



FILTON TOWN COUNCIL

Minutes of **FILTON TOWN COUNCIL – Assets & Open Spaces Committee** held at 7:00PM on Tuesday, 17th March 2026 – Held at: Filton Town Council Office's Conference Room

PRESENT: Cllrs: J. Baverstock (*Chair*), T. Mewies (*Vice Chair & Mayor*), A. Doyle, and J. Molloy.
IN ATTENDANCE: Robert Hutton (*Deputy Clerk*) and Peach Jones (*Support Officer*).
APOLOGIES: Cllrs: A. Monk and S. Milestone.

MEETING STARTED AT 7:07PM

01. EVACUATION PROCEDURES – Noted.

02. APOLOGIES FOR ABSENCE – Noted: Cllrs Monk and Milestone.

03. DECLARATIONS OF INTEREST:

- | | |
|--|-------|
| 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 required for exclusion of the press and public, and no members of the press or public were in attendance.

05. TO APPROVE THE MINUTES OF THE ASSETS & OPEN SPACES MEETING HELD ON TUESDAY, 20TH JANUARY 2026

The minutes of the meeting held on 20th January 2026 were approved and signed, as an accurate record.

06. SPORTS DEVELOPMENT RANGER REPORT

NOTED: The Sports Development Ranger (Liam Holden) delivered a presentation to the Committee outlining progress on current projects and initiatives.

- **Outdoor Chess** – (*Key information in Annex A*)

The Committee noted that quotations and installation costs for permanent outdoor chess tables and/or plate options are currently awaited from Gary, who has previously been contracted for similar works.

- **Pump Track** – (*Key information in Annex A*)

The Committee noted the successful engagement with Filton Hill Primary School, where the Sports Development Ranger delivered an assembly and a kickboxing workshop. The session focused on personal achievement, resilience, and participation in sport, and was well received by pupils and staff.

Member Question – Cllr Baverstock:

Requested confirmation of safeguarding credentials.

Response:

The Sports Development Ranger confirmed that he holds an enhanced DBS check, supported by his ongoing work outside the council to deliver a kickboxing club and tuition at Clifton College.

- **Community Engagement (Local Schools) – *(Key information in Annex A)***

The Committee noted the successful engagement with Filton Hill Primary School, where the Sports Development Ranger delivered an assembly and a kickboxing workshop. The session focused on personal achievement, resilience, and participation in sport, and was well received by pupils and staff.

Member Question – Cllr Baverstock:

Requested confirmation of safeguarding credentials.

Response:

The Sports Development Ranger confirmed that he holds an enhanced DBS check, supported by his ongoing work outside the council to deliver a kickboxing club and tuition at Clifton College.

- **Filton Town Council Concorde Logo Creation – *(Key information in Annex A)***

The Committee noted that the Concorde logo design project was successfully completed. The final logo is now in use on the Council's website and official clothing.

- **Elm Park Run – *(Key information in Annex A)***

The Sports Development Ranger informed the Committee of plans to establish a community-led running event at Elm Park, based on a measured one-mile route. Signage for the measured mile is currently being designed.

It was proposed that the inaugural event take place on the morning of Saturday, 25 April 2026, with a pre-event warm-up session. Parkwood Leisure Ltd will provide support in relation to liability arrangements. The initiative is intended to be community-led, with potential to expand to longer distances in the future.

Member Question – Cllr Molloy:

Suggested that promotional materials and signage emphasise inclusivity for all abilities, including guidance for wheelchair users utilising the MUST.

Response:

The Sports Development Ranger confirmed that the MUST track will be measured to determine lap distances equivalent to one mile and that inclusive messaging will be incorporated into signage and/or additional materials.

- **Paddleball** – *(Key information in Annex A)*

The Committee noted that padel tennis was investigated as a potential addition, given its rapid global growth. However, the project is not currently feasible due to cost constraints and space requirements, including the need for covered facilities. The proposal has therefore been placed on hold.

Member Question – Cllr Baverstock:

Queried whether Pickleball, previously discussed and considered more accessible for older or less physically able users, remains under consideration.

Deputy Clerk confirmed that both Paddleball and Pickleball sports have been mentioned together in previous meetings which could have contributed to some confusion.

Response:

The Sports Development Ranger confirmed that attempts were made in summer 2025 to introduce Paddleball and Pickleball, including provision of equipment, outdoor setup in the MUGA, and instructional materials displayed in the area and online. However, there was limited public engagement.

It was suggested that lack of sheltered playing space may have contributed to low uptake. The Sports Development Ranger agreed to revisit this initiative during the upcoming summer period. The Committee supported this approach.

- **Disk Golf** – *(Key information in Annex A)*

This was discussed in item 8.

- **Filton Athletic FC** – *(Key information in Annex A)*

The Committee noted that Filton Athletic FC is performing strongly and is seeking promotion. It was highlighted that upgrades to ground facilities may be required to meet league standards.

A further meeting is scheduled, after which an update will be provided regarding the club's requirements and any potential support needed.

- **Gym Survey** – *(Key information in Annex A)*

The Committee noted that feedback from the Gym Equipment Survey identified a demand for additional equipment, specifically a squat rack and yoga balls. These items have since been requested in response to user feedback to enhance the facilities available at Elm Park Leisure Centre.

07. FILTON FESTIVAL UPDATE

NOTED: The Committee received an update from the Deputy Clerk on the progress of planning for the Filton Festival 2026, including an overview of the preliminary programme, proposed musical line-up, and activities.

The Deputy Clerk confirmed that planning meetings are being held regularly with the event contractors, with weekly meetings scheduled leading up to the event. A further update will be presented to Full Council on Tuesday, 31st March 2026.

The Deputy Clerk also noted that both the Police and Fire Service are expected to attend the 2026 Festival, which is a positive development, as neither service was able to attend the previous year's event.

Members raised the following points:

- **Programme and Performers**

Clarification was sought regarding the inclusion of a Male Voice Choir, specifically whether this referred to Filton or Bristol.

The Deputy Clerk advised that this would be confirmed, noting that the two may be separate or related entities.

Members also discussed the balance of musical acts, including interest in incorporating a range of genres with a preference for 70's music options and DJ-led programmes to complement live performances and the overarching 70's theme.

- **Communication with Performers**

It was reported that some groups had experienced difficulties contacting the event contractors via email, with messages being returned undelivered.

The Deputy Clerk confirmed that this issue had been raised with the contractors, who are currently updating their email domain to improve reliability and consistency.

- **Community Involvement**

Members expressed interest in involving local cadet groups in the event.

The Deputy Clerk confirmed that this is being explored as part of ongoing planning.

- **Engagement with Local Organisations**

A query was raised regarding engagement with Filton Athletic Football Club.

The Deputy Clerk advised that current focus is on securing headline acts, with wider community engagement to follow.

- **Accessibility and Fairground Provision**

Concerns were raised regarding the accessibility of fairground rides at the previous festival, particularly for younger children and individuals with disabilities. Members noted that rides had been predominantly high-intensity and not inclusive.

It was suggested that the current event contractors be requested to provide a broader and more inclusive range of rides suitable for all age groups and abilities.

NOTED: That the update on the Filton Festival 2026 planning and preliminary programme be received.

08. COMMUNITY DISC GOLF PROJECT AT MILLENIUM GREEN

The Committee received an update on discussions with a local disc golf group regarding potential provision within Filton.

Initial feedback indicated that Elm Park was considered too open, with a preference expressed for Millennium Green due to its greater tree coverage and more enclosed environment.

The Deputy Clerk confirmed that Elm Park had originally been identified due to its suitability as a sports-focused area. However, Millennium Green was considered more appropriate by the group.

Concerns were raised regarding potential conflicts with existing park users, particularly dog walkers, as well as risks of vandalism and equipment damage.

The Committee was advised that:

Installation, maintenance, and repair costs would be covered by the disc golf group. Baskets would be permanent but could be removed if necessary.

Member Contributions:

- Cllr Mewies noted that Ashton Court may have surplus baskets available and raised concerns regarding litter and misuse.
- Cllr Mewies also queried the feasibility of selling discs within Elm Park Leisure Centre rather than lending them, to reduce losses.
- Cllr Doyle suggested identifying designated play areas and producing a site layout plan for Committee review, alongside public consultation.
- Cllr Baverstock recommended engagement with local dog walking groups to understand usage patterns and mitigate potential objections. It was further suggested that alternative locations, including the tree-lined area near the pétanque square and Filton Community Garden, be explored.

RESOLVED: Following discussion, all Committee members agreed to the above proposed next steps in progressing the Disc Golf Project.

09. CHRISTMAS TREE LIGHTING

The Committee received an update from the Deputy Clerk regarding the condition of the Christmas street lighting infrastructure and potential actions required to ensure full operation.

It was reported, following correspondence with South Gloucestershire Council, that of the 26 lighting motifs currently in place:

- 9 are in full working order;
- 1 is completely non-functional;
- 16 are partially functional and require replacement.

Members noted that additional infrastructure works may also be required, including replacement sockets and a time clock.

The Committee was informed that a budget of £12,000 is allocated within the Christmas Activities Cost Centre. Consideration was given to whether to seek quotations for bespoke replacement lighting or to request a like-for-like replacement via South Gloucestershire Council.

Members made the following comments:

- Cllr Mewies expressed the view that, given the age and condition of the existing lights, it would be more appropriate to replace the full set rather than undertake partial repairs.
- Cllr Baverstock noted that replacing older-style lights on a like-for-like basis may prove more costly, and that newer lighting options may provide better value and improved visual quality.

RESOLVED: Subject to obtaining three quotations, replacement Christmas lighting be progressed, with 17 of the existing 26 motifs identified for replacement.

10. COMMUNITY COMPOSTING

The Committee received a written report from the Head Ranger following a site visit to the Community Composting Scheme in Thornbury, outlining operational arrangements, infrastructure requirements, and key challenges associated with running such a scheme.

Members noted that the Thornbury scheme is volunteer-led, operates on a limited basis due to volunteer availability, and does not undertake composting on-site, instead relying on a contractor model which operates at a financial deficit.

Members made the following comments:

- Cllr Doyle noted that, while it would be beneficial to support the Thornbury scheme, it falls outside the Council's remit. It was further observed that, based on personal experience, the quality of compost produced has been inconsistent due to operational challenges, particularly relating to volunteer capacity. It was suggested that a similar scheme could be explored within Filton to support local residents and allotment holders.
- Cllr Baverstock highlighted familiarity with the Thornbury scheme and confirmed that it is fully volunteer-run. It was suggested that Filton Town Council may be better placed to support a similar initiative locally by incorporating minimal operational responsibilities into the Open Spaces Team's existing duties (e.g. periodic compost turning), potentially contributing toward wider environmental objectives such as waste reduction and Green Flag ambitions.
- Cllr Mewies raised concerns regarding the viability of establishing such a scheme in Filton in the absence of sufficient volunteer support, noting the challenges currently faced by the Thornbury project.
- Cllr Doyle suggested that assessing public interest should form part of any proposal, and that, if required, the Open Spaces Team could provide interim support until a volunteer base is established.
- Cllr Baverstock further noted that the scale and level of volunteer engagement in Filton may differ from Thornbury and should be considered as part of any feasibility work.

It was confirmed that the proposal before Members was to investigate the feasibility of establishing a community composting scheme within Filton.

RESOLVED: That the Council undertake an investigation into the feasibility of establishing a community composting scheme within Filton, including assessment of public demand, operational requirements, and potential delivery models.

11. STREET CLEANING AND MAINTENANCE WORK FROM SOUTH GLOUCESTERSHIRE COUNCIL

The Committee received a report outlining progress from South Gloucestershire Council's Streetcare team on priority cleaning and maintenance works undertaken across Filton.

It was noted that a range of tasks, including litter picking, weed removal, hedge maintenance, and clearance of dumped waste, have been completed across multiple locations, with the majority of works reported as fully completed.

Members further noted that certain areas fall outside of South Gloucestershire Council's maintenance responsibility and have therefore been referred to the appropriate landowners or remain outstanding.

Members noted the following outstanding or unresolved items:

- Graffiti on the underpass near Filton Feast, which remains to be completed by the cleansing team;
- Graffiti on the railway footbridge off Kipling Road, which is not maintained by South Gloucestershire Council and has been referred to Network Rail;
- Maintenance of lanes behind Mortimer Road (access via Nutfield Grove), which are not South Gloucestershire Council maintained land and have not been progressed.

NOTED: That this update was received.

12. CONYGRE PROJECT UPDATE

The Committee received an update from the Deputy Clerk on progress of the Conygre Project, including ongoing collaborative work with Filton Hill Primary School and the FACE Charity.

Members noted the presentation of a project calendar outlining recent activity and upcoming works, including engagement with local stakeholders, planting initiatives, and school-based activities.

It was further noted that proposals are progressing in relation to the provision of a scrap metal storage facility for Filton Hill School.

Members raised the following points:

- Cllr Baverstock sought clarification as to whether the Conygre Project formed part of the wider Conygre Regeneration Project.

The Deputy Clerk confirmed that these are separate initiatives within the same area.

- Cllr Baverstock requested an update on works relating to Conygre Triangle.

The Deputy Clerk confirmed that minor works have been permitted and undertaken by the Open Spaces Team; however, the formal licence for these works has not yet been received from South Gloucestershire Council.

NOTED: That this update was received.

13. SELF-POWERED ELECTRIC TRAILERS FOR OPEN SPACES TEAM AT FILTON TOWN COUNCIL

The Committee received a proposal from the Deputy Clerk regarding the potential use of a self-powered electric trailer to support the work of the Open Spaces Team, particularly the Street Cleanser.

The Deputy Clerk presented the annex, outlining a proposal from Slant, a local company based in Stoke Gifford, who have developed a self-powered trailer with two product options

available. It was noted that officers have met with the company on two occasions to explore how the trailer could be tailored to operational requirements, including functionality, handling preferences, and storage configurations.

The Deputy Clerk clarified that the proposal was not to commit to procurement at this stage, but to seek approval to further investigate the option. It was further explained that the purpose of the proposal is to improve operational efficiency by reducing return journeys and supporting the Street Cleanser in completing tasks more effectively.

Members raised the following points:

- Cllr Mewies raised concerns regarding due diligence, noting that the supplier is a start-up company and that associated risks should be carefully considered.
- Cllr Doyle requested a comprehensive use-case report, including a clear assessment of needs, alternative options, and intended purpose before progressing further.
- Concerns were raised regarding the level of bespoke customisation, with Members noting that highly tailored equipment may be difficult to repurpose or resell in the future.
- Cllr Baverstock queried whether a driving licence would be required for operation of the trailer.

The Deputy Clerk confirmed that a licence would be required and that the Street Cleanser holds the appropriate licence.

- Cllr Baverstock suggested exploring alternative suppliers, including Ifor Williams, who provide similar equipment.
- Members requested further clarification on the strategic rationale for the proposal, including whether the intention was to address workload efficiency or wider issues such as fly-tipping.

The Deputy Clerk confirmed that the primary objective is to improve efficiency and productivity within the Street Cleansing function.

- Cllr Baverstock proposed that further research be undertaken to explore additional options, citing concerns regarding potential over-engineering.
- Cllr Doyle proposed that alternative solutions also be considered, including vehicles that may provide broader operational benefits across the Open Spaces Team.

RESOLVED: That further investigation be undertaken into options to improve the efficiency of the Street Cleansing function, including but not limited to self-powered trailers, with a full options appraisal and an in-depth needs and use-case report for the Street Cleanser to be presented to a future meeting.

*Support Officer exited the meeting at 7:45PM
Support Officer returned the meeting at 7:49PM*

14. TREE SURVEY RESULTS

The Committee received a summary report from the Deputy Clerk outlining the findings of the recent tree surveys undertaken at Elm Park and Millennium Green, together with the recommended actions identified by the Ecology Ranger.

It was noted that the survey identified a schedule of priority works, including both immediate actions (to be completed within one year) and medium-term works (within two years), with some works requiring specialist equipment and traffic management due to their proximity to highways and footpaths. Further details of specific works included cable bracing, crown lifting, and pruning to ensure safety and maintenance of tree health.

Members noted the report and the positive condition of the Council's tree stock.

NOTED: The Committee expressed their appreciation and formally commended the Open Spaces Team for their ongoing management and maintenance of healthy trees across the sites.

15. LEARNING DIFFICULTIES DEVELOPMENT FUND GRANT APPLICATION

The Committee received an update from the Deputy Clerk regarding Filton Town Council's application to the South Gloucestershire Learning Difficulties Development Fund to support additional activities at Elm Park Leisure Centre.

NOTED: Members were informed that the application was unsuccessful and was not shortlisted for further consideration. It was noted that, although the proposal was considered to have broader value, it did not sufficiently demonstrate specific or enhanced benefits for individuals with learning difficulties in line with the grant criteria.

16. IMPROVING HIGH STREETS GRANT

The Committee received an update from the Deputy Clerk regarding the Creative High Streets Fund application submitted by Filton Town Council to refurbish and repurpose the adopted K6 Phone Box on Gloucester Road North.

NOTED: Members were informed that the application was successful, with Filton Town Council awarded a grant of £5,000 to deliver the "Phone Box Pocket Museum" project. It was noted that the funding will support refurbishment works and installation of display features, including painting, glazing, shelving, planting, and museum décor elements.

*Cllr Mewies exited the meeting at 8.27PM
Cllr Mewies returned to the meeting at 8:32PM*

17. APRIL EVENTS

The Committee received a report outlining events scheduled to take place at Elm Park over the weekend of 25–26 April 2026.

Members noted that a number of large-scale events are anticipated to take place, subject to final confirmations.

Concerns were raised regarding the potential impact on parking and traffic management. It was reported that South Gloucestershire Council have agreed to implement additional double yellow line coverage along the main road adjoining the car park, following previous congestion issues experienced during events held outside of standard operating hours.

The Committee was informed that the Events Coordinator is in regular contact with the Deputy Clerk regarding event planning and logistics.

Members raised the following points:

- Cllr Mewies queried whether the Tamil event would be open to the public.
- Cllr Baverstock queried the logistics of the proposed devotional procession and suggested that an appropriate route could be established between Elm Park and Millennium Green and returning.
- The Deputy Clerk noted that the Frisbee tournament may not proceed due to participant withdrawals, which could reduce pressure on the site during the weekend.
- Cllr Baverstock suggested exploring the potential use of additional parking provision, including the disused parking spaces on Church Road, subject to agreement with South Gloucestershire Council, to support future events.

NOTED: That the report on April events be received.

18. SPELLER METCALFE UPDATE

The Committee received an update from the Deputy Clerk confirming that remedial works undertaken by Speller Metcalfe have been completed and that the final payment has been made.

NOTED: It was further noted that a recent minor roof leak in the main building has been identified, and Speller Metcalfe have attended site to inspect the issue and implement remedial action.

19. SOLAR PANEL UPDATE

The Committee received an update on the performance of the solar panels installed at Elm Park Leisure Centre.

It was noted that, since the installation of the system, there had previously been no mechanism in place to monitor energy generation and savings. The recent update provided the first recorded data on system performance.

NOTED: Members noted that the solar array has delivered a saving of £272.96 over a 14-day period, based on current energy costs.

Members raised the following points:

- Cllr Molloy suggested that the Council explore the feasibility of installing a battery and/or inverter system to store generated energy for future use.
- Cllr Baverstock raised concerns regarding whether the building meets the necessary requirements and regulations to accommodate such infrastructure.

20. FILTON ATHLETIC MEETING

NOTED: The Committee noted the planned meeting with Filton Athletic Football Club to discuss future development of the pitch and the club's requirements. It was further noted that this matter had already been addressed within the Sports Development Ranger's Project Update (Item 6).

21. TREE PLANTING

The Committee received an update from the Support Officer on the tree planting project at Millennium Green, led by the Ecology Ranger and supported by fellow Open Spaces Team colleagues, students and local volunteers, with funding provided through the Forest of Avon Trust.

NOTED: Members noted that the project is being delivered in accordance with the grant requirements, with planting and establishment works progressing and supported by community involvement, including UWE student volunteers and local groups.

Members raised the following points:

- It was noted that, although the Thatchers Apple Orchard grant was unsuccessful, there remains merit in exploring the establishment of an orchard within Filton. Members highlighted that South Gloucestershire Council's Climate and Biodiversity Team have identified Filton as a suitable location for such a project due to favourable soil conditions.
- Members further suggested that the location of newly planted trees should be taken into account in relation to the Sports Development Ranger's Disc Golf proposal, to ensure compatibility between initiatives.

22. NO MO MAY

The Committee considered whether to facilitate the "No Mow May" initiative across Elm Park, Millennium Green, and the Filton Community Garden with evidence of last year's initiative.

Members noted that the initiative has previously been implemented at Elm Park, Millennium Green, and the Filton Community Garden, supporting biodiversity and pollinator habitats.

RESOLVED: That the "No Mow May" initiative be continued for 2026 across Elm Park, Millennium Green, and the Filton Community Garden, in line with previous years.

23. FILTON ALLOTMENTS GROWING CONTEST 2026

The Committee received an update from the Support Officer on progress with the Filton Allotments Growing Contest 2026, a voluntary, community-led initiative.

NOTED: Members noted that sign-up forms have been created for each allotment site to support participation, judging, and volunteer involvement, alongside promotion through posters and social media. Initial engagement has been recorded, with participation expected to increase as awareness grows.

It was further noted that the Town Clerk will attend a meeting of the Mortimer Road Allotments Association at the Scout Hut (Nutfield Grove Allotments) on Friday 20 March at 7:30pm. This will provide an opportunity to establish a formal point of contact, improve transparency, and discuss access to relevant documentation, with a view to exploring a potential agreement for the Association to manage allotments on behalf of the Council.

Members raised the following points:

- Suggestions were made to introduce prizes for winners and runners-up, such as reductions in annual allotment rent (e.g. six months and one month free), in addition to recognition and merit awards.
- Cllr Baverstock suggested engaging with the Filton Community Garden to explore opportunities for involvement in hosting or facilitating judging days, noting that this location is already identified as a potential judging venue within the sign-up process.

24. CONCORDE COINS

The Committee received an update from the Deputy Clerk on the Concorde 50th Anniversary commemorative 50p coin initiative for primary school-aged children in Filton.

NOTED: It was noted that the project remains in progress, with the Council currently awaiting an update from the manufacturer regarding production and delivery timelines.

25. FRIDAY TRADERS

The Committee considered options for facilitating food and beverage vendors at Elm Park, building on the trial undertaken during Summer 2025, and the inclusion of an ice cream van on weekdays.

Members discussed the outcome of previous events, including the Green Top Market held in the MUGA, and noted that no issues relating to litter or site impact had been reported.

Members raised the following points:

- Cllr Doyle suggested that Filton Town Council engage with South Gloucestershire Council regarding market licensing arrangements, noting that SGC holds the relevant licensing powers. It was further suggested that a smaller, community-focused approach could be considered.
- Cllr Mewies noted that the Council has previously resolved to pursue a market licence.

The Deputy Clerk confirmed that Green Top Markets (desired operator) had not yet secured a licence.

- Members discussed the timing of the initiative, with a preference for operation during the summer period of 2026.

The Deputy Clerk suggested that the initiative could provide an opportunity for local businesses and organisations within Filton to participate, rather than undertaking a formal tender process.

- Cllr Doyle proposed that appropriate conditions and requirements be established for vendors, including ethical considerations.
- Cllr Mewies proposed that authority be delegated to officers to manage the provision, including the number and selection of vendors.

RESOLVED: That authority be delegated to Filton Town Council staff to facilitate a trial of Friday Traders at Elm Park during Summer 2026, including provision for one ice cream vendor and up to a maximum of five vendors at any one time, with businesses rotated where appropriate to maintain variety. Provision to include consideration of an appropriate fee structure or free access during the trial period.

26. DATE OF NEXT MEETING: Tuesday, 21st April 2026 at 7PM.

THE MEETING CLOSED AT 9:02PM