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STOKE GIFFORD PARISH COUNCIL

MINUTES OF THE RECREATION & LEISURE MEETING

Held on Tuesday, 20th January 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, P Richardson, and A Shore.

Also, the Parish Clerk, M Rendell, A Slade, representatives from FACE and Turtle CYP and seven residents.

		ACTION
1	Welcome and apologies for absence. The Chair, Councillor Penny Richardson welcomed everyone to the meeting. The Clerk informed members apologies had been received from Councillor Keiron Marsden, and the Caretaker for Little Stoke Park.	
2	To receive notification of any members' personal or prejudicial interest. None.	
3	To approve the last Recreation & Leisure meeting Minutes dated 21st October 2025. Councillor Jan Brunwin proposed acceptance of the Minutes of the last Recreation & Leisure meeting dated 21 st October 2025, seconded by Councillor Max Gallagher, a vote was taken, 5 for 1 abstention, proposal carried. The minutes were duly signed by the Chair as a correct record.	
4	PUBLIC SESSION [3 MINUTES PER PERSON WITH A MAXIMUM OF 15 MINUTES PER SESSION] – seven residents were in attendance. 40 Acres Tree project – at the January Full Council meeting members agreed to send out	

	<p>a public consultation to gauge residents' views on the potential installation of approximately three hundred trees within 40 Acres. The Trees for Climate programme is part of a national government-led fund being delivered by England's Community Forests. A resident believes 40 Acres is a beautiful natural reserve enjoyed by many residents and is concerned that planting more trees within areas of open space across the recreational area is not needed. The resident asked members if any historical report/ surveys undertaken on the site would be raised within the recent Archaeology report. The Chair, Councillor Penny Richardson mentioned that should the report be carried out, the question will be raised to SGC Tree Officer, Neil Gazzard.</p> <p>Another resident doesn't feel the park needs to be messed with and believes installing whips will be problematic to the Parish Council ground staff, potentially altering the work schedule for the site. The ground staff maintain the area daily.</p> <p>A resident was concerned over the proposed cost to carry out an Archaeology survey at circa £3,000. The Chair, Councillor Penny Richardson confirmed the Parish Council will recoup the cost of the survey. SGPC to pay for the survey and recoup the money in full on completion.</p> <p>A resident has noticed the timber surrounding the play bark area at Meade Park is rotten and in need of attention. The timber has been rotten for a while and continues to decline during the winter months. The Head Groundsman confirmed the ground staff have this in hand and it's on the winter schedule to repair. The timber surrounds are rotten to the core making the job a lengthy one and costly. All the timber needs replacing, including the surrounds and posts.</p> <p>A resident who sits on the Trust Ground Committee has been asked by the Committee to see if Stoke Gifford Parish Council will provide a grant of up to £5,000 to fund the Fete. The Trust Ground Deeds state that all Trust Ground funding is to be used within the boundaries of the Trust Ground, and this means the Trust Ground Committee cannot hold the Fete at Little Stoke Park and fund it. The Clerk confirmed that at the recent Full Council meeting members agreed for the Fete to be held at Little Stoke Park for 2026 only, whilst the Trust playing fields are being renovated. The Clerk will add this funding query to the February Full Council for further discussion.</p>	<p>PR enquire about historical searches if survey carried out.</p> <p>MR to arrange works during winter schedule.</p> <p>Clerk to add to February Full Council for discussion.</p>
5	<p>Update from Youth Provider.</p> <p>A representative from FACE was present to talk through the report.</p> <p>Stoke Gifford Youth Work Report: October to December 2025</p> <p>The youth work team has been working with twenty-five registered young people across the club and detached work sessions; several of these are new to the project. The mobile provision and VRP (Violence Reduction Partnership) sessions only record the number of contacts made with young people, not individualised data. In this period, the team has made seventy-five contacts. There has been a total of twenty-five sessions of youth work delivered in the area in this 3-month period. FACE was closed for 3 weeks for young people over Christmas and New Year for holidays and planning/training.</p> <p>Open Access Monday Youth Club at Scout Hut – this club has a core group of attendees that range from School Year 10 to Year 13 (14-17yrs). Much of the work has been around food poverty and cooking skills. The group planned a three-month food project, providing weekly recipes, where they all contributed to cooking a hot meal, with a vegan ele-</p>	

<p>ment, for the whole group. We are looking to work with the scouts to improve the kitchen set-up and have requested a meeting to discuss.</p> <p>The team has been supporting the young people around issues of college participation, relationships and risk-taking around drugs and alcohol. The team will be looking at future junior age group engagement, and will be contacting local primary schools, to start working with Year 6 and the transitions to secondary school.</p> <p>The core group of young people have achieved a section of the South Glos Youth Award and will be attending the annual South Glos Council Youth Awards ceremony in February at BAWA in Filton to collect their certificates.</p> <p>Brooklands mobile DORIS sessions – From September there have been weekly DORIS sessions in the car park at the Brooklands sales office, next to the new community building, this has been supported by the local Residents' Association. The team was involved in the petition to South Glos Council around the vacant green site proposed for the school, which is not happening now, and the aim of keeping this as a leisure space for a proposed MUGA. The team is also keen to provide a weekly youth work project in the new building and will provide a series of workshops with small groups of young people. Awaiting confirmation and will set out a proposal for work. SNG are keen to support and will look to involve young people in the local community and promote voice and participation, for example, a local social action project to improve local facilities for young people.</p> <p>Violence Reduction Partnership (VRP) Detached session – these sessions have been running weekly on a Friday and have covered Little Stoke Park. These will finish in December; further development of these targeted sessions will be updated next time.</p> <p>Staffing & Training - The team has updated their First Aid (October) and Fire Safety training (January) since the last meeting, and more of the team have completed Food Safety and Allergen training to support the cooking activities.</p> <p>We had a new assistant youth worker start with us in September, who was supporting the youth club night, but sadly, she left in November due to a change in circumstances. We are building up the skills of the team, and an assistant has now stepped up to become Leader in Charge.</p> <p>One staff member is completing their Level 3 qualification in Youth Work at City of Bristol College, and another is completing their Foundation Youth Work training and will be put forward for Level 3 in September.</p> <p>Future Plans –</p> <ul style="list-style-type: none">• Recruit another assistant youth worker and a Youth Development Worker for the Stoke Gifford area - interviews planned for January/February.• Look at youth provision from the new building at Brooklands – consult with young people.• Taking Stoke Gifford young people to the youth awards ceremony to receive their South Glos Awards.• Linking into Abbeywood school on the back of last year's workshops on youth	
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	<p>violence</p> <ul style="list-style-type: none"> • Apply for funding to deliver a HAF (Holiday activity and food) program in the area for families on free school meals – targeted at older secondary school ages. 	
6	<p>Update from Grounds Team.</p> <p>Both Head and Deputy Groundsman were present to report to members.</p> <p>Head Groundsman, Martyn Rendell highlighted works carried out during the past three months and talked through each site.</p> <p>Meade Park report</p> <p>Work has started on the removal of ash dieback-affected trees by a contracted tree surgeon. Felled trees will be collected once ground conditions allow.</p> <p>Crown lifting has been carried out throughout the park to keep pathways clear and to improve access for mowers ahead of the grass-cutting season. Long and overgrown areas have also been flailed.</p> <p>Tree pruning is ongoing, including the removal of dead and damaged wood, with arisings cleared using a chipper and shredder. Tree guards have been removed where no longer needed and tree ties adjusted as required.</p> <p>In the play areas, maintenance and repairs to park equipment have been completed, including moss removal from wet-pour surfaces. Some minor repairs have been made to wooden edging to make areas safe, although full replacement will be required when possible. Bark has also been topped up where needed.</p> <p>Remaining winter works include hedge and shrub cutting near the Cerimon entrance, as well as further work on the wooden edging.</p> <p>Royal and 40 Acres report</p> <p>In Royal Park, crown lifting and tree pruning have been carried out, along with brush cutting around overgrown areas at the base of trees. Pathway vegetation has also been cut back and leaf clearance completed to keep walkways clear and safe for pedestrians.</p> <p>In the 40 Acres, the dog bin by the bridge was removed and reinstalled in a better location, as winter access was poor and the surrounding ground had become boggy. A damaged litter bin near the bridge was also removed. At this stage it hasn't been replaced, as it was mainly being used for household waste; the area will be monitored and a replacement considered if required.</p> <p>We're also hoping to carry out tree works in 40 Acres ahead of the next meeting, including the removal of dead and damaged wood and brush clearing in heavily overgrown areas.</p> <p>North Road report</p> <p>New play equipment for the park is due to arrive in February, which will be a positive ad-</p>	

	<p>dition to an already popular play area.</p> <p>Over the winter months, hedge cutting and general tidy-up works have been carried out, including weed and moss removal across the site.</p> <p>It's good to see the pitch improvement works progressing on the field.</p> <p>January update for Little Stoke Park:</p> <p>We've completed hedge reduction and tree pruning to make space for the new pathway, with contractors working carefully to minimise any impact. There's a small amount of remedial work still to do along the path edges, which will be soiled and seeded. The works have also created new planting areas, and Andy has been adding shrubs and bulbs to improve year-round colour.</p> <p>We relocated several bins that were becoming boggy over winter, moving them closer to pathways to improve accessibility.</p> <p>New edging has also been installed around the rope swing, and bark topped up, significantly improving a heavily used area.</p> <p>Along the brook at the bottom of the field, we've begun brush cutting and removing dead and damaged wood. This is ongoing but will improve the area and tree health, with plans to replant in future.</p> <p>Routine pitch maintenance has continued where ground conditions allow, and the 3G pitch has had essential repairs to keep it safe ahead of its planned replacement next year.</p> <p>Ongoing works in the changing rooms, updates to lighting and tiles have made a big improvement.</p> <p>Councillor Andrew Shore thanked the staff for the comprehensive report which helped members understand the good work being carried out. Breaking the works down per site makes it easier to follow.</p> <p>With all the Ash trees being removed (as a result of Ash Dieback) Councillor Andrew Shore asked if it would be possible to understand what areas fall under the ownership of SGC and SGPC. Head Groundsman will send the Ash Dieback tree removal schedule to members.</p>	<p>MR to send map to Clerk/members.</p>
7	<p>Update from Caretaker.</p> <p>The Clerk presented an update from the Caretaker with a list of jobs carried out since the last Recreation & Leisure meeting.</p> <p>Annual Fire Inspection report</p> <p>All work carried out successfully on the recommendation points raised by the engineer.</p> <p>Bus stops</p> <p>Kingsway north on house side has had a full renovation with all Perspex replaced along</p>	

	<p>with new trim fitted.</p> <p>With the rest of the bus stops these will be repaired in due course based on a compiled list of works required.</p> <p>3G Sports Pitch</p> <p>There has been some remedial work carried out to the top part of the fence at each end above the goal nets as this was beginning to break apart. The work carried out should keep the fence safe for the foreseeable future.</p> <p>Community building</p> <p>There has been general work carried out in the building in the past few months.</p> <p>New changing room extractor fans fitted.</p> <p>Extractor fan replaced in kitchen.</p> <p>Emergency light fittings replaced in the main hall and gent's toilet.</p> <p>Perspex has been fitted in the Kingfisher Hall to help prevent damage from the chair trolley being pushed into the wall.</p> <p>There have been some Perspex fixed on the wall in a location so clients can stick banners and posters instead of fastening them to the newly painted walls.</p> <p>Along with the main hall there has been some Perspex fitted in the meeting room again so hopefully they will use this instead of the walls.</p> <p>If this is successful, then I would imagine it could be used in other areas that require it.</p> <p>The main hall, corridor and meeting room have been painted, freshening them up.</p> <p>New electrical distribution board fitted that supplies the satellite building.</p> <p>Main hall floor to be resealed soon (Cleaning company will carry out this work around hirers).</p> <p>The Little Stoke Community Hall Caretaker will sadly be leaving the post on 31st January. The Caretaker from Brooklands Park is currently being trained on site at Little Stoke and will be covering in the interim period.</p> <p>Staff have carried out site training at Brooklands Park which is a requirement prior to handover.</p> <p>The Clerk will be sending out the job vacancy advert on Wednesday 21st January.</p>	
8	<p>To receive the December 2025 report from Turtle CYP.</p> <p>A Representative from Turtle CYP was present to update members on the winter Play-scheme and Family sessions.</p>	

	<p><i>In the December school holidays, we delivered 3 playscheme sessions and 6 family activity sessions.</i></p> <p><i>Over the 2 days we had 145 different people engage in our sessions</i></p> <p><i>The playscheme sessions were held on Saturday 20th December at St Chads Church in Patchway, St Mary's Church in Yate and in Kingswood Park from 11am – 2pm. The family sessions were held on Monday 20th from 10.30am – 12.30pm and 1.30pm-3.30pm. We were in Coniston Community Centre in Patchway, St Nicholas Family Centre in Yate and in Kingswood Park. We had 3 staff in all sessions to ensure we could support the children and families to engage in all activities provided.</i></p> <p><u>Playscheme - Feedback from the children:</u></p> <p>88.5% said that they had fun that day</p> <p>73% said that they liked meeting new people</p> <p>84% said they tried something new</p> <p>84% said that they would like to come back again</p> <p>80% said they enjoyed being in the park</p> <p>70% said that they enjoyed being close to nature</p> <p><i>For these sessions, we set up craft tables with a variety of Christmas decorations and general arts and crafts. We also provided a range of free refreshments such as tea, coffee, hot chocolate with marshmallows and a variety of Christmas biscuits. In Kingswood we set up a table so families could make bird feeders, and we had an area between the raised beds to play games with arts and crafts in the polytunnel. In Patchway and Yate there were lots of arts and crafts (including lots of glitter!) and lots of fun games.</i></p> <p>Councillor Andrew Shore queried whether the sessions could be better advertised. Although Turtle CYP advertise through various avenues the Clerk asked the Representative to send a poster to the office and it can be advertised on the Parish Council website and added to the twelve notice boards around the parish.</p>	
9	<p>Update on Local Nature Action Plan (SGC).</p> <p>No update.</p>	
10	<p>Recreation and Leisure committee meetings venue 2026.</p> <p>The Chair, Councillor Penny Richardson asked the Clerk to keep this item on the agenda in the hope that once we take over the management of Brooklands Park the committee meetings can be split between both sites.</p> <p>The next meeting is scheduled for April which will be held at Little Stoke Park. Potentially the July and October meetings could be held at Brooklands Park.</p>	Clerk to add agenda item to meeting in April.
11	<p>Any other business relevant to this committee.</p> <p>Road works on Hatchet Road and Gipsy Patch Road – Councillor Sue Bandcroft has received contact from residents enquiring about the road works, hours of working and duration on the work currently on the Hatchet Road roundabout. A large van was also spotted stationary on the roundabout for a period, making it difficult for drivers to see as they approach the roundabout.</p>	

	Tree for Climate project on 40 Acres – Councillor Mike Brown believes that with so many trees being felled across the Parish of Stoke Gifford, as part of the Ash Dieback scheme, it would be a good idea to replace these trees as part of the TFC project and not specifically just use the open spaces within 40 Acres. The Chair, Councillor Penny Richardson, confirmed the project is limited to tree planting on land owned or managed by the Parish Council which would mean many of the areas affected by Ash dieback would not be eligible.	
12	Date of next meeting. 21 st April 2026.	

Meeting closed 15:20

Signed: _____

Date: _____

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