

Proper Officer's Report

September Full Council Meeting – 7th September 2026

1. General Update

Broadstone Town Council (BTC) continues to make good progress as we establish the new Town Council and develop the systems, processes and projects needed to support the community.

Over the past month, work has continued across a number of areas, including the recruitment of a Groundsman/Caretaker, the ongoing development of the Council's website, allotment administration and maintenance, the community consultation regarding the Dunyeats Road/Tudor Road junction, and the development of a number of community initiatives.

As BTC continues to become established, I will continue to support Members with the administration and governance requirements of the Council, whilst progressing the actions agreed by Members and developing new opportunities for the benefit of residents.

2. General Administration

Alongside the specific projects detailed within this report, routine officer duties continue to be undertaken, including responding to resident enquiries, supporting Members, administering the Council's website and social media channels, preparing agendas and reports, progressing committee decisions, liaising with partner organisations and managing the Council's day-to-day administration.

3. Website

The migration of the Town Council website from the system previously used by BCP Council to a standard WordPress platform has now been completed.

Access has been provided, and small adjustments continue to be made to so that it better reflects Broadstone Town Council's own identity and provides residents with an accessible source of information about Council meetings, decisions, projects and community initiatives.

4. Groundsman / Caretaker Recruitment

Following Full Council's approval to recruit a self-employed Groundsman/Caretaker, the position was advertised on 28th July 2026. Following the closing of applications, the recruitment process was undertaken, and the decision came down to three suitable candidates.

The successful contractor has now been identified, and the unsuccessful candidate has been informed. The appointment will provide the Council with dedicated support for grounds maintenance and caretaking duties, including the routine upkeep of Council assets and facilities.

The contractor's performance will be reviewed at six and twelve months, as previously agreed.

The contractor's name is Tim Lee.

5. Allotments

The monthly allotment inspections continue, with the inspections providing an opportunity to monitor the condition of individual plots, discuss maintenance matters directly with tenants and identify wider issues affecting the site.

The new BTC Allotment Tenancy Agreements continue to be issued to tenants. Where possible, agreements have been hand-delivered during allotment inspections, reducing postage costs for the Council whilst also providing an opportunity to speak directly with tenants.

Following feedback from tenants, two wider site issues continue to be under consideration: the number and location of communal water troughs, and uneven access routes between some plots resulting from changes to plot levels over a number of years. These matters will be investigated further.

A tree inspection has also been undertaken by a local tree surgeon. A number of trees and branches requiring attention were identified, including dead trees and low-hanging branches which have either caused, or have the potential to cause, damage to sheds and greenhouses. Quotations for the works have been received, and Rempstone Tree Management have been approved to carry out the works. An application will now be submitted to BCP where necessary. The aim is for the works to be carried out in November subject to planning permission.

The works also includes vegetation within the allotment car park to the fence line to be cut back. This should help reclaim parking spaces currently lost to overgrowth and address the issue of vegetation and trees overhanging the parking area.

6. Community Centre – Potential Asset Transfer

Following Council's decision to explore the potential transfer of the Community Centre, I have made initial contact with BCP Council's Estates team. I have been advised that the building is currently occupied by tenants under a lease covering the entire building, with responsibility for the upkeep of the building set out within that lease.

Initial discussions have highlighted a number of matters which would need to be considered before any formal Community Asset Transfer application could be progressed. These include the current tenancy arrangements, the condition of the building, the potential requirement for a building survey and valuation, and the financial implications of taking on responsibility for repairs and maintenance.

BCP Council has indicated that any transfer may be considered on a leasehold rather than freehold basis. Further discussions will therefore take place to establish whether a Community Asset Transfer would be appropriate and whether the Town Council could meet the relevant requirements. This remains an exploratory exercise and does not commit the Council to pursuing a transfer.

7. Dunyeats Road / Tudor Road Junction

The Town Council recently facilitated two public drop-in sessions regarding concerns raised by residents about the layout and safety of the Dunyeats Road / Tudor Road junction.

The information gathered from the sessions have been collated and presented to the BCP Ward Councillors. Members should note that BCP Council remains the Highways Authority and any changes to the highway would ultimately require its consideration and approval.

8. Residents' Survey

The Residents' Survey has now been completed, and the responses analysed. The feedback will provide the Town Council with a valuable understanding of residents' priorities, concerns and aspirations and will help inform future projects and decision-making.

9. Councillor Training

All Members have access to the Dorset Association of Parish and Town Councils (DAPTC) online training portal and are encouraged to make use of the wide range of training opportunities available, particularly where courses relate to their individual committee responsibilities.

DAPTC have also agreed to provide two in-person training sessions, each lasting two hours, covering key areas such as the Code of Conduct, the role and responsibilities of a Councillor and other relevant aspects of being a Town Councillor. Time will also be allocated during each session for a question-and-answer session, providing Members with the opportunity to raise any questions they may have in relation to their role and responsibilities as Councillors. Remember 'There is no such thing as a silly question'.

Contact has been made with BCP Council regarding a planning training session covering the planning system and the emerging BCP Local Plan.

10. Policies and Governance

A number of Council policies and governance documents continue to be developed and brought forward for Members' consideration and approval. Most recently, the Council approved its Safeguarding Policy, further strengthening the Council's governance arrangements and ensuring appropriate safeguarding measures are in place.

11. Previously Owned Assets – Former Charter Trustee of Poole

Following discussion, a formal request has been sent to Poole Town Council regarding items that were previously purchased / owned by the Charter Trustee of Poole, for example to Mayor's car number plate, Mayor Chain and regalia. The assets as part of the Community Governance Review were handed to Poole Town Council by BCP Council. BTC have requested that if the assets are ever going to be disposed of or sold that BTC is informed before action is taken.

12. Community Engagement and Communications

The Council continues to use its website and social media channels to keep residents informed about Council activity, consultations, meetings and community projects. As the new website develops and the Council's branding is finalised, these channels will provide an increasingly important means of communicating directly with residents.