



EMERSONS GREEN
TOWN COUNCIL

Name:

Date:

Signed:

Minutes of the Full Council Meeting

Held in The Council Chamber of Emersons Green Town Council

19:00hrs on Thursday 19th of March 2026

INTRODUCTION

Present: Cllrs James Hunt (Mayor), Bobbie Sunderland (Deputy Mayor), Graham Hutter, Kelly Allen, Colin Hunt, Andy Cowie, Daryl Hemborough, Lynne Paraskeva, Tina Potter, Simon Budd, and Rachael Hunt.

In attendance: Jo Bryant (Town Clerk) and, Jane Wray (Deputy Clerk)

Apologies: Cllr Abi Cohen.

Absent: Cllr Andrej Turk and Eli Akatwijuka.

Public: No members of the public were in attendance.

Notes: The meeting began at 19:00hrs. All resolutions were passed with a majority vote, by a show of hands, unless otherwise stated.

Welcome and Introductions.

The Mayor welcomed everyone, described the emergency procedures, and made any necessary safety announcements.

FC_2025.096 Declaration of Interest – Localism Act 2011.

Cllr Bobbie Sunderland declared a personal interest in FC_2025.104.01.

FC_2025.097 Public Participation.

None present.

COUNCIL ADMINISTRATION

FC_2025.098 Minutes.

Resolved: To approve the *Minutes of the Full Council meeting held on the 19th of February 2026*, copies having been circulated, as a correct record, and the minutes were signed by the Mayor.

FC_2025.099 Outstanding items.

Clerk reported that the Town of Culture Expression of Interest was brought forward for council to consider, as requested, at agenda item FC_2025.106. Following a request at Coffee Morning, an EGTC Leaflet has been created to aid spreading awareness of activities we do undertake. This has been circulated and feedback sought.

COMMUNICATIONS

FC_2025.100 Correspondence.

WECA Bus Plan consultation goes active on 30th March 2026 and remains live until 10th May 2026. Response is actively encouraged: -

<https://haveyoursaywest.co.uk/betterbuses>

West of England Rural Network (WERN) is currently working with Voscur to capture data from community transport schemes so it can better represent the sector and influence emerging transport strategy. They are actively encouraging WECA to hear the voices of communities via its surveys and community sustainable transport groups.

OPERATIONS

FC_2025.101 To note reports from:

1. Committees

- a. **Finance & Partnership** – Cllr Graham Hutter provided a summary of decisions taken by the committee:

Grant Applications

- A grant of £2,200 to Great Western Ambulance was approved.
- £209.90 raised at the CAN Spring Gathering will be donated to Friends of Blackhorse Meadow.
- A £10,000 grant request from Lyde Green Community Association was referred to Full Council for debate.
- A £6,000 grant request from Friends of Emersons Green Park to support Earthfest events was recommended to Full Council.
- A grant request from Ham Farm Festival for £6,580 to run their summer festival, plus £420 for a flute workshop for 180 Year 2 children, was recommended to Full Council.

Commissioning & Contracts

- A three-year contract for the current Internal Auditor was approved, with annual fees set at £960 (2026–27), £1,000 (2027–28), and £1,050 (2028–29).

Policies & Procedures

- Updated versions of the Menopause Policy and Homeworking Policy were formally adopted.

Finance

- Bank reconciliations for January 2026 were reviewed and signed by the Chair.
- Monthly payments totalling £74,189.97 were approved and signed.
- Budget monitoring reports, including income, expenditure, earmarked reserves, and Reserve Funding Facility balances, were reviewed.

- b. **Open Spaces** – Cllr Bobbie Sunderland reported that:

Vinney Green Pond

We have taken advice from a pond expert about the frequency of pond clearance required. Agreed to stick with one clearance in Autumn/Winter.

Tree Surveys

A quote for £850 for survey of trees on EGTC land was accepted.

Allotment Tree Work

Two large trees are causing significant shade over plots at the allotments and have low hanging branches. Committee agreed to a quote of £375 to pollard a willow. In future our staff will be able to maintain this tree. Committee agreed to a quote of £360 for work on an oak, subject to planning permission as this tree has a TPO.

Bench in Bye Mead near play area

After writing to residents living adjacent to the proposed site, there were two replies and no adverse responses to the siting of the bench therefore agreed to go ahead with placing a bench. The area nearby has already been planted with wildflowers. Cost of the chosen bench is £608, and installation costs are £200. A Councillor has kindly offered a donation towards the cost of the bench, details to be confirmed.

c. Youth – Cllr Lynne Paraskeva reported that:

Community Club on Wheels (CHOW) Update

The final equipment for the CHOW vehicle has arrived, including a canopy and side panels. This addition allows the setup to accommodate up to 45 people at events, increasing flexibility for festivals and community activities in different weather conditions.

Work Experience -

Our latest participant completed 37 hours of work experience, supporting office administration, media tasks, and youth sessions at Lyde Green. She assisted with activities such as cooking and music sessions and made a positive contribution during her placement.

Correspondence and Community Issues

- Coffee with Claire: A meeting with Councillor Claire MP is being planned to discuss anti-social behaviour (ASB), particularly in Lyde Green.
- Police: Ongoing ASB issues have required multiple emails to the police. Youth workers witnessed stolen goods being exchanged during a session and collected CCTV evidence, but progress has been slow. Additional police support and visibility in Lyde Green has been requested.
- SNG Housing Association: SNG has offered volunteers and attendance at a committee meeting, strengthening partnership working.
- Community Feedback: Positive feedback from a parent involved in the Duke of Edinburgh programme praised the youth bus and the impact of the youth work in the area.

Youth Engagement Statistics

- 106 registered young people
- 24 parental consent forms (Lyde Green)
- Average 55 attendances per week across 3 sessions
- 8 unidentified young people currently being informally engaged
- Gender split: 32% female, 68% male

Community Events

- Heathfest: CHOW will provide a chill-out and music area, including instruments, tea and cake, and short DJ sets between acts.
- Ham Farm Festival: Supporting a July mini festival (~70 young people) focused on performing arts and music.
- Mangotsfield Festival: The youth team has researched stage and entertainment options and passed details to the organising committee.

Forward Planning

- Staff members Troy and Josh are now independently operating the CHOW vehicle.

- Focus will shift toward greater community engagement and partnerships, including potential daytime community projects.
- Holiday sessions are planned at Emersons Green Village Hall ahead of school holidays, using both the hall and the CHOW vehicle to increase participation.

- d. **Personnel Committee** – Cllr Tina Potter advised that a meeting of Personnel is scheduled to take place on Monday 30th March 2026.
- e. **Planning** – Cllr Simon Budd reported that no planning applications had been received for consideration so nothing to report.

2. Working Groups

- a. **Climate & Nature** – Cllr Bobbie Sunderland reported that a new member has joined the working group.

Spring Gathering and Commons Connection Celebration, 21st February 2026

Working jointly with S Glos raised the profile of the event through their advertising reach and a very full and interesting group of contributors. We were entertained by Winterbourn Down Border Morris and Mangotsfield Ukulele Jam. There were talks by Hedgehog Rescue and British Trust for Ornithology. The Leader of S Glos Council, Ian Boulton and Councillor Louise Harris planted a Dawn Redwood Tree in the Dinosaur Garden in Emersons Green Park to mark the end of the Common Connections Project. Wildflower plug plants were planted in the park near the library. Funds were raised for Friends of Blackhorse Meadow and an evening comedy, 100% Badgers, raised funds for Friends of Emersons Green Park. A very well attended and packed day.

Local Climate and Nature Action Plan Stakeholder Meeting 26th February 2026

A group of about 20 representatives of local groups, businesses and Councillors met together to share ideas for inclusion in the LCNAP. It was an encouraging meeting with energy and engagement. Participants have until the end of March to submit any other ideas in writing. We are hoping to bring the updated LCNAP to Full Council in April.

Watermark Town Workshop 4th March 2026

This was hosted by EGTC and Wessex Water and attended by residents and representatives of groups in the area. Lots of good ideas were teased out through the workshop and a greater appreciation of the complexity of the issues around water supply and waste. CAN discussed this further at our meeting in March. The next step is to generate a programme of events and campaigns building on these initial ideas.

Horizon Project

Research using augmented reality to engage the public with impact of climate change. Paul and Bobbie have had a further meeting with Prof Maurizio Sibilla to discuss potential areas of the parish that would benefit from this type of approach.

Forthcoming events

Saturday 25th April 2026 10am to 12 noon – Community Litter Pick. CAN are identifying litter hot spots to target.

Open Gardens 6th June 2026

If you or your neighbours want to open their garden let us know.

Autumn Gathering and Photography Exhibition

Sunday 4th October 2026 at EGVH

- b. **Strategic Plan** - Next meeting to take place on Thursday 26th March 2026, 7pm at EGTC offices to formulate a plan for project or activity use of Ear Marked Reserves.

3. External Bodies

- a. **Mangotsfield Village Festival** – next meeting of their committee and interested parties to be held 25th March 2026 at EGTC – 1900 hrs.
- b. **Circus** - A reminder that the circus arrives at Rodway Common from Monday 30th March 2026 with shows commencing on Saturday 4th April 2026. Mitigations in place and regular spot checks will take place to ensure compliance with agreements made.

FC_2025.102 **Food Bank**

Resolved:

That Emersons Green Town Council to establish a table of information for signposts and initiatives at the Food Bank held in Resound on Fridays from April 2026. The primary purpose to support users by raising awareness to agencies and activities available to them in the community. This will start monthly whilst value is assessed with potential to become a more regular feature.

FINANCES

FC_2025.103 **Asset Register.**

Resolved:

To approve the updated Risk Register, as circulated.

FC_2025.104 **Grant Applications.**

Resolved:

To approve grant applications received, as circulated:

1. Friends of Emersons Green Park - £6,000.00 towards the cost of events for EarthFest programme for June 2026.
2. Ham Farm Festival - £7,000.00 towards the cost of activities associated with summer 2026 events.
3. Lyde Green Community Association - £10,000.00 towards the cost of replacement flooring for the main hall at the community centre from EGTC 2025/26 grant budget.

FC_2025.105 **Contracts.**

Resolved:

To approve contract signatures, as circulated, for Service Level Agreement for Citizens Advice South Gloucestershire services from 1st April 2026 for 12 months, to provide services at Emersons Green Village Hall and Lyde Green Community Association, to the value of £36,952.00 (as budget)

PLANNING & STRATEGY

FC_2025.106 **UK Town of Culture 2028 Expression of Interest.**

Resolved:

To approve submission of a formal bid to participate in The UK Town of Culture competition for 2028, as per invitation and guidance circulated. Delegated to Town Clerk to prepare and circulate for comment before submission by close of business on 31st March 2026.

FC_2025.107 **Forward Plan.**

The Clerk reported on upcoming agenda items and projects.

DATES & TIMINGS

FC_2025.108 Next Meeting.

To note the next meeting of the Full Council, currently scheduled for:

Thursday 16th of April 2026 at 1900hrs in the Emersons Green Town Council Chambers.

The meeting concluded at 1943hrs

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