



FILTON TOWN COUNCIL

Minutes of **FILTON TOWN COUNCIL'S – Full Council Meeting** held at 7:00PM on Tuesday 30th September 2025 – Held at: Studio 1, Elm Park Leisure Centre, Filton, Elm Park, Bristol, BS34 7PS

PRESENT: Cllrs: J. Molloy, J. Baverstock, D. Boardman, A. Monk, A. Doyle & D. Harris.

IN ATTENDANCE: Simon Davies (*Town Clerk*), Robert Hutton (*Deputy Clerk*), Peach Jones (*Town Council Support Officer*), Danny Thomas (*Park Ranger*) & Liam Holden (*Sports Development Ranger*)

APOLOGIES: Cllrs: T Mewies (*Chair & Mayor*), B. Mead (*Deputy Mayor*), E. Adjeivi, A. Bird, S. Milestone & A. Kenyon.

NON-ATTENDANCE: Cllrs: E. Adjeivi & B. Dewfall.

MEETING STARTED AT 7:05PM

01. EVACUATION PROCEDURES – NOTED.

02. APOLOGIES FOR ABSENCE – NOTED: Cllrs Bird, Mewies, Mead, Milestone & Kenyon.

03. DECLARATIONS OF INTEREST:

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| a. To receive declarations of interest from Councillors on items on the agenda. | Cllr Monk disclosed a pecuniary interest with regarding Filton Festival 2025. |
| 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: Items 21 to 23**

05. PUBLIC QUESTION TIME: With no public in attendance and no declarations raised, it was agreed to move onto the next item.

Public Question Time ended : 7:09PM.

06. TO APPROVE THE MINUTES FROM THE FULL COUNCIL MEETING HELD ON 29TH JULY 2025 – RESOLVED: The minutes were accepted as an accurate record.

07. DRAFT MINUTES FROM THE STAFFING, FINANCE & SCRUTINY, PLANNING & CLIMATE, AND ASSETS & OPEN SPACES COMMITTEES

- I. **STAFFING METTING** HELD ON 2ND SEPTEMBER 2025
- II. **FINANCE & SCRUTINY** HELD ON 9TH SEPTEMBER 2025
- III. **ASSETS & OPEN SPACES** HELD ON 16TH SEPTEMBER 2025
- IV. **PLANNING & CLIMATE** HELD ON 23RD SEPTEMBER 2025

NOTED: The chair advised that if councillors have any questions, to send them in to the Town Clerk.

08. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHERWISE COVERED BY THE AGENDA – NOTED: None raised.

09. REPORT FROM LOCAL BEAT TEAM, AND OVERVIEW OF NEW STREET SAFE TOOL
NOTED: Councillors received the monthly report from the Filton Beat Team. The Support Officer gave an overview of the StreetSafe App - an online reporting tool where members of the public can submit anonymous reports on places they feel unsafe. The Police intend to understand and closely monitor areas based on this feedback. It was further noted that this should not be used to report crimes or emergencies. Crime Reports can be made online, phoning 101 or in person at a police station. Dialling 999 should always be used for emergencies only.

10. SOUTH GLOUCESTERSHIRE COUNCILLOR REPORTS

NOTED: Cllr Alex Doyle and Cllr Adam Monk, were present and provided the following updates:

• Adult Social Care South Gloucestershire Council is currently operating at approximately 20% over budget (year to date), within its contingency allocation. Work is ongoing to identify savings and realign expenditure. A new care home is under construction in Thornbury.	• YourVoice meetings The YourVoice meetings have been re-established, replacing the previous Safe, Stronger Communities meetings. The next meeting is scheduled for Tuesday, 19 November 2025, at 6:30 p.m.	• Future Consultation to No Entry on Kenmore Drive A forthcoming consultation will address the replacement of the No Entry sign on Kenmore Drive, one of only two of its kind in the country. The current timed restriction requires an updated sign to reflect a change in operating times; replacement costs are expected to be significant.
• South Gloucestershire Council's Revised HMO SPD Cllr Monk encouraged members of the Planning & Climate Committee to review and submit comments on South Gloucestershire Council's revised HMO SPD prior to the consultation deadline of Sunday, 26th October 2025.	• Reusable recycling bags South Gloucestershire Council plans to introduce reusable recycling bags, which will replace the existing green recycling boxes for plastics, cans, and foil. The new bags feature a Velcro-sealed lid to prevent litter caused by wind. Residents may choose to continue using their current boxes or opt for the new bags. It was noted that damaged boxes can be returned or collected free of charge by the Council, and such requests can now be made via the South Gloucestershire Council mobile app.	• Brabazon Development & Local Plan Updates were provided on the Brabazon development and the South Gloucestershire Local Plan. It was reported that measures are being taken to avoid double counting of new housing allocations. Discussion took place regarding housing density and the prevalence of Houses in Multiple Occupation (HMOs) in Filton, which contributes to local plan sensitivities. It was noted that as HMOs operate in a manner similar to commercial enterprises, consideration should be given to applying a

		comparable fee structure. South Gloucestershire Council has also raised queries with Bristol City Council regarding licensing arrangements for standard HMOs, which are currently under review.
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11. PRESENTATION BY ELM PARK LEISURE

NOTED: The Regional Director and Business Manager of Elm Park Leisure provided an overview of current performance figures and recent developments.

Year-to-date and month-on-month performance data (from May to September) were presented. It was reported that £12,000 had been allocated to leaflet marketing, with £7,000 in virtual sales achieved from health and fitness memberships.

A comparison with the previous leisure provider showed an increase in combined health, fitness and swim memberships, with recurring income rising between June and September 2025.

Promotional campaigns included Join for £10, reaching approximately 65,000 people, and a Free 3-Day Pass offer (15th – 30th September), both of which were successful.

Recruitment efforts have been strengthened to improve operational efficiency.

In response to councillor queries, officers outlined opportunities to expand class provision without additional physical space, approaches to engaging priority groups (including older residents), and procedures for class non-attendance and clearances.

12. COUNCIL PROJECTS OVERVIEW

RESOLVED: That this item be deferred to a future meeting due to time constraints.

13. OUTDOOR CHESS BOARDS

The Town Clerk advised that the proposal formed part of an application for grant funding through Unity Bank.

The Sports Development Ranger presented a plan outlining installation options near the Elm Park Leisure Centre and the children's play park. Alternatives such as metal chess board plates (to be bolted onto existing tables) and large outdoor chess sets were considered.

The placement of tables and chairs was discussed, with encouragement for individuals to bring their own chess sets. It was further suggested that Filton Town Council or Elm Park Leisure could provide chess pieces for loan, subject to a refundable deposit.

All elements of the motion (a-c) were duly considered as follows:

- a. To purchase and install two vandal-resistant outdoor chess boards, to be located adjacent to the café in Elm Park (in consultation with the open spaces team)
- b. That this purchase be included in the 2025/26 budget unless external grant funding is secured to enable earlier acquisition.
- c. That the Town Clerk explores suitable suppliers and report back with costs and installation requirements.

RESOLVED: Councillors supported motions a-c.

14. GREEN FLAG AWARD

NOTED: The Park Ranger delivered a presentation outlining the benefits of pursuing the Green Flag Award for Elm Park.

It was noted that the Green Flag Award is a non-profit initiative focused on the quality, sustainability, and accessibility of green spaces.

Councillors raised questions regarding the balance between sports-oriented initiatives and environmental priorities, which were addressed by the Park Ranger.

RESOLVED: To pursue the Green Flag Award for Elm Park and all further work updates, and any recommendations for actions, to be delegated to the Assets & Open Spaces Committee.

15. ADOPTION OF A BT PHONE BOX

A recommendation from the Assets and Open Spaces Committee to adopt the BT phone box on Gloucester Road North. It was noted that the estimated cost of restoration is approximately £3,000.

RESOLVED: Councillors approved the adoption and renovation of the BT phone box on Gloucester Road North.

16. FILTON FESTIVAL FEEDBACK

RESOLVED: That this item be deferred due to time constraints.

17. EVENTS AND OUTREACH COORDINATOR RECRUIT

Councillors considered a recommendation from the Staffing Committee regarding the potential recruitment of an Events and Outreach Coordinator.

Cllr Alex Doyle proposed that the item be deferred to the November meeting of either the Finance & Scrutiny Committee or Full Council, as appropriate, to allow for a fuller understanding of the budget implications ahead of the new financial year.

RESOLVED: That the proposal be deferred, and consideration given to the impact on the 2026/27 budget.

18. ELM PARK DEFIBRILLATOR

The Council to decide whether to renew the expiring maintenance contract for the Automated External Defibrillator (AED) located at Elm Park Leisure Centre.

RESOLVED: That the Council take on the new maintenance contract for the defibrillator situated at Elm Park.

19. SCHEME OF DELEGATION

Proposed amendments to the Scheme of Delegation as follows:

- a. That Full Council meetings be held on the last Tuesday of each month.
- b. That "High Streets" be added to the remit of the Assets & Open Spaces Committee.

RESOLVED: Councillors voted to approve the above amendments to the Scheme of Delegation.

20. COMMITTEE MEMBER VACANCIES

RESOLVED: That consideration of committee member appointments be deferred to the next Full Council meeting on Tuesday, 28th October 2025.

**EXCLUSION OF PRESS AND PUBLIC
THE PRESS & PUBLIC EXITED AT 8:35PM**

21. SPELLER METCALFE MEETING

Council received an update regarding outstanding works at the Elm Park Leisure Centre, specifically remedial issues with some of the mirrors and shower drainage in the swimming facilities area of the building.

It was noted that the problem with the showers related to standing water due to an insufficient surface gradient, and that remedial works would include adjustments to improve drainage.

Councillors reviewed a payment proposal from Speller Metcalfe outlining a staged payment plan for completion of the works.

RESOLVED: That the Council approve the proposal and associated payment schedule for the completion of the outstanding works.

22. LEISURE CENTRE TENDER

Council considered and approved the specification for the long-term management tender of Elm Park Leisure Centre.

It was confirmed that the tender document had incorporated previous amendments discussed at the Assets & Open Spaces Committee. The Town Clerk will make the Leisure Centre Tender and Filton Festival Tender available online.

Councillors discussed applicant shortlisting procedures and confirmed that bookings for the Multi-Use Games Area (MUGA) and Multi-Use Short Track (MUST) will remain under Filton Town Council's management.

A recommendation was made to include a No Smoking Policy within the Long-Term Leisure Centre Contract and to reflect this within the Elm Park Rules.

RESOLVED: Due to tight timescales and the upcoming expiry of the short-term leisure contract with Parkwood Leisure Ltd on 31st December 2025, Council agreed to convene an Extraordinary Full Council Meeting on Monday, 6th October 2025 at 7:00 PM to discuss the proposed tender.

This meeting will further review the Long-Term Leisure Centre Tender and Draft Contract in detail, consider the proposed amendments, and agree on publication timelines, including arrangements to extend the current short-term contract as required.

23. FILTON FESTIVAL TENDER

Council reviewed the tender specification for the Filton Festival 2026.

RESOLVED: Councillors to approve the Filton Festival Tender 2026 and for the tender to be made available online.

24. ANY OTHER ITEM THE MAYOR DECIDES IS URGENT

Nothing was declared.

25. DATE OF NEXT MEETING: Tuesday, 28th October 2025 at 7PM.

THE MEETING CLOSED AT 9:15PM