



FILTON TOWN COUNCIL

**Members are hereby summoned to a meeting of the
Assets & Open Spaces Committee
to be held on Tuesday 18th November 2025 at 7.00pm at Filton Town Council
Conference Room, Elm Park, Filton BS34 7PS**

13th November 2025,

Simon Davies
Town Clerk & RFO
Elm Park, Filton,
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AGENDA

- 1. Evacuation Procedures**
- 2. Apologies for Absence**
- 3. Declarations of Interest**

- a. To receive declarations of interest from Councillors on items on the agenda.
- b. To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c. To grant any requests for dispensation as appropriate

4. Exclusion of the Press and Public – (RESOLVE)

To agree any items to be dealt with after the Press and Public has been excluded from the meeting within the requirements of the Public Bodies (Admission of Meetings Act) as amended 1960, in order that confidential items can be discussed. If a decision is made to exclude, this should be by resolution. Filton Town council Standing Orders 3 (d).

5. Election of Vice Chair of Assets & Open Spaces Committee

6. To approve the minutes of the Assets & Open Spaces meeting held on Tuesday, 21st October 2025 – (RESOLVE)

7. Tree Survey – (RESOLVE)

The Ecology Ranger to present quotes for a tree survey at Elm Park and Millenium Green. – (ANNEX A)

8. Green Flag Award - (RESOLVE)

The Park Ranger to present an update on progression of the Green Flag Award Scheme for Elm Park – (ANNEX B)

9. Outside Tap Quotes- (RESOLVE)

The Head Ranger to present quotes for external tap installation at Elm Park Leisure Centre for the Open Spaces Team. – (ANNEX C1, C2, C3 & C4)

10. Gym Survey Results – (RESOLVE)

- a. The Deputy Clerk to present results of the Elm Park Leisure Centre Gym survey, undertaken by the Sports Development Ranger. – (ANNEX D1)
- b. The Deputy Clerk to provide recommendations to the committee of equipment to procure, based on the gym survey. – (ANNEX D2)
- c. The Committee to authorise the Deputy Clerk to liaise with the new Contract Manager on recommendations for the procurement of gym equipment over the next year (in line within the current contract or the new contract).

11. EMERGENCY ITEM - Christmas Expenditure - (RESOLVE)

The committee to consider how to spend the £10,000 allocated for Christmas receive an update. – (ANNEX E)

12. Elm Park Leisure Compliance – (NOTE)

The Deputy Clerk to present an overview of leisure centre compliance. – (ANNEX F)

13. Speller Metcalfe Update – (NOTE)

The committee to receive a verbal update on the snagging works for Elm Park Leisure Centre, due to be undertaken by Speller Metcalfe.

14. BT Phonebox Update – (NOTE)

The committee to receive a verbal update on the adoption of Phone box 01179 692257 on Gloucester Road North.

15. South Gloucestershire Street Cleaning and Maintenance Work for Parish/Town Council – (RESOLVE)

The Committee to consider preferences for work undertaken by South Glos Council within the Filton area. – (ANNEX G1 & G2)

16. Filton Special Expenses – (NOTE)

The committee to receive updates on additional green space areas around Filton that are currently maintained by South Gloucestershire Council and paid for by 'Special Expenses' via Council Tax. – (ANNEX H)

17. Firework Request – (RESOLVE)

The committee to consider a request from a group hosting Diwali at the community centre, to have a firework display at Elm Park. – (ANNEX I)

18. Markets – (RESOLVE)

The committee to receive a verbal update on potential markets to be ran at Elm Park in the future.

19. Pickleball – (NOTE)

This was delegated to the assets meeting to resolve. However, we are now aware that there are two pickleball court venues opening soon, and we will be undertaking some research in order to determine competitive prices.

20. Elm Park Poppy – (NOTE)

The committee to note that a full update is to follow at Full Council.

21. Assets & Open Spaces Budget Expenditure – (NOTE)

The committee to forward ideas to the Finance & Scrutiny Committee on Budget requirements.

22. Date of next Meeting - Tuesday, 16th December 2025 at 7pm.

Circulation List – Members	
Cllr John Baverstock – <i>(Chair)</i>	3 x Cllr <i>VACANCIES</i>
Cllr Tom Mewies – <i>Mayor</i>	Town Clerk
Cllr Alex Doyle	Deputy Clerk
Cllr Julie Molloy	Support Officer
Cllr Anne Kenyon	Head Ranger
Cllr Susan Milstone	Open Spaces Team

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