



**Members are hereby summoned to a meeting of the
Assets & Open Spaces Committee
to be held on Tuesday 15th September 2026 at 7.00pm at Filton Town Council
Conference Room, Elm Park, Filton BS34 7PS**

10th September 2026

Simon Davies
Town Clerk & RFO
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AGENDA

- 1. Evacuation Procedures**
- 2. Apologies for Absence**
- 3. Declarations of Interest**
 - A.** To receive declarations of interest from Councillors on items on the agenda.
 - B.** To receive written requests for dispensations for disclosable pecuniary interests (if any)
 - C.** To grant any requests for dispensation as appropriate
- 4. Exclusion of the Press and Public – (RESOLVE)**

To agree any items to be dealt with after the Press and Public has been excluded from the meeting within the requirements of the Public Bodies (Admission of Meetings Act) as amended 1960, in order that confidential items can be discussed. If a decision is made to exclude, this should be by resolution. Filton Town Council Standing Orders 3 (d).
- 5. To approve the minutes of the Assets & Open Spaces meeting held on Tuesday, 21st July 2026 – (RESOLVE)**
- 6. Shipping Container Quotes – (RESOLVE)**

To resolve on a quote for a pair of storage units/portacabins, one for Filton Foxes Cycle Speedway and one for the open spaces team. The Filton Foxes portacabin will be for the purpose of providing the club with a secure, central base to support club operations, equipment storage, safety and welfare, and event management. It will also strengthen the club's community engagement by supporting beginner sessions, school outreach and inclusive activities. As the club expands its regional events and aims to host national and international competitions, the facility will provide essential infrastructure for organisers and officials, helping meet modern event standards and attract greater participation. and for The Town Clerk to make the necessary arrangements to install the asset, and with the club for tenancy and any other associated requirements. – (ANNEX A1, A2, A3, A4 and A5)

7. Filton Park High Street Improvements – (RESOLVE)

This Council notes that funding has already been allocated within the Council's budget for high street improvements in the vicinity of the Filton Park shops.

This Council resolves that this funding should be used to deliver improvements to the Filton Park shopping area and its immediate surroundings, including the following:

Street beautification and public realm improvements around the Filton Park shops and Northville Roundabout. These may include, but are not limited to, planters, benches, hanging baskets and other measures intended to make the area more attractive and welcoming. Local business owners should be consulted on the improvements they believe would most enhance the appearance and ambience of the area.

Completion of the refurbishment of the former telephone box close to the top of Northville Road, creating a flexible community space capable of hosting a variety of displays or projects. Its initial use should be to host a local history project celebrating the history and heritage of Filton.

Refurbishment and repair of the three Town Council-owned bus shelters on Southmead Road, including repainting, replacement of damaged or deteriorated Perspex panels, and any other minor repairs necessary to bring the shelters to a good standard of appearance and condition.

This Council further resolves that officers should bring forward to the Assets & Open Spaces Committee the necessary proposals and costings to deliver these works from the existing high street improvements budget, consulting local businesses and other relevant stakeholders where appropriate.

8. Filton Festival 2027 – (RESOLVE)

The committee to resolve to create a working group for The Filton Festival 2027 to convene prior to the end of September, following receiving final reports and feedback summary from the Filton Festival 2026 that was delivered by DC – Productions. – (ANNEX B1 and B2)

9. Multi-Day Music Festival – (RESOLVE)

(Cllr Mead) The Town Clerk to prepare a tender to hold a multi-day music festival in 2027 and/or 2028, to be potentially held in Millenium Green; and to seek possible options for a food festival and cider/beer festival over the same period. The tenders to require that no funding, other than officer support time and supportive administrative/legal fees, should be allocated to the events.

10. Headline Acts Consultation – (RESOLVE)

(Cllr Elmorssy) For the Assets and Open Spaces Committee to create a shortlist of potential headline acts in 2027, to supplement a list by the successful tender; both put to public consultation; with results fed back to Assets and Open Spaces Committee for a decision on the preferred acts. Councillor submission for potential acts to be due by 30th September 2026

11. Filton Markets – (RESOLVE)

The committee to resolve to create a working group to sort and make recommendations for future markets.

12. Elm Park Kissing Gates Quotes – (RESOLVE)

The committee to receive quotes and resolve on a contractor to install 5 kissing gates at Elm Park and block off 3 unofficial entrances to make the park more secure. – (ANNEX C1, C2 and C3)

13. The Sidings Allotment Pest Control Quotes – (RESOLVE)

The committee to receive quotes and resolve on a pest control contract for the Sidings Allotments. – (ANNEX D1, D2 and D3)

14. Christmas Lights Quotes – (RESOLVE)

The committee to consider options for Christmas Lights to replace the existing ones deployed by South Gloucestershire that are faulty – (ANNEX E1, E2 and E3)

15. Christmas Tree – (RESOLVE)

The committee to receive example quotes for Christmas trees and to decide on the size and criteria for the Christmas tree to be installed at Elm Park this December – (ANNEX F1, F2 and F3)

16. Blenheim Drive Play Area Security Provision– (RESOLVE)

To retain the services from South Gloucestershire Council for security arrangements at the Blenheim Drive Play Area once ownership and responsibility has been transferred to Filton Town Council. – (ANNEX G)

17. Elm Park Leisure Gym Update – (RESOLVE)

The committee to receive the results of the most recent gym survey, following the survey circulated in the previous year and to consider a proposal from Elm Park Leisure to remove or repurpose one or two of the Box-12 pods in response to usage and survey findings. The Box-12 pods are assets owned by Filton Town Council. – (ANNEX H1 and H2)

18. Security, Fire and CCTV provision – (NOTE)

The Committee is asked to note that the current contractor responsible for the intruder alarms, fire alarms and CCTV systems has become unresponsive and has breached the terms of their contract. The Leisure Centre will therefore transfer responsibility for these services to Evo, in line with the contractors currently utilised by Parkwood and Creating Active Futures. – (ANNEX I)

19. Damaged Football Posts Report – (NOTE)

The committee to receive a report following recent vandalism of the football posts – (ANNEX J)

20. Date of next Meeting – Wednesday 21st October 2026 at 7pm.

Circulation List – Members	
Cllr Brian Mead – <i>Deputy Mayor & Chair</i>	Cllr Andy Mills – <i>Vice Chair</i>
Cllr John Baverstock	Cllr Tom Mewies – <i>Mayor</i>
Cllr Alex Doyle	Town Clerk
Cllr Mckenzie Elmorssy	Deputy Clerk
Cllr Dan Harris	Support Officer
Cllr Julie Molloy	Head Ranger
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