

BROADSTONE TOWN COUNCIL

Minutes of Broadstone Town Council, Planning, Highways & Licensing Committee Meeting held on 10th July 2026 in the NorthReach Annex, St John's Church. The meeting commenced at 14:30

PRESENT:

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

ALSO IN ATTENDANCE:

M **Harrington** (Proper Officer)

ABSENT:

Cllr Sidaway & Cllr Walls

PUBLIC SESSION

Three members of public were present to watch the proceedings.

It was noted the meeting is being recorded to aid with minute taking.

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

- a. Cllr O'Neil declared a non-pecuniary interest in item 0726-5 a3. No further declaration was made. NB: this does not preclude any later declarations
- b. No dispensation was requested.

P:0726-2. APOLOGIES FOR ABSENCE.

Apologies were received from Cllr Sidaway and Cllr Walls for personal reasons. It was noted the quorum for the committee is three.

P:0726-3. PREVIOUS MINUTES

Proposed Cllr Tebbs

Seconded Cllr O'Neil

RESOLVED: The minutes from the Planning, Highways & Licensing Committee meeting held on 23rd June 2026 were approved and signed as a correct record the meeting. (LGA 1972, SCHEDULE 12, PARA 41(1). Proper Officer to place a copy of the minutes in the library.

P:0726-4. TRAINING

A discussion was held regarding future training opportunities for Members.

RESOLVED / ACTION: Members are encouraged to make use of external training opportunities, including courses provided by the Dorset Association of Parish and Town Councils (DAPTC), particularly those relating to neighbourhood planning and design codes. Councillors should review the DAPTC training programme and advise the Proper Officer which sessions they wish to attend. Bookings will then be made by the Proper Officer, with the cost met by Broadstone Town Council. Members were reminded that if they book directly with DAPTC, the invoice will be issued by DAPTC to them personally.

The Proper Officer will contact BCP Council to arrange planning training for Broadstone Town Council. The proposed training will cover the BCP Local Plan and the fundamentals of the planning system, with in-person delivery preferred where possible.

Where the agenda permits, Cllr Brooke will use a current or previous planning application as a training exercise, talking Members through the application, the relevant planning considerations and the decision-making process to help develop their understanding of planning matters.

Cllr Brooke will lead review sessions for Members using previous planning applications, particularly those that were controversial, examining the Case Officer's report, the reasons for approval or refusal, and, where applicable, the subsequent appeal process.

Periodic site visits will be undertaken to enable Members to assess planning applications in context, considering the impact on the application site, neighbouring properties and the wider street scene.

Site visits will also be arranged to review examples of both good and poor design within Broadstone, led by Cllr Brooke, to help Members develop a consistent understanding of high-quality design.

P:0726-5. PLANNING APPLICATIONS RECEIVED

- a. A list of planning applications was submitted before the meeting and discussed. Noting any application received after the agenda publication date was also included.
1. Application: P/26/02923/HOU
Location: 10 Lower Golf Links Road Poole BH18 8BH
Proposal: Provide raised pitched roof to existing garage and convert roof-space to Hobby Room and Study -resubmission of previously approved scheme
Comment: No comment
 2. Application: P/26/02876/HOU
Location: 20 Meadow Rise Poole Broadstone BH18 9ED
Proposal: Single Storey Side & Front Extension with Loft Conversion within a New Roof
Comment: No comment
 3. Application: P/26/03139/HOU
Location: 37 Corfe Way Poole BH18 9ND
Proposal: Single storey rear and side extension. Fenestration alterations and new open porch.
To note planning application updates
Comment: No comment.

P:0726-6. LICENSING APPLICATIONS RECEIVED

It was noted the following licensing application from BCP was received after the agenda publication date:

1. Ref No: 238421
Premises: Italian Bakehouse, 3 Station Approach, Broadstone, Poole, BH18 8AX
Type Application: Minor Variation
Description: Amend opening hours to commence at 07:00 each day (currently 09:00) with no change to permitted hours remaining at 09:00
Last Date for reps: 15th July 2026
Licensing Officer: SR
Comment: Broadstone Town Council supports this licensing application on the basis that it will assist a local business to grow and thrive. Supporting local businesses and encouraging people to shop locally helps to sustain Broadstone's high street as a vibrant and thriving centre for the community.

P:0726-7. HIGHWAYS NOTICE

It was noted no Highways Notices have been received.

P:0726-8. BCP COUNCIL LOCAL PLAN.

A discussion was held regarding the emerging BCP Council Local Plan and its implications for Broadstone.

RESOLVED / ACTION: Members noted that the Government's revised housing targets indicate a requirement for between 25,000 and 50,000 new homes across the BCP area.

Members noted that the previous BCP Local Plan identified capacity for approximately 150 additional dwellings within Broadstone, including homes already under construction. It was recognised that this figure could increase under the emerging revised BCP Local Plan due to the rise in the National targets.

As the Broadstone Neighbourhood Plan is due for review, Members acknowledged the importance of ensuring that the revised Neighbourhood Plan complements, rather than duplicates or conflicts with, the BCP Local Plan, as the Local Plan will take precedence where policies are inconsistent.

Members discussed the requirement for a five-year housing land supply and noted that Broadstone has historically accommodated housing growth through windfall development, including subdivision of larger residential plots and redevelopment of existing properties.

Members noted that Cllr Sidaway has identified a number of potential development sites, which he intends to submit to BCP Council in his capacity as a Ward Councillor. Committee Members are invited to suggest additional potential sites by email to Cllr Brooke and the Proper Officer for committee approval before submission to BCP Council.

The Committee agreed to seek delegated authority from Full Council to respond to BCP Council Local Plan consultation questions on behalf of the Council. Cllr Brooke will prepare a draft response to the BCP Local Plan Scoping Consultation for consideration by the Committee via email before submission to BCP.

P:0726-9. BROADSTONE NEIGHBOURHOOD PLAN REVISION.

A discussion was held regarding the revising the Broadstone Neighbourhood Plan.

RESOLVED / ACTION: Cllr Brooke will upload the previous draft Neighbourhood Plan Review document to the Shared Drive for Members to review. This document will form the basis of the new revision.

Members discussed revising the existing character zones within the Neighbourhood Plan. The current Plan identifies two zones: an Inner Zone, covering the area within a five-minute walk of Broadstone's central shopping area, and a second zone covering the remainder of the parish. It was discussed that the current zones be divided into three areas to provide greater protection from higher-density development in locations such as Lower Blandford Road, Upton Way and other established residential streets, while retaining a zone around the Broadway.

The Committee agreed that the review should consider incorporating nationally described internal space standards and encourage BCP Council to adopt similar standards.

Cllr Brooke will circulate potential dates for a working group meeting to discuss the Local Plan and Neighbourhood Plan review in more detail.

The first stage of the review will be for Committee Members to examine the draft Plan and consider whether its overall direction, priorities and strategic objectives remain appropriate.

Members agreed that the existing designated Local Green Spaces should continue to be protected and included within the revised Plan.

The revised Plan should identify and protect green corridors, including garden corridors, where appropriate.

The Committee noted that some funding for the Neighbourhood Plan review has been earmarked within the former Broadstone Neighbourhood Forum reserve, currently held by BCP Council.

P:0726-10. COMMUNITY INFRASTRUCTURE LEVY (CIL) UPDATE

It was noted Cllr Sidaway in his BCP Ward Councillor capacity is investigating what CIL money raised before 1st April Broadstone Town Council will receive.

P:0726-11. CORRESPONDENCE

No further correspondence was noted.

P:0726-12. NEXT MEETING.

- a. Items for the next meeting agenda
- b. Next meeting: 25th August 2026, 14.30 St John's Church NorthReach Annex.

The meeting ended at 15.24