



Minutes of **FILTTON TOWN COUNCIL'S – Full Council Meeting** held at 7:00PM on Tuesday 24th February 2026 – Held at: Studio 1, Elm Park Leisure Centre, Filton, Elm Park, Bristol, BS34 7PS

PRESENT: Cllrs: T Mewies (*Chair & Mayor*), B. Mead (*Deputy Mayor*), E. Adjeivi, A. Bird, D. Boardman, B. Dewfall, D. Harris, J. Molloy, S. Milestone.

IN ATTENDANCE: Simon Davies (*Town Clerk*), Robert Hutton (*Deputy Clerk*), Peach Jones (*Town Council Support Officer*), Lucy Frost (*Press*).

APOLOGIES: Cllrs: J. Baverstock, A. Monk, A. Doyle.

NON-ATTENDANCE: None.

MEETING STARTED AT 7:00PM

01. EVACUATION PROCEDURES – NOTED.

02. APOLOGIES FOR ABSENCE – NOTED: Cllrs Baverstock, Monk, Doyle.

03. DECLARATIONS OF INTEREST:

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| 01. To receive declarations of interest from Councillors on items on the agenda. | None. |
| 02. To receive written requests for dispensations for disclosable pecuniary interests (if any). | None. |
| 03. To grant any requests for dispensation as appropriate. | None. |

04. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: No declarations were raised to exclude any items from the press and public.

05. PUBLIC QUESTION TIME

RESOLVED: With no public in attendance and no questions from the press, it was agreed to move onto the next item.

Public Question Time ended : 7:02PM.

06. TO APPROVE THE MINUTES FROM THE FULL COUNCIL MEETING HELD ON 27TH JANUARY 2026

RESOLVED: The minutes were accepted as an accurate record.

07. MINUTES FROM COMMITTEES OF THE COUNCIL

NOTED:

A. FINANCE & SCRUTINY HELD ON 10TH FEBRUARY 2026

B. PLANNING & CLIMATE HELD ON 3RD AND 17TH FEBRUARY 2026

The chair advised that if councillors have any questions regarding previous minutes of the other committees, to send them in to the Town Clerk.

08. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHERWISE COVERED BY THE AGENDA

NOTED: The Committee formally acknowledged the resignation of Cllr Anne Kenyon following 15 years of dedicated service. Members placed on record their sincere thanks for her longstanding commitment, attendance, and valuable contribution to public service as a councillor for Filton Town Council.

09. REPORT FROM LOCAL BEAT TEAM

NOTED: The Committee received the report from the Filton Beat Team, presented by the Support Officer.

Members noted ongoing concerns regarding anti-social behaviour in and around Elm Park, particularly involving the use of electric bikes. The Beat Team advised that patrols will continue, with targeted operations planned in response to reports of drug-related activity in the area.

It was further reported that the Police:

- Attended a bike marking event at Elm Park on 18th February, delivered in partnership with Avon Fire & Rescue, which focused on burglary and vehicle crime prevention priorities.
- Participated in recent community engagement events, including “Talk to Us” sessions at the Leisure Centre and attendance at the Council’s Community Partnership Meeting.
- Distributed personal security items at the local market, engaging directly with residents.
- Delivered a school talk at Filton Primary School on knife crime awareness.
- Members noted that in the last 28 days (to 19th February 2026), there were 110 reported crimes in the Filton area, compared to 119 in the previous month. Violence against the person remains the highest recorded category (40 offences), with vehicle offences reduced from 9 to 5 during the reporting period

The Committee was advised that the Beat Team, led by PC Lyons, is exploring adjustments to shift patterns to enable occasional attendance at future Council meetings.

Cllr Molloy entered the meeting at 7:06PM

10. PRESENTATION BY ELM PARK LEISURE

NOTED: Members received the Elm Park Leisure Centre performance presentation for January 2026.

The presentation was delivered by the Deputy Clerk, as Callum Martin, Contract Manager, was unable to attend due to a family emergency.

Key performance highlights included:

- Total memberships increased by 208 compared to the previous quarter, with total membership standing at 1,345.
- Monthly Direct Debit revenue increased from £32,930 in January to a forecasted £40,222 in March, reflecting continued positive growth.
- The January campaign achieved 310 membership sales, excluding swimming lessons.
- Attrition rates at Elm Park were reported as below the regional average for December, January and February.

- Total patronage for the reporting period reached approximately 8.3k visits, with fitness and swimming activities forming the largest usage categories.

Operational updates included ongoing compliance works (including Legionella inspections, pool testing, and Lifting Operations and Lifting Equipment Regulations (LOLER) inspections), maintenance improvements to gym equipment and plant systems, and confirmation that all operational shifts are now filled with contracted staff.

During discussion, the Deputy Clerk responded to questions regarding progress in obtaining clear information on energy usage and the financial offset from electricity generated by the solar panels installed on the Leisure Centre roof. Members sought clarification as to whether the energy produced is stored on site or exported to the grid. The Deputy Clerk undertook to circulate a comprehensive report in March detailing energy production, usage allocation, and associated cost implications.

The Town Clerk further noted that the performance figures presented demonstrate the strength of the current working partnership between Filton Town Council and Parkwood Leisure. It was observed that, following the previous operational collapse and Council transition, the current collaborative model is delivering measurable improvements and contributing towards a more sustainable and financially stable leisure centre operation than had previously been achieved.

Members were advised that any queries arising from the presentation should be collated and forwarded to the Deputy Clerk, who will liaise with the Contract Manager and provide written responses within the next few days.

Cllr Milestone entered the meeting at 7:11PM

11. SOUTH GLOUCESTERSHIRE COUNCILLOR REPORTS

NOTED: No report was received, as neither South Gloucestershire Councillor was in attendance.

During discussion, Cllr Boardman suggested that it may be beneficial to introduce a requirement for a brief written report from South Gloucestershire Councillors when they are unable to attend meetings, particularly given that the last two meetings have proceeded without representation. This would ensure that Filton Town Councillors remain informed of any relevant updates, developments, or changes at unitary level.

Cllr Mead noted that the recent absence of South Gloucestershire Councillors from Full Council meetings appears to be a relatively new occurrence.

The Mayor proposed working with the Town Clerk to encourage South Gloucestershire Councillors to submit a short written update in advance of meetings where attendance is not possible, and to confirm their availability for upcoming meetings at the same time. Where attendance is confirmed, a verbal report may suffice in place of a written submission.

12. ELM PARK RULES

Members considered the proposed Elm Park Rules List, compiled by the Park Ranger in support of the Council's Green Flag Award application.

It was noted that the rules are intended to provide a clear and structured framework for acceptable use of Elm Park and may be further developed over time.

The Deputy Clerk advised that Elm Park does not currently operate under a formalised and published set of rules. The proposed list categorises activities into three sections: Permitted,

Permitted only with consent, and Not permitted, drawing on comparable park rule frameworks from South Gloucestershire and Bristol City Council.

Members discussed the practical implications of the proposed categories. It was noted that certain activities previously undertaken by licensed individuals with appropriate insurance would now fall under the “Permitted only with consent” category, reflecting updated considerations around public safety, risk, and liability.

The proposed rules were also recognised as supporting improved compliance standards and strengthening the Council’s position in achieving a higher assessment score under the Green Flag Award scheme.

Councillors raised several points for clarification and amendment:

- That activities not explicitly listed would generally be regarded as permitted unless otherwise restricted.
- That the term “field sports” may be open to misinterpretation (e.g., confusion with shooting or game sports) and should be amended for clarity.
- That wording relating to “excessive noise” should be clarified to better define acceptable levels.
- That the prohibition of fires (including disposable BBQs) should be clearly stated, particularly during summer months, to avoid ambiguity.
- That consideration be given in future to by-laws or policies relating to organised football use, camping, and charging for activities, including possible enforcement measures.

Members also discussed the example of the Friends of Victoria Park (Bristol) and suggested that contact could be made to learn from their experience in park governance and community engagement. The Town Clerk noted that this association is significantly larger in scale but agreed it may be useful to explore.

RESOLVED: Councillors agreed to adopt the Elm Park Rules List, subject to the amendments discussed during the meeting to improve clarity and reduce ambiguity.

13. UK TOWN OF CULTURE COMPETITION

The Town Clerk presented the opportunity for Filton to submit an Expression of Interest (EOI) to the Department for Culture, Media and Sport (DCMS) for the UK Town of Culture 2028 competition.

Members were advised that:

- The overall winner will receive £3 million to deliver a cultural programme during 2028.
- Two additional finalists (one from each size category not selected as overall winner) will each receive £250,000 to deliver elements of their bid.
- Shortlisted towns will receive £60,000 development funding to support the preparation of a full application.
- The Expression of Interest deadline is 31st March 2026, with shortlisted places announced in Spring 2026 and final decisions made in early 2027.

The Town Clerk explained that Version 2 of the proposal, released the previous day, reflects an increased working budget and expanded scope to strengthen Filton’s narrative under the competition’s three core criteria: Your Story, Culture for Everyone, and Making it Happen.

Councillors discussed the strategic benefits of participation, noting that even progressing to finalist stage could secure significant external funding and enhance Filton's cultural profile. Members agreed that the initiative aligns positively with community pride, local identity, and future cultural development.

Due to time constraints and the need to meet the submission deadline, it was agreed that final narrative refinements would be circulated outside of Committee to ensure a timely and high-quality submission.

RESOLVED: All Members present unanimously agreed that the Town Clerk proceed with submitting an Expression of Interest for Filton to enter the UK Town of Culture 2028 competition.

14. DATA PROTECTION OFFICER

The Town Clerk presented the requirement arising from the updated Internal Audit Assertion 10, which identifies the need for the Council to formally designate a Data Protection Officer (DPO).

Members were advised that the appointment is necessary to ensure compliance with data protection legislation and to provide clear accountability for oversight of data governance, subject access requests, and policy implementation.

RESOLVED: Councillors unanimously agreed to appoint the Town Clerk as the Council's designated Data Protection Officer for Filton Town Council.

15. INFORMATION TECHNOLOGY POLICY

Councillors were presented with an information technology policy template provided by National Association for Local Councils (NALC). Required as a part of Assertion 10.

RESOLVED: All councillors voted to adopt the policy as presented.

16. BRISKA FAMILY FUN DAY

A proposal from Bristol Keralites Association (BRISKA) to hold a Family Fun Day at Elm Park on Saturday, 27th June 2026.

The proposal, presented by the Deputy Clerk, outlined a community-focused event expected to attract approximately 200–250 attendees, taking place between 10am and 3pm, with the preferred location being the lower field adjacent to Shellard Road.

BRISKA confirmed they would provide their own tables, chairs, and marquees, manage litter collection, and limit vehicle numbers to approximately 65 cars.

Councillors discussed concerns including noise management, traffic flow, and the balancing of shared car park access between Elm Park Leisure Centre and the Community Centre. It was noted that the nearby Elm Park Leisure Centre has limited toilet facilities (two available public toilets), car parking capacity, and waste disposal provision, which may not adequately accommodate the anticipated number of attendees. Members therefore queried whether BRISKA could provide additional temporary toilet facilities as part of their event arrangements.

Members proposed that, if supported, the Council could arrange an additional waste collection through its existing provider and encourage attendees to use public transport, taxis, or walk where possible. Consideration was also given to appointing a car park attendant and designating contractor access areas.

RESOLVED:

- a. That the proposal be deferred pending further presentation and clarification from BRISKA at the next Full Council meeting.
- b. This item be added to the Assets & Open Spaces Committee Agenda.
- c. That the Deputy Clerk liaise with BRISKA in advance of that meeting to obtain further detail in response to the concerns raised, including parking, waste management, toilet provision, and traffic mitigation arrangements.

17. CONCORDE 50TH ANNIVERSARY COIN

A proposal for Filton Town Council to procure and distribute a Commemorative Concorde 50th Anniversary 50p coin and presentation pack to all primary school-aged children in Filton.

The proposal, presented by the Deputy Clerk in liaison with the Royal Mint via Aerospace Bristol, outlined that approximately 700 pupils across Charborough Road, Filton Hill, and Shields Road Primary Schools would be eligible. The cost for 700 Brilliant Uncirculated coins would be £2,513.00 (£3.59 per coin.)

Councillors discussed distribution arrangements, raising concerns about ensuring no eligible children are excluded, including those outside catchment areas or unable to attend school. It was agreed that distribution should focus on primary school-aged children and that clear public communication should be issued regarding any collection or proof-of-address arrangements.

Members noted that the initiative aligns with Filton's aviation heritage and could complement the Council's UK Town of Culture bid. Suggestions were made to approach Aerospace Bristol or YTL regarding potential sponsorship or financial contribution.

RESOLVED:

That the Council approve the proposal to procure and distribute the commemorative Concorde 50th Anniversary 50p coin to primary school-aged children in Filton, with arrangements for distribution and potential sponsorship to be progressed accordingly.

18. NATURE WALKS

A proposal to engage Steve England, conservationist and historian, to deliver guided nature walks and bat walks in Filton.

The proposal, presented by the Support Officer, outlined a potential collaboration between the Ecology Ranger and Support Officer to host a programme of walks, initially targeted at plot holders of The Sidings and Nutfield Grove Allotments to gauge interest. Suggested activities include a Nature Identification & Forage Experience and an Evening Bat Walk.

It was noted that South Gloucestershire Council currently offers similar "Walk on the Wild Side" events in various areas with Steve England free of charge via Eventbrite.

Members discussed the proposed contribution model of £10 per participant, with the option of Filton Town Council to subsidise the remaining cost. The potential to explore partnership or shared funding arrangements to reduce or remove participant fees were also considered.

There was a view that, subject to interest and viability, the initiative could be extended to Filton residents more widely.

RESOLVED: That the Council support the proposal to progress discussions with Steve England, seek expressions of interest from allotment holders, explore partnership or subsidy options, and report back on viability and budget implications before confirming bookings.

19. CIRCUS AT ELM PARK 2026

Proposals from Circus Ginnett and Circus Vegas regarding potential bookings at Elm Park in 2026.

It was noted that Circus Ginnett has requested to return from 3rd - 9th August 2026, highlighting its long-standing annual relationship with Filton Town Council and requesting continued exclusive use of the grounds, as historically arranged. The company expressed concern that allowing an additional circus booking within the same year could impact the viability of hosting its event at Elm Park.

Members also noted that Circus Vegas has expressed interest in booking Elm Park from 26th April - 4th May 2026, with potential for a further visit later in the year, subject to availability and fees.

Councillors acknowledged the differing scales of the two operators and agreed that both contribute positively to the community. Discussion took place on balancing commercial opportunity with support for smaller, family-run businesses. Consideration was given to adjusted hire terms where appropriate, and to reviewing circus provision on a year-by-year basis to ensure fairness and sustainability.

Questions were raised regarding historical footfall, seasonal timing, and potential impact on attendance if more than one circus were hosted in the same year.

RESOLVED:

- a. That Elm Park be made available to both Circus Vegas (26th April - 4th May 2026) and Circus Ginnett (3rd - 9th August 2026);
- b. That the Council support a balanced approach to hire terms, with consideration given to the differing scale of operators; and
- c. That the Deputy Clerk liaise with both circus providers to confirm availability, hire fees, and agreed conditions for 2026.

20. POLICE BIKE MARKING/CRIME PREVENTION EVENT AND FIRE SERVICE OPEN EVENT AT ELM PARK AT ELM PARK

NOTED: The Support Officer provided an update on the Community Safety Pop-Up Event held at Elm Park Leisure Centre on Wednesday, 18th February 2026 at 10am, arranged by the Town Council Office in partnership with the South Gloucestershire Neighbourhood Police Team and Avon Fire & Rescue Service.

The event included a crime prevention information stand, free bike marking in partnership with Bike Register, informal engagement with residents, fire appliance attendance, and fire, road and water safety advice.

It was further noted that Elm Park Leisure Centre has introduced an offer of free made-to-order hot drinks for emergency service personnel passing through Filton while on duty, provided they are in uniform or present valid identification. This initiative aims to encourage informal engagement and strengthen community relationships.

Following the success of the event, the Council expressed its intention to replicate community safety pop-up events throughout Spring, Summer and Autumn 2026.

21. MARKET EVENT AT ELM PARK

NOTED: The Town Clerk provided a verbal update on the first Market in Elm Park, Filton, held on Saturday, 21st February 2026 at 10am in the Multi-Use Games Area (MUGA) at the rear of Elm Park Leisure Centre.

It was reported that, despite a small number of vendor cancellations, the market achieved a positive turnout and was considered an overall success, marking the first market event in Filton in approximately 15 years. The majority of stalls were local craft vendors with a view to improve the variety of stalls and stall layout in future iterations.

It was confirmed that future Green Top Markets in Filton will be held on the following Saturdays from 10am to 3pm:

21st March, 18th April, 16th May, 20th June, 18th July, 15th August, 19th September, 17th October, 21st November, and 19th December 2026.

The next market will take place on Saturday, 21st March 2026 at 10am.

22. FILTON COMMUNITY PARTNERSHIP MEETING

NOTED: The Deputy Clerk provided an update on the Filton Community Partnership Meeting held at FACE Youth Centre on 11th February 2026, marking the second meeting of this Council-led initiative. It was confirmed that meetings will take place quarterly.

The meeting brought together representatives from Filton Town Council, South Gloucestershire Council, FACE, local schools, emergency services, local businesses, Citizens Advice, and Elm Park Leisure Centre.

Key updates included progress on the Gloucester Road North commercial bin storage solution, an overview of the 2026-2027 Council budget, and discussion on town centre improvements, markets, community projects, and partnership working. The purpose of the meetings was reiterated as strengthening communication, transparency, and collaboration between the Council, local businesses, and community organisations.

It was noted that the minutes of the meeting have been prepared and distributed to attendees who consented to receiving updates via email and to be added to the newly established Filton Community Partnership WhatsApp group, using contact details gathered at the invitation stage and via the sign-in sheet on the day. The minutes will also be made available on the Council website.

The next meeting is planned for May 2026 at 1pm (date to be confirmed).

23. BLENHEIM DRIVE PLAY AREA UPDATE

NOTED: The Deputy Clerk provided an update on the proposed transfer of the Blenheim Drive Play Area to Filton Town Council.

It was confirmed that the Council continues to work with South Gloucestershire Council to progress the legal transfer, with formal approval currently awaited. In the interim, the Open Spaces Team has received permission to undertake minor maintenance works, including regular litter picking several times per week.

Officers have also begun reviewing potential replacement and refreshed play equipment, seeking supplier quotations and installation costs in preparation for the transfer.

24. FILTON FESTIVAL 2026 DATE CONFIRMATION

NOTED: It was confirmed that the date for Filton Festival 2026 has been set as Sunday, 5th July 2026 starting at 10am and to finish at 6pm.

25. ALLOTMENT VOLUNTARY SEASONAL COMPETITION

A proposal to introduce a Voluntary Seasonal Growing Competition at The Sidings Allotments for 2026.

The Town Clerk proposed that this matter be introduced as an urgent item for resolution, due to time constraints and the inability to defer to the next Assets & Open Spaces Committee meeting. The proposal was presented by the Support Officer.

Members noted that the initiative is intended to be voluntary and community-led, with the purpose of encouraging greater engagement between plot holders, making better use of the allotment noticeboard, mitigating plot neglect, and introducing informal seasonal judging days focused on recognition rather than competitive prizes.

It was further noted that an A4 promotional poster has been drafted and that practical considerations, including safeguarding, staffing, and potential minor associated costs, would be managed by officers. There may also be scope in future to extend the voluntary contest to Nutfield Grove Allotments and to open a separate competition to Filton residents more widely.

RESOLVED:

- a. To approve the introduction of a Voluntary 2026 Seasonal Growing Competition at The Sidings Allotments.
- b. To authorise officers to organise and deliver the initiative, including any necessary risk assessments and to report any minor associated costs.
- c. To review the scheme after the first season and consider potential extension to Nutfield Grove Allotments and/or the wider Filton community.

26. COMMITTEE MEMBER VACANCIES

The recruitment of councillors to fill existing committee vacancies:

- a. Planning & Climate Committee - 4 vacancies
- b. Assets & Open Spaces Committee - 4 vacancies

In the interim, a nomination was made for the Deputy Clerk to act as a contributing (non-voting) member of the Planning & Climate committee to support continuity of work.

RESOLVED: That the Deputy Clerk be appointed as a contributing member to the Planning & Climate Committee.

27. ANY OTHER ITEM THE MAYOR DECIDES IS URGENT

NOTED: Cllr Dan Boardman verbally announced his intention to resign as a Councillor of Filton Town Council and from all associated committee positions. He confirmed that formal written notice of resignation would be submitted in due course.

Cllr Boardman thanked fellow councillors for their support over the years and conveyed his best wishes to the Council for the future.

On behalf of Filton Town Council, The Mayor expressed sincere thanks to Cllr Boardman for his service and commitment during his time as a councillor, and wished him and his family all the very best for the future.

28. DATE OF NEXT MEETING

NOTED: Tuesday, 24th February 2026 at 7PM.

THE MEETING CLOSED AT 8:45PM