



FILTON TOWN COUNCIL

Minutes of **FILTON TOWN COUNCIL – Assets & Open Spaces Committee** held at 7:00PM on Tuesday 16th of September 2025 – Held at: Filton Town Council Office's Conference Room

PRESENT: Cllrs: J. Baverstock (*Chair*), T Mewies, J. Molloy & A. Doyle

IN ATTENDANCE: Simon Davies (*Town Clerk*), Robert Hutton (*Deputy Clerk*) & Peach Jones (*Support Officer*)

APOLOGIES: Cllrs: B. Mead, A.Kenyon & S.Milestone

MEETING STARTED AT 7:02PM

01. EVACUATION PROCEDURES – Noted.

02. APOLOGIES FOR ABSENCE – Noted: Cllrs Mead, Kenyon & Milestone.

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 with no members of the public in attendance.

05. TO APPROVE THE MINUTES OF THE ASSETS & OPEN SPACES MEETING HELD ON TUESDAY, 17TH JUNE 2025

RESOLVED: The minutes of the above Asset & Open Spaces committee meeting(s) were approved as an accurate record.

06. OVERVIEW OF CURRENT OPEN SPACES PROJECTS IN PROGRESS

NOTED: The Deputy Clerk gave councillors an update on all current Open Spaces projects with an overview presentation.

Cllr T. Mewies arrived 7:20PM

Projects covered:	
<u>Gloucester Road North</u> The Town Clerk advised councillors with the development ideas which were put forward to South Gloucestershire Council today (16th September 2025) to consider a solution to the ongoing waste and fly tipping issues following down the rear access alley of the businesses including a plan for a dedicated area and	<u>Northville Community Garden</u> The Deputy Clerk updated members on the changes which have been implemented to aid further enforcement and authority of the Gated Community Area. The Open Spaces team have talked challenges including: Waste issues and fly tipping, Gate security

storage solution for the waste bins to help provide an improved street scene. • Filton Town council are awaiting potential next steps from south Gloucestershire council & are seeking to engage with sovereign networking group who own the land at the rear access to negotiate the storage plan at the rear of the local businesses. • The Deputy Clerk reported they had received confirmation through south Gloucestershire Council that there have been no issues of vandalism or anti-social behaviour regarding the pergola which was installed near to the area at Church Road earlier this year. • It was noted that implementation of a pergola to be situated at the rear of the already established notice board would benefit the area with significant positive impact. • Councillors raised concern for the fruit & veg shop & put forward a suggestion for Filton Town Council to link in with a scheme for similar businesses to make use of their wasted food products as compost to benefit green spaces which Filton Town Council manage. Alternative reaching out to a community group who would be able to take on the wasted consumable goods to use as fertiliser for community relevant projects.	and the ongoing issue of illegally parked cars. • Councillors were updated on a report submitted by Filton Town Council's Planning Consultant, relating to the permissions and legalities concerning potentially applying for the space to become a 'Town Green' space which would further support the necessity for the maintenance and in justified respect for the land. • Councillors enquired about the general legal usability of the car park and concerns over creating a private benefit for anyone to utilise the car park. However, it was confirmed that Filton Town Council cannot charge individuals, even if there is monetary value in having parking in the Northville Community Garden space. • It was raised that there is a concern over the possibility of individuals suing Filton Town Council or mistreating the car parking area. • The Town Clerk raised ideas to get further advice on the legal technicalities of the land with the intent to create a formal strategy to mitigate this sort of dilemma with signage such as: 'park at your own risk' and/or 'neighbourhood watch area'. • It was agreed generally by all that the more formalisation which supports positive etiquette the more the council are then opening themselves up to more risk. • It was understood that the green space is generally meant to be used for recreational means. Councillors generally agree to making the area more accessible to those with mobility issues with the potential to provide alterations to accommodate. • The Town Clerk assured that due to the regulatory laws of the land from the start (1980s) of management on trust between Filton Town Council and residents directly local to Northville Community Garden. It is intended to be used as a play area designated as a safe space for children to play and generally this is not what the space has been utilised for many years.
<u>Hedgehog Huts (in collaboration with 'Men in Sheds')</u> • Councillors received an update on the Ecology Ranger's first major project, which includes new hedgehog huts mapped using Parish Online.	<u>Unity Grant Scheme</u> • Councillors discussed ideas on how to best theoretically apply the opportunity of a grant sum of £5,000 which is up for

• Men in Sheds have offered additional support by creating bat boxes for Elm Park and Millennium Green. • Bug hotels have been built using materials from council-managed green spaces. • For wildlife protection, the exact installation locations will not be shared publicly.	grabs/application by Unity Bank (we currently bank with them). • A life-sized chess set to be placed somewhere in Elm Park in proximity to storage access and the leisure centre was suggested by members and this motion was agreed to be put forward to the next Full Council meeting. • The Town Clerk advised that this deadline for the grant application is fast approaching and advised that any further ideas should be submitted as soon as possible as the deadline for this grant application is 26th September 2025 at 11:59PM.
<u>Aerospace Blitz Experience</u> • It has been confirmed by Aerospace that they are enlisting a limited time offer for Filton residents to visit and experience their 'Blitz Experience' for free.	<u>Land Grading</u> • Filton Town Council were recently advised by a South Gloucestershire Councillor that they have plans to devolve Blenheim Park along with a small amount of funding to Filton Town Council which would accompany this handover.

07. ADOPTION OF A BT PHONE BOX ON GLOUCESTER ROAD NORTH

RESOLVED: Committee members were updated on the proposal to adopt the BT Phone Box at Gloucester Road North with intention to repurpose it into either a free community book swap library or a flower display. It was noted by the Town Clerk that should Councillors vote to adopt the BT phone box it shall be painted with the traditional colour of 'Victoria Red' with gold leafing for the crown insignia. Committee members voted in agreement to adopt it. It was also agreed that quotes will be garnered by the Head Ranger, which will be presented at a later meeting into estimated costs to refresh the paint, nameplate and install lighting within (if necessary).

08. Wessex Reserve Forces & Cadets Association (RFCA) AGREEMENT

RESOLVED: Members discussed adding a health and safety clause to the draft agreement for community groups using the site. Councillors agreed to pursue a sub-lease arrangement with the Wessex Reserve Forces & Cadets Association.

09. ELM PARK LEISURE COMPLIANCE

NOTED: The Deputy Clerk presented to councillors an overview of data Filton Town Council have received in effort to have more insight on how Elm Park Leisure Centre have been scoring on their compliance checks and forming part of their key documents as a part of the audit process.

10. PLAY AREA RE-PAINTING

RESOLVED: Councillors received a presentation on the condition of the Play Park Equipment as a part of the Open Spaces assets review and it was raised the equipment and fencing in their current condition could benefit from a paint refresh due to annual wear & tear.

Councillors raised concerns on the maintenance budget figure and enquired whether there would be enough to facilitate this and possibly further refurbishments which may be required.

The Town Clerk assured councillors that there is enough in the current budget and a suitable sum was provisionally earmarked as equipment can always break and may need replacing at any time.

Committee members agreed to recommend this item to Full Council to repaint the play area within this financial year and to consider a cost figure via garnered quotes for the refresh and possible repair materials including a budget for future years.

11. BIODIVERSITY & CLIMATE POLICY JULY 2025

RESOLVED: Members approved the new Biodiversity & Climate Policy, with a recommended review every three years.

12. SPRINGFIELDS CONTRACTOR PARKING AT ELM PARK FEES

RESOLVED: Members approved the fee structure proposed for contractors working at Springfields Assisted Living to temporarily use part of the Elm Park rear car park. The agreed figures are recorded in Annex F.

13. DATE OF NEXT MEETING: Tuesday, 21st October 2025 at 7PM.

THE MEETING CLOSED AT 8:20PM