



FILTON TOWN COUNCIL

Minutes of **FILTON TOWN COUNCIL – Assets & Open Spaces Committee** held at 7:00PM on Tuesday 18th November 2025 – Held at: Filton Town Council Office's Conference Room

PRESENT: Cllrs: T Mewies, A. Doyle, S.Milestone

IN ATTENDANCE: Simon Davies (*Town Clerk*)

APOLOGIES: Cllrs: J. Baverstock (*Chair*), A.Kenyon, J Molloy

MEETING STARTED AT 7:07PM

01. EVACUATION PROCEDURES – Noted.

02. APOLOGIES FOR ABSENCE – Noted: Cllrs Baverstock, Molloy, & Kenyon.

03. DECLARATIONS OF INTEREST:

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| a. To receive declarations of interest from Councillors on items on the agenda. | None. |
| b. To receive written requests for dispensations for disclosable pecuniary interests (if any). | None. |
| c. To grant any requests for dispensation as appropriate. | None. |

**04. EXCLUSION OF THE PRESS AND PUBLIC
RESOLVED:** No Items were declared.

05. TO APPROVE THE MINUTES OF THE ASSETS & OPEN SPACES MEETING HELD ON TUESDAY, 21st OCTOBER 2025
RESOLVED: The Minutes of 21st October 2025 for the Assets and Open Spaces Committee are signed.

06. TREE SURVEY
The Committee discussed the report and recommendations from the Ecology Ranger for a Tree Survey in Elm Park and Millenium Green in 2026.
RESOLVED: To accept the recommendation for the Ecology Ranger that the works to be conducted by 'Hebden Arboriculture'.

07. GREEN FLAG AWARD
The Committee received an update from the Park Ranger on progress towards the 'Green Flag Award'
RESOLVED: The Park Ranger to progress with all necessary work to apply and gain the 'Green Flag Award' status for Elm Park.

08. OUTSIDE TAP
A report from the Head Ranger was discussed on the need for an external tap near the changing rooms – to support watering plants and the refill of football water bottles. The report also contained quotes from local suppliers.

RESOLVED: That the Head Ranger has authority to decide the best quote and to proceed with works.

09. GYM SURBEY RESULTS

The Committee discussed the results of the gym survey sponsored by the Sports Development Ranger. The survey recommended new equipment to be procured to improve the service and facilities within the gym.

RESOLVED: The Deputy Clerk to meet with Parkwood Leisure to arrange for the purchase and installation of new equipment within the current leisure centre provider contract.

10. CHRISTMAS EXPENDITURE

Due to the improving financial situation and stability of the leisure centre, the Council resolved to reinstall some budget lines, which included for 'Christmas' expenditure. Full Council delegated the approval to Assets and Open Spaces.

RESOLVED: to accept the recommendations from the Town Clerk for expenditure, and to include any other services within the £10,000 budget.

11. ELM PARK LEISURE CENTRE COMPLIANCE

The Deputy Clerk presented to the Committee an overview of the latest compliance works undertaken, which was duly noted.

12. SPELLER METCALFE UPDATE

The committee received a verbal update on the snagging works for Elm Park Leisure Centre, due to be undertaken by Speller Metcalfe from late November 2025.

13. BT PHONEBOX UPDATE

The Committee received a verbal update on the adoption of Phone box 01179 692257 on Gloucester Road North. The phone box has now been formally adopted by Filton Town Council and has been entered onto the Assets list.

14. SOUTH GLOUCESTERSHIRE STREET CLEANING AND MAINTENANCE WORK FOR PARISH/TOWN COUNCIL

The Committee to consider preferences for work undertaken by South Glos Council within the Filton ward.

RESOLVED: To be further discussed at the January 2026 Committee meeting.

15. FILTON SPECIAL EXPENSES

The committee received an update on additional green space areas around Filton that are currently maintained by South Gloucestershire Council and paid for by 'Special Expenses' via Council Tax. Further information on 'Special Expenses' to be discussed at the January 2026 'Finance & Scrutiny' Committee meeting.

16. FIREWORK REQUEST

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

RESOLVED: That the Deputy Clerk to write to the organisation to highlight the policy towards fireworks in Elm Park.

RESOLVED: The Park Ranger to recommend park rules for both parks, for consideration at a future meeting.

17. MARKETS

The committee received a verbal update on potential markets to be held at Elm Park in the during 2026 as a trial.

18. PICKLEBALL

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.

RESOLVED: That the matter be deferred to January 2026 meeting, with a report by the Sports Development Ranger

19. ELM PARK POPPY

The committee noted that a full update is to follow at Full Council in November 2025.

20. ASSETS & OPEN SPACES BUDGET EXPENDITURE

The committee discussed ideas to the Finance & Scrutiny Committee on budget requirements. No projects were put forward.

21. DATE OF NEXT MEETING: 20th January 2025 at 7PM.

THE MEETING CLOSED AT 8:10PM