STOKE GIFFORD
PARISH COUNCIL

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STOKE GIFFORD PARISH COUNCIL

MINUTES OF THE RECREATION & LEISURE MEETING

Held on Tuesday, 21st July 2026

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, J Brunwin, M Gallagher, K Marsden, P Richardson, and A Shore.
Also, the Parish Clerk, M Rendell, C Kingscott, J Welsh and three residents**.**

1	**To elect the Chair of the Recreation & Leisure committee for 2026/27** Councillor Sue Bandcroft proposed Councillor Penny Richardson continue as Chair of the Recreation & Leisure Committee for 2026/27, seconded by Councillor Jan Brunwin. Councillor Mike Brown proposed Councillor Sue Bandcroft be elected as Chair, seconded by Councillor Andrew Shore, Councillor Sue Bandcroft thanked Councillor Mike Brown for the nomination but is unable to commit to the role at this time. A vote was taken on the original proposal by Councillor Sue Bandcroft for Councillor Penny Richardson to remain as Chair, seconded by Councillor Jan Brunwin, a vote was taken, 4 for, 2 abstentions, proposal carried. The Chair thanked Councillors for their support.	**ACTION**
2	**Welcome and apologies for absence** The Chair, Councillor Penny Richardson, welcomed everyone to the meeting. The Clerk informed members apologies were received from Councillor Keiron Marsden and Deputy Head Groundsman, Andy Slade.	
3	**To receive notification of any members' personal or prejudicial interest**	

	None.	
4	**To approve the last Recreation & Leisure meeting Minutes dated 21st April 2026** Councillor Sue Bandcroft proposed acceptance of the Minutes of the last Recreation & Leisure meeting dated 21st April 2026, seconded by Councillor Andrew Shore, proposal unanimously carried. The minutes were duly signed by the Chair as a correct record.	
5	**PUBLIC SESSION [3 MINUTES PER PERSON WITH A MAXIMUM OF 15 MINUTES PER SESSION] – three residents were in attendance.** Hedgerow on Hatchet Road – it's the time of year where the hedges are overgrown and in places (40 Acres side) the hedge is starting to merge with the trees. The hedgerow along Meade Park is also overgrown, with some low-hanging branches from trees. Head Groundsman, Martyn Rendell confirmed the Ground staff are carrying out hedge work in the coming days and the annual work to the hedge is booked in for the first week in September following the bird nesting season. Trust Deeds – a resident who is also on the Trust Committee asked the Clerk to confirm whether the Trust deeds have been amended recently. The Clerk confirmed the deeds have not been amended and no correspondence received from the Committee Chair. Trust ground – a resident commented that the current contract agreement between the Trust ground and the Parish Council seems low compared to the amount of work being produced by the Council staff. The Clerk confirmed all hire rates for 2027/28 will be discussed by members at the December Finance meeting. Meade Park play bark – the play bark area at Meade Park continues to be a breeding ground for weeds as the area is in the shade. The area is manually weeded every three weeks, however when the weeds grow it looks unsightly. Staff cannot spray the weeds due to the chemicals posing a risk to young children.	
6	**Update from FACE Youth Provider** The representative from FACE, Charlie Siret is unable to attend the meeting in person and has sent the report to the Clerk. The Clerk tabled at the meeting. ***Open Access club at Little Stoke - Mondays*** *Attendance at the Scout Hut has diversified, and we have built stronger relationships with a younger group who are mostly new to us in centre-based work. We have been doing lots of sports-based activities, between football, badminton, and table tennis, which the new Young People have really put their all into. These activities have been supported by a new member of staff on this session, who has lots of broad experience leading sports-based activities. We have been spending more time on the field doing detached work, as well as reaching out to new Young People and reconnecting with some that were involved a couple of years ago.* *We have worked with the police and other organisation through the Violence Reduction Partnership about some of the anti-social behavior we have seen near the sessions of young people in Stoke Gifford, including a large group of young people on e-bikes.*	

	One of the older Young People that has transitioned out of this group due to age has begun the process of volunteering with FACE. ***Art Club at Brooklands - Tuesdays*** *Since starting in April, we have facilitated 8 art group sessions in the Brooklands Centre, which have reached 11 young people from the local area. Lots of these came from DO-RIS sessions, and a few young people are new to FACE. The sessions are focused on the young people's connection to and experiences of Brooklands, so the prompts and themes for each week are regularly based on exploring the local area and/or their identities. We have explored a wide range of media, including Spray painting, Clay work, Lego, and jewelry-making with stones and wire.* *We were also lucky to have a Girlhood Reclaimed workshop in one of our sessions, to speak to a group of our young women about their experiences with seismic, from which they produced some fantastic and insightful zines.* *A member of staff has recently become permanent at Brooklands, and he has built relationships with the Young People and settled in very quickly – the greater consistency is really working for the Young People too.* ***Lunchtime sessions at Abbeywood school - Wednesdays*** *We have also reached more Stoke Gifford young people through going to Abbeywood school each week in Filton each week. Some of these young people have started attending the Little Stoke and Brooklands centre-based sessions. Attending the school regularly has also built connections with Abbeywood safeguarding teams to provide more holistic support for our young people.* ***Summer programme*** *Over the summer, our Monday sessions will shift to being park-based, with an hour of football on the astro. We also have a group trip next Monday to Woodland Park Activity Centre. Our Brooklands sessions will continue over the summer, with a trip to Hollywood Bowl on 11th August!*	
7	**Update from Southern Brooks Community Development Coordinator** The representative from Southern Brooks, Helen Rana is unable to attend the meeting in person and has sent the report to the Clerk. The Clerk tabled at the meeting. *Since starting in my 12 hours per week role in March, I have spent time in the area to become familiar with places, amenities and people. I've connected and consulted with local stakeholders including the Parish Council, Community Centre, FACE, sheltered housing, Citizens Advice, Beat Police, AGE UK, primary school, Baptist Church, Social Club, Riverside gym, and local shops. I've introduced myself and listened to residents at events and meetings; dropped into various clubs and groups; and taken part in community activities like litter picking and the school fete; as well as knocking door to door in Little Stoke to speak directly with residents at home.* *All of this has enabled me to start becoming embedded in the community, build recognition and trust, and ascertain where support is most needed:* • *Based on their lack of funding for school trips and holiday clubs, I have supported Little Stoke Primary School (LSPS) to find suitable funds to apply for, including those which must be co-designed or led by a charity.* • *Based on their lack of reading volunteers, I put LSPS in touch with Southern*	

	Brooks' Volunteer Coordinator to support them to recruit, train and retain local reading volunteers. • *Based on the lack of after-school opportunities at LSPS, I shared learnings from Southern Brooks' 'Love Your Patch' project to support parents/carers to co-design and deliver a gardening club and woodland trail. I am seeking parent/carer volunteers to co-design and deliver a 'Make a Time Capsule' club in the autumn, which will hopefully give them confidence to lead further sessions to share their skills and pastimes.* • *Based on the lack of free summer holiday activities, I am providing four Free Family Fun sessions (sports, arts and group activities) in July-August, which I hope will be co-designed and delivered with young volunteers from FACE.* • *Based on parent/carer feedback about a lack of opportunities to connect and make new friends, I am gathering suggestions for ways to bring them together after dropping off school children. Ideas collected so far include walks, coffee club, sharing crafts and hobbies. I will help establish these, to empower participants to continue them.* • *Based on feedback from older residents seeking opportunities to share memories, I am co-designing a local history project with them, the Baptist Church and sheltered housing, which will produce an outcome to be decided by participants, e.g. an exhibition, a book, a website, etc. This project will be widened out to include all ages.* Councillor Sue Bandcroft would like to liaise with Helen. The Clerk will share contact details following the meeting.	Clerk to send SB contact details
8	**Update from Grounds Team.** - Ash dieback 40 Acres – Head Groundsman, Martyn Rendell has held a site inspection with a Tree Surgeon, and a plan is in place for further dead/ dying trees to be felled within 40 Acres during this financial year. All trees that fall within the diameter requirements will be felled by the ground staff, anything bigger will be outsourced to professionals. Football tournament – the tournament was a success and required months of preparation organising the football pitches: from small-sided mini-pitches through the age groups to a full-size pitch on Little Stoke playing fields. Cars were parked on a section of the Mike Gallivan fields for the first time, and this was a success, taking a lot of pressure off the nearby roads. Preparation for the tournament includes spraying, strimming, cutting and line marking. Hedges – cutting and strimming of hedges along Meade Park path has been completed, the external hedge (Hatchet Roadside), the rear of Mike Gallivan fields and along Little Stoke Park pathway. General waste bins - through the winter the team have been monitoring the waste bins and the contents within them. The team have replaced damaged or vandalised bins as	

	and when required and repositioned one or two for ease of use by the park users. North Road mulch – the grounds team have periodically been redistributing the mulch around the parks and recreational areas. Many areas currently covered with mulch is being used for wildlife and ground repairs. Storage - the small shipping container has been moved from the Stokes Youth site on Little Stoke Lane to Little Stoke Park. This is currently being used to house machinery but may be rehomed in the future. Emergency access 24/7 - updated emergency access procedure in Little Stoke Park with signage and site security. Zipwire at Little Stoke Park – GB Sport & Leisure carried out extensive work to the timber structure and ground works. All working well. Wet pour in Meade Park play area – a new replacement wet pour has been ordered, and we are awaiting details of the installation date. A resident highlighted an area of grassed verge on Hatchet Road by Tesco where contractors had previously carried out some works (via SGC), but it has been left in a mess and in need of rectification works. Councillor Sue Bandcroft said that despite the summer heatwave and prolonged dry period the team continue to carry out good work to the recreation areas, to a high standard.	The Chair will contact the contractor
9	**Update from Caretaker (Brooklands Park)** The Caretaker based at Brooklands Park, Craig Kingscott was present to give an update. *Over the months since opening our new Community centre at Brooklands Park, alongside admin and our onsite cafe and staff, it's been exciting and challenging but day by day I have seen the community grow, met some amazing people of all ages and nationalities to what has now become a solid foundation where people feel welcome, safe and comfortable within their surroundings.* *As the Caretaker it is my responsibility to maintain our centre to a high standard of cleanliness and all facilities within the building are always available and in good working order, as well as routine safety checks in the building for our staff, hirers and members of the public.* *Within our spacious main hall and 2 meeting rooms, bookings are growing, so my job is to meet the hirers needs and expectations, making sure they are fully satisfied. 2 large flat screens have been installed in the meeting rooms as well as flip charts and white boards. Tables and chairs are available in all rooms and kept clean, tidy and stored safely as well as large fans in all rooms making them available for all occasions. As a community we like to do our bit for the environment, so we have general waste and*	

	recycling bins in each room as well. *We also have an outdoor area for those sunny days with a seating area if you wanted to eat, drink, or picnic to the rear of the building as well as a spacious carpark equipped for electric cars, as well as car-sharing and disabled access.* *Being the Caretaker I also work alongside the Little Stoke Caretaker to keep our noticeboards up to date with support groups, social gatherings, events and businesses: it amazed me of the amount of support we have within and around the community.* The Caretaker based at Little Stoke Community Hall, Jon Welsh was present to give an update. *It has been a busy period at Little Stoke Community Hall with the longer days bringing people out into the park. With the weather being so hot, the numbers using the outside spaces have noticeably increased from as early as 6am in the morning. With more visitors comes the problem of more litter, but the public have been relatively good at using the bins provided. The amount of recyclable waste has grown, and there is probably a need for at least another green bin near to the car park area. The hall Itself has received running repairs to the flat roof where the felt is starting to wear and cause leaks inside. Likewise, the MUGA pitch has seen large areas refurbished so that the surface can continue to support the constant usage it receives. Keeping the hall and offices cool has been difficult, and with future climate predictions, the need to explore reducing the temperature in the building should be considered. Looking forward, the toilets and hall will see some new paint to freshen up their appearance by the end of the summer. Additionally, the changing rooms will be readied for the upcoming season. The large number of groups and private bookings in the halls have meant the spaces are constantly being used, but this again reflects what a valuable resource the building is providing for our local community.*	
10	**Christmas lighting** The Chair, Councillor Penny Richardson has been in contact with the Festive Lighting Company and requested up-to-date costs for additional Christmas motifs to be in-stalled in the North Ward along Little Stoke Lane. Three quotes have been received for the following: 8 brand new lights, 8 higher-price ex-hire and 8 lower-price ex- hire. Following a discussion members would like to proceed with obtaining both mid and lower end costs of motifs to cover both North and South Wards in the Parish. The Chair, Councillor Penny Richardson will obtain mid to lower end costs for 16 motifs to install on the lampposts in the North and South Ward. The quotations and subsequent information will be taken to Full Council in September.	
11	**Update on Local Nature Action Plan (SGC)** Community-led biodiversity-tracking and citizen science events have been held recently. In recent years the local Church have supplied volunteers to maintain the flower beds on the entrance to Little Stoke Park, they have informed the Clerk they are unable to	

	continue volunteering in this role. The Clerk will be taking this on and will manage in-house.	
12	**Any Other Business** Tree planting at 40 Acres – Councillor Andrew Shore mentioned that the grass and weeds have grown long around some of the whips planted in 40 Acres in March 2025, and wants the new trees, due to be planted, to be well-maintained. The Chair, Councillor Penny Richardson has carried out much of the maintenance to the new trees on site and feels the whips planted are coping ok despite the recent hot and dry spell. Ground staff hut/ garage at Little Stoke Park – Councillor Andrew Shore underlined that with more responsibilities and workload being passed to the Parish Council from SGC, we will need to increase the infrastructure, vehicles and machinery. Vehicles will be bigger in size, leaving no space in the current building. He believes the Parish Council should be looking into plans for an extension, obtaining costs and information and adding to the 5 year plan. Following discussion, Councillor Jan Brunwin proposed the Clerk add this to the 5 Year Plan, seconded by Councillor Penny Richardson, proposal unanimously carried. The Clerk will also add to the Full Council agenda in September for further discussion. Tea Party for the elderly – when members start to investigate the possibility of arranging community events in the future, Councillor Sue Bandcroft would like to see a Tea Party for the elderly and thinks it will be a great idea and popular event. Bug hotels - Councillor Mike Brown has noticed an increase in bug hotels in other areas across South Gloucestershire and believes it will be a good idea for us to investigate installing one or two in the parish. The Clerk mentioned the Ground staff have created one in the past and will look into the possibility of installing more in the future. Councillor Max Gallagher thinks this is a great idea and will liaise with local volunteers, Ground team and Councillors Additional equipment – Councillor Penny Richardson informed members Head Groundsman Martyn Rendell has identified the need for a third strimmer, and the Clerk has mentioned this can be purchased through the New Road Play Area budget.	Clerk add to 5 year plan and Full Council in September MR to liaise with MG and investigate suitable bug hotels in the parish
13	**Date of next meeting** 20th October 2026.	

Meeting closed 15:37

Signed: _____ Date: _____

P Richardson (Chair)
On behalf of Stoke Gifford Parish Council