebbs**.

ALSO IN ATTENDANCE:

M **Harrington** (Proper Officer)

ABSENT:

Cllr Sidaway, Cllr Slade & Cllr Walls

PUBLIC SESSION

Three members of public was present to watch the proceedings.

It was noted the meeting is being recorded to aid with minute taking. All Members of Officers introduced themselves.

CO:0726-1. DECLARATIONS OF INTEREST AND DISPENSATIONS RELATING TO ITEMS ON THE AGENDA.

- a. No declaration was made. NB: this does not preclude any later declarations.
- b. No dispensation was requested.

CO:0726-2. APOLOGIES FOR ABSENCE.

Apologise were received from Cllr Sidaway and Cllr Walls for personal reasons, and Cllr Slade for work commitments.

CO:0726-3. PREVIOUS MEETING MINUTES

The minutes from the Community Services Committee meeting held on Tuesday 23rd June 2026 were approved and signed as a correct record the meeting. (LGA 1972, SCHEDULE 12, PARA 41(1))

Proposed Cllr Tebbs

Seconded Cllr Elkins

RESOLVED: The minutes from the full council meeting held on 23rd June 2026 were approved and signed as a correct record the meeting.

CO:0726-4. COMMUNITY PROJECTS

To discuss actions taken / required on Community Projects.

- a. Branding
Cllr Tebbs gave a verbal update, noting that the Council has launched a community initiative inviting residents to submit ideas for the Council's logo and branding. The initiative closes on 31 July 2026.

It was emphasised that submissions do not need to be professionally drawn; residents are welcome to submit a concept or design idea in any format.

Flyers promoting the initiative have been distributed to most shops in Broadstone, handed out at Broadstone Fun Day, made available at the Library, and emailed to a large number of local community groups.

Hard copy submissions can be handed in at Broadstone Library, or entries can be emailed to contact@broadstone-tc.gov.uk.

Following the closing date of 31 July 2026, all submissions and feedback will be reviewed and analysed, with a report and recommendations presented to Full Council.

Sign:

Chairman: Cllr **Sidaway**

Date:

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Community Orchard

Cllr Maxey reported that he is currently exploring the feasibility of establishing a community orchard within Broadstone. He will provide a further update to the Community Services Committee at its August meeting.

ACTION: Proper officer to add Community Orchard update to the August Committee agenda.

c. Community Survey

Cllr Elkins gave a verbal update on the Community Survey. It was noted that 1,000 leaflets had been produced, incorporating the Council's branding, with approximately 300 distributed at Broadstone Fun Day. The survey has also been promoted through social media, The Link magazine, BCP Ward Cllr Sidaway's e-newsletter, posters displayed on noticeboards and in the Library and will be circulated to major community groups and local schools in the following days.

A reasonable number of responses has been received to date, although it is hoped that participation will increase through further reminder posts on social media and follow-up emails.

Proposed: Cllr Elkins

Seconded: Cllr Brooke

RESOLVED / ACTION: Once the survey has closed, the results will be analysed by a dedicated working group. Proper Officer to add Working Group member approval to the August committee agenda.

d. Christmas Lights

Cllr O'Neil gave a verbal update on the Christmas Lights project. It was noted that the intention is not to replace the existing community-led Christmas Lights Parade or the current Christmas light provision, but to enhance the display through the introduction of additional infrastructure, such as illuminated decorations mounted on lampposts.

A feasibility study is currently being undertaken to explore options for the enhanced display. Representatives from Christchurch Town Council have met with Cllr O'Neil and the Proper Officer to discuss the administration and management of a Christmas lights scheme. Cllr O'Neil has also held preliminary discussions with several suppliers regarding potential specifications for the enhanced display.

ACTION: The Proper Officer to include the Christmas Lights Feasibility Study on the agenda for the July Full Council meeting, to enable a decision to be made ahead of BCP Council's 31 July deadline for Christmas lights applications.

e. **Pocket Park**

Cllr Maxey gave a verbal update on Pocket Park. It was noted Cllr Maxey is still awaiting confirmation from BCP Council's Parks Department regarding the financial implications of maintaining Pocket Park. Agreement has, however, been received to install an interpretation board within the park, highlighting features such as the orchids that are beginning to grow and the rare butterflies that have been recorded in the area.

It was noted that the current management approach is for the grassed area to be cut once a year to encourage ecological growth, with this work currently undertaken by BCP Council. Members suggested that the interpretation board should be installed at a height that is accessible for children to read.

ACTIONS:

- Cllr Brooke to provide the Proper Officer with the location of the bench within Pocket Park that is not currently recorded on the Council's Asset Register.
- The Proper Officer to include Pocket Park on the agenda for the August Community Services Committee meeting to consider future enhancements, including the possible installation of a noticeboard.

- The Proper Officer to prepare a risk assessment for the installation of a noticeboard, should Members wish to progress the proposal.
- The Proper Officer to compile a schedule identifying BCP Council's maintenance responsibilities for Pocket Park and other areas within Broadstone, including the work it is obligated to undertake and the maintenance currently carried out in practice.

f. Use our Loo

A report submitted by Cllr Tebbs prior to the meeting was considered by the Committee.

Members noted that where councils have undertaken the refurbishment of entire public toilet blocks, costs typically range from £150,000 to £300,000 per site, depending on the size and condition of the facilities. In comparison, the proposed "Use Our Loo" initiative would cost £2,500 per annum.

It was further noted that the proposed annual payment would provide a goodwill contribution to participating businesses to help offset the increased costs associated with public use, such as soap, hand towels and other consumables. It was recommended Broadstone Library should also be included within the scheme, subject to the condition that any funding provided is used solely for improvements to the library's toilet facilities or for an agreed Broadstone community initiative.

Members discussed the promotion and administration of the scheme, including the production of a map and list of participating premises, the use of a central map (outside M&S), and the potential to join an app such as Take A Leak (TAL). It was also recognised that while many businesses may be happy to appear on promotional material, some national retailers may be unable to display window stickers due to corporate branding requirements.

Proposed: Cllr Tebbs

Seconded: Cllr Maxey

RESOLVED / ACTION: To approve the "Use Our Loo" initiative at a total cost of £2,500 per annum, subject to the Finance and Governance Committee approving the necessary budget provision.

The Proper Officer, in consultation with Cllr Tebbs, to prepare a map and directory of participating premises.

The Proper Officer to draft a Service Level Agreement (SLA) for businesses wishing to participate in the scheme.

Cllr Tebbs or Proper Officer to investigate joining an appropriate app to promote participating facilities.

Promotional branding, including any window stickers, to be developed once the Council's new branding has been adopted.

f.

Other projects:

The Committee received the following project updates:

- Cemetery Noticeboard – Cllr Elkins has written to BCP Council seeking permission to repair the existing noticeboard. Should repair not be feasible, permission has also been requested to replace it. A proposal will be presented to Full Council in due course.
- William Grills Adams Grave – Cllr Elkins has contacted the IEEE Society regarding the potential to provide financial support towards the restoration of William Grills Adams' grave in the cemetery.
- Benches – It was noted that the new benches are scheduled for delivery on 20 July 2026.

- Water Refill Station – It was noted Cllr Sidaway is investigating. As Wessex Water is scheduled to undertake works in Broadstone in 2028, opportunities are being explored to install a water refill station as part of those works.
- Project Register – Cllr Elkins has agreed to compile the comprehensive register of current and proposed projects. The register will include approved projects, projects under consideration, future proposals, and their associated financial implications.
- Benches Finance Report – A report regarding the financial arrangements for the benches will be presented to Full Council on 20 July 2026.

ACTION: The Proper Officer to include a Benches update on the agenda for the July Full Council meeting.

- Underpass – Cllr Sidaway is investigating the recent painting of the underpass in his capacity as a BCP Ward Councillor and will report back to the Committee with an update.

CO:0726-5. CORRESPONDENCE

The following items of correspondence were discussed:

- a. The Committee considered correspondence received regarding a recent collision involving a vehicle and a cyclist at the crossroads outside St John's Church.

It was noted that Mrs Tebbs is liaising with BCP Council in her capacity as a parent of a local school, rather than as a Town Councillor. Members further noted concerns that there have been five reported accidents at this junction in recent months.

Proposed: Cllr Tebbs

Seconded: Cllr Elkins

RESOLVED / ACTION: The Proper Officer in consultation with Cllr Brooke to draft and send a letter to BCP Council and the local Member of Parliament expressing the significant community concern regarding the safety of the junction outside St John's Church, together with the nearby Golf Links Road junction, and requesting that improvements to both junctions be considered.

- b. Cllr Elkins raised the Safe Zones initiative, noting that a similar scheme has recently been launched in Wimborne Minster. Members were advised that Safe Zones provide clearly identified locations where anyone who feels unwell, anxious, vulnerable or in need of assistance can seek support.

RESOLVED: Cllr Elkins investigate the Safe Zones initiative further and report back to the Committee in August. Proper Officer to draft the Safe Zone scheme into the Use Our Loo Scheme SLA.

CO:0726-6. NEXT MEETING.

- a. It was noted a copy of an Action Log will be added to each future agenda
- b. Next meeting: 25th August 2026, 12.30pm, St John's Church NorthReach Annex.

The meeting ended at 13.49