

BROADSTONE TOWN COUNCIL

Minutes of Broadstone Town Council, Community Services Committee Meeting held on 25th August 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 **Sidaway**, & Cllr **Walls**

ALSO IN ATTENDANCE:

M **Harrington** (Proper Officer)

ABSENT:

Cllr **Slade** & Cllr **Tebbs**

PUBLIC SESSION

No members of public were present.

0826-1. 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.

0826-2. APOLOGIES FOR ABSENCE.

Apologies were received from Cllr Slade and Cllr Tebbs for personal reasons.

0826-3. PREVIOUS MEETING MINUTES

The minutes from the Community Services Committee meeting held on Monday 10th July 2026 were approved and signed as a correct record the meeting. (LGA 1972, SCHEDULE 12, PARA 41(1))

Proposed Cllr Sidaway

Seconded Cllr O'Neil

RESOLVED: The minutes from the full council meeting held on 10th July 2026 were approved and signed as a correct record the meeting.

CS:0826-1. COMMUNITY PROJECTS

To discuss actions taken / required on Community Projects ¹.

- a. Community Survey
It was noted we received +450 survey results. An analysis report is being compiled and will be released at the Full Council Meeting, in September. It was noted the report has been circulated to all Councillors for their input. Thanks were given to Cllr Elkins for leading this project.
ACTION: All Councillor to ensure they read and give feedback to Cllr Elkins on two sections 1. Overall interpretation. 2. Implications on future decision making, in time for the report to be published for the next full council meeting agenda.
- b. Christmas Lights
Cllr O'Neil gave an update on how Broadstone Town Council may enhance the current Christmas Lights. It was noted six contractors have been contacted by the Proper Officer with two responding to date. A full report will be brought back to the October meeting.
ACTION: PO to investigate other potential companies who may be able to hang the Christmas Lights, for example roofing companies or high-rise window cleaners.
- c. Defibrillator
Cllr Sidaway provided a verbal update, noting that there are currently nine defibrillators within the area. Cllr Sidaway will contact each defibrillator owner to establish the arrangements for public access and availability, together with the maintenance arrangements in place.
- d. Royal British Legion Remembrance Parade.
It was noted a Temporary Traffic Regulation Order & Events Licence application has been submitted and approved by BCP Council.
ACTION: PO to add Remembrance Flags to the next Community Services meeting agenda.

Sign:
Chairman: Cllr Sidaway

Date: 22nd September 2026
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- e. Plan and strategy for the future management of benches
Cllr Brooke provided a verbal update regarding the maintenance and management of benches, including memorial benches.
RESOLVED / ACTION: It was agreed Cllr Brooke would compile a plan for benches around the Parish, first identifying which benches are owned by Broadstone Town Council and those by BCP Council, then reviewing those that require refurbishment and those that need replacing. Proper Officer to draft a Memorial Bench policy and present to the Finance and Governance Committee for consideration.
- f. Community Orchard
Cllr Maxey gave a recommendation to establish a Community Orchard, on BCP land, i.e. Pocket Park, Springdale Park.
RESOLVED / ACTION: PO to contact BCP Council to enquiry about BTC planting a Community Orchard in either Pocket Park or Springdale Park. Cllr Maxey to continue to investigate grant opportunities.
- g. Pocket Park future enhancements
ACTION: PO to contact BCP Council to chase a response regarding an email sent by Cllr Brooke. Cllr Brooke to forward the original email to the PO.
- h. Safe Zones (Inc SLA Agreement)
A draft of a Safe Zones Service Level Agreement was submitted before the meeting,
Proposed Cllr Sidaway
Seconded Cllr Elkins
RESOLVED: To Adopted the SLA as submitted.
- i. Newsletter.
A verbal update was given, noting the IT provider is looking into newsletter plug-ins for the website.
RESOLVED / ACTION: The Proper Officer will prepare and publish a quarterly Town Council newsletter and update the Communications Policy accordingly. The newsletter will include updates on completed works and forthcoming projects, together with a section from the Chairman, similar in style to an 'Editor's Note'.
A draft newsletter will be circulated to the Chairman and Vice-Chairman for review and correction of any grammatical errors prior to publication. The final newsletter will be emailed to those on the Council's distribution list, with printed copies also made available at the library.
The Proper Officer will contact the Link Magazine to request that the newsletter article is published for two consecutive months, ensuring residents across Broadstone have an opportunity to access the information.

CS:0826-2. CORRESPONDENCE

- a. Consideration of correspondence received by the Proper Officer before the publication of the agenda.
 1. Draft Heritage Strategy for Bournemouth, Christchurch and Poole was noted.
- b. Correspondence received after the agenda publication, or otherwise raised at the meeting, reported for information only. No decisions will be made on such items ². No item was raised.

CS:0826-3. PROPER OFFICER REPORT

A copy of the Events and Civic Commemorations was presented before the meeting, this was discussed:

RESOLVED/ ACTION: Three tiers to be created:

Tier One: Social Media post only.

Tier Two: Social Media and flags

Tier Three: Town Council to organise an event.

PO to email Councillors the list of events. Each Councillor to indicate which tier they would like each event to fall under.

PO to compile all feedback and present results to the Community Services Committee for review.

CS:0826-4. NEXT MEETING.

- a. Items for the next meeting agenda
- b. 22nd September 2026, at 12:30pm in the St Johns Church NorthReach Annex

The meeting ended at 14.55.