

FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

Web: www.filtontowncouncil.gov.uk E-mail: lesley.reuben@filtontowncouncil.gov.uk

Tel: 01454 80 3918

21st September 2022

Dear Members

You are hereby summoned to a meeting of the **FULL COUNCIL** will be held on **Tuesday 27th September 2022**.
To be held **at 7pm** in the Filton Sports & Leisure Centre, Elm Park, BS34 7PS

Yours sincerely,

L.A.Reuben,
Town Clerk & RFO.

Please note that it is advised that public submissions are sent to the Council Office 48 hours prior to meeting. office@filtontowncouncil.gov.uk

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Submissions from the Public (max. 15mins).
4. To approve the minutes of the meeting held 26th July 2022 (*pages 1-2*)
5. Matters of report arising from the minutes not otherwise included on the agenda.
6. Filton Beat Team Update (*page 3*)
7. South Gloucestershire Reports:
Cllr A Monk – (*no submission*)
Cllr C Wood – (*no submission*)
8. Submission from members
9. Reports from Committees, Working Groups, and the Town Clerk:
 - i) Planning Committee – Minutes of meeting held 16th August 2022 (*pages 4-5*)
 - ii) Leisure Centre Contract update (*page 6*)
 - iii) Millennium Green Gates (*page 7*)
 - iv) Drawdown of PWLB funds
 - v) RPT Consulting Services (*pages 8-10*)
 - vi) Filton Festival 2023 (*pages 11-21*)
 - vii) Neighbourhood plan
 - viii) Meeting venue (*page 22*)
 - ix) Streetcare funding (*page 23*)
 - x) Council Vacancies (suggest presentations to October meeting)
 - xi) Update on Motion carried (suggest moving to next meeting) (*pages 24-26*)
10. Consultation Spreadsheet (*pages 27-29*)
11. Payments for Information (*page 30*)

CLOSED SESSION

12. Staffing Committee – Confidential update.

PRESENT: Cllrs: D Collins (Chair), B Mead (Vice Chair), T Mewies, A Robinson, C Wood, A Kenyon, Alan Bird, Dan Boardman, A Doyle

ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Town Council Support Officer) Louise Constance (HR S Glos Council), C Duckett (Twinnings Ass), D Pope (Millennium Green)

APOLOGIES: Cllrs: A. Monk

NON-ATTENDANCE: Cllrs: M Chaudhry

PART 1 CLOSED SESSION NO PRESS OR PUBLIC

0298. APOLOGIES FOR ABSENCE: Apologies noted

0299. DECLARATIONS OF INTEREST: None declared

0300. STAFF CONSULTATION BRIEFING: South Glos Senior HR advisor gave an update and presented options to Council regarding remaining staff issues that need addressing since the transfer of management to Active Nation

Motion Proposed : Cllr A Doyle proposed and Cllr T Mewies Seconded: -

- i) FTC need a breakdown of all job descriptions, current workload, and expected future workload.
- ii) Any further information that Councillors require regarding this must be requested to FTC office by 31st August 2022
- iii) Finances and pensionable cost of must be readily available.
- iv) Ensure that TUPE criteria was met with existing staff.
- v) Draft of the above to be available at staffing 6th September 2022.

Voted **FOR NEM.COM**

PART 2 PUBLIC SESSION

1 Minute silence to mark the passing away of Councillor Keith Briffett

0301. PRESENTATION FILTON TWINNING ASSOCIATION- C DUCKETT

Carol Duckett gave a overview of the history of the association and how it is run. Information regarding how they use funds for trips to St Vallier and Witzenhausen and then how they host families visiting Filton. They are need of extra funds and extra members to ensure such a valuable group is able to continue. Council will take grant application back to Finance in September and vote on the amount to grant.

0302. PRESENTATION FROM FRIENDS OF MILLENNIUM GREEN

The friends group leader presented an update on The Millennium Green Group. He gave information regarding aspects of the field then need looking at such as bins etc. The request for new gates was discussed but FTC office are still awaiting installation pricing for full comparison.

Motion Proposed by Cllr Doyle and seconded by Cllr C Wood

Figures to be brought to Finance meeting September 2022

Voted 7 FOR 2 AGAINST Motion Carried

Motion Proposed by Cllr A Robinson and seconded by T Mewies

Figures that are available to be shared at that time.

Voted 2 FOR 6 AGAINST 1 ABSTAIN Motion not carried

Action FTC Office

0303. SUBMISSIONS FROM PUBLIC: No Submissions

0304. TO APPROVE MINUTES OF THE MEETING HELD 28th JUNE 2022: The minutes were approved an accurate record. Nem.com

0305. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA: None reported

0306. FILTON BEAT TEAM UPDATE: Report was noted. It was requested that FTC Office request crime statistics to be included in the Beat Report.

Action FTC Office

0307. SOUTH GLOUCESTERSHIRE REPORTS:

CLLR A MONK – (no submission)

CLLR C WOOD – (no submission)

0308. SUBMISSIONS FROM MEMBERS: Notices of motion

i) **Motion 1** Cllr Brian Mead seconded by Cllr Tom Mewies “that this council reviews it’s newsletter arrangements.

ii) **Motion 2** Cllr Brian Mead Seconded by Cllr Tom Mewies “That this council explores alternative venues for council meetings during the Leisure Centre construction work.

One vote took place voting **FOR NEM.COM**. Motion Carried.

Action FTC Office

0309. REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

i) Finance Committee Minutes 19th July 2022 – Noted

ii) Planning Schedule 19th July 2022 – Noted.

iii). Leisure Centre Contract update. Town Clerk updated that the first management fee payment had been made to Active Nation and shortly payments to Speller Metcalf would also be made in the next few days.

0310. CONSULTATION SPREADSHEETS- Consultations discussed and Councillors to become familiar with ongoing consultations.

There being no further business the meeting closed at 8.56pm.

Police Report September 2022

During the month of September there has only been 1 recorded burglary in the Filton area, compared to six reported in September 2021. Over the last three months the burglaries have gone down each month with 14 reported over that period.

At the start of the summer there was a spate of vehicle crimes in the Filton area with 29 offences recorded over the last three months. Again, these offences have decreased each month, with 2 offences reported in September. This is similar to the number of offences recorded this time last year.

As previously mentioned, a suspect was arrested and charged with an offence. There has also been a series of arrests for vehicle crime incidents on neighbouring beats with three persons currently under investigation for these offences.

Offences of criminal damage in the area have also decreased over the last three months. Over that period there had been 21 recorded offences with 4 in the month of September. This is lower than what was reported in September 2021, when there were 9 offences recorded.

These figures are only a basic snapshot of the area. Due to the geographical nature of the policing area, some of these offences may have been recorded on the bordering Little Stoke area. This is due to a small portion of Little Stoke being recorded as beat code CN213.

Anti-social behaviour issues appear to be low. There have not been as many reports of issues in Elm Park and Millennium Green. PCSO'S and PC'S have continued to patrol, and the presence of officers has normally led to groups dispersing before officers are able to engage with them.

There has also been a decline in anti-social behaviour around Abbeywood with a reduction in calls to incidents at the location. It is noted that there have been complaints regarding cars racing and car cruises. This issue tends to be with groups meeting at the retail development in Stoke Gifford and then driving along the link road towards Cribbs causeway. The issue is a bigger problem around Cribbs Causeway, due to the volume of vehicles able to meet at this location. I am aware that the Patchway team are exploring options to disrupt this, and we will be working with them to prevent further disruption and deal with an offences that we encounter.

PC Gareth Pretlove

SCHEDULE OF PLANNING APPLICATIONS 16/08/2022

FILTON REF	SOUTH GLOS. REF	APPLICATION	EXPIRY DATE	COMMENTS
F.3916	P22/03947/HH	4 Park Road Filton South Gloucestershire BS7 0RH Erection of a single storey rear extension to form additional living accommodation.	Fri 12 Aug 2022	EXPIRED
F.3917	P22/04215/HH	4 Lomond Road Filton South Gloucestershire BS7 0SD Erection of single storey wrap around extension to create additional living accommodation and improved garage	Wed 17 Aug 2022	Acknowledge the application, no comment to add.
F.3918	P22/04169/HH	18 Clyde Grove Filton South Gloucestershire BS34 7RL Installation of hip to gable roof extension and 1 no. rear dormer to facilitate loft conversion and rear balcony.	Thu 18 Aug 2022	OBJECTION Lack of privacy for neighbours at No 16
F.3919	P22/04239/HH	22 Kenmore Crescent Filton South Gloucestershire BS7 0TN Raising of roofline and installation of 1 no. rear dormer to facilitate loft conversion (resubmission of P22/01801/HH).	Fri 19 Aug 2022	OBJECTION Overdevelopment Addition of dormer
F.3920	P22/03537/HH	726 Southmead Road Filton South Gloucestershire BS34 7QT Raising of roofline and installation of 1 no. side and rear dormer to facilitate loft conversion.	Tue 23 Aug 2022	OBJECTION Roof line
F.3921	P22/04356/HH	50 Northville Road Filton South Gloucestershire BS7 0RG Demolition of existing garage. Erection of single storey side and rear extension to form additional living accommodation. Enlargement of existing front porch.	Wed 24 Aug 2022	OBJECTION Porch outside of building lines Size of flat roof of rear extension Suggestion of similar rear extension to neighbouring No 46

SCHEDULE OF PLANNING APPLICATIONS 16/08/2022

<p>F.3922</p>	<p>P22/03089/F</p>	<p>26 Bridgeman Grove Erection of rear ground floor and two storey side extensions, hip-to-gable roof extension and rear dormer to facilitate change of use from 3 bedroom dwelling (Class C3) to 8 bedroom HMO (Sui Generis) as defined in Town and Country planning (Use Classes) Order 1987 (as amended)</p>	<p>OBJECTION Proximity of other HMO's Overdevelopment Parking issues no dimensioned drawings have been submitted to show that the proposed additional bedrooms are above the minimum size. It is requested that terms of the planning permission include a restriction that no more than 3 vehicles may be stored by the residents and/or tenants at the property or in nearby surrounds at any one time. The proposal for a HMO (house in multiple occupation) of 8 beds has been found to be contrary to the recently adopted supplementary planning document which states that in localities where known HMO properties already represent more than 10% of households the introduction of additional HMOs will be unacceptable. This area of Filton has a 11.2% concentration of HMOs and as such the change of use into a large HMO fails to meet adopted Policy CS17 of the South Gloucestershire Local Plan: Cores Strategy (Adopted) 2013 and PSP39 of the Policy Sites and Places Plan (Adopted) 2017 and the adopted SPD Houses in Multiple Occupation (Adopted) 2021</p>
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Measure distance
 Click on the map to add to your path
 Total area: 738.48 m² (7,948.88 ft²)
 Total distance: 111.36 m (365.35 ft)

NOTE:

This additional parking is for contractor parking with a safe access point into the project from here

The access will be kept clear at all times and then the Cell Pave AP system can be retained for the use of overflow parking through existing gates

Community Centre / Leisure centre retains 75% existing parking spaces unaffected

CELLPAVE™ AP

CELLPAVE™ AP from Groundforce is a 100kg anti-hoof ground reinforcement paving tile

1. A variety of feet & ground uses of asphalt, concrete and clay to build in every situation, such as driveways, parking tracks, general parking, carports, terraces, paths, parking areas, kerbs, golf paths, green spaces, loading paths, all types of roads, loading/unloading of cars, in carports, parking, etc.

2. Creating noise reduction. AP can be used as loading/unloading areas.

3. It is made of 100% recycled plastic, so it is 100% recycled and 100% recycled. It can be used for carports and loading/unloading areas.

4. It is made of 100% recycled plastic, so it is 100% recycled and 100% recycled. It can be used for carports and loading/unloading areas.

KEY

- Phase 1 Demo
- Cell Pave AP area (150m²)
- Hired Heras panels and feet Carpark
- Hired Heras panels and feet Site Area

Entry point across foot path with PEDESTRIAN CROSSING MARKED AND SIGNED

SpellerMetcalf	Project: BUCKLEBOURNE CENTRE	Drawn: DM	Date: 22/08/2022
	Drawing Reference: DM02/PHASE/PTH	Project no.: CA834	Drawn By: David Mann
	Drawing Title: SITE LOGISTIC / MAIN SITE SET UP - CONTRACTOR PARKING		
	Phase: ACCESS ROW		

Options for Millennium Green Gates

company 1 ASP

Supply and fit 3 kissing gates

Supply and fit 1 kissing gate

And associated works

£7,769.87

Company 2 CR

Supply and fit 3 kissing gates

Supply and fit 1 kissing gate

And associated works

£7,996.00

Company 3 CR

Install 3 kissing gates

Install 1 Kissing gate

And associated works

£4,559.00

Company 4 S Glos/centrewire

Supplying 4 kissing gates and fixings (including discount)

4 x large wood stock kissing gates with radar key

(@£261.73 each)

£1046.90

4x large medium wood stock kissing gates and fixings

(@199.98 each)

£799.90

Fitted by Filton Town Council staff / Park Ranger/ Volunteers

6 Glen Dale
Rowlands Castle
Hants
PO9 6EP

23 September 2022

Lesley Reuben
Filton Town Council

By email only to: lesley.reuben@filtontowncouncil.gov.uk

Dear Lesley

FILTON SPORTS AND LEISURE CENTRE PROCUREMENT – ONGOING SUPPORT

Following our recent discussions I have pleasure in enclosing our proposal for an extension to our existing support for the procurement of a partner for the investment and operation in Filton Sport and Leisure Centre.

We discussed the potential for us to continue to provide support during the construction contract phase and initial support in the development of monitoring approach and we set out in this letter how we could support the Council to ensure an effective contract development.

We have set out in this proposal how we could support you for this period to cover a number of key tasks including support and advice in establishing the contract monitoring and managing the contract.

We have undertaken similar processes for Hinckley and Bosworth Council, Hertsmere Borough Council, Broughton Astley Parish Council, Stratton St Margaret Parish Council and Bridgend Council who have awarded leisure management contracts (with investment) on a similar basis, thus we can bring our experience on this and previous work to benefit Filton.

We have presented our proposal to continue our support to the Council following our initial support during the procurement and contract finalisation phase up to 31 July 2022 which our initial support went up to.

Our Approach

We have set out how we would approach the ongoing support in a reader friendly bullet point style below.

- Review of the design development for the investment into the Sports Centre and ongoing support as client representative for the design input
- Advice on a range of transfer issues, such as capital investment, operational procedures, marketing/branding, pricing and programming
- Initial review of the service development plans and other plans to ensure these meet the objectives of the Council and deliver the outcomes
- Establishment of the procedures for monitoring the contract and advice on any variations
- Review of the performance reports from Active Nation and ensuring they reflect the information required by the Council
- Liaising with Councillors on the reporting of the performance and attending meetings as required
- Ongoing monitoring of the contract to provide the support and knowledge transfer of the service to the Council

We suggest that we attend project meetings that have been set up (in particular design development meetings) and undertake the work as required and set out above.

A key part of our approach will be to work with the Council to establish and set up the monitoring of the contract so that the Council can be confident in the future monitoring of the contract. We will establish procedures and ensure effective knowledge transfer to the Council's team so that they are able to effectively monitor the contract.

In addition we would also be able to provide other support if required. We suggest these activities below are an additional charge (if required).

- Providing a telephone/ email contact point for any issues that may arise where the contractor needs to contact the Council
- Acting as the Council's contract manager and representative – thus being the first point of call for the new contractor
- Agreeing the outputs of the contractor and co-ordinating any activities such as customer surveys, closures for maintenance, price increases, programming changes, etc
- Provision additional support around significant variations (such as the inclusion of library provision or other services) – advising the Council on best practice and examples of other approaches
- Mystery Visits
- Health and Safety Assessments
- Resolving Disputes
- Day to day monitoring of service if required
- Detailed audit of financial information and accounts

The overall aim of this service would be to provide comfort to the Council and to work with the Members Working Group to ensure that the terms (and spirit) of the Partnership are delivered and the Council receive the outcomes identified by the new partner as well as ensuring effective knowledge transfer of the intention of the partnership (as well as the contract terms) to the new client team.

Fees

We propose a fixed fee for the contract monitoring and contract establishment of £950 per month, excluding VAT and including expenses. We suggest this level of support is maintained through the first twelve months of the service period, from 1 August 2022 to 31 July 2023. This would give a total fee for the period of £11,400, excluding VAT and including expenses.

This fee would be a fixed fee for the service identified above and if we needed to deliver more input this would be provided within the fee identified unless additional services are required by the Council and we would then agree any additional fees with you.

At the end of 12 months we can review whether there is a continued need for our services either on the same basis or on a reduced fee level.

I trust this reflects our discussion and happy to discuss further to suit our input to meet the needs of the Council.

Kind regards,

Yours sincerely

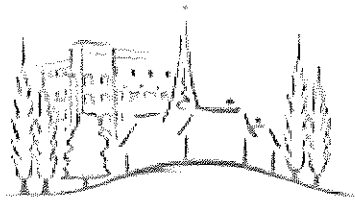


Robin Thompson
Director



Proposal document

Prepared for;



FILTON TOWN COUNCIL

Dated: August 2022

Re-energize your.....company, conference, communications, events, incentives, evening entertainments, people, promotions, special events, team building, training.



Filton Town Council Community Festival 2023

Introduction;

Re-energize has been asked by Filton Town Council to put forward a proposal for the event management and staging of the Filton Community Festival with the proposed date being the 22nd July '23 from 12.00 – 18.00hrs.

Rob Goodwin, Event Director at Re-energize, has been involved with both the Yate and Bradley Stoke Community Festivals since 2004 and 2008 respectively to help promote particular council services and promote local music, dance, clubs, associations, small businesses and companies and therefore has a wealth of experience in organizing and hosting this type of event.

The festivals have proved enormously popular with local residents and their families enjoying the local bands and performers along with local entertainments.

The main Re-energize services include:

- Dedicated and experienced Event Director and team of Event Coordinators.
- Full administration and organisation of the festival starting 9 months prior to the festival date.
- Experienced event staff and facilitators.
- Full music sound system for the main stage and small sound system for the proposed dance area.
- Experienced Master of Ceremonies, Stage Manager and sound technicians.
- Full support equipment including Control Tent and radio communication.
- Liaison between suppliers and services to provide all required logistical elements.
- Liaison with local businesses, clubs and association including charities to take stalls and provide services as well as support for established activities.
- Waste collection and management.
- Maintenance of the equipment and services.
- Road management and vehicle parking of entertainers and stall holders
- Liaison with local emergency services and paramedic services.
- Acquiring and advising on necessary event licenses.
- £5,000,000 public liability insurance cover and £10,000,000 Employers liability insurance cover.



Filton Community Festival

Objective:

Re-energize has been asked to provide event management services for the 2023 Filton Community Festival the objective being to build on the established sense of community spirit and well being and further increase awareness of the services and amenities available in Filton.

To promote the profile of local clubs, associations , dance groups and music acts, along with local food providers and services.

Residents and families of all ages enjoy the festival, the acts and entertainments, events, arts, sports and local cultural activities provided and the anticipated number of people attending will be in the region of 1,000 + adults and children based on the attendance at previous festivals and the likely increase in numbers. However, this will clearly be dependent on the weather and other events occurring on the same date.

REM have developed other community festivals into some of the largest in the Bristol area with a successful format and formula to be able to facilitate the large numbers of people attending. It wouldn't be our intention to change the type of festival but more the style of the event to involve different acts, demonstrations, bands and dance groups as well as different rides and entertainments within the allocated budget.

It will be REM's intention to minimise the costs involved with the festival without compromising the overall quality and safety of the event from the public's perspective.



Proposed action plan

Previous festivals have proved popular with local residents and families and REM intend to increase the sense of community that has been nurtured.

Re-energize instigate actions to ensure that all elements are in place for the smooth running of the festival. The planning for which starts in the autumn.

- Overall Festival administration and liaison with local bands, dance groups, clubs and associations to provide demonstrations and displays.
- Site visits as necessary with Council personnel to review the proposed location, the local area and infrastructure.
- Estimate overall event expenditure for approval by the Council
- Provide overall risk assessment, Health & Safety review and emergency procedures in liaison with Council Personnel.
- Contact performers, bands, dance groups, entertainers and potential stall holders, suppliers, catering and provisions suppliers.
- Review and discuss with the event committee and the local Police the impact the festival will have on parking in and around the Festival area.
- Discuss the event with the local authorities – particularly the local Police and Fire Brigade to outline the overall format of the event. This may raise certain issues that need to be considered at future Council meetings.
- Provision, or extension, of the necessary entertainment licenses with S. Glos Council with particular regard to the selling of alcohol on the Saturday.
- Make enquiries with local supplier's e.g. catering, ice cream and snack vans to provide services and obtain best possible fees.
- Meet with any local residents' representative bodies and local companies.
- Target local companies to take space to promote their company and services.
- Review other events taking place within a 10 mile radius on the same dates as well as more extensive events which may affect the Festival.



Re-energize – info@re-energize.co.uk

Marketing

Re-energize will liaise with the Council office team to produce relevant promotional material for the local community along with a festival poster to be placed at local council sites, libraries, stores and community buildings. It is also intended to have more social media involvement for 2023 which will encourage new stall holders and suppliers and younger festival goers keeping them up to date with the bands and dance groups, clubs and associations attending with interaction and interest stories.

Extensive promotion of the festival should be made through the Facebook site and Filton Voice with the option for local people to source stall forms/ applications through the site. The site will increase awareness amongst younger people and target new sellers to book stalls and increase awareness amongst local bands, dance groups and associations.

Revenue is gained from donations by suppliers providing the entertainment, rides, activities, drinks, snacks and food for the people attending, at a reasonable cost, as well as from the stall holders. Attendance fees for stalls and pitches to be agreed with the Council.

Local newspapers covering the Filton area will also be sent news about the festival to keep the community informed.

Entertainment

It will also be our intention to maintain a high standard of music and dance acts in the festival programme and encourage new local bands and dance clubs to attend. A balance of youth and established acts is always beneficial alongside local activity and entertainment suppliers.

The intention will be to have several zones of activities;

A community zone:

This zone will feature sports clubs, associations and youth clubs e.g. FACE Filton who will perhaps provide displays and certainly information stalls to hopefully gain additional members. It is the intention to invite local cadet units of the 3 military services to stage demonstrations of their unit skills. As an example the regional RAF Air Cadet unit will be asked to bring along an aircraft simulator which will also link in with the aeronautical history of Filton. The local scouts and guides will be invited to provide a demonstration of what is involved in being a scout or guide and we would propose booking a climbing wall which the scouts and guides can get involved with in supporting and helping the children who will be climbing the wall alongside experienced climbing staff from the chosen operation. The wall will be a free activity but parents and guardians would be invited to make a donation which would go to club funds.



Fun Rides zone

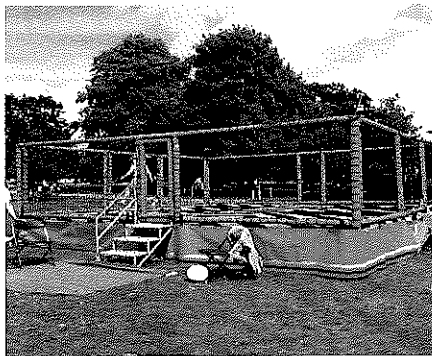
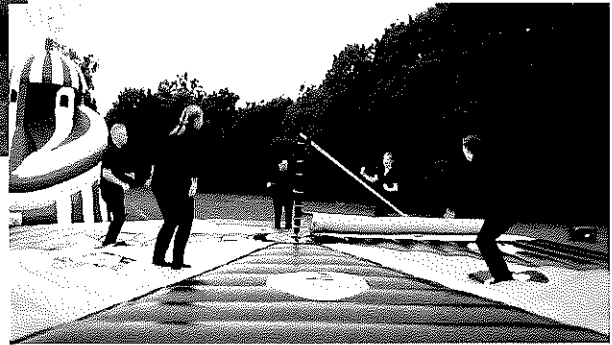
A huge Noah's Ark inflatable will form the main feature at the bottom of the festival site (see layout diagram) and incorporate large slides and obstacle course for the children to run through. Alongside the large inflatable will be a Helter Skelter, a Wipe Out ride, trailer trampolines or bungee trampolines, target football inflatable and a special children's go kart ride for the young children with also a special toddlers tea cup ride.



Wipe Out

(Adults can join in on this ride)

Children's go-kart ride



Trailer trampoline

Noah's Ark inflatable



Re-energize – info@re-energize.co.uk

Arts & Crafts zone:

A graffiti arts set up will form the main element of this zone with local artists providing demonstrations on street art and also the facility for children and youths to paint their own graffiti boards. Alongside this will be face painters, glitter hair styling and braiding, tarot card reader and various arts and crafts stalls who will pay a fee to attend.

Music and Dance zone:

A 44' articulated lorry trailer will be hired in as the stage and placed on the hard standing in the car park area. Local bands will again be encouraged to perform and we will endeavour to get a mix of different bands and music. The recommendation is to have a tribute band to add to the music diversity and standard and act as an additional attraction. Options will be discussed. With the timing of the event from 12.00 - 18.00 there will be opportunity for 6 bands playing in 40 minute slots and 5 dance groups having 20 minute slots as the bands change over.

A professional sound company will be hired to provide a full 10 k sound system including; Soundcraft LX 24 Multicore, JBL Eon 515 speakers x 6, back line, selection of mics, effects unit, Soundcraft mixer and stands and 4 technicians. A full drum kit will be hired in so that each band need only bring, if they want to, their own cymbals, bass pedal, stool and not have to swap kit.

The dancers would perform on a special outside wooden dance floor which is in front of but to the side of the stage and will have bunting staked around the floor for spectators to stand behind. The dance area will have a small p.a. system with its own technician handling the music provided by the leaders and dance organisers. A stage Manager will liaise between the stage and dance groups ensuring all bands and dance groups are in place and ready to perform.

A professional Master of Ceremonies will be talking to the festival audience throughout the festival and also outlining what is in place and offering all the stall holders, associations, clubs and suppliers the opportunity to outline details of their club, association or services, or the items they are providing and inviting people to visit the activity zone or stall.

Community groups will also be encouraged to attend and take a stall which we would propose is free to the community group, club or charity for raising funds or encouraging membership.



Logistics

A range of catering units, food stalls and refreshment stalls would be offered the opportunity to attend with a professional company operating a "Beer Tent".

Support services will include a professional paramedic team and an ambulance. The local Police and will be invited to attend, hopefully with one of their large vehicles and also the local Fire Brigade to bring one of their appliances, both of which can be visited by local children to look over.

It is suggested that 10 single toilet units are hired in with one disabled toilet included and the toilets will be regularly checked by the event team and replenished/cleaned as necessary.

A number of Heras fences will be hired to surround and protect the toilets. The Heras fences will also be used by the Graffiti arts team to place their art boards against and display the boards produced by the local youth and children.

A 20k generator will be hired in to power the sound system for both the stage and the dance floor. As mentioned a 44' lorry trailer will be hired in for the main stage and all logistical elements will be arranged for delivery on the Friday and collected on the Monday.

Recycling bins will be purchased with different coloured lids to denote the different waste for recycling; paper/cardboard, plastics, tins and metals and general waste. Signage will be produced to indicate the different waste required. The bins will be emptied on a regular basis by the event team and placed in two 12 yard skips one designated for the recycled items and one for the general waste. A black bin will be used for any glass bottles although these will not be on sell by the stall vendors.



Proposed event management

The full services will include:

- Full event management support and services to make the event happen!
- Providing a contact point for all suppliers and operations with an interest in the festival event.
- Providing a site plan and layout showing the position of the entertainments, rides and stalls
- Contacting all interested parties to confirm attendance at event and liaising with suppliers providing toilets, generator, skips and marquee. Arranging contracts for those suppliers charging for services. Agreeing all event expenditure for all services that are not provided free of charge.
- Ensuring all suppliers, stalls, ride operators have the necessary and current ADIPS and /or PIPA certification for their activity/ ride and all attendees will be asked to have liability cover of a minimum of £1,000,000 (ride operators have a minimum of £5,000,000 cover).
- Putting into action the proposed marketing programme and liaison regarding the promotion of the Festival on the Council website.
- Ensuring provision of all and any Health & Safety requirements.
- Provision of risk assessments and ensure they are received from suppliers.
- Setting up and liaising with all supplier companies providing services on the first day of the festival
- Providing full sound system, small p.a. and Technicians for the main festival day.
- Master of Ceremonies and Stage/ Dance Manager.
- Providing central control point shelter with radio communication between the event team, Facilitators and Suppliers where necessary. This will also be the position for the First Aid team (ambulance within main car park), lost children, lost property and site layout map.
- Providing experienced Facilitators who will supervise operations – parking, security, crowd movement and event zones for each event day.
- Providing colour festival bunting throughout.
- Providing effective communication and monthly updates.
- Attending planning and review meetings at Council Offices and liaising with Council staff and members who provide a valuable source of ideas to the Re-energize team with particular regard to local knowledge and previous festival experience.
- Contacting different and varied local bands, dance groups, clubs for demonstrations and displays with the emphasis on entertainment
- Providing different children's rides and entertainments.
- £5,000,000 liability insurance cover.



Fee Summary

Preparation for the Festival including full administration, planning meetings, contacting different suppliers and stall holders, bands, dance groups, clubs, associations, collecting event equipment, meetings with local authorities and local and relevant service companies. Event management and hosting of the festival including event staff, facilitators, and attendance over the period of the festival including set up and supplier collection of equipment. **£10,500**

Event management and full sound system and equipment including 4 sound technicians + small p.a. system for the dance area. **£ 2,500**

Event management total **£13,000**

Estimate for all other services including; stage, generator, toilets, skips, dance floor, barriers, climbing wall, tribute band, paramedics, including anticipated delivery & collection costs (includes 20% Vat). **£ 6,500**

Estimated total cost: **£19,500**

If successful with the tender Re-energize would ask for an agreed payment plan for the event management fees from October '22 for 9 months. The costs from the intended suppliers are estimated at the date of the proposal and may be increased until booked and deposits will be invoiced to the Council, once received and the balance invoiced post event.

Footnote;

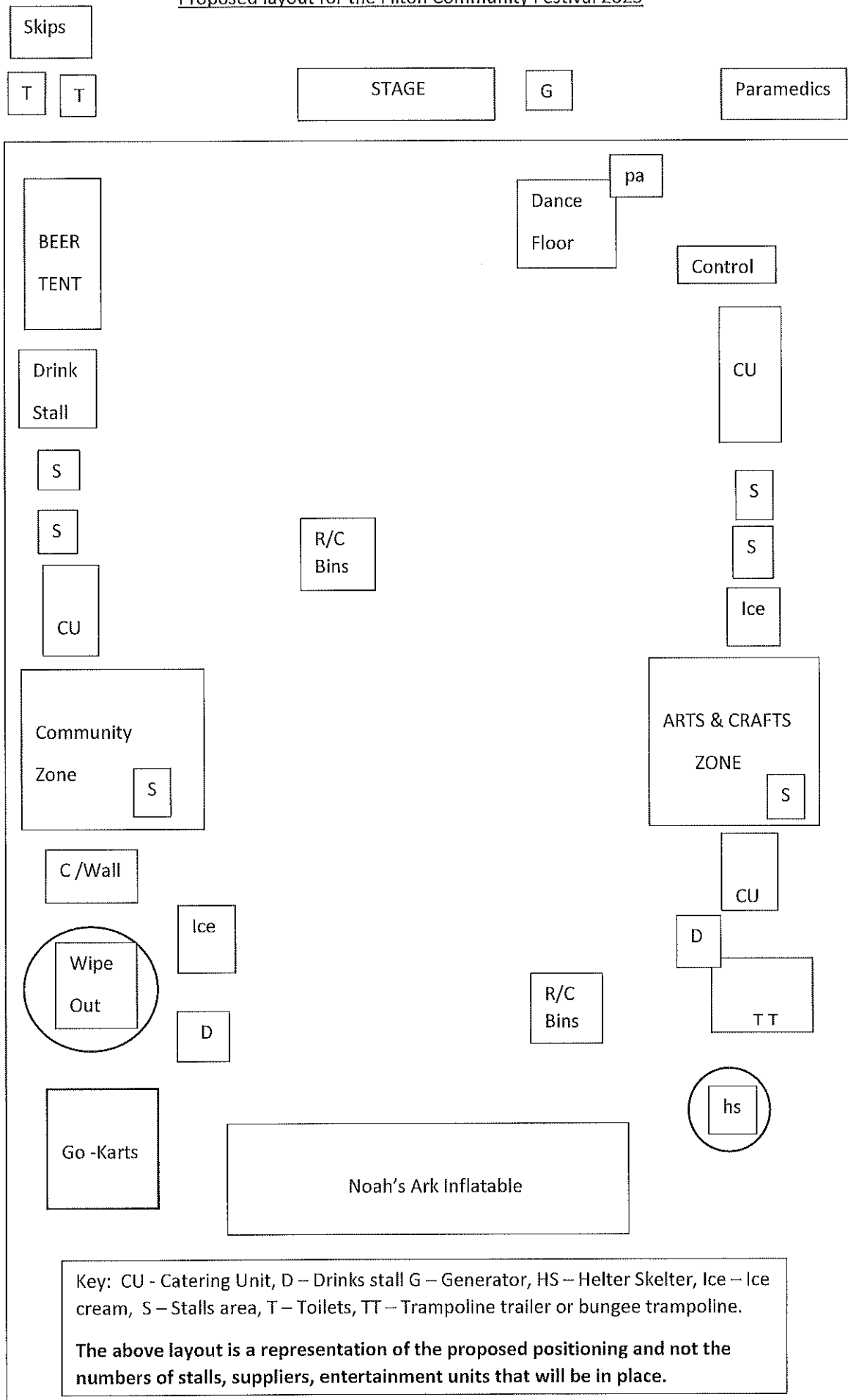
Re-energize cannot accept any liability or responsibility for any Act, Entertainer, Supplier, Service Provider or Sponsor not attending on the festival date for whatever reason.

All Re-energize events are covered by £5,000,000 public liability insurance cover and £10,000,000 Employers Liability Cover. Please ask for copies of the documents. All necessary safety equipment is provided when conducting the activities along with shelters. Attendee information is provided when making a booking. All acts and entertainments are subject to availability.

Re-energize – info@re-energize.co.uk



Proposed layout for the Filton Community Festival 2023



Meeting Venue Options

Scout Hut – No availability

Filton Community Centre

Facilities

The meeting room across from the office holds approximately 30 people, maybe more if they're sat quite close. The upstairs hall is suitable for 80-100.

Cost

meeting room opposite the office is £22.50 per hour, and the upstairs hall is £38 per hour

Availability

September 13, both rooms available.

September 27, same.

October 11, same.

October 25, meeting room available, no upstairs hall.

November 8, both rooms available.

November 29, same.

December 13, meeting room available, no upstairs hall.

December 27, closed for Christmas.

provisionally booked the meeting room for all those dates after the September 27th whilst the availability was there until reviewed at Council meeting,

Street Care Funding from South Gloucestershire Council

I'm pleased to report the council recently agreed some additional funding for street cleaning which we are investing into a new maintenance team who will be spending time in all Parish and Town Councils across South Gloucestershire. My job is to oversee the team and manage their workload, the aim will be to spend 1 week within your Council area to address any general maintenance and street cleaning jobs that often nobody ever has the time to get done. We started this venture in May and I'm hoping to schedule Filton in for some time in October/November dependant on how work goes between now and then.

What I'm asking for is a list of 5 jobs ideally prioritised by the Town council which my team can work through, of course it may not be possible to get all of the jobs done but I will collate all the information and send you the relevant details at the end of the weeks work. Any jobs that aren't completed we can complete on our next visit plus any addition jobs you may have found for us. Below is a list of the sort of things we can help with-

- Cutting back hedges (we have to be mindful of nesting season and not disturbing the wildlife)
- Detritus clearance (clearing and tidying up lanes or footpaths)
- Repairing or cleaning signage
- Weed killing
- Graffiti clearance (providing it's on SGC or Parish council land)
- Repairing things like broken fences
- Litter picking areas highlighted regularly to the Parish Council providing it is safe for our team to work.

It would be good to meet up and look at the jobs prior to work commencing, which also gives me an opportunity to take photos and see if the work is doable for our 2 man team.

I look forward to hearing back from you in due course.

Kind regards,

Motions 2022

Motion	Cllr	Date of meeting	Motion Update	Date Completed	Any Comments
This council review it's newsletter arrangements.	Cllr Brian Mead	26.7.2022	ongoing		
That this council explores alternative venues for council meetings during the Leisure Centre construction work.	Cllr Brian Mead	26.7.2022	CW Have provisionally booked the CA meeting room hall	1.9.2022	
Filton Town Council shall organise a Filton Festival 2023, to take place on 23 July 2023, with a budget of £20,000 (to include funds rolled over from this year's festival budget).	Cllr T Mewies	28.6.2022	LAR and CW have met with event organisers and have quote for them to undertake the organising of Filton festival Quotes recd (re-energise)	9.8.2022	An amendment to the motion was proposed and seconded Filton Town Council shall organise a Filton Festival 2023, to take place on a Sunday in July 2023, with a budget of £20,000 (to include funds rolled over from this year's festival budget). Date to be confirmed after checking possibly conflicts. Motion was voted 10 UNANIMOUSLY FOR.
1. Proposal: Town Clerk to advise Danny Dixon at South Glos we intend to create a plan and request him to issue the paperwork to start the process 2. Proposal: the whole of Filton to be encompassed by the neighbourhood plan 3. Proposal: the neighbourhood plan to be focused on the two policy areas outlined above (1. Balanced Housing & Community and 2. Environment) 4. Proposal: have the neighbourhood plan as a standing item on the full council agenda	Dan Boardman	28.6.2022	LAR ongoing contact with D Dixon Working Group not yet set up 22.09.2022 Processing application and then publish a Neighbourhood Area Notice. Will confirm with you once this has been published on our website		An Amendment was proposed and seconded to have a working group set up and report to full Council regularly. Vote Carried Nem.com
FTC to produce a welcome to Filton style leaflet to be inserted into the Filton Voice as a mode of information for new students moving to the area for the new term in September	Cllr Adam Monk	28.6.2022	CW and Rich Coulter produced leaflet for FV	14.8.2022	

1 FTC to Proactively look at employing someone to help tidy up Filton on a 15 to 20 hrs per week basis	Cllr Brian Mead	29.3.2022	Work in Motion carried out / these works to continue after	An amendment was added FTC to Proactively look at redeploying or employing staff to help tidy up Filton on a 15 to 20 hrs per week basis. Motion with amendment carried
FTC to Proactively talk to those who use the skate park and those who use the BMX park to find out what needs doing to improve them both and put it into practice;	Cllr Brian Mead	29.3.2022	CW set Survey Monkey questionnaire held for 6 weeks and results gathered to use	An amendment was added. Remove the "put into practice" wording from original motion Motion with amendment carried
FTC to proactively look at sorting out the lights and paths around Elm Park to make improvements for all who use it;	Cllr Brian Mead	29.3.2022	ongoing	An amendment was added: FTC to proactively investigate maintenance issues at Elm Park and draw up a list of priorities. Then have these put into the next budget figures. A second amendment was added: FTC do not accept South Glos Council response that the footpaths at Elm Park are rural and believe that South Glos Council be responsible to repair them. Motion with amendments carried
FTC to proactively look at hosting a parkrun in Elm Park	Cllr Brian Mead	29.3.2022	NP ongoing liaising with the company no update as yet Due to our lack of staff unable to run as a solely FTC group.	An amendment was added. To remove the wording "Park run" and add "Community run". Motion with amendment carried
Expanding the wildflower areas in Millennium Green and Elm Park	Cllr Dan Boardman	29.3.2022	ongoing	An amendment was added: to ask South Glos Council Biodiversity team to attend a council meeting and advise us on the best locations for wildflowers Motion with amendment carried
To obtain quotations for new gates to be fitted to all entrance/exits of Millennium Green. Design of gates to: 1) restrict access for motorcycles. 2) secure enough to stop dogs running out on to the road. 3) enable access for pushchairs, please note the construction of the path is made up of chippings & scalping and is uneven and not user friendly.	Cllr Andy Robinson	25.1.2022	Quotes obtained regarding all options being taken to Council 27.9.2022	

<p>To obtain a plaque (with spike) for the oak trees donated to Filton by the Queens Green Canopy legacy? The two gifted English oaks were planted in millennium green by Filton Town Council.</p> <p>Plaques must be from official vendors, The QGC legacy also suggests that local children or groups be the guardians of the trees.</p> <p>Discussions took place and it was decided to obtain 3 quotes for best price and to involve the local schools to be guardians of the trees.</p>	<p>Cllr A Robinson</p>	<p>8.2.2022</p>	<p>CW arranged for the plaques and FTC Grounds put them in</p>	<p>1.5.2022</p>	
<p>Filton Town Council agrees to install a flagpole and Union Flag to commemorate the Platinum Jubilee of Her Majesty Queen Elizabeth II. The council further agrees to fly the Union Flag at all times from the point of its installation and ensure that flags meet and are maintained to an appropriately high standard".</p>	<p>Cllr Chris Wood</p>	<p>25.1.2022</p>	<p>LAR/CW research Flag pole, order and installed No planning permission needed</p>	<p>1.6.2022</p>	

Public Consultation Spreadsheet September 2022

Consultation	Consultation Period	Summary
<p>Better Care Stronger Communities Commissioning</p>	<p>20th July 2022 - 10th Oct 2022</p>	<p>Our funding for voluntary sector partners focuses prevention, promoting equalities and improving outcomes for individuals. It delivers the following services:</p> <ul style="list-style-type: none"> Activities to support carers Stroke support Dementia support HIV support Volunteers to befriend older people Volunteers to support women that have suffered trauma Post-natal depression support <p>We are now preparing for the recommissioning of the Better Care Stronger Communities offer, working towards implementing new contracts from 1 April 2023.</p> <p>The first part of the recommissioning process is to consult with providers, individuals, carers, councillors and town and parish councils about our proposed delivery.</p> <p>The feedback from this public consultation will be used to develop the tender process which will be advertised in the Autumn.</p>
<p>FILTON - FIFTH AVENUE, FILTON AVENUE, NUTFIELD GROVE, SIXTH AVENUE and STANLEY AVENUE - Prohibition and Restriction of Waiting - STATUTORY NOTICE</p>	<p>7 Sep 2022-2 Oct 2022</p>	<p>The Council proposes to make an order that will:</p> <ul style="list-style-type: none"> a) prohibit vehicles waiting at any time in lengths of Fifth Avenue, Filton Avenue, Nutfield Grove, Sixth Avenue and Stanley Avenue, Filton; and b) restrict vehicles waiting between the hours of 8am and 6pm on Monday to Saturday (inclusive), two

		<p>hours no return within four hours in a length of Filton Avenue, Filton.</p> <p>Full details of the proposals are contained in the draft order. If you would like to see a copy of the draft order, a map, any orders to be varied/revoked and a statement of the Council's reasons for making the order, you may do so by viewing the documents section of this consultation.</p>
<p>Recommissioning Domestic Violence and Abuse Services</p>	<p>25 Aug 2022 - 20 Oct 2022</p>	<p>South Gloucestershire provides Safe Accommodation and Specialist Support Services for people affected by Domestic Violence and Abuse. The council currently commission services which include:</p> <p>Accommodation-based support for single women, women and their children and single men who cannot remain in their homes because of domestic violence and abuse</p> <p>Helpline services</p> <p>Community based support services, where survivors are supported in their own homes</p> <p>Co-located services, for example where a domestic violence support worker is based in a GP practice to provide support to patients and advice to staff</p> <p>Group work programmes for those who have experienced domestic violence and abuse</p> <p>The Domestic Abuse Act 2021 places a statutory duty on tier one local authorities relating to the provision of support to victims of domestic abuse and their children residing within refuges and other safe accommodation. There is more funding available to South Gloucestershire Council to provide domestic violence and abuse support services since our last commissioning cycle in 2016/7 and the council is proposing to use this additional funding to increase its provision of domestic violence and abuse services</p>

		<p>and to build on and improve how we provide these services.</p> <p>The purpose of this consultation is to find out more about the following:</p> <ul style="list-style-type: none">Diversifying the safe accommodation offer for those experiencing domestic violence and abuseConsidering a range of group work options for those experiencing domestic violence and abuseExpanding the offer of support to children and young people experiencing domestic violence and abuseConsidering how to improve accessibility and engagement with groups currently under-represented in specialist domestic violence and abuse services.Considering how to improve partnership working between agencies to improve the offer for those experiencing domestic violence and abuse
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BANK ACCOUNT-GENERAL

List of Payments made between 01/07/2022 and 31/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2022	DL I.T. Solutions Ltd	CNXL155	-120.00		P/Ledger Electronic Payment
22/07/2022	BACS Payment Charge	CHRG	28.00		BACS Payment Charge
22/07/2022	Active Nation UK Ltd	BACS	306,200.70		107-Mgmt fee Nov21-July22
28/07/2022	Safestore Limited	DD	348.15		Safestore-Storage unit
29/07/2022	Pitney Bowes	DD	14.65		P/Ledger Electronic Payment
31/07/2022	Chandlers (Farm Equipment) Ltd	BP1	932.21		75-FS111 Strimmer
31/07/2022	DCK Accounting Solutions Ltd	BP2	712.62		76-Accounts May 22/Meeting att
31/07/2022	DL I.T. Solutions Ltd	BP3	269.87		79-Office 365
31/07/2022	Everflow Ltd	BP4	21.37		80-Allotments water
31/07/2022	Filton Voice Ltd	BP5	1,500.00		81-Annual report
31/07/2022	HAG Ltd	BP6	1,074.62		83-Garage door repair
31/07/2022	Lister Wilder	BP7	949.47		84-Belts/blades
31/07/2022	Microshade Business Consultant	BP8	188.40		85-Citrix remote hosting
31/07/2022	One Stop Promotions Ltd	BP9	1,137.60		86-12m Flagpole
31/07/2022	Playsafety Ltd	BP10	134.40		87-Play area inspections
31/07/2022	South Gloucestershire Council	BP11	85.32		88-Payroll fees Apr-Jun 22
31/07/2022	Speller Metcalfe	BP12	167,123.43		90-L/Centre Valuation 2
31/07/2022	Travis Perkins Trading Co Ltd	BP13	603.54		93-Ballast bag
31/07/2022	YZDesigns	BP14	42.00		94-Website amendments
Total Payments			481,246.35		