



STOKE GIFFORD

PARISH COUNCIL

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STOKE GIFFORD PARISH COUNCIL

MINUTES OF THE RECREATION & LEISURE MEETING

Held on Tuesday, 15th April 2025

EMERGENCY PROCEDURE:

In the event of a fire all those present should leave the building calmly, breaking a fire alarm panel on the way out, and assemble on the far side of the car park at the assembly point.

Attendees are reminded to either switch off or make silent their mobile phones.

PRESENT:

S Bandcroft, M Brown, A Hyde, M Gallagher, K Marsden, P Richardson and A Shore.

Also in attendance were C Slade, C Kenyon A Slade M Rendell, and 4 residents.

1	Welcome and apologies for absence. The Chair, Councillor Penny Richardson, welcomed everyone to the meeting. Apologies were received from John Rendell (Parish Clerk), Paul Passaway (Caretaker) and Dawn Young, Youth Manager from FACE (late notice given).	ACTION
2	To receive notification of any members' personal or prejudicial interest. Keiron Marsden noted that his new role as a Stoke Park & Cheswick Parish Councillor was not noted on the meeting papers presented.	JR to note
3	To approve the last Recreation & Leisure meeting Minutes dated 21st January 2025. Councillor Keiron Marsden proposed acceptance of the Minutes of the last Recreation & Leisure meeting dated 21 st January 2025, seconded by Councillor Tony Hyde. Proposal carried. The minutes were duly signed by the Chair as a correct record.	

4	<p>PUBLIC SESSION [3-5 MINUTES PER PERSON WITH A MAXIMUM OF 15 MINUTES PER SESSION] – 4 residents were in attendance.</p> <p>Gifford Crescent highway works are unsafe. Access to Gipsy Patch Lane is now shared both directions. The footpath is also closed whilst works are in progress. No pedestrian warning signage until you reach entrance. Cllr Andrew Shore agreed to contact Streetcare and raise these concerns.</p> <p>A Meade Park bench is missing its seat slats since January 2025 – Caretaker to inspect site and repair.</p> <p>The timber edging that surrounds the play bark (fitness equipment) at Meade Park is showing signs of wear and tear and rotting in places.</p> <p>Trust Ground basketball hoops and nets not yet re-installed at Trust Ground. Issue was raised at Trust committee meeting. Clerk JR to discuss with SGPC Chair DA and report date of installation and feed back to Parish Council.</p>	<p>AS</p> <p>JR/PP</p> <p>JR</p> <p>DA</p>
5	<p>Update from Youth Provider.</p> <p>No FACE representative in attendance – late notice of apologise received by Debbie Templ. Report was filed in meeting pack for review.</p>	
6	<p>Community Development Coordinator for Little Stoke (Southern Brooks).</p> <p>No report submitted by Southern Brooks, no representative in attendance.</p> <p>Cllr Sue Bancroft requested a year-end report/summary (including attendance numbers, etc) of the Warm Space provided at Little Stoke Community Centre over Winter, to be presented at next meeting – Clerk to request</p>	JR/L Evans
7,	<p>Update from Head Groundsman.</p> <p>The update from the Grounds Team was delivered by Deputy Head Groundsman Martyn Rendell.</p> <p>The Chair, Councillor Penny Richardson took the opportunity to thank Colin Kenyon for all his support and dedication during the 20+ years he has worked here at Stoke Gifford Parish Council. She thanked him on behalf of SGPC and wished him well in his retirement journey.</p>	
8	<p>Update from Grounds Team & Caretaker.</p> <p>Deputy Head Groundsman Martyn Rendell shared the Grounds Team’s report and ran through the items on the report:</p> <p>Little Stoke Park - springs broken on “rocker” play equipment. This fault was reported to South Glos on 14th April and then a call placed to the SGPC office. Cath Slade requested a replacement quote from GB Leisure to repair and replace both springs and is awaiting response. Clerk to follow up. Grounds staff have taped off equipment and signage erect-</p>	Clerk

	<p>ed to keep public off the equipment</p> <p>Scramble board in LS park broken – equipment taped off and in-house repair to be completed.</p> <p>Councillor Sue Bandcroft reported fencing still lying on floor in LS park and is being damaged – Contractor (Sovereign) needs to collect. Post-meeting note: Cath Slade called contractors and is waiting for a collection date. Grounds staff to move fencing closer to satellite building away from play area.</p> <p>The Chair, Councillor Penny Richardson, reported that the new play equipment in Meade Park is due to be installed on 19th May 2025</p> <p>No report from Caretaker filed.</p> <p><i>The Grounds staff left the meeting at this point.</i></p>	<p>G Staff</p> <p>CS/G Staff</p>
9	<p>Installation of a park bench and concrete base near BMX track.</p> <p>A member of the public repeated his request made at the last Full Council meeting for a seat to be installed at the BMX track in Little Stoke Park.</p> <p>The Chair, Councillor Penny Richardson and Deputy Head Groundsman Martyn Rendell have visited the site and shared their proposed locations.</p> <p>A member of the public highlighted the likelihood of flooding of grounds in this location.</p> <p>Option to install the bench at the top of the pump track.</p> <p>Cath Slade has spoken to C&K and they advised ROSPA would recommend 3+ meters for bench to be installed from track – risk for moving bikes, etc, hitting solid frame.</p> <p>Councillor Andrew Shore proposed that Councillors walk the site and review location options. Need to find location with good view of pump track / no flooding issue and in line within ROSPA guidance. Also suggested that Councillors review bench options – either the bench proposed in the meeting notes or for other options to be considered, including one being made in-house. Seconded by Councillor Sue Bandcroft. All in favour. Proposal carried.</p> <p>It was agreed to review the location and bench design at next Full Council meeting on 13 May 2025</p>	<p>All SGPC Cllrs</p> <p>Clerk to add to FC agenda</p>
10	<p>Forty Acres cycle track solar lighting and cycle/ pedestrian paintwork improvements.</p> <p>The Chair, Councillor Penny Richardson, updated attendees with the current situation with regards the Parish Council's request for the paintwork on the shared path through 40 Acres to be repainted, and lack of progress by South Gloucestershire Council. South Glos have confirmed the work falls within their remit and is on their work schedule, but no completion date has been shared. Lack of signage along the shared path was raised with the relevant Officer, Chris Harris, including the original concerns raised by an elderly resident in this Parish about the cyclists riding at speed through 40 Acres. Item 10 will be closed and the Chair, Councillor Penny Richardson will update SGPC once work dates have</p>	<p>PR to note</p>

	been received.	
11	<p>Forty Acres dog park proposal – Balfour Beatty Community Project.</p> <p>Discussions took place on the proposal by Balfour Beatty.</p> <p>Discussion points:</p> <ul style="list-style-type: none"> Planting of trees should be direct in the ground, not in raised beds. This will ensure the tree roots can tap into the water table and aren't needing a lot of watering by the Grounds Team. Stone-covered base will change the natural aspect of the park and be out of keeping with the natural, green look of the area. Dogs prefer to use open park space within Forty Acres site and not be kept in fenced area. It was agreed that the Clerk will contact Balfour Beatty and forward our gratitude for their kind offer and propose the following changes:- <ul style="list-style-type: none"> a) Accept 6 benches but located near pathways, in agreed locations with SGPC. Proposed by Councillor Sue Bandcroft and seconded by Councillor Kieron Marsden. All in favour. Proposal carried. b) Accept trees and shrubs but planted directly in the ground and not in raised beds. To be planted in locations agreed with SGPC. Proposed by the Chair, Councillor Penny Richardson, seconded by Councillor Andrew Shore. All in favour. Proposal carried. c) Reject Dog Park agility equipment Proposed by the Chair, Councillor Penny Richardson, seconded by Councillor Sue Bandcroft. 6 in favour, 1 abstention. Proposal carried. 	JR
12	<p>Update on Local Nature Action Plan (SGC).</p> <p>Councillor Sue Bandcroft informed members the local Nature Action plan continues to progress.</p> <p>Trees have been planted in:</p> <p>Little Stoke Park - thanks to South Glos Arboriculture Officer Neil Gazzard and team (see planting scheme in meeting pack).</p> <p>40 Acres - thanks to SGC for the donation of several hundred young whips to 40 Acres. These were planted recently by the Grounds Team, Councillors Penny Richardson and Sue Bandcroft, and local resident Mr Pott.</p> <p>Councillor Andrew Shore and BT volunteers have supported Tim Hewer with building additional bat boxes and hedgehog houses – project ongoing.</p>	

	<p>Bat boxes and hedgehog boxes are be made on an ongoing basis and added to more areas in the Parish recreational areas.</p> <p>Friends of 40 Acres group are moving to a virtual group gathering. The volunteer group has declined in numbers. Funding from this group is to be allocated to a nature project – discussions with existing group members are taking place.</p>	
13	<p>Update on the Community Litter Picking Sessions.</p> <p>The Chair, Councillor Penny Richardson, reported good levels of support from residents at the local litter picking sessions that have been running once every fortnight. These are held on a rotational basis in each of the 3 wards of the Parish. Full details are advertised on the SGPC website, on the Parish Noticeboards and on all the local Facebook sites accessed by residents.</p>	
14	<p>Any other business relevant to this committee.</p> <p>Councillor Andrew Shore updated attendees on the cycle path telecoms works on New Road. Concerns were raised about the lack of notice being given by District Council to Parish Council about works being undertaken by South Glos Council within the Parish Council boundaries.</p> <p>Councillor Mike Brown raised the subject of St Michael’s church graveyard and the trans-ferral of grass cutting responsibilities from the Church to the Parish Council. The graveyard is now formally closed for any further burials and the deeds show that if the Church is no longer able to maintain the site, then the cutting of the grass in the graveyard would fall within the remit of the Parish Council. Grounds staff have visited the site and estimate two people will be needed for 1 ½ days to cut the area in question every three to four weeks. Councillor Andrew Shore raised the issue that the boundary wall will also fall within SGPC maintenance schedule. The walls need to be inspected and handed over in good order before SGPC adopt this area.</p> <p>Clerk to ask if St Michael’s Church can offer financial funding to support these new adopted works.</p> <p>Clerk to ask if there are any existing volunteers still able to support the cutting works on the site.</p> <p>Clerk to gain quotes from external contractors for annual maintenance of this site.</p> <p>Councillor Mike Brown asked for an update on the recruitment of a replacement for retiring Head Groundsman Colin Kenyon. Clerk to update Council and discuss job roles / structure of Grounds staff team on return. Andrew Shore raised the possibility of reviewing the current structure of Head Groundsman / Deputy Groundsman / Groundsman with the potential to consider a restructure. Cllr S Bandcroft stated that it was likely too late to make any changes to the structure at this late stage in the recruitment process of a new Head Groundsman. The Chair, Councillor Penny Richardson, enquired of all Councillors present if there was any support for a review of the current Grounds Team structure, but no other Councillors expressed a desire to make any changes to this.</p>	<p>JR</p> <p>JR</p> <p>JR</p> <p>JR</p> <p>JR</p>
15	<p>Date of next meeting.</p> <p>15th July 2025.</p>	

Meeting closed 15:40

Signed: _____

Date: _____

P Richardson (Chair)

On behalf of Stoke Gifford Parish Council