

Thursday 3 September 2026

To all Councillors

Please take notice that a meeting of the **Full Council** of Thornbury Town Council will be held in the **Council Chamber of the Town Hall** on **Tuesday 8 September 2026** at **7.30pm**.

All Councillors are hereby **summoned** to attend the above meeting for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.



Andrea Durn, Chief Executive & Responsible Financial Officer

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity.

Public participation: Please note that this meeting is open to the public. Please take note of the guidance notes for public participation [provided](#).

Emergency evacuation procedure: Please familiarise yourself with the emergency evacuation procedure on display in the Council Chamber and acquaint yourself with the nearest emergency exit. The assembly point, in the event of any evacuation, is the area between the Town Hall and Costa.
If you would not be physically able to use the stairs in the event of a fire, please inform us of your intention to attend this meeting no later than 9.00am on the Monday before, so that appropriate arrangements can be made.

AGENDA

1. To note any apologies for absence
2. To receive any declarations of interest from members
3. To receive a presentation by the Dementia Project Co-ordinator from Southern Brooks on "Becoming Dementia Friendly"
4. To receive any representations from the public relating to items on the agenda
5. To receive a report from the meeting Chair
6. To approve the minutes of the meeting of Full Council held on 14 July 2026
7. To receive the minutes (approved or draft) from the following Committees:
 - 7.1 Open Spaces 21.07.26
 - 7.2 Climate & Nature 01.09.26

8. To receive the notes from the following Working Groups:
 - 8.1 Events & Innovations 13.07.26
 - 8.2 Capital Strategy 27.08.26
 - 8.3 Thriving Nature 28.07.26
9. To agree any changes to Councillor membership of Committees and Working Groups following co-option of new Councillors (current membership, including any limits on numbers, included with the meeting papers)
10. To agree Councillor representatives for the following external organisations
 - 10.1 Chantry Community & Arts Centre
 - 10.2 Tytherington Quarry Liaison Group (Jayne Stansfield standing down)
 - 10.3 Oldbury Community Forum (new organisation) (paper attached)
11. To agree Terms of Reference for the Museum/Bakery Annexe Working Group (paper attached)
(*Note – Councillor membership already agreed, Terms of Reference now need to be agreed*)
12. To receive an update from the South Gloucestershire Council Councillors
13. To note project monitoring updates (paper attached)
14. To approve the accounts for payment and ratify payments made out of meeting (paper attached – up dated version to be tabled at the meeting)
15. To consider matters relating to the Natural Water Play project at the Mundy Playing Fields (recommendations supported by the Capital Strategy Working Group) (paper attached)
 - 15.1 To approve the follow-on appointment of Mei Loci as an extension of the existing contract with them, to oversee the project through to completion
 - 15.2 To delegate authority to officer to progress with planning, Construction (Design & Management) Regulations tasks, tender preparation, construction support and handover work, including the preparation and posting of all required tender documents (mainly relating to ground works)
 - 15.3 To receive an update on quotes received for a play specialist and on options regarding progression of this aspect of the project, and to delegate authority to officers to proceed with the recommended contractor
16. To consider matters relating to the tender for the Pavilion refurbishment (paper attached)
 - 16.1 To receive recommendations from the tender evaluation panel
 - 16.2 To agree the appointment of a contractor, and approve funding transfers and delegations to officers
17. To receive an update on “Special Expenses” and agree next steps (paper attached)
18. To receive a report reviewing the current Town Council strategy and agree next steps (paper attached)
19. To receive a report on the Town of Culture application process and agree next steps (paper attached)
20. To receive recommendations from the Climate & Nature Committee regarding a decarbonisation roadmap, including financial implications (paper attached)

21. To consider requests for Service Level Agreements from the following organisation:
 - 21.1 Love Thornbury (paper attached)
 - 21.2 Armstrong Hall Trust (paper attached)
22. To consider quotes for an independent expert assessment of car parking and access at the Mundy Playing Fields (paper to follow – deadline for quotes 04.09.26)
23. To consider quotes for the provision of a Wayfinding and Signage Framework for Town Council Sites (paper to follow – deadline for quotes 08.09.26)
24. To consider quotes for refurbishment of Council Chamber chairs (paper attached)
25. To consider the following financial matters
 - 25.1 To agree to delegate authority to the Climate & Nature Committee for the use of the remaining £15,500 of CIL funds allocated to the Memorial Woodland project (following the previously agreed expenditure of £9,500 for a design consultant from the £25,000 allocated so far to the project) (paper attached)
 - 25.2 To ratify an officer decision to agree to expenditure of £6074 + VAT on the new Mundy Playing Fields machine store electrical works and to approve any resulting overspend (up to that amount) on Land & Property Maintenance (160/4601), to be drawn from general reserves (paper attached)
26. To consider correspondence received regarding the Armed Forces Covenant and agree responses/next steps (paper attached)
27. To consider correspondence received from the V&A Museum regarding the use of the Town Mace during the Remembrance Parade, and to consider a draft response (paper attached)
28. To pass a resolution to exclude members of the public and press during consideration of the following item of business, due to the likely disclosure of exempt information, specifically information in respect of which a claim to legal professional privilege could be maintained
29. To consider matters relating to accommodation at the Town Hall
 - 29.1 To consider matters relating to an issue with a staff office (confidential paper attached)
 - 29.2 To consider matters relating to requests from a leasee of accommodation at the Town Hall (confidential paper attached)
30. To note agenda items for the next meeting to be sent to the Chief Executive by 9am Tuesday 27 October 2026
31. To note the date of the next meeting - 7.30pm on Tuesday 10 November 2026

END OF AGENDA



Minutes of the Meeting of the Full Council

**held on Tuesday 14 July 2026 at 7:30pm
at Council Chamber, Town Hall**

Members present: Cllrs Helen Ball
Gil Gilroy
Chris Bloor
Danny Bonnett (arrived during item 2627.29)
Kath Greenman
Chris Rowe (arrived during item 2627.29)
Chris Woodhouse
Fiona Deas
Christine Carter
Jayne Stansfield
Tiff O'Connor
Steven Whiteside (from the start of item FC2627.32)

In attendance: Wendy Sydenham (Deputy Clerk)
1 member of administration staff
Alan Stealey (Facilities Officer)
2 representatives from Thornbury Museum
1 member of the public (who was co-opted to be a councillor in item FC2627.30)
1 representative from South Gloucestershire and Stroud College

Absent: Cllr Maggie Tyrrell
Neil Johnson
Chris Davies
David Dawkins

FC2627.28. To note any apologies for absence

Apologies for absence were noted from Cllrs Maggie Tyrrell, David Dawkins, Chris Davies and Neil Johnson.

FC2627.29. To receive any declarations of interest from members

There were no declarations of interest.

[Cllrs Chris Rowe and Danny Bonnett joined the meeting.]

FC2627.30. To fill the North West Ward Councillor vacancy by co-option

One application was received, and it was **RESOLVED** unanimously to co-op Steven Whiteside to fill the casual vacancy for the North West Ward.

FC2627.31. To receive the new Councillor's Declaration of Acceptance of Office

A declaration of Acceptance was completed and duly signed by Steven Whiteside with the Deputy Clerk acting as witness.

FC2627.32. To receive a presentation on developments at South Gloucestershire & Stroud College

The Council received a presentation from South Gloucestershire and Stroud College (SGS College) outlining the College's Future Ready 2031 strategy, which focuses on supporting learner progression, strengthening employer partnerships and reducing the number of young people who are not in education, employment or training (NEET).

Transport was highlighted as a key challenge, particularly for around 250 learners from the BS35 area following the loss of the bus service between Thornbury and SGS College. The College is working with partners to explore possible solutions.

The representative also noted a decline in apprenticeship numbers and emphasised the importance of employer engagement, skills development and raising aspirations to support young people into education, training and employment. The importance of working together as a community to support young people's opportunities and outcomes was also highlighted.

FC2627.33. To receive any representations from the public relating to items on the agenda

Two representatives of the Museum were present and spoke in relation to Agenda Item FC2627.43. The representatives expressed their support for the proposal and their willingness to work with Thornbury Town Council to enhance the Museum's provision within the town. It was noted that this would help safeguard the collection and improve public access.

FC2627.34. In relation to the Bakery Annexe and Thornbury Museum:

- **To formally declare that the Bakery Annexe be the preferred site for Thornbury Museum**
- **To approve spend of £25,000 to conduct feasibility studies for the Bakery Annexe**
- **To agree to the formation of a feasibility working group and agree two Councillor members and one officer member**
- **To approve that the spend of £25,000 is to come from 190/4545 Capital Projects, with a transfer from EMR 342 Capital Projects**

The Chair agreed to bring forward agenda item 15.2 to this point in the meeting. It was **RESOLVED** unanimously to formally declare the Bakery Annexe as the preferred site for the Thornbury Museum and to approve expenditure of £25,000 to undertake feasibility studies for the site. It was further **RESOLVED** unanimously to establish a Feasibility Working Group, with Cllrs Helen Ball, Chris Woodhouse and Chris Bloor appointed as the Council's representatives on the Group. It was also **RESOLVED** unanimously that the £25,000 expenditure be funded from budget code 190/4545 Capital Projects, with a corresponding transfer from EMR 342 Capital Projects.

FC2627.35. To approve the minutes of the Annual Meeting of Full Council held on 12 May 2026

It was **RESOLVED** unanimously to approve the minutes of the Annual Meeting of the Full Council held on 12 May 2026, as an accurate record.

FC2627.36. To receive the minutes (approved or draft) from the following Committees:

- **Finance & General Purpose 14.04.26**

- **Finance & General Purpose 09.06.26**
- **Open Spaces 17.03.26**
- **Open Spaces 02.04.26**
- **Open Spaces 13.04.26**
- **Open Spaces 30.04.26**
- **Open Spaces 19.05.26**
- **Planning 16.04.26**
- **Planning 02.07.26**
- **Climate & Nature 16.06.26**
- **Staffing 30.04.26**

The minutes of the Finance and General Purposes Committee meetings held on 14 April 2026 and 9 June 2026, the Open Spaces Committee meetings held on 17 March 2026, 2 April 2026, 13 April 2026, 30 April 2026 and 19 May 2026, the Planning Committee meetings held on 16 April 2026 and 2 June 2026, the Climate and Nature Committee meeting held on 16 May 2026, and the Staffing Committee meeting held on 30 April 2026 were received.

FC2627.37. To receive the notes from the following Working Groups:

- **Capital Strategy WG 26.03.26**
- **Capital Strategy WG 30.04.26**
- **Capital Strategy WG 28.05.26**
- **Capital Strategy WG 02.07.26**
- **Events & Innovations WG 20.04.26**
- **Events & Innovations WG 18.05.26**
- **Events & Innovations WG 08.06.26**

The notes of the Capital Strategy Working Group meetings held on 26 March 2026, 30 April 2026, 28 May 2026 and 2 July 2026, and of the Events and Innovations Working Group meetings held on 20 April 2026, 18 May 2026 and 8 June 2026, were received.

FC2627.38. To agree Councillor representatives for the following external organisations:

- **Chantry Community & Arts Centre**
- **Thornbury in Bloom**
- **Tytherington Quarry Liaison Group**

It was **RESOLVED** unanimously to appoint Cllr Tiff O'Connor as the Council's representative to Thornbury in Bloom and Cllr Jayne Stansfield as the Council's representative to Tytherington Quarry. It was further **RESOLVED** unanimously to approach Cllrs David Dawkins and Neil Johnson to establish whether they would be willing to undertake the remaining vacant representative role.

FC2627.39. To receive an update from the South Gloucestershire Council Councillors

- **Around Town Bus Service**
Council noted that a new bus service is due to commence at the end of July, linking different parts of the town and including pick-up points on the new housing developments along Butt Lane.
- **Alveston Hill Cycle Way**
The Council was advised that the cycle track project at the top of Alveston Hill had encountered a setback, as the field access point had to be relocated. As a result, the proposal has been resubmitted for planning consideration.

- **A38**

It was reported that the roadworks on the A38 are progressing in accordance with the planned schedule.

- **Thornbury Health Centre**

It was reported that the Health Centre project is progressing, with one remaining contract awaiting approval.

- **Thornbury Pump**

Councillors requested an update on the Thornbury Pump. The South Gloucestershire Councillor advised that this was currently a proposal rather than a confirmed plan. It was reported that the proposal is to enhance the prominence of the pump as a feature of the town.

FC2627.40. To note project monitoring updates

The Project Monitoring updates were noted.

FC2627.41. To approve the accounts for payment and ratify payments made out of meeting

It was **RESOLVED** unanimously to ratify the payments made out of meeting (as detailed in the tabled schedule).

FC2627.42. To approve amendments to Thornbury Town Council's Standing Orders and Financial Regulations in relation to the tendering process

It was **RESOLVED** unanimously to approve the amendments to Thornbury Town Council's Standing Orders and Financial Regulations in relation to the tendering process (as set out in the Officer Report), except that the reference to social media advertising be removed and replaced by the wording: "The invitation to tender shall be advertised in any manner deemed appropriate."

FC2627.43. To receive recommendations from the Capital Strategy Working Group:

FC2627.42.01 In relation the tender process for the refurbishment of the Pavilion:

- To agree the tender documents
- To delegate authority to officers to make any necessary adjustments to the tender documents and process, including specification, timescales and tender return evaluation, assuming that all adjustments are in line with Financial Regulations

It was **RESOLVED** unanimously to agree the tender documents and also to delegate authority to officers to make any adjustments to the tender documents and process, including specification, timescales and tender return evaluation, assuming that all adjustments are in link with Financial Regulations.

FC2627.42.03 In relation to the natural water play project (The Living Stream):

- To receive a general verbal update on the project
- To note feedback from the public consultation

A general verbal update on the natural water play project was received and feedback from the public consultation was noted.

FC2627.42.04 In relation to a new sewage treatment plant and potable water supply:

- To receive recommendations from the tender evaluation panel and agree the award of the contract (paper to follow or to be tabled)
- To approve spend to the value of the contract from 190/4545 Capital Projects with a transfer from EMR 342 Capital Projects

The recommendation of the Tender Evaluation Panel was received, and it was **RESOLVED** unanimously to award the contract to FastFix Drainage and Plumbing Ltd with the value of the contract being £88,158 + VAT. It was further **RESOLVED** unanimously to approve expenditure of £88,158 from budget heading 190/4545 Capital Projects, funded by a transfer from EMR 342 Capital Projects. It was further **RESOLVED** to delegate authority to officers in respect of all aspects of contract implementation, including any required amendments to timescales and specifications.

FC2627.42.05 To agree Councillor representatives for appointment to the Turnberries Trust Board

It was **RESOLVED** unanimously to recommend the appointment of Cllrs Jayne Stansfield, Chris Rowe and Tiff O'Connor as Councillor representatives to the Turnberries Trust Board for a period of four years.

FC2627.42.06 To consider a request from Thornbury Town Football Club for the installation of a new bar structure in the Pavilion

It was **RESOLVED** unanimously to support Thornbury Town Football Clubs request for the installation of a new bar structure in the Pavillion.

FC2627.44. To receive a verbal update on the police hub to the rear of the Town Hall

A verbal update on the Police Hub to the rear of the Town Hall was received. It was **RESOLVED** to write to Avon and Somerset Constabulary to offer the Council's support in identifying suitable premises to ensure that a permanent base for the neighbourhood policing team is retained within Thornbury.

FC2627.45. To receive a report on new signage and agree next steps

It was **RESOLVED** unanimously to approve, in principle, the commissioning of a suitably qualified wayfinding and signage consultant to undertake a review and prepare a wayfinding and signage framework. It was further **RESOLVED** unanimously that quotes and proposals would be brought back to a future meeting for consideration.

FC2627.46. To receive a report on car parking at the Mundy Playing Fields and agree next steps

The Council noted the health and safety, access and emergency access risks identified, and it was **RESOLVED** unanimously to authorise officers to obtain quotations from suitably qualified traffic and parking consultants for an independent assessment of parking and access at Mundy Playing Fields. It was further **RESOLVED** unanimously that the scope of the assessment should include consideration of cycle access to the site and existing cycling provision, as well as access onto Kington Lane.

FC2627.47. To agree to appoint a concept design supplier for the planned Memorial Woodland

The Council **RESOLVED** unanimously to approve the procurement of the services of Seed Landscape Design to undertake the work to design the memorial woodland/wellbeing garden (£9500 + VAT). It was further **RESOLVED** unanimously to approve expenditure of £9500 + VAT from 190/4545 Capital Projects, with transfer from EMR 342 Capital Projects.

FC2627.48. To consider recommendations from the Grants Review Working Group for the awarding of Spring /Summer 2026 grants

It was **RESOLVED** unanimously to approve the recommendations of the Grants Review Working Group. It was further **RESOLVED** unanimously to write to Rockhampton Cricket Club to request that they also apply to their own parish council for a grant, if available.

FC2627.49. To consider a request from the Over 60's Tea Room regarding their new draft lease and agree any actions

It was **RESOLVED** by majority vote to maintain the market value of the premises being used by the Over 60s Tea Room in their new lease, but to change the subsidy offered within their new Service Level Agreement to 100%.

FC2627.50. To agree an overspend on restoration works at St Marys Churchyard (130/4490)

It was **RESOLVED** unanimously to agree an overspend of £15,925 against the Open Spaces/St Mary's Churchyard budget (130/4490 + EMR 340) on restoration works at St Mary's Churchyard.

FC2627.51. To ratify the award of a contract for the supply and installation of a multi-use games area in the Mundy Playing Fields (over £100,000)

It was **RESOLVED** by majority vote to ratify the award of the contract for the installation of the MUGA to Play Innovation at the value of £109,801.00.

FC2627.52. To agree an overspend against budgeted fuel expenditure to come from general reserves

It was **RESOLVED** unanimously to agree an overspend of £3000 against budgeted fuel expenditure 120/4420 to be met from general reserves.

FC2627.53. To note agenda items for the next meeting to be sent to the Chief Executive Officer by 9am on Thursday 27th August 2026

It was noted that agenda items for the next meeting must be sent to the Chief Executive Officer by 9am on Thursday 27 August 2026.

FC2627.54. Date of next meeting - 7.30pm on Tuesday 8 September 2026

It was noted that the next meeting would be held at 7.30pm on Tuesday 8 September 2026.

[Meeting Closed at 21:32]

SCHEDULE 1 – APPROVED ACCOUNTS FOR PAYMENT/MADE OUT OF MEETING

ACCOUNTS PAID OUT OF MEETING		GROSS	NET
UNITY TRUST BANK ACCOUNT – CURRENT ACCOUNT	BANK CHARGES	1.20	1.20
UNITY TRUST – CURRENT ACCOUNT	BANK CHARGES	17.95	17.95
UNITY TRUST BANK – WAGES ACCOUNT	BANK CHARGES	7.45	7.45
UNITY TRUST BANK – WAGES ACCOUNT	BANK CHARGES	26.85	26.85
UNITY TRUST BANK – STRIPE ACCOUNT	BANK CHARGES	9.70	9.70
THORNBURY TOWN COUNCIL	PAYROLL – NET SALARIES	27,712.93	27,712.93
THORNBURY TOWN COUNCIL	PAYROLL - HMRC	9,387.51	9,387.51
THORNBURY TOWN COUNCIL	PAYROLL – PENSION	4,029.78	4,029.78
OCTOPUS ENERGY	ELECTRICITY – TOWN HALL (DD)	436.56	363.80
OCTOPUS ENERGY	ELECTRICITY – MPF (DD)	437.60	364.67
OCTOPUS ENERGY	BAKERY ANNEX (DD)	27.12	25.83
OCTOPUS ENERGY	ELECTRICITY – CEMETERY (DD)	47.82	45.54
PWLB LENDING FACILITY	THORNBURY TOWN COUNCIL LOAN REPAYMENT – OUTSIDE EQUIPMENT	3,807.21	3,807.21
LLOYDS CREDIT CARD	MONTHLY – CREDIT CARD STATEMENT BALANCE PAYMENT – JUNE 26 (Direct Debit @£1304.92)	0.00	0.00
CGS DIRECT	CC1374 – SOAP DISPENSER	180.07	150.06
TECKNET	CC1375-WIRELESS DOOR BELL – REF DISABLED ACCESS	21.99	21.99
LEE DIRECT STORE	CC136 - FLOODLIGHT COLOURED COVERS	10.25	8.54
AMAZON	CC1377 – CLEANING PRODUCTS	23.43	20.93
AGRIGEM.CO.UK	CC1378- EXTENDABLE WATERING LANCE	177.58	141.99
SOUTH GLOS COUNCIL	CC1379 – ROAD OCCUPATION FEE (TO BE REFUNDED IN FULL)	73.50	73.50
SOUTH GLOS COUNCIL	CC1380 – SGC CHERRY PICKER PERMIT FEE	97.10	97.10
AMAZON	CC1381 – NOISE CANCELLING HEAD PHONES	19.54	16.28
ROCKET GARDENS	CC1382 – EDIBLE PLANTS FOR TOWN HALL CONTAINERS	65.90	63.74
AMAZON	CC1383 – CLEANING PRODUCTS	127.82	106.51
AMAZON	CC1384 – BIODEGRADABLE DISPOSIBLE NITRILE GLOVES	79.92	66.60
THE BIO-D COMPANY	CC1385 – CLEANING PRODUCTS	48.28	40.23
AMAZON	CC1386 – HOSE ATTACHMENT & PHONE ACCESSORIES	17.59	14.66
GIFFGAFF	CC1387 – STAFF MOBILE PHONE TOP UP	6.00	5.00
GIFFGAFF	CC1388 – STAFF MOBILE PHONE TOP UP	6.00	5.00
GIFFGAFF	CC1389 – STAFF MOBILE PHONE TOP UP	6.00	5.00
GIFFGAFF	CC1390 – STAFF MOBILE PHONE TOP UP	6.00	5.00
HAYLOFT PLANTS	CC1391 – SHRUBS	27.95	27.95
AMAZON	CC1393 – OFFICE CHAIRS X2, DIGITAL WALL CLOCKS X4	418.93	349.11
NET WORLD SPORTS	CC1394 – LINE MARKING TAPE	25.84	25.84
SCREWFIX	CC1395 – DRAIN UNBLOCKED	9.29	7.74
HSQE VITAL SKILLS	CC1396 – ONLINE STAFF TRAINING	172.80	144.00

JDP PIPES LTD (YATE)	CC1397 – PIPES – MPF SITE	74.53	62.11
AMAZON	CC1398 – BATTERIES	8.00	6.67
SOUTH GLOS COUNCIL	CC1399 – PEST CONTROL (WASP NEST)	172.00	172.00
ECO BAGS ONLINE	CC1400 – REFUSE SACS	44.94	37.45
AMAZON	CC1401 – FANS, BATTERY CHARGER, ANTIBACTERIAL WIPES	171.44	142.73
MEI LOCI	LANDSCAPE ARCHITECTURAL SERVICES – MPF STAGE 3	1,776.00	1,480.00
SOUTH GLOS COUNCIL	INSTALL HANGING BASKETS – THORNBURY HIGH STREET	259.20	216.00
SOUTH GLOS CHARGES	LOCALISM SERVICE CHARGES – APRIL TO JUNE 2026	3,266.28	2,721.90
WORKNEST LTD	STAFF OCCUPATIONAL HEALTH ASSESSMENT	468.00	390.00
ECOTRICITY	MONTHLY GAS SUPPLY – MPF PAVILLION	80.50	76.67
ECOTRICITY	MONTHLY GAS SUPPLY – TOWN HALL	314.83	299.84
EDGE IT SYSTEMS LIMITED	EPITAPH ANNUAL CONTRACT – CEMETERY SOFTWARE	1,064.28	886.90
ANDERSONS WASTE MANAGEMENT	MPF – SEPTIC TANK EMPTY	195.00	195.00
ALEXANDRA	STAFF WORKWEAR	41.99	34.99
THORNBURY MOTORS	FUEL EXPENDITURE	494.77	412.31
TH WHITE GROUND CARE	RANSOME RIDE-ON MOWER – PARTS AND REPAIR	321.92	268.27
AVON DISPLAYS LTS	SIGNAGE – “POISONOUS PLANT”	120.00	100.00
OLD DOWN TREE SURGEONS	EMERGENCY CALL OUT TO CLEAR FALLEN WILLOW	1,100.00	1,100.00
CLIVEDEN CONSTRUCTION	CONSERVATION & REPAIR WORKS TO MONUMENT AT ST MARY’S CHURCHYARD (INTERIM INVOICE)	31,603.20	26,336.00
SOUTH WEST HYGIENE	MPF SANITARY/NAPPY BIN DISPOSAL UNIT – RENTAL/SERVICE 13/07/26 – 12/10/26	222.21	185.18
SOUTH WEST HYGIENE	T/HALL SANITARY BIN DISPOSAL UNITS – RENTAL/SERVICE 23/07/26 – 22/10/26	93.93	78.27
ABBEY LOOS LTD	PORTABLE TOILET HIRE – CHANTRY FIELD SITE	252.00	210.00
JCW WINDOW CLEANING	WINDOW CLEANING AT THE TOWN HALL	55.00	55.00
TH WHITE ENERGY, FIRE & SECURITY	NEW MPF MACHINE STORE ALARM INSTALL	3,470.77	2,892.31
REYDON GUARDING AND SECURITY	MONTHLY SECURITY SERVICES AT MPF SITE	554.40	462.00
GAP SUPPLIES LIMITED	MAINTENANCE SUPPLIES	45.42	37.85
GAP SUPPLIES LIMITED	MAINTENANCE SUPPLIES	102.79	85.66
GAP SUPPLIES LIMITED	MAINTENANCE SUPPLIES	21.10	17.58
DRAGON COURTS	DEEP CLEAN & JET WASH 2 TENNIS COURTS AT MPF SITE	1,380.00	1,150.00
ALMONDSBURY GARDEN CENTRE	SUMMER BEDDING PLANTS – THORNBURY CEMETERY	333.60	278.00
DIRECT IT SERVICES	MONTHLY PHONES, BROADBAND AND IT SUPPORT	919.18	765.98
FALON NAMEPLATES	BRONZE PLAQUE	84.35	70.29
FALON NAMEPLATES	BRONZE PLAQUE	84.35	70.29
SLCC ENTERPRISES	PROCUREMENT ADVICE – REF WATER & SEWAGE TENDER	474.00	395.00
CPS GROUNDS LTD	MPF OVERSEEDING – SUPPLY & APPLY ON X2 JNR FOOTBALL PITCH & RESERVES PITCH	2,858.40	2,382.00

GREEN FARM NURSERY	SELF WATERING HANGING BASKETS	1,641.60	1,368.00
SIGMA OCCUPATIONAL HEALTH	ON SITE HEALTH SURVEILLANCE	540.00	450.00
KN OFFICE	MONTHLY METER READING – OFFICE PHOTOCOPIER	118.50	98.75
HORDERS THORNBURY PRESS	X4 A1 LAMINATED SIGNS	319.20	266.00
HODERS THORNBURY PRESS	2500 X A4 ENVIROCOPY OFFICE PAPER	31.30	26.08
DANTEK ENVIRONMENTAL SERVICES LTD	LEGIONELLA RISK ASSESSMENT REF EASTBURY CLOSE	450.00	375.00
ALEXANDRA	STAFF WORKWEAR	28.13	23.44
ALEXANDRA	STAFF WORKWEAR	43.68	36.40
THE SWAN THORNBURY	CATERING SUPPLIES FOR THE OPENING OF THE CEMETERY CHAPEL – 16.06.2026	240.00	240.00
THE ROOFING COMPANY (BRISTOL) LTD	FINAL INVOICE FOR THE INSTALLATION OF ROOF LIGHTS ON THE POLICE BUILDING	9,042.00	7,535.00
FALON NAMEPLATES LTD	BRONZE PLAQUE	84.35	70.29
OLD DOWN TREE SURGEONS	TREE WORKS OVER FOUR DAYS	1,090.00	1,090.00
OLD DOWN TREE SURGEONS	TREE WORKS – REMOVAL OF STORM DAMAGE AT PRIVET DRIVE	350.00	350.00
GB SPORT & LEISURE UK LTD	STAFF PLAYGROUND INSPECTION TRAINING COURSE INCLUDING EXAM	906.00	755.00
TH WHITE ENERGY, FIRE & SECURITY	ANNUAL FIRE ALARM MONITORING AT THE TOWN HALL 26/27	230.40	192.00
TH WHITE GROUP	LOLER TRACTOR INSPECTION, PARTS ORDERED FOR REPAIRS	782.54	652.12
BRIGSTOW MEDIA	HALF PAGE ADVERT IN THE THORNBURY VOICE	216.00	180.00
TTC STAFF	STAFF EXPENDITURE CLAIM	29.25	29.25
T&J OWEN FLORIST	PLANTING AT TOWN HALL	1,146.00	955.00
BIFFA WASTE SERVICES	WASTE DISPOSAL – CEMETERY SITE	538.88	449.07
BIFFA WASTE SERVICES	WASTE DISPOSAL – MPF SITE	1,115.44	929.53
BIFFA WASTE SERVICES	WASTE DISPOSAL – BAKERY ANNEX SITE	1,227.44	1022.87
BIFFA WASTE SERVICES	WASTE DISPOSAL – TOWN HALL SITE	29.57	24.64
BIFFA WASTE SERVICES	WASTE DISPOSAL – TOWN HALL SITE	377.94	314.95
HORDERS THORNBURY PRESS	4 X A3 FOAMEX SIGN BOARDS	44.40	37.00
HORDERS THORNBURY PRESS	INVITATION FLYERS	24.50	24.50
ST MARY THE VIRGIN CHURCH, THORNBURY	ANNUAL ELECTRICITY & GREEN BIN COLLECTIONS	472.36	455.87
GRENKE LEASING LTD	QUARTERLY FEE FOR OFFICE PHOTOCOPIER	271.15	45.19
NEWS TEAM GROUP	MONTHLY SUPPLY / DELIVERY OF THORNBURY GAZETTE	12.05	12.05
DIRECT IT SERVICES	MONTHLY LANDLINE PHONES, BROADBAND AND IT SUPPORT	813.58	677.98
TRUE ADVENTURE	DONATION FOR REFRESHMENTS – EVENT HELD BY THE CASTLE SCHOOL, THORNBURY	50.00	50.00
ABBAY LOOS LTD	HIRE OF PORTABLE TOILETS – CHANTRY FIELDS SITE	264.00	220.00

GAP SUPPLIES LTD	MAINTENANCE SUPPLIES	22.57	18.81
GAP SUPPLIES LTD	MAINTENANCE SUPPLIES	114.16	95.13
GAP SUPPLIES LTD	MAINTENANCE SUPPLIES	34.91	29.09
MEI LOCI LIMITED	FINAL STAGE THREE DEVELOPMENT DESIGN - MPF SITE	5,328.00	4,440.00
CPS GROUNDS LTD	LEVELLING WORKS – SUPPLY & APPLY 20 TONNES OF 50/50 DRESSING AND SEED AREAS	2,721.60	2,268.00
ECOTRICITY	MONTHLY GAS SUPPLY – TOWN HALL	189.32	180.30
ECOTRICITY	MONTHLY GAS SUPPLY – MPF PAVILION SITE	61.19	58.25
MATRIX BES LTD	SUPPLY AND INSTALL 3 X 5FT LIGHT FITTINGS IN GENTS TOILET - MPF SITE	482.40	402.00
ALMONDSBURY FORGE WORKS LTD	MODIFY RAILINGS AND INSTALL NEW GLAVANISED, POWER COATED GATE WITH LOCK – TOWN HALL SITE	1,101.60	918.00
ICCM – INSITUTE IF CEMETERY & CREMATORIUM MANAGEMENT	MEMORIAL MANAGEMENT – INSPECTION WORKSHOP ONSITE STAFF TRAINING	420.00	350.00
SLCC ENTERPRISES	ASSOCIATE SUPPORT – REVIEW OF CHAPEL HIRE AND AGREEMENT FOR MOBILE VENDOR PILOT SCHEME	948.00	790.00
HOUSE OF FLAGS	ANNUAL MAINTENANCE OF TOWN HALL FLAG POLES	2,035.68	1,696.40
ACCOUNTS DUE FOR PAYMENT- TOTAL		136,089.53	121,473.40

DD = direct debit

CC[n] = credit card payment

MPF = Mundy Playing Field

Minutes of the Meeting of the Open Spaces Committee
held on Tuesday 21 July 2026 at 7:30pm
in the Council Chamber, Town Hall

Councillors present: Cllr Danny Bonnett (Chair)
Cllr Chris Bloor
Cllr Chris Davies
Cllr Fiona Deas
Cllr Chris Rowe

Officers present: Wendy Sydenham (Deputy Clerk)

OS2526.121 TO CONSIDER ANY APOLOGIES FOR ABSENCE

Apologies were noted from Cllr Gil Gilroy, Cllr Christine Carter and Cllr Chris Woodhouse

OS2526.122 TO RECEIVE ANY MEMBERS' DECLARATIONS OF INTEREST

There were no members' declarations of interest.

OS2526.123 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA

There were no members of the public present.

OS2526.124 TO APPROVE AND SIGN THE MINUTES OF THE OPEN SPACES COMMITTEE ON 19 MAY 2026

It was **RESOLVED** unanimously to approve the minutes of the Open Spaces Committee Meeting on 19 May 2026, and they were signed by the Chair.

OS2526.125 TO NOTE AN UPDATE FROM SOUTH GLOUCESTERSHIRE COUNCIL ON THE STREAMSIDE WALK PROJECT

An update had not been received from South Gloucestershire Council and it noted that this item would be carried forward to a future meeting and that Cllr Chris Davies would seek an update on timescales and progress.

OS2526.126 TO AGREE TO REPLACE THE PIPE WITHIN THE CULVERT BY THE TENNIS COURTS AND TO AGREE FUNDING

In relation to the replacement of the pipe within the culvert by the tennis courts, the following was **RESOLVED** unanimously:

- To carry out the repair to the culvert as set out in the officer report.
- To delegate authority to officers to engage a contractor to carry out the works after seeking three quotes.

- To delegate authority to officers to spend up to £3800 on these works, to come from the Open Spaces/Maintenance budget (130/4150).
- To request that, in due course, officers assess potential upstream interventions to reduce the impact of a likely increase in future flooding events, and to explore options for opening up the culvert.

OS2526.127 TO CONSIDER MATTERS RELATING TO THORNBURY CEMETERY

- **To consider a request made regarding allowing dogs in the Cemetery**
It was **RESOLVED** unanimously to continue to allow dogs on leads in the Cemetery and noted that officers would resolve the inconsistent signage.
- **To consider a request made regarding cutting less frequently in some parts of the Cemetery**
It was **RESOLVED** unanimously to continue with the existing regime of leaving some of the older sections of the Cemetery uncut for longer period, but to authorise officers to respond to requests to make small adjustments to individual plots.

OS2526.128 TO FURTHER CONSIDER OPTIONS FOR THE GROVESEND ROUNDABOUT

In relation to the Grovesend roundabout, the following was **RESOLVED**:

- To await further detail from South Gloucestershire Council on both the special expenses funding changes and the various landscaping projects, as they would impact any plans to make changes to the roundabout.
- Once more is known regarding the above, to investigate options for improvements to the roundabout including bringing in an (ideally local) external contractor/landscaper to take it back to the original design and add in some additional planting, and the installation of a feature e.g. sculpture or multi rotor turbine, possibly with a farming or nuclear power theme.

OS2526.129 TO AGREE KEY POINTS FROM THE MEETING TO BE PUBLICISED VIA SOCIAL MEDIA/WEBSITE

It was **RESOLVED** unanimously to publicise progress on South Gloucestershire Council's Streamside Walk project once further details were available.

OS2526.130 TO NOTE THAT THE DEADLINE FOR SUBMISSION OF ITEMS TO THE DEPUTY CLERK FOR INCLUSION IN THE NEXT AGENDA IS WEDNESDAY 2 SEPTEMBER 2026

The deadline for submission of items to the Deputy Clerk for inclusion in the next agenda was noted to be Wednesday 2 September 2026.

OS2526.131 TO NOTE THE DATE OF THE NEXT MEETING – TUESDAY 15 SEPTEMBER 2026

The date of the next meeting was noted to be Tuesday 15 September 2026.

The meeting closed at 20.20.

THORNBURY TOWN COUNCIL

Minutes of the Climate and Nature Committee Meeting

held on Tuesday 1 September 2026 at 7:30pm at Council Chamber, Town Hall

Members present:	Councillors	Chris Bloor (Vice Chair) Christine Carter Gil Gilroy Kath Greenman Maggie Tyrell Chris Rowe
In attendance:	Non-councillors	Geradine Barnes Sharon Gardham (Climate and Nature Officer)
Members absent:	Councillors	Danny Bonnett
	Non-Councillors	Ella Wiggans (Sustainable Thornbury) Guy Rawlinson (Holy Mowers) Emma Young (Plastic Free Thornbury)

CN2627.18 To note any apologies for absence.

Apologies for absence were noted from Danny Bonnett, Ella Wiggans (Sustainable Thornbury), Emma Young (Plastic Free Thornbury) and Guy Rawlinson (Holy Mowers).

CN2627.19 To receive any members' declaration of interest.

No declarations of interest were made by members.

CN2627.20 To receive any representations from the public relating to items on the agenda.

There were no representations from the public.

CN2627.21 To approve and sign the minutes of the Climate and Nature Committee Meeting held on 16 June 2026.

It was **RESOLVED** to approve the minutes of the meeting of the Climate and Nature Committee held on 16 June 2026 as an accurate record of the proceedings and the minutes were signed by the Vice Chair.

Proposed by Cllr. Rowe, seconded by Cllr. Greenman, unanimously agreed.

CN2627.22 To consider the decarbonisation road map and a recommendation to Full Council regarding decarbonisation measures.

The committee discussed how TTC operations could be made more resilient in extreme weather conditions, such as those experienced this summer. A summary of the kinds of measures that may be needed is included in the Decarbonisation Road Map (Section 12.4).

CN2627.22.1: SG to talk with the Facilities Manager about practical ways to retrofit existing buildings to better cope with heatwaves.

The Committee **RESOLVED** to recommend the adoption of the Decarbonisation Road Map and the related capital spend to Full Council.

Proposed by Cllr. Gilroy, seconded by Cllr. Rowe, unanimously agreed.

CN2627.23 To receive an update on the 2026-27 Climate and Nature budget and consider the reallocation of some of the budget between spend items.

An update on the Climate and Nature budget was **NOTED**. The Committee **RESOLVED** to reallocate the budget spend items as suggested in the Officer Report.

Proposed by Cllr. Gilroy, seconded by Cllr. Greenman, unanimously agreed.

CN2627.24 To receive an update on the Watermark Town scheme.

The update on the Watermark Town scheme was **NOTED**. Cllr. Tyrell suggested that participation in the scheme would benefit from more publicity, perhaps via videos.

CN2627.24.1: SG to discuss Watermark Town publicity with the Communications Officer.

CN2627.25 To receive an update on the Memorial Woodland plans and consider a recommendation to Full Council regarding delegated spending powers.

The update on the Memorial Woodland project was **NOTED**. The Committee **RESOLVED** to request delegated spending powers for the remaining phase one budget from Full Council, with everyday spending decisions (in compliance with the Financial Regulations) in turn delegated to Officers.

Proposed by Cllr. Tyrell, seconded by Cllr. Rowe, unanimously agreed.

CN2627.26 To consider options for a Tiny Forest/Edible Forest for Thornbury.

The Tiny/Edible Forest agenda item was deferred until the October meeting of the Climate and Nature Committee, due to the Chair's absence.

CN2627.27 To consider potential Climate and Nature projects for 2027-28.

The Committee considered various potential projects for the Climate and Nature budget for 2027-28.

Projects shortlisted for costing were as follows:

- Further rainwater harvesting projects
- Provision of ponds and watery habitats

- Collaboration with the Streamside Walk improvement project to open more watery wildlife corridors
- Composting courses/awareness for residents
- Public water fountains
- More bicycle racks at the Mundy Playing Fields
- Events and engagement
- Green roofs

The Committee requested that the next meeting focus largely on budget and delivery priorities for the next financial year.

CN2627.28 To note that the deadline for submission of items for inclusion on the next agenda is Tuesday 6 October 2026.

The deadline for the submission of items for inclusion on the next agenda was **NOTED.**

CN2627.29 To note that the date of the next meeting of the Climate and Nature Committee is Tuesday 20 October at 19.30.

The date of the next Climate and Nature Committee was **NOTED.**

The next Thriving Nature working group takes place on Tuesday 24 November at 19.00.

Meeting concluded at 20.35.

**NOTES of the meeting of the Events and Innovations Working Group
held on Monday 13th July 2026, at 10.00am, at the Town Hall**

Present: Cllr Helen Ball (Chair)
Cllr Chris Bloor
Cllr Christine Carter
Cllr Gil Gilroy
Cllr Kath Greenman

Wendy Sydenham (Deputy Clerk
Vicky Bailey (Communications and Events Officer)

Non-members present: None

Absent: Cllr Chris Davies

1. Notes from last meeting

No comments received

2. Review of School Visit 10th June – planning for future visits

All agreed that the school visit was a success and to roll this out to every primary school in Thornbury using the same format as the CTK visit.

Action: VB to write a letter to each primary in school in September inviting them to visit.

Action: VB to take the cards for the 'Design a flag for Thornbury' to Christ the King School along with all the flags.

3. Plans for Meet Your Councillor outreach on 25th July

All agreed on the games 'hook a duck' and 'guess the number of tennis balls to win a free court session.' Also to have information on the Town Council.

CB will attend to promote 'Walkers are Welcome.'

Action: HB Putting leaflets through doors this Thursday on the Colleston Way estate.

Action: VB to organise everything for Danny to take to the estate.

4. Heritage Open Day 18th July – Thornbury Quilt Arrangements

HB to open the Town Hall at 10.00am and close at 2.00pm.

Volunteers to assist on the day are HB, CB, KG, GG who will liaise with one another over time slots.

Action: All Councillor involved

5. Gazebo at Love Thornbury 1st August

It was decided to cancel attending this event.

Action: VB to inform Love Thornbury

6. Heritage Open Day 12th September

Action: VB to invite all Councillors to volunteer and say that a briefing will be given beforehand.

7. Mayors Awards 2027

Agreed to begin publicising in August.

Action: VB to contact Thornbury Castle to ask for whichever date suits them for us to host the Awards there w/c 15th or 22nd February 2027.

8. Stranger Things – proposals/ actions

Discussion on the idea of a window trail involving the Chamber of Commerce as it could be good for Thornbury Businesses.

WS suggested looking at Wotton Under Edge's light trail, and asking Andrea for advice regarding this.

GG advised all to watch the first episode of Stranger Things so all Councillors are aware of what it is about.

Action: HB to email the Councillors who are coordinating the Youth Council to ask them to form a working group to develop the idea.

9. Budget Monitor

WS advised that £866.00 has been spent from the budget of £6000.00 to date.

Other items discussed:

- HB borrowed a voice amplifier from Thornbury Museum – suggested that it would be useful for the Town Council to have one. This was agreed.
Action: VB to organise purchase of amplifier.
- Toilet Scheme discussed; we no longer have a non-licensed premises providing the toilet scheme.
Action: WS to approach Tesoro and the coffee shops to see if they would like to be involved.
- Horticultural show – SG (Climate and Nature Officer) is working on a project involving growing your own food.
Action: KG to ask for this to be on the agenda of the 'Thriving Nature Working Group'
Action: CC to update Jackie Bee.

Meeting closed 11.10am.



MINUTES OF CAPITAL STRATEGY WORKING GROUP MEETING

Thursday 27 August 2026 at 6.00pm in the Council Chamber, Town Hall

Present: Councillors Helen Ball (chaired)
 Fiona Deas
 Maggie Tyrrell
 Chris Bloor
 Gil Gilroy

 Officers Wendy Sydenham, Deputy Clerk
 Alan Stealey, Facilities Officer

1. **To receive apologies for absence**
Cllrs Jayne Stansfield, Chris Woodhouse and Chris Davies
2. **To agree minutes from the meeting held on 2 July 2026**
Minutes were agreed.
3. **To consider matters relating to the Pavilion project**

3.1 To receive a verbal update on the tender process, including recommendations from the tender evaluation panel

AS confirmed that five tender returns had been received, two under budget and three over. The tender evaluation panel (AS, WS, FD) had scored the returns and were recommending the least expensive contractor. The inclusion in the contract of penalties for not meeting agreed timescales was discussed and officers agreed to ensure that this was adequately covered.

3.2 To agree recommendations to be made to Full Council regarding the appointment of a contractor

The WG agreed to recommend to Full Council that the contractor recommended by the panel be appointed, and that this group did not need to do any more in relation to this project and it could be referred to the Finance & General Purpose Committee for ongoing monitoring.

4. **To receive a verbal update on the Turnberries Trust Board**

WS confirmed that CVS were arranging a “meet and greet” for the new Councillor representatives on the Trust and the existing members. The WG agreed that officers should ask CVS for more information on what was on the agenda for the “meet and greet” as it was important that the group started to make some progress. It was agreed that the WG did not need to do any more in relation to this project and that it could be passed to the Finance & General Purpose Committee for ongoing monitoring.

5. **To consider matters relating to the Natural Water Play project at MPF**

5.1 To agree recommendations to be made to Full Council regarding the extension of the existing contract with the appointed contractor, to oversee the project through to completion

5.2 To receive an update on quotes received for a play specialist, for recommendation to Full Council, and to consider options on how this aspect of the project could be completed

The WG agreed to recommend to Full Council all recommendations set out in the officer report:

- (a) Approve the Mei Loci follow-on appointment for £19,725 excluding VAT, to come from 190/4545 Capital Projects.
- (b) Approve the progression of planning, CDM, tender preparation, construction support and handover work, with authorisation delegated to officers to progress this including preparation of tender documents and proceeding with tender(s), mainly relating to grounds works, as required.
- (c) Delegate authority to officers to proceed with engaging the services of Kaiser & Kühne in line with their quotation, up to the value of £30,000.

The WG also agreed that it would keep this project on its agenda as there were still some details relating to capital expenditure that needed to be confirmed as the project progressed. It was noted that the WG would be passing the project onto the Open Spaces Committee in due course for ongoing monitoring, and that Full Council would need to make the necessary capital spend delegations at that point.

6. To consider matters relating to the Town Hall

The WG noted that a second paper regarding this matter had been circulated by officers and that this would be on the agenda for Full Council on 08.09.26 for noting. The WG noted that plans were in place to tackle the radon issue and would continue to be progressed by officers. It was agreed that this matter should then be moved to the Finance & General Purpose Committee for ongoing monitoring. It was also agreed that guidance should be issued by officers regarding recommended exposure limits.

Lastly, it was agreed that, in due course, the new CEO should consider all accommodation pressures currently on the Town Hall and how and when it would be appropriate to scope potential solutions, and to keep Councillors informed throughout. It would be most appropriate for this to be via the Finance & General Purpose Committee, or possibly Full Council (not the WG).

**7. To consider draft Terms of Reference for the Museum/Bakery Annexe Feasibility Working Group, for recommendation to Full Council, including financial delegations to CE/RFO
(Note: first meeting of Working Group was arranged for 29.09.26)**

The WG agreed to the draft Terms of Reference being recommended to Full Council for acceptance, with a covering note confirming that Councillor membership had already been agreed by Full Council but it had subsequently been noted that Terms of Reference needed to be written and agreed.

8. To receive a verbal update on car parking at the Mundy Playing Fields

WS reported that she had been in touch with the owner of the field adjacent to the car park to update him on the situation, that an external traffic management consultant was being brought in to survey the situation regarding parking and outline potential solutions, along with costs. The owner had been informed that his land may be visited as part of this process and that the consultant may get in touch with him to obtain further information. Quotes from external consultants would be going to Full Council in September.

9. Any other business

There was no other business raised.

10. Next meeting: Thursday 24 September 2026 at 6.00pm

The date of the next meeting was noted, and it was agreed that the agenda should include a review of capital projects to feed into the general review of capital strategy.

Thriving Nature Working Group 28/07/2026

Meeting Notes

Present: Chris Bloor, Danny Bonnett, Emma Young, Ella Wiggans, Kath Greenman, Chris Rowe, Sharon Gardham
Not present: Guy Rawlinson, Geraldine Barnes, Maggie Tyrell, Gil Gilroy
Next Meetings: Climate and Nature Committee - Tuesday 1 September
Thriving Nature Working Group - 24 November 2026

1. Climate Resilience and Extreme Heat

We discussed an idea that DB has had for shady walking/cycling routes around Thornbury, enabled by additional tree planting. DB explained that he has a work experience student who is helping to put together a map of possible routes and existing tree coverage. This potential project is something to discuss with South Glos (as they will likely be the primary landowner). SG will mention it when she meets with the Forest of Avon project to discuss the memorial woodland project (meeting scheduled for 4 August).

We talked about researching and publishing a list of open 'cool spaces' that members of the public could freely access. We also talked about refreshing and sharing details of the water bottle refill scheme. SG suggested that such a list could be hosted on the refreshed 'Climate and Sustainability' page of our website (please ignore the wording in this link – I am finding out how to change it): <https://thornburytowncouncil.gov.uk/page/dealing-with-floods-in-thornbury>

EW asked about traffic to our web pages. SG will find out how much our pages on the website are being used.

We discussed the need for any plans TTC has for dealing with extreme weather and building climate change resilience to tie in with national and regional plans. The first step for building a plan for Thornbury is to see what is already in progress elsewhere, so we don't 'reinvent the wheel'.

2. Decarbonisation Roadmap

SG gave an update on the latest version of the decarbonisation roadmap. The new version has an executive summary and roadmap graphics.

The updated version will be considered at the C&N Committee in September. Assuming the roadmap is accepted by the C&N Committee, C&N will provide a summary report to Full Council in September (TBC with Wendy/Andrea). The decarbonisation road map summary will outline the path to carbon neutrality for TTC, including anticipating the capital spend needed to achieve this before 2030. It will also outline plans to deal with residual emissions.

As the road map is a large document, an early unofficial review would be beneficial. As such, the latest draft of the roadmap will be sent out with these meeting notes. The draft will of course also be shared 'officially' with all other public papers ahead of the September meeting, but this early issue gives committee members additional review time, should they require it.

We also discussed the possibility of co-hosting an event with CATSA in the autumn to share the published version of the road map with the wider public and give advice on best practice, particularly for those who occupy older buildings. SG will contact Zoe at CATSA to discuss a joint event (s).

3. Tiny Forest

DB gave an update on the Tiny Forest project. We talked about the need to engage with schools and discussed a new site possibility adjacent to Crossways School. This is South Glos land, so the first step is to contact them (SG has already emailed) to see if they are receptive to the idea. Once we have a better idea of the site, we can proactively contact schools to gauge interest.

The Tiny Forest project will not take place this planting season. The memorial woodland/wellbeing project is, however, in progress after Full Council approved our choice of landscape architect. The memorial woodland project will be a major undertaking for this autumn/winter, involving lots of community tree planting, which will largely occupy officer time.

We do, however, need to make sure that we cost the Tiny Forest project and look at getting it into budgets for 2027-28 financial year.

We discussed the possibility of expanding the Tiny Forest idea to incorporate food growing and climate resilience. SG explained that there is an edible forest at Emersons Green Park. She is visiting the Friends of Emersons Green Park group (<https://friendsofemersonsgreenpark.com/>) who instigated and manage the edible forest on Thursday 6 August. Any Committee members who would like to come along are welcome – just let SG know.

4. Swift Boxes

We talked about the £500 we have allocated in the budget for swift boxes. As we know there are swifts on the High Street, it was suggested that we look at possible locations for swift boxes on High Street buildings and contact building owners to see if they would like a box putting up. SG will scout out locations with KG and EY when we visit the High Street to look at water butt locations (see below).

If we are successful at getting swift boxes onto the High Street, SG suggested we might like to host a 'Welcome Back the Swifts' event next May.

5. Budgets

SG updated that we have been successful in gaining a little over £1600 from the Watermark Town programme to help pay for our Watermark Town projects. These will include mini pond workshops and kits, an eel talk, a freshwater outdoor lab, water butts on the High Street, rainwater capture at Tesco and the Yellow Fish (only rain down the drain) activities.

SG explained that the budget for 26-27 for ecological surveying is likely to have some underspend and suggested this may be redeployed to implement biodiversity measures suggested by the surveys (subject to agreement from the Open Space Committee). SG will prepare a paper for the September C&N to cover this.

We have budgeted this year for town-wide support for waste reduction, energy efficiency and water reduction measures. It was suggested that the latter could be used to help fund larger water collection points on the industrial estate that could be used by Thornbury in Bloom (who now have access to an electric vehicle with a water tank). SG, KG and EY will meet in early September to walk the High Street, visit Tesco and have a look at potential sites on the Industrial Estate for rainwater collection. We also discussed rainwater collection at MPF, which SG will discuss with Alan Stealey.

Committee members are asked to think about ideas for the remaining spend items and how these might be most effectively used (see below for current financial year budget).

TTC C&N Budget	Item	Category	Budget	Anticipated Spend	Balance	Suggestions for reallocation
	Ecological Survey Refresh/Management Plans	Nature	£4,000.00	£2,000.00	£2,000.00	Biodiversity Measures*
	Wildflower Reseeding/Patching	Nature	£1,000.00	£1,000.00	£0.00	
	Swift Boxes	Nature	£500.00	£500.00	£0.00	
	Events Expenses	Comms and Engagement	£1,000.00	£1,000.00	£0.00	
	Energy Saving Initiatives (Town Wide)	Energy	£1,000.00		£1,000.00	Including smart plugs, timers, LED bulbs, radiator reflectors. Giveaways at decarb events? Something else?

Water Saving Initiatives (Town Wide)	Water	£1,000.00		£1,000.00	Including tap aerators, efficient showerheads, water butt kits, toilet flow restrictors. Or reallocate to support community groups and expand Watermark Town Projects
Waste Reduction Initiatives (Town Wide)	Waste	£750.00		£750.00	To include eco keep cups, reusable picnic cutlery and straws, food savers, compost bins. Tie in with work on food security?
Events Expertise	Comms and Engagement	£1,000.00	£1,000.00	£0.00	

Next Thriving Nature Working Group Meeting.

The next meeting is scheduled to take place on Tuesday 24 November from 7.00pm to 8.30pm

COMMITTEE MEMBERSHIP MAY 2026-2027

Finance & General Purpose (Min 6 - inc Chair Staffing, OS, C&N)	Open Spaces (Min 6)	Planning (Min 6)	Staffing (6 - not Chair of Council)	Climate & Nature (6)
Chris Woodhouse (C)	Danny Bonnet (C)	Maggie Tyrrell (C)	Fiona Deas (C)	Danny Bonnett (C)
Helen Ball	Fiona Deas	Helen Ball	Gil Gilroy	Christine Carter
Fiona Deas	Christine Carter	Fiona Deas	Chris Bloor	Chris Bloor
Chris Bloor	Gil Gilroy	Jayne Stansfield	Kath Greenman	Kath Greenman
Maggie Tyrrell	Chris Bloor	Chris Davies	Jayne Stansfield	Chris Rowe
Chris Rowe	Chris Woodhouse	David Dawkins	Chris Rowe (VC)	Maggie Tyrrell
Chris Davies	Chris Davies			Gil Gilroy
Jayne Stansfield	Chris Rowe			
Danny Bonnett				

Grant Review WG (No Limit)	Service Level Agreement WG (No Limit)	Capital Strategy WG (Max 8)	Youth Council WG (No Limit)	Events & Innovations WG (Max 7)
Helen Ball	Helen Ball	Helen Ball	Chris Woodhouse	Helen Ball
Fiona Deas	Fiona Deas	Fiona Deas	Tiff O'Connor	Christine Carter
Chris Woodhouse	Gil Gilroy	Gil Gilroy	Danny Bonnett	Gil Gilroy
Kath Greenman	Kath Greenman	Maggie Tyrrell	Kath Greenman	Chris Bloor
Jayne Stansfield	Jayne Stansfield	Chris Bloor	Chris Bloor	Chris Davies
Gil Gilroy		Chris Davies		Kath Greenman
David Dawkins		Jayne Stansfield		
		Chris Woodhouse		

From: Kimberley Avery <Kimberley@madebymarick.com>

Sent: 17 August 2026 13:32

Subject: Oldbury Community Forum - Registration

Hi,

I am writing on behalf of **Great British Energy – Nuclear** (GBE-N) and **Oldbury Parish Council** to invite your organisation to attend the inaugural meeting of the Oldbury Community Forum, which is being established to discuss the Oldbury-on-Severn nuclear new build site.

The Forum, which will be independently chaired, aims to keep community representatives informed about developments and ongoing site activity, and to provide a regular opportunity to ask questions and share views.

While there is not currently a nuclear new build project attached to the site, we recognise that there remains considerable local interest in Oldbury and in the possibility of a future project. GBE-N and Oldbury Parish Council have therefore agreed to establish this Forum, meeting every six months, to support open, equitable and effective communication with community representatives.

We are pleased to invite your organisation to be a member of the Forum, and to send a representative to the first meeting, which will take place on **10 September 2026** at the **Oldbury Conference Centre** at the Oldbury Power Station site. There will be an opportunity to meet other members and observers over a buffet from **6pm** and the meeting will begin at **7pm**.

Please RSVP <https://www.eventbrite.co.uk/e/oldbury-community-forum-tickets-1998201532574?aff=oddtcreator> by Friday 4th September 2026 to let us know if you can attend. If you have any questions, please contact us at kimberley@madebymarick.com. Papers for the meeting, including an agenda, and an introduction by the Forum's chair will be sent out in due course.

The Oldbury Community Forum Secretariat

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**From:** Wendy Sydenham <[w.sydenham@thornburytowncouncil.gov.uk](mailto:w.sydenham@thornburytowncouncil.gov.uk)>

**Sent:** 17 August 2026 17:12

**To:** Kimberley Avery <[Kimberley@madebymarick.com](mailto:Kimberley@madebymarick.com)>

**Cc:** Chris Bloor <[c.bloor@thornburytowncouncil.gov.uk](mailto:c.bloor@thornburytowncouncil.gov.uk)>

**Subject:** FW: Oldbury Community Forum - Registration

Hi Kimberley,

Thank you for your email inviting a representative from Thornbury Town Council to join the Oldbury Community Forum.

We already have a representative on the Oldbury Nuclear Power Station Stakeholders Group. Would it be possible to give me some more background as to how these two groups will differ? We are very grateful for the opportunity to be involved in both groups, but I am aware that there is the possibility that involvement in both groups would not be necessary if they have similar aims? It is very likely that we would have the same Councillor representing the Town Council on both groups.

With thanks and kindest regards.

Wendy

**Wendy Sydenham**

**Deputy Clerk – Thornbury Town Council**

**Tel: 01454 412103**

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From: Stephen Bray (GBE-N) <stephen.bray@greatbritishnuclear.uk>
Sent: 18 August 2026 11:23
To: Wendy Sydenham <w.sydenham@thornburytowncouncil.gov.uk>
Cc: Kimberley Avery <Kimberley@madebymarick.com>; Matthew Riddle <matthew.riddle@southglos.gov.uk>
Subject: RE: Oldbury Community Forum - Registration

Hi Wendy

There's a key difference between the two – the Site Stakeholder Group is about the existing decommissioning site and is run by the owner of that site, the NDA. The Community Forum is about the new build site and is a joint enterprise between us and Oldbury Parish Council, who proposed it because of the high level of interest there is in all things new build, and the need to not have it compete on the same agenda with the great work that NDA and NRS are doing on the decommissioning side of things. They were also concerned that doing piecemeal engagement from parish council to parish council can lead to a disparity in the information being put out there. We tend to agree, so we're setting up a 6-monthly forum to cover it with all of the parish councils, the town council, and other representatives at the same time.

I hope that helps explain things.

Thanks, Stephen

Stephen Bray

Regional Communications and Stakeholder Lead, Great British Energy - Nuclear

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These terms of reference should be read in conjunction with Thornbury Town Council Standing Orders.

## **TERMS OF REFERENCE**

### **MUSEUM/BAKERY ANNEXE FEASIBILITY WORKING GROUP**

These terms of reference should be read in conjunction with Thornbury Town Council Standing Orders.

#### **1. NAME**

- 1.1 This Working Group shall be called, "Museum/Bakery Annexe Feasibility Working Group" (the Group).

#### **2. COMPOSITION**

- 2.1 Nomination for membership of the Group shall be open to all Councillors.
- 2.2 There shall be a maximum of 3 standing Councillor members. Other Councillors may attend by invitation from the Group.
- 2.3 The Town Mayor (ex officio) and the Deputy Town Mayor (ex officio) shall be given first opportunity of membership, which they may decline.
- 2.4 The Group shall also comprise of non-Councillor members, made up of:
- 2.4.1 Two representatives from the Thornbury & District Museum (the Museum).  
Additional Museum representatives can attend by agreement with the Group.
- 2.4.2 External experts or consultants brought in by agreement with the Group.

#### **3. CHAIR**

- 3.1 The position of Group Lead (the Lead) will be held by a Councillor and will be chosen by the Group. The position shall be reviewed annually following the Annual Meeting of Full Council.
- 3.2 The Lead shall be responsible for co-ordinating the Group and reporting progress to the Town Council, including submitting items for the agenda to the Chief Executive Officer in line with Standing Orders.

#### **4. QUORUM**

- 4.1 There is no quorum for meetings as the Group is not a delegated (decision-making) committee.

#### **5. CONDUCT OF THE MEETING**

- 5.1 As an undelegated Working Group, the provisions of the Public Bodies (Admission to Meetings) Act 1960 section 1 (1)), The Openness of Local Government Bodies Regulations 2014 and Local Government Act 1972, Schedule 12, para 41(1) shall not apply. Any meetings held shall not be open to members of the public or press.

- 5.2 In accordance with paragraph 5.1, no formal agenda, nor minutes, are required of the meeting.
- 5.3 In consideration of paragraph 5.1, the Group is free to operate as it feels appropriate, which may include meeting face-to-face, meeting virtually, collaboration on email, etc.
- 5.4 Any information shared that is commercially sensitive should be kept within the membership of the Group.
- 5.5 Any communications to be shared by the Group must go through the usual Town Council channels, via the Chief Executive Officer, and must comply with the Town Council communications and social media policies.
- 5.6 In carrying out the objectives above, the Group should give due regard to the Town Council's areas of operation, Strategy, Aims & Objectives and Annual Plan.

## **6. AREA OF OPERATIONS**

- 6.1 The Group is a task-specific working group set up to work collaboratively to conduct feasibility studies into relocating the Museum to the Bakery Annexe (the Building) for its long-term use and to make recommendations to Full Council regarding this.
- 6.2 The Group will aim to make its first report to Full Council in January 2027 (which may or may not include recommendations at that stage).
- 6.3 The Group will identify and procure the services of suitable professionals to assist with the feasibility studies.
- 6.4 Feasibility studies should include the following (although the Group may explore other related aspects that are reasonably associated with this feasibility study and its main aims):
  - 6.4.1. Collaborative assessment of the suitability of the Building for the Museum's purposes, taking into account the Museum's operational requirements, accessibility, visitor experience and future aspirations.
  - 6.4.2 Identification of works required to refurbish and/or adapt the Building to enable its use as a Museum, together with the likely scope and indicative costs.
  - 6.4.3 Examination of the financial implications of any recommendations, including capital investment, future maintenance, and ongoing revenue implications for both parties.
  - 6.4.4 Exploration of main sources of funding, and potential additional opportunities for funding that could support the process, including refurbishment, relocation and future costs.
  - 6.4.5 Consideration of appropriate occupancy arrangements including heads of terms of any proposed lease or other agreement.
  - 6.4.6 Identification of significant risks, opportunities and constraints associated with the relocation, for both parties, including legal, financial, operational, heritage and property considerations and identify appropriate mitigations.
  - 6.4.7 Identification and liaison with other stakeholders in order to progress the objectives of the Group.

## **7. POWERS AND RESPONSIBILITIES**

- 7.1 Making recommendations to Full Council in relation to the above objectives, via the Chief Executive Officer/Responsible Financial Officer, and producing supporting reports.
- 7.2 Authority is delegated to the Chief Executive Officer/Responsible Financial Officer to approve requests for expenditure from the Group in relation to it achieving its stated objectives.

Procurement practice in relation to this expenditure will be in line with current Town Council Financial Regulations. Expenditure will not exceed £25,000 in total, being the amount authorised by Full Council for the Group to conduct these feasibility studies (from 190/4545 Capital Projects covered by a transfer from EMR 342 Capital Projects).

- 7.3 Expenditure from the fund brought to this feasibility process by the Museum will be spent at their discretion.

## **8. HEALTH AND SAFETY**

- 8.1 To satisfy itself that health & safety and governance procedures are being followed in relation to the Group's remit.

## **9. ENVIRONMENT**

- 9.1 To give due consideration to environmental, conservation and climate change matters in carrying out the functions of the Group and in reaching all decisions.

## **10. EQUALITY AND DIVERSITY**

- 10.1 To consider equality and diversity (race, gender, sexual orientation, marital status and disability), tackling disadvantage, reducing social exclusion, and supporting society's most vulnerable groups, in carrying out the functions of this Working Group.

## **11. FURTHER INFORMATION**

- 11.1 The Group shall report to Full Council.
- 11.2 The Group shall undertake reviews of Terms of Reference as and when appropriate and may make recommendations to Full Council regarding amending its own Terms of Reference.
- 11.3 The Town Council may not always be able to act on all advice offered and there is no formal obligation to do so.

Project Monitoring

Key: Green = Completed, Orange = Work in Progress, Red = Overdue

| Date     | Minute Ref | Project Description                                                                                                                                                    | Target Completion Date                                                                            | Lead Officer | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| 25.07.23 | OS2324.26  | St Marys Closed Churchyard Works - all urgent and necessary, boundary wall and desirable works that involve the removal of ivy affecting structures. Totalling £75,240 | 31.12.2024 <del>Date changed to June 2026</del><br>Completion of main works expected by July 2026 | Deputy Clerk | <p>Progress is being made, but officer capacity has been an issue, particularly being without a Facilities Officer for a period of time. We have started liaison with the Diocese regarding the Faculty. The Church has been contacted about the works and have requested additional items to be added to the Faculty which will need to be looked at. Once finalised, the Faculty application can be completed. The Castle have been made aware of works needed to the North Wall.</p> <p><b>Update 01.11.24:</b> The conservation contractor has requested for the works, due to the delay since the first quote. <b>Update 07.01.24:</b> on review officers now need to go through Contract Finder to award contract.</p> <p><b>Update 5.3.25:</b> gone through Contract Finder - returns are opened and will go to OS in March. OS2425.87 resolved to accept quote from Cliveden Conservation for fixed structure works, F&amp;GP have agreed EMR spend.</p> <p><b>Update 27.06.25:</b> HC has started works to obtain Faculty.</p> <p><b>Update 27.08.25:</b> HC has submitted Faculty application. Awaiting determination by Diocese (up to 4 months).</p> <p><b>Update 03.11.25:</b> Awaiting determination by Diocese. New gates have been installed.</p> <p><b>Update 03.03.25:</b> Faculty now granted by Diocese. Awaiting date from contractor to start works.</p> <p><b>Update 29.04.26:</b> Works have now started on site, expected to take two months, action regarding the North Wall to be progressed via a wall surveyor (will be brought to relevant Committee in due course).</p> <p><b>Update 02.09.26:</b> Works virtually complete, including additional works agreed, handover meeting will be planned which will include advice on ongoing maintenance.</p> |

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| 13.02.24 | F&GP2324.70 | Install electric charging points at Pavilion | <p>30.04.2024-31.03.2025.<br/>Date moved due to review<br/>31.10.25 spring 2026<br/>Estimated Completion Date<br/>August 31st 2026</p> | Facilities Officer | <p>FO progressing - quotes and further info being sought.<br/> <b>Update 07.05.24</b> - going to F&amp;GP in June.<br/> <b>Update 01.07.24</b> funding agreed, awaiting the start of the newly appointed Facilities Officer to progress. 02.09.2024 Facilities Officer in post. 05.11.24 - Added complexities due to the pavilion extension. Electrical surveys completed and a new quote being sought for a new fuse board. New deadline set of 31.03.2025 ongoing.<br/> <b>Update 06.03.25</b> fuseboard installed.<br/> <b>Update 25.4.25</b> FO now looking at organisation and layout of wider area before proceeding.<br/> <b>Update 30.06.25</b> still ongoing.<br/> <b>Update 28.08.25</b> application has been made to National Grid for upgrade of incoming services. Application been made to national grid for upgrade. Have put out tender for new machine store which will house elec vehicles. Planning app to go out imminently. 8 weeks minimum to go through.<br/> <b>Update 05.11.25</b> - Contractor appointed. Planning decision due mid November. Investigating storage solutions in addition to the container.<br/> <b>Update 18/12/2025</b> Still awaiting planning consent<br/> <b>Update 07/01/26</b> Planning Permission was granted 29th December 2025 for a new Machine Store which, once completed, will have its own 3 phase power source with capacity for dedicated electric charging points<br/> <b>Update 03/03/2026</b> New Machine Store due to be delivered on 9th March and erected by Friday 21st March. The National Grid have been commissioned to install the new 3 phase, after completion of the barn - and the opportunity to install electric charging points for council vehicles would be part of the internal electrical installation by a chosen electrician.<br/> <b>Update 28/04/2026:</b> Machine Store is now constructed and operational. 3 Phase to be connected by National Grid (8 to 12 week lead in from date of PO 16/04/2026)<br/> <b>Update 29/06/2026:</b> National Grid Booked in for 13 and 14th July. This will be followed by Octopus Energy (installation of Meter) and Matrix for Electrical circuits<br/> <b>Update 18/08/2026:</b> Matrix are due to complete electrical installation of sockets, lights etc this week (W/C 17/08/2026)</p> |
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| 16.04.24 | CN2324.39                    | <b>Improve energy efficiency at Town Hall:</b> -adopt the action plan for no-cost measures. -Adopt the action plan for low-cost measures with priorities assigned to the insulation of roofs, the cleaning of solar panels, and the installation of water volume adjusters, all subject to receiving quotes and confirming feasibility. -Adopt the action plan for capital-cost measures. | 31.03.25: Date moved to review 31.10.25      | Climate & Nature Officer. Updated 24.4.25 to Facilities Officer | <p><b>Update 29.08.24</b> loft insulation done at Town Hall. All other items on hold until the Facilities Officer starts.</p> <p><b>Update 31.10.24:</b> have completed-C-emissions accounting, PV generation monitoring, internal energy saving guidelines, loft insulation, radiator valve checks, urinal flush controls, radiator reflectors, works to chamber ceiling. Still to do-solar panel cleaning, water volume adjusters, further chamber ceiling works, window glazing, heat zoning, heat pump and solar panel battery installation.</p> <p><b>Update 7.1.25</b> - solar panels cleaned in December.</p> <p><b>Update 06.03.25</b> AS ordering water volume adjusters where possible to fit. Chamber ceiling works are done as far as is possible. Looking into window glazing in over 60's TR. Investigating heat zoning and pump but would be substantial projects. Looking at where solar panel batteries could be installed safely.</p> <p><b>Update 25.4.25</b> FO has ordered water volume adjusters, awaiting fitting. Seeking contractor for Over 60's TR glazing. Contractor booked to look at batteries. Heat zoning and pumps would need to be part of whole building refurbishment not currently planned.</p> <p><b>Update 30.06.25</b> Battery contractor coming within 2 weeks. Water volume adjusters fitted. Everything else still ongoing.</p> <p><b>Update 28.08.25</b> battery contractor has attended site and supplied quote. Pump now being considered alongside this. Glazing company has look at windows - FO investigating issue with double glazing/shutters</p> <p><b>Update 23.12.25:</b> Under review</p> <p><b>Update 07/01/26:</b> Meeting with AS on 13/02/26 to discuss outstanding low-cost recommendations. Capital cost recommendations will be moved to wider decarbonisation plan (expected completion date of plan 31/08/2026) at which point this action can be closed.</p> <p><b>Update: 3.3.26:</b> All low-cost options now implemented. Option for council chamber going to full council this month. All other options will be considered as part of the decarbonisation plan which will be completed by the autumn 2026.</p> <p><b>Update: 06.05.26:</b> Options for council chamber were discussed and agreed subject to further information regarding decibel output of fans. Discussions with C&amp;N chair ongoing. All proposed capital measures will be included in the decarbonisation roadmap for TTC which will be published in autumn 2026.</p> <p><b>Update: 20.08.26:</b> The decarbonisation roadmap is going to the C&amp;N Committee in September with a recommendation to sign it off and put it to Full Council for adoption. Also, a paper recommending decarbonisation measures and their inclusion in future budgets is going to C&amp;N in September.</p> |
| 17.09.24 | OS2425.39                    | <b>Purchase steel covered seating</b>                                                                                                                                                                                                                                                                                                                                                     | 31.03.27 Changed to Autumn 2026 - after MUGA | Deputy Clerk                                                    | <p><b>Update 31.10.24</b> - awaiting progression of MUGA plans. (Note - seating will not be installed until MUGA is complete as need to know final location of MUGA in order to position seating correctly.</p> <p><b>Update 07.01.25</b> MUGA plans progressing. See line 12 OS2425.53.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 17.09.24 | OS2425.45                    | <b>Review all signage at MPF</b>                                                                                                                                                                                                                                                                                                                                                          | 31.03.27                                     | Deputy Clerk                                                    | No update expected imminently, dependent on larger items happening on site first. Superseded by OS2526.27 (line 44).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 10.09.24 | Capital Strategy & OS2425.53 | <b>Install MUGA at MPF</b>                                                                                                                                                                                                                                                                                                                                                                | 31.03.27 Winter 2026                         | Deputy Clerk                                                    | <p><b>Update 01.11.24</b> Progress report will be made to Open Spaces Committee on 26.11.24.</p> <p><b>Update 07.01.25</b> main features agreed at last OS meeting. WS to seek quotes and bring back in due course.</p> <p><b>Update 5.3.25</b> quotes for planning consultant going to OS in March. OS2425.86 recommendation going to FC in May for which architect to use.</p> <p><b>Update 27.06.25</b> planning application is being put together by View Architects and surveys are being carried out. <b>Update 27.08.25</b> waiting results from surveys, planning app due to be submitted once received.</p> <p><b>Update 03.11.25</b> Planning application submitted, awaiting response from SGC.</p> <p><b>Update 03.03.26:</b> Planning permission granted, with conditions to be discharged. Currently out to tender with deadline of 30.03.26.</p> <p><b>Update 29.04.26:</b> Tender bidding process now completed, awaiting confirmation from OS Committee on 30.04.26 that bids can be opened following complication with the tendering website, aiming for award of contract at May OS Committee, with aim of works being complete by Autumn 2026.</p> <p><b>Update 26.06.26</b> - contract has been awarded to Play Innovations, currently working through discharging conditions on planning permission, anticipated start date for work on site is later summer/early autumn</p> <p><b>Update 19.08.26</b> - additional information to discharge conditions now with SGC, assuming nothing further is needed, works will start on site end of September/early October and take 4-6 weeks.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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| 10.09.24 | Capital Strategy | Improve water play at MPF                                  | 31.03.27 | CEO  | <p><b>Update 07.01.24.</b> Community engagement planned for Q1 2025.</p> <p><b>Update 04.03.25</b> - survey closed and analysing results.</p> <p><b>Update 03.07.2025</b> - Tender proposed to July Full Council meeting. 01.09.2025 - Tender outcome to be reviewed by Full Council 09.09.25.</p> <p><b>Update FC 09.09.25</b> - contract not awarded/existing tender process terminated, project to be reviewed.</p> <p><b>Update FC 28.10.25</b> - authorisation given for officers to appoint a hydrologist. 05.11.2025 - Water Resource Associates LLP appointed.</p> <p><b>Update FC 13.01.26</b> - FC to approve the process for appointing a Landscape Architect.</p> <p><b>Update FC 10.03.26</b> Landscape Architect appointed at the Extraordinary FC meeting held on 10.02.2026</p> <p><b>Update 29.06.26:</b> Riba Stages 0 to 3 completed. Mei Loci and Hydrologist now working on Technical Design (Stage 4).</p> <p><b>Update 19.06.26:</b> Hydrologist work at RIBA Stage 4 is complete, and the proposed landscape is confirmed to mitigate a 100-year flood event. Mei Loci are finalising Stage 4 and have provided a quote for CDM Principal Designer services, full planning application submission, and RIBA Stages 5–6.</p>                                                                                                                                                                                                                                                           |
| 10.09.24 | Capital Strategy | Skatepark redevelopment                                    | 31.03.27 | CEO  | <p>Progressing business plan with Krunch &amp; SGC.</p> <p><b>Update 07.01.24</b> - Business plan to be discussed at the January FC meeting.</p> <p><b>Update 03.07.2025</b> - Registration of a CIC and supporting documentation to be considered at the July FC meeting. 28.09.2025.</p> <p><b>Update 01.09.25</b> - FC agreed to the registration of the CIC and have appointed a council director. This is now waiting on Krunch. Tenancy at Will for the skate park land currently being prepared by SGC. 05.11.2025 - Articles of Association have been submitted. The registration will take up to 6 weeks. The first CIC meeting is being planned for end of November. Heads of Terms for the lease of the land have been prepared for the CIC by SGC but the Tenancy at Will terms at yet to be received. The Stake Park User Group (SPUG) is being formed. Stakeholder engagement is expected to be arranged early in the new year. The bank account is being set up and will require some of the seed funding allocated by the council. Once set up the seed funding balance can be transferred to the CIC.</p> <p><b>Update FC 13.01.2026</b> - First meeting being scheduled for January.</p> <p><b>Update 10.03.2026</b> - CIC monthly meetings are underway; Heads of Terms for the lease negotiation are in progress, and the first draft of the tender has been prepared.</p> <p><b>Update 19.08.26</b> - tender has been issued, new CEO will be involved in CIC meetings once in post.</p> |
| 10.09.24 | Capital Strategy | Cinder running track at Chantry field                      | 31.03.33 | CSWG | Monitoring through the Capital Strategy Working Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 10.09.24 | Capital Strategy | Create a pump track in Thornbury                           | 31.03.33 | CSWG | Monitoring through the Capital Strategy Working Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 10.09.24 | Capital Strategy | Playground improvement at MPF                              | 31.03.33 | CSWG | Monitoring through the Capital Strategy Working Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 10.09.24 | Capital Strategy | Install memorial woodland and wellbeing garden at cemetery | 31.03.33 | CSWG | Monitoring through the Capital Strategy Working Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 10.09.24 | Capital Strategy | Install a 4G pitch                                         | 31.03.34 | CSWG | Monitoring through the Capital Strategy Working Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 10.09.24 | Capital Strategy | Support Thornbury's Heritage                               | 2025+    | CSWG | Monitoring through the Capital Strategy Working Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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| 10.09.24 | Capital Strategy | Tennis hut options appraisal                        | 31.03.25 | Clerk/Deputy Clerk/Facilities Officer | <p>Condition survey prepared and shared with the Tennis Club.</p> <p><b>Update 25.04.25</b> information now with Tennis Club, awaiting their response.</p> <p><b>Update 30.06.25</b> still with tennis club.</p> <p><b>Update 28.08.25</b> awaiting response from the Tennis Club.</p> <p><b>Update 18.12.25</b> Tennis Club are interested to refurbish and utilise the hut under an extended licence (Lease for two tennis courts previously agreed).</p> <p><b>Update 03.03.26</b> We have a draft Lease, which needs to be assessed by a Solicitor. The CEO is receiving quotes from Solicitors to undertake type of work.</p> <p><b>Update 28.04.26</b> with CEO</p> <p><b>Update 19.08.26:</b> Heads of Terms provided by Facilities Officer for review by all interested parties and submission to Solicitor for lease</p>                                                                                                                |
| 10.09.24 | Capital Strategy | Demolition of small holding at Cemetery             | 31.03.27 | Facilities Officer                    | <p>Monitoring through the Capital Strategy Working Group.</p> <p><b>Update 28.08.25</b> HC has had asbestos removed. Possible now to look at options.</p> <p><b>Update 18.12.25</b> Council to consider taking down and rebuilding building as part of Memorial Woodland project.</p> <p><b>Update 03.03.26</b> Ongoing</p> <p><b>Update 28.04.26</b> Ongoing</p> <p><b>Update 29.06.26</b> - On Hold: This will continue to be ongoing until a decision is made regarding the Memorial Woodland development</p> <p><b>Update 19.06.26:</b> Still on Hold</p>                                                                                                                                                                                                                                                                                                                                                                                    |
| 10.09.24 | Capital Strategy | Turnberries options appraisal                       | 31.03.27 | CSWG                                  | See FC2425.176 (line 34).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 10.09.24 | Capital Strategy | Improvement of staff facilities at the Cemetery     | 31.03.30 | CSWG                                  | Monitoring through the Capital Strategy Working Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 10.09.24 | Capital Strategy | Welfare unit at Chantry Playing Field               | 31.03.30 | CSWG                                  | Monitoring through the Capital Strategy Working Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 10.09.24 | Capital Strategy | Public toilet facilities at the Cemetery            | 31.03.30 | CSWG                                  | Monitoring through the Capital Strategy Working Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 10.09.24 | Capital Strategy | 67 & 67A High Street options appraisal              | 2027+    | CSWG                                  | Monitoring through the Capital Strategy Working Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 10.09.24 | Capital Strategy | Improve changing facilities and toilets at MPF      | 31.03.30 | CSWG                                  | Monitoring through the Capital Strategy Working Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 10.09.24 | Capital Strategy | Improve staff facilities at MPF                     | 31.03.30 | CSWG                                  | Monitoring through the Capital Strategy Working Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 26.11.24 | OS2425.54        | Proceed with redevelopment of Streamleaze Play Area | Nov-26   | Deputy Clerk                          | <p><b>Update 07.01.25</b> works in draft budget for 2025/26.</p> <p><b>Update 24.4.25</b> - works to paid for from 25/26 and 26/27 budget. No plans expected until 2027.</p> <p><b>Update 03.11.25</b> Officers are aiming to take draft tender documents to either the November 2025 or January 2026 Open Spaces Committee meeting, along with confirming the budget for the project.</p> <p><b>Update 22.12.25</b> - The design brief agreed by OS and aiming for going out to tender in January 2026.</p> <p><b>Update 03.03.26</b> - Currently out to tender with deadline for submissions of 16.03.26.</p> <p><b>Update 29.04.26</b> - Contract awarded to Proludic Ltd, public consultation taking place during May, aiming for works to start on site in September, with completion within approx. six weeks.</p> <p><b>Update 19.08.26</b> - Works to start on site w/c 7 September, will be publicised on website and social media.</p> |

|          |            |                                                                                                                                                                                                                                                        |                                                  |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 25.02.25 | CN2425.40  | <b>Tiny forest</b> - investigate locations and funding sources, for further scoping                                                                                                                                                                    | 28.02.26                                         | Climate & Nature Officer | <p><b>Update 07.05.25</b> Currently recruiting a Climate and Nature Officer.</p> <p><b>Update 27.08.25</b> C&amp;N Officer started in last few days.</p> <p><b>Update 27.08.25</b> C&amp;N committee looking at potential sites with view to undertaking a feasibility study C&amp;N 02.09.25 - shortlist of options agreed for feasibility study.</p> <p><b>Update 18.12.25</b> (CN2526.32) - Remove sites, Land behind Severn View Practice (earmarked for other purposes), Land behind Paula's Salon (too small), Badger Road Country Park (already well used) Agreed to investigate Barley Fields estate, land behind Castle Court Car Park, Tarmac off Easton Hill Road.</p> <p><b>Update 22.12.25</b> - speak to local schools and check interest in the scheme (CN2526.32.01) - expected completion date for action 28/02/2026.</p> <p><b>Update 03.03.25:</b> Schools contacted and some responses received.</p> <p><b>Update 06.05.26:</b> Discussions with C&amp;N committee and Thriving Nature working group ongoing. Priorities being considered alongside other resourced work (e.g., memorial woodland).</p> <p><b>Update 25.06.26:</b> New site being subjected to feasibility study. DB to draft email for schools to gauge interest. Project likely to be put on hold until 2027-28 financial year due to lack of land, funding and time.</p> <p><b>Update 20.08.26:</b> Paper going to C&amp;N Committee in September to recommend measures that may make the TF less costly and more practical to deliver.</p> |
| 11.03.25 | FC2425.176 | <b>Submit an expression of interest for Turnberries</b>                                                                                                                                                                                                | 31.12.25                                         | CEO                      | <p><b>Update 03.07.2025</b> - Awaiting communications from SGC.</p> <p><b>Update 28.08.2025</b> - awaiting official letter from SGC in the meantime CSWG are progressing the business plan. FC 09.09.25 - endorsed roadmap for Expression of Interest, officers to engage with youth providers as prospective partners.</p> <p><b>Update 05.11.2025</b> - Agreed to host a Futures of Turnberries event to inform the EOI.</p> <p><b>Update FC 13.01.2026</b> - Awaiting a meeting with current management to identify relevant information for inclusion in the business plan.</p> <p><b>Update FC 10.03.26</b> - CVS has been onboarded by SGC and are steering the change. Regular meetings diarised. Have met with the trustee to discuss operational details to feed into the business plan. A public consultation is due to be issued mid March to inform the business plan and the S106 funding application.</p> <p><b>Update 19.08.26</b> - Town Council reps have been put forward for the new Trust, CVS are arranging the first meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 18.03.25 | FS2425.85  | <b>Seating improvements</b><br>- Buy Lowther 5 seats following bench survey<br>- Investigate further suggestions for seating next to the new basketball facility on Chantry Road Play Area and around the football pitches on the Mundy Playing Fields | 01.11.25 Spring 2026-<br>Summer 2026 Winter 2026 | Deputy Clerk             | <p>3 benches have been purchase and will be installed soon. Other 2 in coming months.</p> <p><b>Update 27.06.25</b> ongoing. Update 27.08.25 3 seats installed. 2 on order.</p> <p><b>Update 03.11.25</b> Three seats have been installed, two more awaiting installation, a further eight seats to be ordered, with options for the Rock Street seat to be considered by the Open Spaces Committee.</p> <p><b>Update 22.12.25</b> - All benches ordered with just a few to be installed, bespoke Rock Street bench being constructed.</p> <p><b>Update 03.03.26</b> - weather has affected being able to create concrete basis. Still one bench to be installed, still awaiting bespoke Rock Street bench, awaiting completion of tennis court fencing works before installing that bench.</p> <p><b>Update 29.04.26:</b> Rock Street bench received and currently being painted, Oakleaze bench to be installed during May, tennis court works completed so can order that bench now.</p> <p><b>Update 26.06.26</b> - Rock Street and Oakleaze bench installed, just need to order tennis court bench.</p>                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 27.05.25 | OS2526.14  | <b>Remove signage in meadow and carry out survey of plants</b>                                                                                                                                                                                         | Spring 2027                                      | Deputy Clerk             | <p><b>01.07.25</b> Signage gone, survey happening over next 6 months.</p> <p><b>Update 28.08.25</b> signage has gone. MD will be carrying out the survey over a 12 month period. Date changed to spring '26 to accommodate this</p> <p><b>Update 29.04.26:</b> Recent recruitment of new Cemetery Supervisor, will be picked up as part of their objectives. Target date changed to accommodate this change.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|          |            |                                                                                                                                                                                                            |                             |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 22.07.25 | OS2526.27  | <b>Progress phase 1 of signage review</b> - get costing, designs and quotes                                                                                                                                | 01.03.26 Autumn/Winter 2026 | Deputy Clerk       | <p><b>Update 28.08.25</b> WS identifying potential companies to work with and carrying out review of existing signage.</p> <p><b>Update 03.11.25</b> - officers continue to work on this, with some feedback expected in the first quarter of 2026.</p> <p><b>Update 03.03.26</b> - other projects taking priority at the moment, aiming to make some progress before Summer 2026. If capacity allows, report will go to July Full Council.</p> <p><b>Update 19.08.26</b> - Full Council agreed a phased approach to this project. Request for quotes has gone out for the first stage - wayfinding framework. Quotes will be brought back to future FC meeting.</p> |
| 09.09.25 | FC2526.88  | <b>Development of a Land Management Strategy</b> - bring back to FC an outline proposal, potential budget and timetable.                                                                                   | 11.11.2025                  | CEO                | <p>Prepared and to be discussed at Full Council meeting on 11.11.2025</p> <p><b>Update 11.11.25</b> Report at the next FC meeting challenges or anticipated challenges, staffing and resource implications - option 1 (provided by staffing committee), indication of the financial savings from a land management strategy.</p> <p><b>Update for FC 13.01.26</b> - update deferred to March due to length of agenda.</p> <p><b>Update 10.03.26</b> - Report received and will be discussed at this meeting.</p>                                                                                                                                                     |
| 09.09.25 | FC2526.91  | <b>Bus services in and around Thornbury</b> - regularly promote Y2C service and encourage promotion by other councils, identify an effective approach to progress discussions with relevant organisations. | 30.09.2026                  | CEO/ Comms Officer | <p><b>05.11.2025</b> - Promoting timetable through website and social media. HB has been in the Gazette promoting the service. Timetable printed and availed to collect from the Town Hall.</p> <p><b>Update FC 13.01.26</b>- Poster being produced for promotion to other areas.</p>                                                                                                                                                                                                                                                                                                                                                                                |
| 14.10.25 | FGP2526.35 | External companies engaged to conduct <b>lease renewals</b> and <b>conduct valuations of TTC properties</b> .                                                                                              | 31.03.2026                  | CEO                | <p><b>Update 10.03.26</b> - Valuation imminent and Heads of Terms being prepared.</p> <p><b>Update 19.08.26</b> - Heads of Terms sent to solicitor, some queries have come back which are being dealt with.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 21.10.25 | CN2526.19  | <b>Road Map to Net Zero</b> - agreed to proceed, with detailed discussed at the Thriving Nature working group.                                                                                             | TBC                         | C&N Officer        | <p><b>Update 22.12.25</b> will set a deadline at the February committee (CN2526.33).</p> <p><b>Update 03.03.26:</b> Dates agreed at February C&amp;N meeting. Plan will be completed by the autumn</p> <p><b>Update 06.05.26:</b> Site assessments carried out at all in-scope sites. Exploring option for decarbonisation at all in-scope sites.</p> <p><b>Update 25.06.26:</b> Decarbonisation Road Map drafted, presented to C&amp;N Committee and redrafted. Final version will be submitted to C&amp;N on 1 September.</p> <p><b>Update 20.08.26:</b> Road Map on track to be delivered and considered for adoption by C&amp;N Committee on 1 September.</p>    |
| 21.10.25 | CN2526.20  | <b>Refresh ecological surveys</b> and biodiversity management plans                                                                                                                                        | TBC                         | C&N Officer        | <p><b>Update 22.12.25:</b> getting quotes in the new year for surveying next summer.</p> <p><b>Update 03.03.26:</b> 3 x quotes received. Wessex ecology are best value and will repeat like for like from previous surveys.</p> <p><b>Update 06.05.26:</b> Paper prepared for April C&amp;N committee, but meeting was not quorate. Exploring options for getting paper agreed by end of May.</p> <p><b>Update 25.06.26:</b> Ecological surveys in progress</p> <p><b>Update 20.08.26:</b> Ecological surveys have been taking place and reports are expected in September.</p>                                                                                      |
| 18.11.25 | OS2526.57  | <b>Streamside improvements linking with joined up travel around Thornbury,</b>                                                                                                                             | 10.03.25                    | Deputy Clerk       | <p>To be discussed further in January 13.01.25. SC to provide a map of planned projects, cost of play equipment upkeep. Recommendations to FC regarding project 10.03.25. C &amp; N to discuss in next meeting.</p> <p><b>Update 22.12.25</b> - Discussed at OS and C&amp;N SCG setting up working group involving councillors.</p> <p><b>Update 03.03.26</b> - Agreed change to plan: SGC are running a working group to discuss plans and will report back to Full Council with recommendations.</p> <p><b>Update 29.04.26</b> - Awaiting update from SGC (from the working group).</p>                                                                            |
| 18.11.25 | OS2526.60  | <b>Seating on council land</b><br>- Replacement seat on rock street garden to proceed<br>- Installing seating on Oakleaze Green (litter levels to be monitored)                                            | Spring 2026                 | Deputy Clerk       | See FS2425.85 (line 35) & OS2425.39 (line 9)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

|          |            |                                                                                                                                                                       |                                     |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| 09.12.25 | FGP2526.47 | <b>Main water and foul water treatment at MPF</b><br>- Aegaea Ltd to proceed with further investigation to identify most economical and long term solution.           | 31.03.26                            | Facilities Officer | <b>Update 23.12.25:</b> To be commissioned early 2026.<br><b>Update 08.01.26:</b> Awaiting confirmation and starting date from Aegaea<br><b>Update 03.03.26:</b> Ongoing<br><b>Update 29.06.26:</b> Combined tender for new Foul Water Treatment Plant and new potable water supply issued (Package 1) for returns to be opened 10 July 2026<br><b>Update 18/08/26:</b> FastFix have been appointed (Purchase order raised) to commence works at their earliest convenience. Works are expected to be completed by November 2026                                                                                                                                                                                                                                                                                                                             |
| 16.12.25 | CN2526.31  | <b>TTC Watermark Town Scheme</b><br>- Submit expression of interest in participating in programme<br>- Work towards Watermark Town Status if offered the chance       | TBC                                 | C&N Officer        | <b>Update 22.12.25</b> - have a place on the programme and meeting booked with watermark on 27th January so will be able to update at the next working group meeting.<br><b>Update 03.03.26:</b> Launch event to coincide with Earth Day (22 April) being arranged. Ideas for Watermark projects will be gathered at this event.<br><b>Update 06.05.26:</b> Launch event held on 22 April. Ideas being gathered for Watermark Town projects. These will be shared at the June C&N Committee<br><b>Update 25.06.26:</b> Paper with project ideas taken to and agreed with C&N Committee on 16 June. Project initial planning stages underway.<br><b>Update 20.08.26:</b> Funding application made to pay for Watermark projects successful and money has been received. On track to deliver sufficient projects to gain Watermark Town status in Spring 2027. |
| 13.01.26 | FC2526.133 | <b>Transfer of Deeds Armstrong Hall Trust</b><br>Execution of transfer as custodian trustee subject to confirmation of CIO registration with a Town Council majority. | TBC - external organisation leading | CEO                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 17.02.26 | CN2526.41  | <b>Planning for decarbonisation</b>                                                                                                                                   | TBC                                 | C&N Office         | <b>Update 25.06.26:</b> Decarbonisation Road Map drafted, presented to C&N Committee and redrafted. Final version will be submitted to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 20.01.26 | OS2526.64  | <b>Vehicle access on Oakleaze Green</b>                                                                                                                               | Autumn 2026                         | Deputy Clerk       | Will be progressed as soon as officer capacity allows (lower priority).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## THORNBURY TOWN COUNCIL

| ACCOUNTS PAID OUT OF MEETING |                                      |                                                                                 |           |           |
|------------------------------|--------------------------------------|---------------------------------------------------------------------------------|-----------|-----------|
|                              |                                      |                                                                                 | GROSS     | NET       |
|                              | UNITY TRUST BANK - CURRENT ACCOUNT   | BANK CHARGES                                                                    | 20.50     | 20.50     |
|                              | UNITY TRUST BANK - CURRENT ACCOUNT   | BANK CHARGES                                                                    | 20.80     | 20.80     |
|                              | UNITY TRUST BANK - WAGES ACCOUNT     | BANK CHARGES                                                                    | 27.00     | 27.00     |
|                              | UNITY TRUST BANK - WAGES ACCOUNT     | BANK CHARGES                                                                    | 7.45      | 7.45      |
|                              | UNITY TRUST BANK - WAGES ACCOUNT     | BANK CHARGES                                                                    | 27.15     | 27.15     |
|                              | UNITY TRUST BANK - WAGES ACCOUNT     | BANK CHARGES                                                                    | 7.45      | 7.45      |
|                              | UNITY TRUST BANK - STRIPE ACCOUNT    | BANK CHARGES                                                                    | 9.70      | 9.70      |
|                              | UNITY TRUST BANK - STRIPE ACCOUNT    | BANK CHARGES                                                                    | 10.45     | 10.45     |
|                              | EQUALS MONEY - PRE-PAID CARDS        | TOP UP FUNDS FOR PRE-PAID PETTY CASH CARDS                                      | 500.00    | 500.00    |
|                              | THORNBURY TOWN COUNCIL               | JULY PAYROLL - NET SALARIES                                                     | 29,806.79 | 29,806.79 |
|                              | THORNBURY TOWN COUNCIL               | JULY PAYROLL - HMRC                                                             | 9,706.18  | 9,706.18  |
|                              | THORNBURY TOWN COUNCIL               | JULY PAYROLL - PENSION                                                          | 5,701.47  | 5,701.47  |
|                              | THORNBURY TOWN COUNCIL               | AUG PAYROLL - NET SALARIES                                                      | 28,190.32 | 28,190.32 |
|                              | THORNBURY TOWN COUNCIL               | AUG PAYROLL - HMRC                                                              | 6,550.22  | 6,550.22  |
|                              | THORNBURY TOWN COUNCIL               | AUG PAYROLL - PENSION                                                           | 5,476.43  | 5,476.43  |
|                              | OCTOPUS ENERGY                       | ELECTRICITY - TOWN HALL JUNE (DD)                                               | 439.62    | 356.07    |
|                              | OCTOPUS ENERGY                       | ELECTRICITY - MPF JUNE (DD)                                                     | 344.34    | 286.95    |
|                              | OCTOPUS ENERGY                       | ELECTRICITY - BAKERY ANNEX JUNE (DD)                                            | 26.06     | 24.82     |
|                              | OCTOPUS ENERGY                       | ELECTRICITY - CEMETERY JUNE (DD)                                                | 52.66     | 50.15     |
|                              | OCTOPUS ENERGY                       | ELECTRICITY - TOWN HALL JULY (DD)                                               | 397.37    | 331.14    |
|                              | OCTOPUS ENERGY                       | ELECTRICITY - MPF JULY (DD)                                                     | 372.78    | 310.65    |
|                              | OCTOPUS ENERGY                       | ELECTRICITY - BAKERY ANNEX JULY (DD)                                            | 26.81     | 25.53     |
|                              | OCTOPUS ENERGY                       | ELECTRICITY - CEMETERY JULY (DD)                                                | 46.56     | 44.34     |
|                              | LLOYDS CREDIT CARD                   | MONTHLY - CREDIT CARD STATEMENT - BALANCE PAYMENT (Direct Debit @ £2522.74)     | 0.00      | 0.00      |
|                              |                                      |                                                                                 |           |           |
|                              | ADOBE                                | CC1392 - ANNUAL ADOBE ACROBAT PRO SOFTWARE PACKAGE                              | 238.75    | 198.96    |
|                              | JD PIPES                             | CC1403 - CABLE DUCTING PIPES                                                    | 101.78    | 84.82     |
|                              | AMAZON                               | CC1404 - RECHARGEABLE BATTERIES                                                 | 8.94      | 7.45      |
|                              | THE BIO-D COMPANY                    | CC1405 - CLEANING PRODUCTS                                                      | 43.72     | 36.43     |
|                              | BIN LINERS .CO.UK                    | CC1406 - BIN SACKS                                                              | 101.84    | 84.87     |
|                              | SOUTH GLOS COUNCIL                   | CC1407 - PEST CONTROL (WASP NEST)                                               | 181.00    | 181.00    |
|                              | FIELD STUDIES COUNCIL                | CC1408 - COUNCIL GUIDES                                                         | 45.00     | 45.00     |
|                              | AMAZON                               | CC1409 - FABRIC PAINT & ACCIDENT BOOK                                           | 21.99     | 18.23     |
|                              | NEXT DAY PAT TESTING LABELS          | CC1410 - ASSET LABELS                                                           | 40.95     | 40.95     |
|                              | GOV.UK                               | CC1411 - CLEAN AIR ZONE CHARGE (COMPANY VEHICLE)                                | 9.00      | 9.00      |
|                              | SCREWFIX                             | CC1412 - PLUMBING PARTS                                                         | 23.86     | 19.88     |
|                              | THE GREEN STATIONERY COMPANY         | CC1413 - C&N EVENT STATIONERY SUPPLIES                                          | 64.03     | 53.36     |
|                              | THE GREEN STATIONERY COMPANY         | CC1414 - STATIONERY                                                             | 46.15     | 38.46     |
|                              | AMAZON                               | CC1415 - TREE WATERING BAG, CABLE WARNING TAPE, WAISTBAND AMPLIFIER             | 357.49    | 339.24    |
|                              | AMAZON                               | CC1416 - PHONE CHARGER, CCTV EQUIPMENT (TOWN HALL)                              | 342.35    | 285.29    |
|                              | HSQE VITAL SKILLS                    | CC1417 - STAFF ONLINE TRAINING                                                  | 18.00     | 15.00     |
|                              | SCREWFIX                             | CC1418 - PLUMBING PARTS                                                         | 6.58      | 5.48      |
|                              | SLCC ENTERPRISES                     | CC1419 - STAFF TRAINING COURSE                                                  | 70.20     | 58.50     |
|                              | SLCC ENTERPRISES                     | CC1420 - STAFF TRAINING COURSE                                                  | 70.20     | 58.50     |
|                              | GIFFGAFF                             | CC1421 - STAFF MOBILE PHONE TOP UP                                              | 6.00      | 5.00      |
|                              | GIFFGAFF                             | CC1422 - STAFF MOBILE PHONE TOP UP                                              | 6.00      | 5.00      |
|                              | GIFFGAFF                             | CC1423 - STAFF MOBILE PHONE TOP UP                                              | 6.00      | 5.00      |
|                              | GOV.UK                               | CC1425 - CLEAN AIR ZONE CHARGE (COMPANY VEHICLE)                                | 9.00      | 9.00      |
|                              | GRAVEL MASTER LTD                    | CC1426 - PLAY SAND FOR THE MPF SAND PIT                                         | 580.00    | 483.33    |
|                              | TERRAQUEST SOLUTIONS LIMITED         | CC1427 - PLANNING FEE (MUGA)                                                    | 400.00    | 384.83    |
|                              | AMAZON                               | CC1428 - CLIMATE & NATURE EVENT SUPPLIES                                        | 55.97     | 46.63     |
|                              | AMAZON                               | CC1429 - STAFF WORKWEAR                                                         | 29.99     | 24.99     |
|                              | TERRAQUEST SOLUTIONS LIMITED         | CC1430 - PLANNING FEE (MUGA)                                                    | 395.00    | 379.83    |
|                              | AMAZON                               | CC1431 - PORTABLE STORAGE DRIVE                                                 | 208.99    | 174.16    |
|                              | SCREWFIX                             | CC1432 - PLUMBING PARTS                                                         | 34.97     | 29.14     |
|                              | SCREWFIX                             | CC1433 - SASH WINDOW PULLEY WHEELS                                              | 17.58     | 14.65     |
|                              | BIN LINERS .CO.UK                    | CC1434 - REFUSE SACKS/BIN LINERS                                                | 134.52    | 112.10    |
|                              | SPIRAFIX GROUNDS ANCHORS             | CC1435 - BENCH FIXINGS                                                          | 84.98     | 70.82     |
|                              | GIFFGAFF                             | CC1436 - STAFF MOBILE PHONE TOP UP                                              | 6.00      | 5.00      |
|                              | GIFFGAFF                             | CC1437 - STAFF MOBILE PHONE TOP UP                                              | 6.00      | 5.00      |
|                              | BAT CONSERVATION TRUST               | CC1438 - STAFF TRAINING COURSE                                                  | 45.00     | 45.00     |
|                              | AMAZON                               | CC1439 - STAFF WORKWEAR                                                         | 63.08     | 54.44     |
|                              | WILDCARE NATIONWIDE ECOLOGY SUPPLIES | CC1440 - BAT DETECTORS                                                          | 162.00    | 135.00    |
|                              | STUDIO A4                            | CC1441 - CUSTOM LABELS FOR ASSET BARCODES                                       | 39.95     | 39.95     |
|                              | AMAZON                               | CC1442 - CLEANING SUPPLIES                                                      | 10.99     | 9.16      |
|                              | GIFFGAFF                             | CC1443 - STAFF MOBILE PHONE TOP UP                                              | 8.00      | 6.67      |
|                              | GIFFGAFF                             | CC1444 - STAFF MOBILE PHONE TOP UP                                              | 6.00      | 5.00      |
|                              |                                      |                                                                                 |           |           |
|                              | BS3 MOTH CLUB                        | LOVE PARKS WEEK - COMMUNITY MOTH MORNING EVENT @ MPF SITE                       | 120.40    | 120.40    |
|                              | FASTFIX DRAINAGE AND PLUMBING        | CCTV DRAIN SURVEY - MPF SITE                                                    | 714.00    | 595.00    |
|                              | INITIAL HYGIENE                      | ANNUAL SERVICE OF PEBBLE HAND DRYERS - MPF WASHROOMS                            | 1,014.11  | 845.09    |
|                              | HORDERS THORNBURY PRESS              | 5 X A1 PLAN PRINTS (MPF)                                                        | 15.00     | 12.50     |
|                              | KN OFFICE                            | MONTHLY METER READING FOR OFFICE PHOTOCOPIER                                    | 56.22     | 46.85     |
|                              | RELYON GUARDING                      | MONTHLY SECURITY SERVICES AT MPF SITE                                           | 504.00    | 420.00    |
|                              | FALON NAMEPLATES                     | BRONZE PLAQUE                                                                   | 84.35     | 70.29     |
|                              | JOHN PINCH                           | REPAIRS TO THE MAYORAL CHAIN                                                    | 285.00    | 285.00    |
|                              | YATE SUPPLIES                        | HEAVY DUTY COMPACTOR SACKS                                                      | 194.88    | 162.40    |
|                              | ANDERSONS WASTE MANAGEMENT           | SEPTIC TANK EMPTYING - MPF SITE                                                 | 195.00    | 195.00    |
|                              | T H WHITE GROUND CARE                | REPAIRS TO COUNCIL VEHICLE - RANSOME RIDE ON MOWER                              | 1,542.25  | 1,285.21  |
|                              | T H WHITE ENERGY, FIRE & SECURITY    | PREVENTATIVE MAINTENANCE FOR EMERGENCY LIGHTS SYSTEM - MPF PAVILION & FLAT SITE | 241.36    | 201.14    |
|                              | T H WHITE ENERGY, FIRE & SECURITY    | PREVENTATIVE MAINTENANCE FOR FIRE DETECTION & ALARM - MPF PAV & FLAT            | 125.77    | 104.81    |
|                              | T H WHITE ENERGY, FIRE & SECURITY    | PREVENTATIVE MAINTENANCE FOR EMERGENCY LIGHTS SYSTEM - TOWN HALL SITE           | 314.42    | 262.02    |
|                              | T H WHITE ENERGY, FIRE & SECURITY    | PREVENTATIVE MAINTENANCE FOR SOLAR PANELS SYSTEM - MPF SITE                     | 352.58    | 293.82    |
|                              | ALEXANDRA                            | STAFF WORKWEAR                                                                  | 16.62     | 13.85     |
|                              | ALEXANDRA                            | STAFF WORKWEAR                                                                  | 49.86     | 41.55     |

|                                               |                                         |                                                                                             |            |            |
|-----------------------------------------------|-----------------------------------------|---------------------------------------------------------------------------------------------|------------|------------|
|                                               | FALON NAMEPLATES                        | BRONZE PLAQUE                                                                               | 84.35      | 70.29      |
|                                               | ANDWIS LIFTS                            | TOWN HALL LIFT - UPGRADE SHAFT LIGHTING TO LED WITH EMERGENCY BACK UP                       | 1,554.00   | 1,295.00   |
|                                               | CLIVEDEN CONSERVATION                   | CONSERVATION AND REPAIR WORKS TO MONUMENT AT ST MARY'S CHURCHYARD                           | 35,612.40  | 29,677.00  |
|                                               | AHS BUILDING GROUP LTD                  | CREATE SPACE FOR CONNECTION OF ELECTRIC TO SHED ETC - MPF SITE                              | 900.00     | 750.00     |
|                                               | THORNBURY MOTORS LTD                    | MONTHLY FUEL EXPENDITURE                                                                    | 293.41     | 244.51     |
|                                               | BRIGSTOWE MEDIA LTD                     | PRINTING AND DISTRIBUTION OF TTC ANNUAL REPORT                                              | 4,560.00   | 3,800.00   |
|                                               | TTC STAFF                               | STAFF EXPENSES CLAIM                                                                        | 29.95      | 29.95      |
|                                               | HAWKINS GROUND CARE LTD                 | KRESS HEDGE TRIMMER - MAINTENANCE AND PARTS                                                 | 241.36     | 201.13     |
|                                               | WELLERS LAW GROUP                       | MANAGEMENT AGREEMENT - REF MPF TRUST (PREVIOUS UNPAID FEE)                                  | 607.20     | 56.00      |
|                                               | BLAZE FIRE PROTECTION LTD               | FIRE RISK ASSESSMENT - MPF                                                                  | 342.00     | 285.00     |
|                                               | BLAZE FIRE PROTECTION LTD               | FIRE RISK ASSESSMENT - CEMETERY                                                             | 342.00     | 285.00     |
|                                               | BLAZE FIRE PROTECTION LTD               | FIRE RISK ASSESSMENT - PROPERTIES 67 & 67A                                                  | 534.00     | 445.00     |
|                                               | BLAZE FIRE PROTECTION LTD               | FIRE RISK ASSESSMENT - BAKERY ANNEX                                                         | 342.00     | 285.00     |
|                                               | BLAZE FIRE PROTECTION LTD               | FIRE RISK ASSESSMENT - TOWN HALL                                                            | 402.00     | 335.00     |
|                                               | THE SWAN, THORNBURY                     | COMMUNITY TOILET SCHEME                                                                     | 250.00     | 250.00     |
|                                               | HAWKES HOUSE, THORNBURY                 | COMMUNITY TOILET SCHEME                                                                     | 225.00     | 225.00     |
|                                               | THE ROYAL GEORGE, THORNBURY             | COMMUNITY TOILET SCHEME                                                                     | 237.50     | 237.50     |
|                                               | AHS BUILDING GROUP LTD                  | DUPLICATE INVOICE - FULLY REFUNDED                                                          | 900.00     | 750.00     |
|                                               | WATER RESOURCE ASSOCIATES LLP           | HYDROLOGIST SERVICES AT MUNDY PLAYING FIELDS - REF RIVER RESTORATION AND SPLASH PARK DESIGN | 12,240.00  | 10,200.00  |
|                                               | HORDER'S THORNBURY PRESS                | X 100 ROLES AND RESPONSIBILITIES LEAFLETS                                                   | 27.00      | 27.00      |
|                                               | BOWCOM                                  | BOWGRASS SUPREME PLUS - FOOTBALL PITCHES                                                    | 660.00     | 550.00     |
|                                               | ALCA                                    | COUNCILLOR TRAINING                                                                         | 45.00      | 45.00      |
|                                               | ALCA                                    | COUNCILLOR TRAINING                                                                         | 45.00      | 45.00      |
|                                               | TTC PLOT OWNER                          | GRAVE PLOT BUY-BACK PAYMENT                                                                 | 230.00     | 230.00     |
|                                               | TTC STAFF                               | STAFF EXPENSES CLAIM                                                                        | 22.50      | 22.50      |
|                                               | TTC CUSTOMER                            | PAYMENT REFUNDED - INCORRECT CUSTOMER CREDIT RECEIVED                                       | 290.00     | 290.00     |
|                                               | SOUTH GLOS COUNCIL                      | PAYROLL CHARGES FOR PERIOD APRIL - JUNE 2026                                                | 208.56     | 173.80     |
|                                               | SOUTH GLOS COUNCIL                      | FIT SWIFT BOX, CLEAR GUTTERS AND FIT MESH OVER WINDOWS @ THORNBURY CEMETERY SITE            | 480.00     | 400.00     |
|                                               | ANDERSONS WASTE MANAGEMENT              | EMPTY SEPTIC TANK @ MPF SITE                                                                | 205.00     | 205.00     |
|                                               | ULTIMA ENVIRONMENTAL CLEANING LTD       | DEEP CLEAN OF CHANTRY FIELDS SITE                                                           | 756.00     | 630.00     |
|                                               | VIEW ARCHITECTS LTD                     | ADDITIONAL SERVICES RELATING TO THE DISCHARGE OF PLANNING CONDITIONS RE APPLICATION         | 720.00     | 600.00     |
|                                               | FURNITURE AT WORK LTD                   | X8 CONFERENCE CHAIRS                                                                        | 1,161.60   | 968.00     |
|                                               | ALEXANDRA                               | STAFF WORKWEAR                                                                              | 31.12      | 25.93      |
|                                               | ABBAY LOOS                              | PORTABLE TOILET HIRE - CHANTRY FIELD SITE                                                   | 276.00     | 230.00     |
|                                               | NEWS TEAM GROUP                         | MONTHLY DELIVERY OF THORNBURY GAZETTE                                                       | 12.35      | 12.35      |
|                                               | ANDWIS LIFTS                            | CALL OUT AND REPAIR OF TOWN COUNCIL LIFT                                                    | 247.50     | 206.25     |
|                                               | BIFFA WASTE SERVICES                    | WASTE DISPOSAL - BAKERY ANNEX                                                               | 958.01     | 798.34     |
|                                               | BIFFA WASTE SERVICES                    | WASTE DISPOSAL - TOWN HALL (FOOD)                                                           | 29.57      | 24.64      |
|                                               | BIFFA WASTE SERVICES                    | WASTE DISPOSAL - TOWN HALL                                                                  | 302.35     | 251.96     |
|                                               | BIFFA WASTE SERVICES                    | WASTE DISPOSAL - CEMETERY (credit note applied £83.33 - invoice £405.20)                    | 321.87     | 268.23     |
|                                               | BIGDUG LIMITED                          | FURNITURE EQUIPMENT FOR THE NEW MACHINE STORE - MPF                                         | 422.34     | 351.95     |
|                                               | GLASDON UK LIMITED                      | MEMORIAL BENCH                                                                              | 963.67     | 803.06     |
|                                               | ECOTRICITY                              | GAS SUPPLY - PAVILION SITE                                                                  | 49.47      | 47.11      |
|                                               | ECOTRICITY                              | GAS SUPPLY - TOWN HALL                                                                      | 304.97     | 290.45     |
|                                               | SEED LANDSCAPE DESIGN                   | STAGE 1 - THORNBURY CEMETERY WELL-BEING GARDEN (MEMORIAL WOODLAND DESIGN)                   | 3,000.00   | 2,500.00   |
|                                               | RELYON GUARDING & SECURITY SERVICES LTD | SECURITY SERVICES AT THE MUNDY PLAYING FIELDS                                               | 520.80     | 434.00     |
|                                               | FASTFIX DRAINAGE AND PLUMBING           | WORKS TO UNDERGROUND CULVERT ADJACENT TO OAKLEAZE GREEN                                     | 4,601.97   | 3,834.98   |
|                                               | T H WHITE ENERGY, FIRE & SECURITY       | FIRE EXTINGUISHER CALL OUT - MPF SITE                                                       | 368.40     | 307.00     |
|                                               | THORNBURY MOTORS LTD                    | FUEL EXPENDITURE FOR JULY 26                                                                | 399.11     | 332.59     |
|                                               | WATER2BUSINESS                          | WATER SUPPLY FOR THE PERIOD FEB - JULY 26 THORNBURY CEMETERY SITE                           | 124.22     | 124.22     |
|                                               | ALEXANDER                               | STAFF WORKWEAR                                                                              | 43.68      | 36.40      |
|                                               | KN OFFICE SUPPLIES LTD                  | MONTHLY METER READING - OFFICE PHOTOCOPIER                                                  | 73.21      | 61.01      |
|                                               | CLIVEDEN CONSERVATION                   | CONSERVATION & REPAIR WORKS TO MONUMENT AT ST MARY'S CHURCHYARD, THORNBURY                  | 18,217.20  | 15,181.00  |
|                                               | T H WHITE ENERGY, FIRE & SECURITY       | PREVENTATIVE MAINTENANCE - FIRE ALARM SYSTEM @ TOWN HALL SITE                               | 110.05     | 91.71      |
|                                               | THORNBURY COMMUNITY AND ARTS CIO (TCA)  | TTC SPRING GRANT AWARD PAYMENT                                                              | 3,000.00   | 3,000.00   |
|                                               | THORNBURY WAYFINDERS                    | TTC SPRING GRANT AWARD PAYMENT                                                              | 380.00     | 380.00     |
|                                               | THE INSPIRE ARTS TRUST                  | TTC SPRING GRANT AWARD PAYMENT                                                              | 750.00     | 750.00     |
|                                               | ROCKHAMPTON CRICKET CLUB                | TTC SPRING GRANT AWARD PAYMENT                                                              | 3,000.00   | 3,000.00   |
|                                               | 1ST THORNBURY SCOUT GROUP               | TTC SPRING GRANT AWARD PAYMENT                                                              | 3,000.00   | 3,000.00   |
|                                               | EQUALS MONEY - PRE-PAID CARDS           | TOP UP FUNDS FOR PRE-PAID PETTY CASH CARDS                                                  | 500.00     | 500.00     |
|                                               | FALON NAMEPLATES                        | BRONZE PLAQUE                                                                               | 84.35      | 70.29      |
|                                               | FALON NAMEPLATES                        | BRONZE PLAQUE                                                                               | 159.68     | 133.07     |
|                                               | THE CHANTRY COMMUNITY AND ARTS CENTRE   | ROOM HIRE - MICRO POND WORKSHOP                                                             | 59.90      | 59.90      |
|                                               | MATRIX BES LTD                          | SUPPLY AND INSTALL LED LIGHT FITTING AND EMERGENCY LIGHT                                    | 202.80     | 169.00     |
|                                               | PLAY INNOVATION                         | 25% PAYMENT FOR MUNDY PLAYING FIELDS MUGA INSTALLATION                                      | 32,940.30  | 27,450.25  |
|                                               | TTC PLOT OWNER                          | GRAVE PLOT BUY-BACK PAYMENT                                                                 | 75.00      | 75.00      |
|                                               | SLCC ENTERPRISES                        | STAFF TRAINING - 26.28.26                                                                   | 70.20      | 58.50      |
|                                               |                                         |                                                                                             |            |            |
|                                               |                                         | ACCOUNTS PAID OUT OF MEETING - TOTAL                                                        | 237,855.70 | 214,548.48 |
| ACCOUNTS DUE FOR PAYMENT - SEPTEMBER 8TH 2026 |                                         |                                                                                             |            |            |
|                                               | FASTFIX DRAINAGE AND PLUMBING           | CCTV SURVEY - GILLINGSTOOL SITE                                                             | 1,050.00   | 875.00     |
|                                               | WTC WOTTON TREE CONSULTANCY LTD         | ASSESSMENT OF TREES AT CHANTRY PLAYGROUND & OFF-SITE OVERHANGING AT MPF SITE                | 114.00     | 95.00      |
|                                               | ALEXANDRA                               | STAFF WORKWEAR                                                                              | 34.12      | 28.43      |
|                                               | FALON NAMEPLATES LTD                    | BRONZE PLAQUE                                                                               | 75.35      | 62.79      |
|                                               | FASTFIX DRAINAGE AND PLUMBING           | REPAIRS TO FOUL DRAINAGE SYSTEM LOCATED AT THE REAR OF THE TOWN HALL                        | 1,374.06   | 1,145.05   |
|                                               | BIFFA WASTE SERVICES                    | WASTE DISPOSAL - BAKERY ANNEX                                                               | 1,046.88   | 872.40     |
|                                               | BIFFA WASTE SERVICES                    | WASTE DISPOSAL - TOWN HALL (FOOD)                                                           | 36.96      | 30.80      |
|                                               | BIFFA WASTE SERVICES                    | WASTE DISPOSAL - TOWN HALL                                                                  | 302.35     | 251.96     |
|                                               | BIFFA WASTE SERVICES                    | WASTE DISPOSAL - CEMETERY                                                                   | 503.86     | 419.88     |
|                                               | JCW WINDOW CLEANING                     | WINDOW CLEANING - TOWN HALL                                                                 | 55.00      | 55.00      |
|                                               | ANDWIS.LIFTS                            | STANDARD MAINTENANCE CONTRACT - X4 MAINTENANCE VISITS PER YEAR                              | 385.20     | 321.00     |
|                                               | ANDERSONS WASTE                         | SEPTIC TANK - MPF SITE                                                                      | 205.00     | 205.00     |
|                                               | FASTFIX DRAINAGE AND PLUMBING           | INSTALL NON RETURN VALE & TRACE WATER PIPE FROM PUMP ROOM TO SPLASH PAD FOR CUT OFF - MPF   | 1,066.80   | 889.00     |
|                                               | SLCC ENTERPRISES                        | STAFF TRAINING - NATIONAL CONFERENCE 2026                                                   | 808.00     | 715.00     |
|                                               |                                         |                                                                                             |            |            |
|                                               |                                         | ACCOUNTS DUE FOR PAYMENT- TOTAL                                                             | 7,057.58   | 5,966.31   |

Approved by Cllr:

Date:

Seconded by Cllr:

Date:

Authorised By:

Date:

Authorised By:

Date:

## **Officer Report to Thornbury Town Council – Full Council**

**Report Title:** The Living Stream – Natural Water Play Project Update

**Prepared By:** Alan Stealey

**Meeting Date:** 08.09.26

**Status:** For Action



This report provides information to Full Council on the next financial and project decisions needed for The Living Stream natural water play project at the Mundy Playing Fields and makes recommendations which will allow progress to be made by officers. The report has gone through the Capital Strategy Working Group who support the recommendations outlined below.

This project will create a natural water play feature combining play, landscape, biodiversity, inclusive access and surface-water management within the park. The project is now moving from design into planning, tender preparation and delivery planning. This creates additional professional fee requirements and a separate equipment procurement decision.

Mei Loci are nearing completion of the original RIBA Stages 2 to 4 appointment. The next stage would be a follow-on appointment covering CDM Principal Designer services, planning application work, and RIBA Stages 5 and 6.

In plain terms, RIBA stages are the standard steps from early design through to construction and handover — for example, Stage 2 is Concept Design, Stage 3 is Spatial Coordination, Stage 4 is Technical Design, Stage 5 is Construction and Stage 6 is Handover.

The additional Mei Loci cost is £19,275 excluding VAT. This is separate from the original £24,340 excluding VAT appointment already agreed for services so far, and would bring the combined Mei Loci professional services value to £43,615 excluding VAT. This is in line with predicted costs for these services.

It is not proposed to seek further quotations for this follow-on work because Mei Loci are the specialist incumbent consultant, have prepared the technical design, and demonstrated value for money through the original competitive tender. Changing consultant now could add delay, duplication and cost.

The key known costs are summarised below. Mei Loci costs exclude VAT.

| Item                                                                                | Value / quoted cost  |
|-------------------------------------------------------------------------------------|----------------------|
| <b>Original Mei Loci appointment – RIBA Stages 2 to 4</b>                           | £24,340              |
| <b>CDM Principal Designer Services – Stages 2 to 6</b>                              | £2,600               |
| <b>Planning application preparation, submission and management</b>                  | £5,020               |
| <b>Landscape Architectural Services – RIBA Stages 5 and 6</b>                       | £11,655              |
| <b>Combined Mei Loci appointment</b>                                                | <b>£43,615</b>       |
| <b>Redlynch Leisure supplying Kaiser &amp; Kühne water play equipment quotation</b> | £29,609 <sup>1</sup> |

In relation to the play equipment, five suppliers were approached and two quotations were received. The requirement in the Financial Regulations is to seek at least three quotes, and this has therefore been met. One of these quotations did not meet the specification and therefore officers would like

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<sup>1</sup> Exchange rate as of 21/08/2026

to proceed with the remaining quotation which meets the specification and is within the expected budget.

### ***Requests to Full Council***

The Capital Strategy Working Groups supports the following recommendations from officers:

1. Approve the Mei Loci follow-on appointment for £19,275 excluding VAT, to come from 190/4545 Capital Projects.
2. Approve progression of planning, CDM, tender preparation, construction support and handover work, with authorisation delegated to officers to progress these aspects of the project including preparation of tender documents and proceeding with tenders as required.
3. Delegate authority to officers to proceed with engaging the services of Redlynch Leisure to supply Kaiser & Kühne water play equipment in line with their quotation, up to the value of £30,000.

(It is possible that there will be some additional costs relating to this part of the project as it continues through the RIBA stages. Any requests for additional funding will be brought back to a future Council meeting. In line with good practice, a full review of the project budget will be carried out once the new CEO/RFO is in post in September 2026.)

## **Officer Report to Thornbury Town Council – Full Council**

**Report Title: Recommendations of the Evaluation Panel for Tenders Returns for the Refurbishment of the Pavilion at the Mundy Playing Fields**

**Prepared By: Wendy Sydenham, Deputy Clerk**

**Date: 8 September 2026**

**Status: For Action**



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### **1. Purpose of Report**

To present the findings of the evaluation panel following the tender process for the refurbishment works to the Pavilion at the Mundy Playing Fields and to seek agreement on the appointment of a contractor.

### **2. Background**

- Thornbury Town Council has agreed to undertake phased improvements to the pavilion and supporting infrastructure at Mundy Playing Fields. The works included in this tender are referred to as Package 2, with Package 1 being the installation of a potable water supply and new sewage system, which has already been tendered and the contract awarded. Package 2 comprises the refurbishment, reorganisation and partial compartmentalisation of the existing pavilion building to provide modernised football changing accommodation, public WC provision and operational staff welfare facilities. The compartmentalisation of the football facilities is a necessary step in the exploration of a possible lease with the football club.
- £280,000 has been allocated to this project, from a combination of CIL and existing EMR funds. £181,937 will come from CIL (with the specific CIL EMR to be confirmed in due course) and £98,063 from EMR 342 Capital Projects.

### **3. Tender Process**

- Due to the value of the contract, a full tendering process was required. An electronic tender process was used, via the Government “Find A Tender” website, and publicised on the Town Council’s website.
- Five tender returns were received before the set deadline.
- The tender process was completed in line with relevant legislation and within the stipulations of the Town Council’s Financial Regulations.

### **4. Evaluation Panel Findings**

- The evaluation panel was made up of Cllr Fiona Deas, Alan Stealey (Facilities Officer), and Wendy Sydenham (Deputy Clerk, with delegated CEO authorisations).
- A desktop evaluation of the returned tender documents was carried out on 26 August 2026.
- The weighted scoring criteria used were Price/Affordability (50%), Technical Proposal (25%), Programme (15%), and Relevant Experience (10%).
- Two of the five tenders were below the budget provided. The remaining three were over budget, although they were still evaluated, as the requirement was for the baseline refurbishment to be met for the budget, with value engineering proposals to be put forward to ensure affordability.

- A detailed evaluation of each tender return was completed to determine the quality of the bids.
- Two of the bids received were significantly above budget and did not perform sufficiently well against the remaining criteria to compensate for this (Company A and Company B). The remaining bid above budget (Company C) was lower in value but, again, did not score sufficiently well against the remaining criteria to compensate. Of the two bids below budget (Company D and Company E), the bids were relatively close in value; however, one company (Company D) performed significantly better when assessed against the other criteria. In addition, they proposed a “zoning” approach to completing the works, which should minimise disruption to users of the building and facilities.
- Following the full and detailed evaluation of the bids, the panel recommends that the contract is awarded to Company D.

## **5. Decisions Required**

Full Council is asked to:

1. Consider the findings of the evaluation panel and agree to award the contract to Company D at the value of £279,935 + VAT.
2. Agree to the allocation of CIL funds to the value of £181,937 to be transferred from an appropriate CIL EMR to 190/4545 Capital Projects (the specific CIL EMR will be determined by the RFO with reference to the deadline for spending CIL funds).
3. Agree to the transfer of funds as appropriate from EMR 342 Capital Projects, up to £98,063.
4. Delegate authority to officers regarding all aspects of contract implementation, including any required changes to timescales and specification.

## **Officer Report to Thornbury Town Council – Full Council**

**Report Title: Background to South Gloucestershire Council  
Special Expenses/Local Choice Changes**

**Prepared By: Wendy Sydenham, Deputy Clerk**

**Date: 8 September 2026**

**Status: For Information/Discussion/Agreement of Next Steps**



### **0. Purpose of Report:**

To update Councillors on the proposed changes being introduced by South Gloucestershire Council (SGC) in relation to Special Expenses/Local Choice and the implications for the Town Council. The report is made up of the following:

1. A summary of information presented recently to town and parish councils by the Avon Local Councils Association (ALCA)
2. A "Council Question Framework" provided by ALCA to help Councils structure their local assessments
3. ALCA's "Suggested Immediate Actions for Councils"
4. Officer recommendations

The full document provided by ALCA has been circulated separately with the meeting papers (but not included in the agenda pack), for Councillors' further information if required.

### **1. Background/Summary of ALCA Presentation:**

South Gloucestershire Council (SGC) is changing the way certain local services are funded and managed. In very basic terms this relates to the part of the precept currently allocated and used by SGC to fund works that are specific to that town or parish, will instead be given to the local town or parish from the precept and used by them to fund those services. Those town and parish councils will need to budget accordingly and set their precept request accordingly. This process began as a review of how certain services are funded through Special Expenses and has developed into a wider programme where Town and Parish Councils may have the opportunity to take on responsibility for some services and assets currently managed by SGC. This could bring additional costs, management responsibilities and operational risks. Following consultation, SGC has moved from a proposed single April 2027 implementation to a phased three-year transition.

- **Transition:** Town and Parish Councils can decide whether and when to take on Local Choice services during the transition period. Wave 1 Expressions of Interest are expected from September 2026, with transfers potentially beginning April 2027. Two further waves are planned through to 2029/30.
- **Longer-term position:** The transition is time limited. From April 2030, SGC may reduce services not taken on locally to the minimum required by law, subject to further consultation.
- **Services potentially affected:** Allotments, public conveniences, play areas, playing fields, parks/open spaces, defined parks and amenity green spaces. and relevant commuted sums. Closed churchyards remain Special Expenses; bus shelters and common land are proposed to

move to general expenses. Certain developer contributions towards the provision or maintenance of local facilities may also need to be considered.

- **Delivery options:** Services could potentially be delivered directly by the Town Council, through contractors, via a managed service/buy-back arrangement with SGC, or through joint working/procurement with other councils.
- **Due diligence:** Before making any decision, the Town Council needs clear information on current costs and service standards, asset ownership and condition, outstanding maintenance, liabilities, insurance, health and safety, staffing/equipment requirements and contractual arrangements.
- **Financial and operational impact:** Taking on services could provide greater local control but would also create additional responsibilities, costs and risks. A managed service could reduce operational pressures but would need careful consideration of price, service standards, contract terms and local control.

It is recommended that Town Councils use the transition period to establish the position locally. Officers should engage with SGC to obtain the relevant service, financial, asset and liability information and assess the available options, costs, risks and recommendations before any decision is made.

## 2. ALCA Council Question Framework:

| Framework question                | Clerk/Officer focus                                                                         | Chair/Member focus                             | Question for SGC                                                                          | Local council action                                         |
|-----------------------------------|---------------------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| What is affected locally?         | Maps, asset lists, title, service schedules, maintenance responsibility                     | What are we actually being asked to decide?    | Can SGC confirm current maps, ownership, maintenance and service schedules?               | Create a local asset/service checklist                       |
| What will it cost?                | Current cost, Special Expense charge, contractor costs, officer time, inspection, insurance | What is the precept and resident impact?       | Can SGC provide current and projected costings and explain the basis of Special Expenses? | Model budget/precept scenarios                               |
| What standard is expected?        | Current maintenance standard, inspection regimes, Green Flag or enhanced standards          | What standard will residents expect or accept? | Can SGC define current and future service standards?                                      | Compare basic, current and enhanced standards                |
| Who is legally responsible?       | Ownership, title, leases, duties, liabilities                                               | Can members accept the risk?                   | What responsibility remains with SGC if no agreement is reached?                          | Identify legal advice points                                 |
| What delivery model is realistic? | Staffing, contractors, procurement, TUPE, equipment, health and safety                      | Is this manageable and defensible?             | Can SGC support direct delivery, buy-back, clusters or joint procurement?                 | Explore capacity and delivery options                        |
| Can it be phased?                 | Service category/subcategory readiness; complex asset deferral                              | Avoid premature all-or-nothing pressure        | Can councils enter waves by category/subcategory and defer complex assets?                | Identify quick wins, complex exclusions and later-wave items |

|                                       |                                                 |                                                                  |                                               |                                     |
|---------------------------------------|-------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------|-------------------------------------|
| What do residents need to understand? | Clear facts, timing, costs and responsibilities | Public accountability, elections, precept and service continuity | Will SGC provide joint communication support? | Prepare a local communications plan |
|---------------------------------------|-------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------|-------------------------------------|

### 3. ALCA Suggested Immediate Actions for Councils:

- a) Identify all services, assets and developer payment arrangements potentially affected locally;
- b) Compare SGC information with local knowledge;
- c) Check ownership, title, boundaries and current maintenance responsibility;
- d) Request missing maps, costings, service standards and condition information;
- e) Distinguish revenue maintenance from capital replacement risk;
- f) Assess whether any services or service categories are potentially suitable for Wave 1 (*officer note – the assumption is that Wave 1 would not be feasible for Thornbury Town Council*);
- g) Identify complex assets that may need more time or separate treatment;
- h) Model possible precept and resident impact;
- i) Consider whether collaboration with neighbouring councils could be useful;
- j) Prepare a list of council-specific questions for SGC;
- k) Ensure any Expression of Interest is supported by an appropriate council decision.

### 4. Officer Recommendations:

At this stage, Councillors are asked to:

- Note the situation and support the initial assessment and engagement with SGC in line with ALCA suggested actions, as outlined above.
- Note the staff resource that is likely to be taken up with this preparatory work.
- Note that the preparations required mean that Wave 1 involvement is not feasible for Thornbury Town Council.

## **Thornbury Town Council – Full Council – Tuesday Sept 8<sup>th</sup> 2026**

### **Proposal to review the Council's Strategic Plan and agree an updated Strategic Plan for 2027-2031**

#### **Report by Cllr Helen Ball**

##### **1. Purpose**

To agree to undertake a review of the current strategic plan, so that an updated strategic plan is agreed by January 2027, for implementation 2027-2031

##### **2. Background**

The council agreed the current Strategic Plan in March 2023 (attached Appendix1). A review of progress was undertaken after 2 years (attached Appendix 2). With a new council being elected in May 2027, it is suggested that it would be useful to review and update the plan, to give a framework for future work of the council and that the updated Plan is timetabled to mirror the 4 year cycle of Full Council.

##### **3. Next Steps and Scope**

**Scope of review-** the review will assess progress made against the agreed priorities as set out. It will consider whether

- the current priorities are still relevant,
- sufficient progress has been made to consider any of the priorities becoming 'mainstream/ business as usual'
- any new priorities should be identified for the coming period

##### **The following timetable is proposed:**

**8<sup>th</sup> Sept 2026** – Proposal to review and update the Strategic Plan agreed  
Local residents are informed of this review, and consultation is undertaken to feed into the drafting of an updated strategy.

**10<sup>th</sup> November 2026**– By this date, relevant committees, working groups and officers review progress to deliver the current strategic plan, an updated review table is brought forward for consideration by Full Council, along with any community feedback. Initial consideration is given to future priorities. Some of this review work may feed into budget proposals for 2027-28.

**12<sup>th</sup> January 2027** – Thornbury Town Council Strategic Plan 2027-31 is agreed, with a formal review process undertaken at the mid-point, to ensure that sufficient progress is being made. The Updated Strategic Plan will be widely disseminated to local residents.

##### **4. Recommendation**

It is agreed that the Council's Strategic Plan is reviewed, using the scope and timetable of the review as set out.

## INTRODUCTION

This Strategic Plan sets out Thornbury Town Council's vision, values and priorities for the next 5 years. The Strategy builds on the council's track record, takes into account latest census information and feedback from the resident's survey 2022.

## VISION

***To be a local leader as Thornbury expands; deliver high quality, affordable services; work positively in partnership with local and public sector organisations, local businesses and the community throughout Thornbury***

## VALUES

- Transparency and integrity
- Quality and sustainability
- Community cohesion
- Forward thinking

## PRIORITIES

These priorities will guide the Town Council's decision making and budget allocation for the next 5 years and will be delivered by more detailed action plans, reviewed annually.

- Implement Thornbury's 'Climate Change and Local Nature Action Plan' to deliver the council's commitment to tackle the Climate Emergency
- Develop enhanced support and services for young people in recognition of Thornbury's growing younger population
- Implement the Council's Capital Strategy to ensure that our building and land assets are used in the best interests of the town
- Promote community activities to build Thornbury's sense of community and pride

At the same time, the council will continue to:

- Deliver high quality open spaces and cemetery provision
- Deliver its partnership with voluntary and community organisations through the grants programme and Service Level Agreements
- Work to engage all parts of the community, such as older and young people; new residents and communities; cultural and historical organisations; sports and recreation clubs.
- Represent the town and council's views as appropriate, for example in responding to planning application and other consultations
- Regularly communicate with residents, using all appropriate media outlets, so that everyone can be involved
- Be prepared to explore new ideas and opportunities that fit within our 5-year Strategic Plan
- Be a good employer and deliver value for money

## Full Council – 11<sup>th</sup> March 2025

### Thornbury Town Council Strategic Plan 2023- 2028 – Review of progress to March 2025

#### Background

The council adopted its strategic plan in March 2023. This is the first review of how far, as a council, we have made progress to implement this plan. This review also gives us the opportunity to confirm that these priorities are still relevant and to agree actions to ensure that we continue to deliver them in a timely way that is visible to the residents of Thornbury. Detailed action is taken forward by the relevant committee or working group.

#### Recommendation

That council reviews progress to date on the strategic plan, and agrees any further actions to be taken. This plan will be reviewed annually from now on, with a comprehensive re-assessment in 2027-28. Agree that the Strategic Plan 2023-25 should be listed under the Council tab, alongside the capital strategy.

| Priority                                                                                                                                | 2023-24                                                                                                                                                                                                                                                                                                                         | 2024-25                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Implement Thornbury's 'Climate Change and Local Nature Action Plan' to deliver the council's commitment to tackle the Climate Emergency | Implementation of biodiversity ring around Thornbury- 100 metres of hedgerow<br>Installation of Beehives in Thornbury Cemetery<br>1 <sup>st</sup> Electric vehicle purchased<br>Creation of Eco-Volunteer scheme<br>70 trees planted, and clean up events<br>Support Plastic Free Thornbury, and reduce council use of plastics | Biodiversity Policy agreed<br>Oct- Co-sponsored Community Energy Festival<br>Continue various actions started in 2023-24 |

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|                                                                                                                                   | Energy efficiency survey completed in Town Hall , leading to action plan to reduce energy usage                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                           |
| Develop enhanced support and services to young people in recognition of Thornbury's growing younger population                    | <p>Youth Survey completed to inform future actions</p> <p>March - agreed Youth Activities Offer contract, in partnership with SGC and FACE</p> <p>Summer – new sandpit opened in Mundy Playing Fields</p> <p>August – redevelopment of Eastland Avenue Play Area completed</p> | <p>Regular monitoring of Youth Activity Offer contract</p> <p>Agree to invest in and work with Krunch to replace skatepark</p>                                                                                                                                                                                                                                            |
| Implement the Council's Capital Strategy to ensure that our buildings and local assets are used in the best interests of the town |                                                                                                                                                                                                                                                                                | <p>Spring – consultation meeting with sports clubs re future sports requirements in Thornbury, to feed into Capital Strategy</p> <p>June – refurbished tennis courts launched</p> <p>Summer- installation of dedicated BBQ area in Mundy Playing Fields</p> <p>Sept – Capital Strategy agreed with timescales. Implementation through Capital Strategy Working Group.</p> |
| Promote community activities to build Thornbury's sense of community and pride                                                    | <p>Monthly Meet Your Councillor sessions re-launched</p> <p>Council stall and presence at Carnival, Fireworks event and Xmas lights switch on</p> <p>Sept – Town Hall open on Heritage Open Day</p>                                                                            | <p>Council stall and presence at D-Day event, Carnival and Xmas lights switch on</p> <p>Flags flown each month to reflect Thornbury's part in our wider society- new initiative</p> <p>Sept- Town Hall open to public on Heritage Open Day</p>                                                                                                                            |

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|  | <p>April – re-launch of Annual Town meeting, with community group participation</p> <p>Review and update of Community Development and Small Grants to encourage more and new applications</p> <p>Freedom of the Town awarded</p> | <p>Dec 2024- Thornbury becomes a 'Walkers are Welcome' Town</p> <p>Freedom of the Town Awarded</p> <p>Dec- Community Feedback Survey on Car Parking Charges, and submission of response to SGS</p> <p>Nov- Feb – Mayor's Awards launched; 119 nominations. Ceremony in Feb</p> <p>Jan – introduction of events category within grants portfolio</p> |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## **Thornbury Town Council – Full Council – Tuesday Sept 8<sup>th</sup> 2026**

### **Taking forward Thornbury as a Town of Culture**

#### **Report by Cllr Helen Ball**

##### **1. Purpose**

To consider how we can develop the ideas included in Thornbury's Town of Culture bid for the benefit of the town and its residents

##### **2. Background**

Thornbury Town Council, along with community input, developed and submitted a bid for the Town of Culture competition in March 2026. We were informed in July that we had not been successful, however no feedback was available because of the volume of bids received. In submitting the bid, a lot of interest and enthusiasm was created. The justifications and proposals contained in the report are still valid. This report identifies how we can take forward the ambitions set out in the immediate future, how we can develop a legacy plan, and considers any resource implications.

Set out below are the focus and priorities of the bid:

'Our focus is to:

- Grow and strengthen the local economy, particularly the High Street
- Support and develop key cultural organisations in the town to ensure their long-term sustainability
- Ensure that our newer communities and young people are driving our future plans and new initiatives and that they are benefiting from new opportunities and pathways for training, apprenticeships and employment
- Promote Thornbury at a local, regional and national level'

'Our priorities are:

- Build on what we already have and be innovative
- Accelerate Thornbury's change process so that it is embedded for the long term: socially, culturally and economically
- Create renewed pride and confidence in Thornbury as it is now and for the future
- Be ambitious and deliver for our local communities and put Thornbury on the map'

'Based on our analysis, we will target and prioritise:

- Young people
- Our diverse communities
- Our new communities
- Our disadvantaged families and individuals

### **3. Thornbury Town of Culture – next steps**

Our ambition as set out is for the long term and will need to be considered as part of the review of the council's Strategic Plan (elsewhere on the agenda). Work is already underway in working with young people e.g. the proposed Youth Council: in reaching out to newer communities e.g. our outreach Meet Your Councillor session in July; our strengthening links with the local college, with a recent presentation at Full Council.

As a first step, set out below is how we are addressing the identified 4 priority programme streams included in the bid

- 3.1 Armstrong and Cossham: - the council has received and agreed a small grant application to upgrade the acoustics in the bar area of the complex, to reduce an echo
- 3.2 Thornbury and District Museum – the council has agreed in principle to work with the museum to assess the viability of re-locating the museum to the old bakery annexe site. A working group has been set up to take this forward, and will report back with recommendations as appropriate
- 3.3 Love Thornbury – Love Thornbury has submitted a Service Level Agreement to the council. This is an agenda item at this meeting. If supported, it would build on the work of Love Thornbury over the past 5 years, and build greater stability into this initiative and support the vibrancy of the High Street economy
- 3.4 Community Innovation Programme - although there is a small grants programme currently, it does not capture the ambition of the Town of Culture proposal which is to 'underpin the opportunity to experiment, grow and diversify the cultural offer throughout Thornbury'. It is suggested that work needs to be undertaken to clarify the parameters of this ambition, and identify resources that would support new and joint initiatives. It may be that as a council, we could apply for match funding from eg the West of England Combined Authority. Any resource implications will need to be built into the budget process for next year.

### **4. Recommendation**

It is agreed that the Council

- further develops the implementation of the ambitions set out in our Town of Culture bid, feeding into the review of the Strategic Plan,
- notes the activity already underway to take elements forward and
- builds into the budget process consideration of resource implications of the detail set out above, particularly the Community Innovation Programme

## **Officer Report to Thornbury Town Council – Full Council**

**Report Title:** Decarbonisation Road Map and Capital Spending for Decarbonisation Measures

**Prepared By:** Sharon Gardham

**Meeting Date:** 8 September 2026

**Status:** For Action

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### **1. Detail**

In 2021 Thornbury Town Council (TTC) declared a Climate and Nature (Ecological) emergency and in 2022 the Climate and Nature (C&N) Committee was convened. The Council has been tracking its Greenhouse Gas emissions since 2022 and has made excellent reductions in its carbon output since then. This is in line with the Council's ambition to tackle the climate emergency by working with others in the area to help Thornbury become climate neutral by 2030.

To understand what measures are still needed to fully decarbonise TTC's operations, the C&N Committee resolved to compose a decarbonisation road map. The decarbonisation road map has 3 main objectives:

- To provide a clear, actionable path to carbon neutrality by 2030
- To suggest decarbonisation measures, accompanied by estimates of the carbon reduction these measures will provide and their financial return on investment
- To outline areas of TTC's policies and operations that will need to take measures to adapt to climate change

The decarbonisation road map incorporates all emissions generated directly by TTC operations. It does not include emissions generated in TTC's supply chain. It addresses energy consumption and other carbon-related factors on a site-by-site basis and includes a section on ancillary operations (for example, grounds maintenance). It makes recommendations for measures that can be implemented to help TTC achieve carbon neutrality by 2030.

At the September meeting of C&N, the Committee resolved to recommend that TTC adopt the decarbonisation road map as a statement of intent for continued decarbonisation (CN2627.22). TTC has already implemented effective measures to reduce emissions, resulting in a 50% reduction since 2022. Implementation of the recommended measures in the road map will result in a total 84% reduction from the 2022 emissions baseline by 2030. The road map also outlines the measures (offsetting) needed to compensate for the remaining 16% of emissions, thereby achieving carbon neutrality.

### **Financial Costs**

With regards to funding decarbonisation measures, the decarbonisation road map notes the following:

- Financial Payback Periods: Most recommended measures have payback periods of 5–10 years, showing long-term savings and environmental benefits.
- Primarily, improvements can be funded by savings made on energy consumption, via planned and preventative maintenance measures, and through planned projects (e.g., the Pavilion reconfiguration).

The total expected costs and savings (excluding ancillary operations) are detailed below:

Total Cost - £41,000\*

Savings over 1 year - £6,971

Cumulative Savings over plan period - £20,573

Less offsetting cost (see details in the Appendix) - £2400

Net Cost - £22,827

\* This figure represents spend in addition to that already planned as part of existing projects and planned/preventative maintenance measures.

As the above details, whilst reductions in energy consumption over the plan period are expected to go a long way towards paying for decarbonisation measures, savings are realised over the long term. This means that upfront expenditure is required to realise longer-term savings (the spend to save principle). Full details of the suggested measures are provided in the Appendix.

## **2. Implications**

### Environmental

TTC can further reduce its emissions and reach carbon neutrality via relatively low-cost capital spends. The environmental benefits of national/global decarbonisation include:

- Cleaner air.
- Reduced flood risk.
- Improved water security.
- Reduced risks from extreme weather.
- Sustainable living conditions for present and future generations.

Decarbonisation of TTC operations also offers TTC opportunities to:

- Become a community leader in decarbonisation, assisting residents and local businesses with their own decarbonisation journeys, which in turn confers the benefits outlined above.

### Financial

While the costs of decarbonisation measures are loaded into the decarbonisation plan period, the benefits stretch beyond the date of the plan, offering savings in the longer term.

The net cost of the decarbonisation measures outlined in the decarbonisation plan (excluding vehicle replacement) is £22,827 over the next 3 years. The longer-term savings from the decarbonisation measures recommended would offer a return on this investment within 5 years of the plan's end date. This means that by 2035, TTC will be experiencing a net saving of approximately £6100 per year (annual savings less £600 offsetting cost) due to decarbonisation/energy efficiency measures.

Please note that all carbon savings, costs and payback periods quoted in the decarbonisation roadmap and this paper are point in time estimates that are subject to change.

## **3. Recommendations**

Full Council is asked to:

- Consider and accept the C&N Committee's recommendation that the decarbonisation road map be adopted by TTC
- Make provision in principle for the delivery of the recommended decarbonisation measures in Council budgets for 2027-28 and 2028-29.

## 4. Appendix

The following measures, that will need to be funded over and above existing projects/planned maintenance/equipment replacement, are recommended in the decarbonisation road map:

### 2026-27 Financial Year

- Installation of low-velocity heat recirculation fans in the Council Chamber (£1,000)
- Improved pipe installation at the MPF (£1,200)
- Improved door insulation at the Chapel (£100)
- Total £2,300 (drawn from a combination of Climate and Nature and Facilities budgets – TBC - see paper for agenda item 5)

### 2027-28 Financial Year

- Heating zoning at the Town Hall (£8,000)
- Additional electric car charging points in machine store at MPF (£2,000)
- Energy efficiency measures at MPF (£3,200)
- Magnetic secondary glazing at the Chapel (£2,000)
- Installation of light sensors at the Chapel (£500)
- Total £15,700 (new spend)

### 2028-29 Financial Year

- Extended solar array at MPF (£15,000)
- Battery storage for solar energy at MPF (£8,000)
- Total £23,000 (new spend)

### Vehicle Replacement/Ancillary Operations

We currently have several fossil-fuel powered vehicles that are not presently budgeted for replacement. The total cost of replacing the vehicles, where a viable electric-powered alternative exists, is estimated at £135,350. This cost should, however, be offset against the cost of replacing these vehicles with a fossil-fuelled equivalent (when they come to the end of their useful life). To replace these items with fossil-fuelled alternatives is estimated to cost £160,500, meaning that electric replacements will save £25,000 of capital spending. In addition, these vehicles will not require fuelling with fossil fuels, which is estimated to save a net £1900 per year. The net saving will increase as and when solar/other renewables installation and battery storage are completed at the MPF.

To minimise environmental impact, vehicles should continue to be retained until the end of their useful life. Vehicle emissions should, therefore, continue to be counted until they are replaced. As the recommendation is that current vehicles are run to the end of their current lifespan, there are no additional capital costs involved in the replacement of vehicles for decarbonisation purposes.

### Residual emissions

Residual emissions will be dealt with by insetting (i.e., planting trees on TTC land) in the first instance. It is estimated that insetting will require the planting of approximately 265-300 trees. Plans already in place for the Memorial Woodland that will be planted adjacent to the cemetery are likely to include 400-500 trees, funded by the Forest of Avon and the DEFRA Trees for Climate fund. These will be planted by volunteers and Forest of Avon fund tree care for at least 5 years after planting. Therefore, there are no additional costs for insetting TTC's remaining emissions are anticipated.

It can, however, take up to 40 years for a tree to absorb 1 tCO<sub>2</sub>e. Therefore, TTC may need to offset emissions while the woodland is maturing. It is estimated that offsetting would cost approximately £600 per year, amounting to a total of £24,000 over 40 years.

#### Climate resilience

The decarbonisation road map also recognises that climate change is already happening and that, alongside measures to reduce carbon emissions, TTC will need to consider how it can support Thornbury in becoming more climate resilient. This includes:

- Policy Alignment: Ensuring TTC's actions align with national and local policies.
- Resilience Planning: Incorporating flood risk management, sustainable landscaping, and energy-efficient building design to adapt to climate change impacts.
- Long-Term Vision: Becoming a model for sustainable community governance.

APPENDIX A - SERVICE LEVEL AGREEMENT APPLICATION FORM

SECTION 1: ORGANISATION INFORMATION

|                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NAME OF ORGANISATION                                | LOVE THORNBURY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| PRIMARY CONTACT NAME                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| PRIMARY CONTACT EMAIL                               | <a href="mailto:enquiries@swanthornbury.co.uk">enquiries@swanthornbury.co.uk</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| PRIMARY CONTACT PHONE NUMBER                        | 01454413062 (the swan)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| PRIMARY CONTACT ADDRESS                             | THE SWAN<br>17 HIGH STREET THORNBURY<br>BRISTOL BS35 2AE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| PLEASE TELL US ABOUT YOUR ORGANISATION              | <p>Love Thornbury is a volunteer-led community organisation that works to bring local people, businesses and community groups together. We organise events and activities throughout the year in Thornbury High Street, including family fun days, seasonal celebrations, live entertainment and community fundraising.</p> <p>Our main aim is to create a welcoming town centre, support local businesses and provide affordable or free activities for families, older residents and people who may otherwise feel isolated. We work closely with local traders, volunteers, charities and other community organisations to make sure our events are inclusive and benefit as many people as possible.</p> <p>The organisation is run with the help of volunteers and local businesses who give their time, support and resources. Any funding we receive is used towards the cost of running events safely, including road closures, entertainment, equipment, insurance, security and activities for children and families.</p> |
| ARE YOU A REGISTERED CHARITY?                       | NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| CHARITY NUMBER                                      | NA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| ARE YOU AFFILIATED TO ANY NATIONAL ORGANISATION?    | NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| PLEASE GIVE US DETAILS OF THE NATIONAL ORGANISATION | NA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| WHERE IS THE ORGANISATION LOCATED?                                                       | THORNBURY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| HOW IS YOUR ORGANISATION FUNDED?                                                         | <p>Love Thornbury is mainly funded through fundraising, donations, sponsorship from local businesses and grants from organisations such as the Town Council.</p> <p>We also raise money through raffles, community events, collection pots and support from local traders. Many local businesses also help by donating prizes, services, equipment or their time, which helps us keep costs down.</p> <p>We do not have a regular guaranteed income, so each event depends on the funding and support we are able to secure. Any money raised is put back into organising future community events and activities in Thornbury.</p>                                                                                                                                                                                                                                                                                                                                                     |
| WHAT ARE YOUR CURRENT MEMBERSHIP FEES/CHARGES, IF APPLICABLE?                            | <p>No membership fee</p> <p>We charge stallholders £30 a pitch fee</p> <p>If a stall holder wishes to have a gazebo or tavle there is a small fee of £10 each</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| PLEASE CONFIRM YOUR ORGANISATION HAS A BANK ACCOUNT (NOT A PERSONAL ACCOUNT)             | YES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| PLEASE STATE YOUR CURRENT RESERVES                                                       | 3500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| PLEASE GIVE AN OUTLINE OF WHAT YOUR RESERVES ARE FOR/IF ANY OF THE FUNDS ARE RINGFENCED  | For the next annual insurance, street traders consent, block street closure notice, and to pay for the free events for August for the children                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| SECTION 2: SERVICE DELIVERY                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| PLEASE PROVIDE A DETAILED DESCRIPTION OF THE SERVICE YOUR ORGANISATION WILL BE PROVIDING | <p>Love Thornbury will provide a programme of community events and activities in Thornbury High Street throughout the year. These events are designed to bring residents, families, local businesses and community groups together, while also helping to attract visitors into the town centre.</p> <p>The service will include the planning, organisation and delivery of events such as family fun days, seasonal celebrations, live entertainment, children's activities, community fundraising events and town centre promotions. Wherever possible, we aim to provide activities that are free or low cost so they remain accessible to local families and residents.</p> <p>Our work includes arranging road closures where required, booking entertainment, organising insurance, first aid, security, stewards, licences, equipment, publicity and risk assessments. We also work closely with local businesses, volunteers, charities, community organisations and other</p> |

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|                                                              | <p>partners to make sure each event is safe, well managed and benefits the wider town.</p> <p>Love Thornbury will also promote local shops, pubs, cafés and services by encouraging people to visit and spend time in the High Street. Our events help create a lively and welcoming town centre, support the local economy and give residents opportunities to take part in activities within their own community.</p> <p>The organisation will continue to recruit and coordinate volunteers, seek sponsorship and funding, promote events through social media and local advertising, and gather feedback so that future events can continue to improve.</p>                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>CAN YOU EXPLAIN THE IDENTIFIED NEED FOR THIS PROJECT?</b> | <p>There is a clear need for this project because Thornbury High Street is facing increasing pressure from rising costs, reduced footfall and competition from larger shopping areas and online businesses. Local shops, pubs and other independent businesses rely heavily on people coming into the town centre, and community events help bring people back into the High Street.</p> <p>There is also a need for more free and affordable activities for local families, older residents and people who may be feeling isolated. With the cost of living continuing to affect many households, not everyone can afford to travel or pay for days out. Our events give people something local to enjoy and help create a stronger sense of community.</p> <p>We have seen from previous events that there is strong local support and that people value having safe, welcoming activities in the town. The project will help bring residents together, support local businesses, encourage volunteering and make Thornbury a more active and attractive place to live and visit.</p> |

|                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <b>WHO WILL IT BENEFIT AND HOW?</b>           | <p>The project will benefit people of all ages living in Thornbury and the surrounding area, including families, children, older residents, young people, local businesses, community groups and visitors to the town.</p> <p>Families and children will benefit from having access to free or affordable activities close to home. Older residents and people who may feel isolated will have more opportunities to meet others, take part in community events and feel connected to the town.</p> <p>Local businesses will benefit from increased footfall, greater awareness and more people spending time in the High Street. Community groups and charities will also have opportunities to promote their work, raise funds and reach more local people.</p> <p>The project will help create a more welcoming, active and inclusive town centre, while encouraging community spirit, volunteering and stronger links between residents, businesses and local organisations.</p> |
| <b>HOW MANY PEOPLE IN TOTAL WILL BENEFIT?</b> | <p>We estimate that 5,000 people will benefit from the project over the year. This includes people attending the events, local residents, families, visitors, volunteers, community groups and businesses in Thornbury High Street.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| <p><b>HOW MANY OF THESE ARE FROM THORNBURY PARISH?</b></p>                            | <p>75% will be from Thornbury parish</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>HOW DOES YOUR APPLICATION MEET THE TOWN COUNCIL'S STRATEGIC PRIORITIES?</b></p> | <p>Our application meets the Town Council's priorities by promoting community activities, supporting young people and families, encouraging volunteering and helping Thornbury High Street remain a busy and welcoming place.</p> <p>The events we organise bring residents together and provide free or affordable activities for children, young people, families and older residents. They help reduce isolation, encourage community involvement and give local groups and charities an opportunity to raise awareness of their work.</p> <p>Our events also support local shops, pubs, cafés and other businesses by increasing footfall and encouraging more people to spend time in the town centre. Wherever possible, we use local businesses, entertainers, suppliers and volunteers, so that the funding benefits the wider Thornbury community.</p> <p>We also consider the environment when planning events by reducing single-use items, encouraging recycling, reusing decorations and equipment, using local suppliers and making sure the High Street is left clean and tidy afterwards.</p> <p>Overall, the project supports a thriving, inclusive and sustainable Thornbury where residents feel connected to their town and local businesses are supported.</p> |
| <p><b>ENVIRONMENTAL STATEMENT (PLEASE REFER TO OUR GRANT POLICY)</b></p>              | <p>Love Thornbury is committed to reducing the environmental impact of the events and activities we organise. Wherever possible, we use local suppliers, entertainers and businesses, which helps reduce unnecessary travel and keeps more of the funding within the local community.</p> <p>We reuse decorations, signs, gazebos and event equipment wherever we can, rather than buying new items for every event. We also encourage the use of recyclable or reusable materials and try to reduce single-use plastics and unnecessary packaging.</p> <p>Waste bins and recycling facilities are provided at events where possible, and volunteers help make sure the High Street is left clean and tidy afterwards. We also encourage people to walk, cycle or use public transport when attending our events.</p> <p>Most of our promotion is carried out through social media and online advertising, which helps reduce the amount of printed material required. Any printing that is needed is kept to a minimum.</p> <p>We will continue to review how our events are organised and look for practical ways to reduce waste, reuse equipment and limit the impact on the local environment.</p>                                                                             |
| <p><b>PROPOSED SLA START DATE</b></p>                                                 | <p>ASAP</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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| PROPOSED SLA END                                                                                              | 2029                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                      |       |
| SECTION 3: FINANCES                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                      |       |
| TOTAL PROJECT COST                                                                                            | £11,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | AMOUNT OF FUNDING SOUGHT FROM THORNBURY TOWN COUNCIL | £7000 |
| HAS OTHER FUNDING BEEN SOUGHT/OBTAINED?                                                                       | Fundraising, stall holders fees, charity donations, Grants from South Glos Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                      |       |
| PROVIDE DETAILS OF OTHER FUNDING                                                                              | <p>We will continue to seek additional funding through local business sponsorship, donations, fundraising events, raffles and community collection pots.</p> <p>We will also approach other local grant providers and community organisations where suitable. Local businesses may also support the project by donating prizes, equipment, services or volunteer time, which helps reduce the overall cost of delivering the events.</p> <p>At present, no other funding is guaranteed, and the amount raised through sponsorship and fundraising can vary from year to year. Any additional funding secured will be used towards event costs such as entertainment, road closures, insurance, equipment, security, first aid, publicity and children's activities.</p> |                                                      |       |
| IF NOT APPLYING FOR FULL COST, HOW WILL THE REST BE FUNDED?                                                   | <p>The remaining cost will be funded through our own fundraising activities, donations, raffles, collection pots and sponsorship from local businesses.</p> <p>We will also continue to apply for other suitable grants and ask local businesses and supporters to help by donating prizes, equipment, services or volunteer time. This support helps reduce the overall cost of running the events.</p> <p>Any shortfall will be covered by further fundraising carried out by Love Thornbury before each event takes place.</p>                                                                                                                                                                                                                                       |                                                      |       |
| IF YOU ARE AWARDED LESS THAN 100% OF YOUR REQUESTED AMOUNT, IS PROJECT STILL VIABLE? HOW WOULD YOU MODIFY IT? | <p>Yes, the project would still be viable if we were awarded less than the full amount requested. However, we would need to reduce some of the activities and make changes depending on the level of funding received.</p> <p>We would prioritise the essential costs needed to run the events safely, such as insurance, road closures, first aid, security, licences and equipment. We may need to reduce the amount of entertainment provided, use fewer paid activities, shorten some events or rely more heavily on volunteers and donated services.</p>                                                                                                                                                                                                           |                                                      |       |

|                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                               | <p>We would also increase our own fundraising and approach more local businesses for sponsorship and support. Our aim would be to continue delivering the project, but on a smaller scale, while making sure it remains safe, inclusive and beneficial to the Thornbury community.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| CAN YOU RECLAIM VAT?                                                                                          | NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| IS THERE ANY SUPPLEMENTARY INFORMATION YOU WOULD LIKE TO TELL US?                                             | <p>Love Thornbury has already shown that there is strong support for community events in the town. Previous events have attracted large numbers of residents and visitors, supported local businesses and provided free or affordable activities for families.</p> <p>The organisation is run with the help of volunteers, local traders and community groups, and a great deal of time is given freely to plan and deliver each event. We work hard to keep costs as low as possible while still making sure events are safe, well organised and accessible.</p> <p>Funding from Thornbury Town Council would give us greater stability and allow us to plan events properly in advance. It would also help us maintain and safely store essential equipment, reduce the need to hire the same items repeatedly and ensure that more of the money raised can be spent directly on community activities.</p> <p>We believe Love Thornbury makes a positive difference to the town by bringing people together, supporting the High Street and creating events that local residents can enjoy and feel proud of.</p> |
| SECTION 4: BANK DETAILS                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| IF YOU ARE AWARDED FUNDING, PLEASE CONFIRM THE ACCOUNT NAME, NUMBER AND SORT CODE YOU WOULD LIKE IT PAID INTO | <div><div></div><div></div><div></div><div>88457660</div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

**From:** Danny Bonnett <D.Bonnett@thornburytowncouncil.gov.uk>  
**Sent:** 26 August 2026 17:00  
**To:** Wendy Sydenham <w.sydenham@thornburytowncouncil.gov.uk>  
**Cc:** Helen Ball <h.ball@thornburytowncouncil.gov.uk>  
**Subject:** Service Level Agreement for the Armstrong Hall

Dear Wendy,

I discussed the Armstrong Hall Trust with Hannah before she went on leave, and with regard to item 2 below, Hannah suggested that I apply for a Service Level Agreement (SLA) from the Town Council, in September. I explained that the Armstrong Hall Trust wish to run our affairs in a professional manner, consistent with having low running costs, and ensuring consistency of behaviour as town councillors come and go. To this end, we'd like to do 2 things:

1 - change the Armstrong Hall Trust from an old-style charitable trust into a Charitable Incorporated Organisation (CIO) with a model constitution in line with Charities Commission recommendations. This will allow the CIO to hold property (so it can have the Land Registry documents for the Museum and for the Armstrong Hall complex in it's name), to remove personal liability from the CIO's trustees, and also to have a landlord/tenant agreement with the Museum and Thornbury Community Arts CIO (the CIO currently running The Armstrong). This action is ongoing.

2 - we'd like to request a Service Level Agreement with Thornbury Town Council, whereby TTC provide AHT with:

A - some support from the officers, helping to professionalise our behaviour, keep suitable records,

B - some regular funding to cover our administrative expenses, such as storage of records, legal and accounting costs, and other small costs that will arise from time to time, AND,

C - use of the Town Hall for meetings, and as a registered address for AHT.

I understand that the Town Council considers SLA's in principle as a first stage, before the detail of any such SLA is hammered out and finalised a bit later. So, this email is to make the first application to the council to consider granting AHT an SLA. I am happy to provide further detail at the right time, if the concept is accepted in principle.

Yours sincerely,

Danny Bonnett  
Councillor and Secretary to the Armstrong Hall Trust

## **Officer Report to Thornbury Town Council – Full Council**

**Report Title: Refurbishment of Council Chamber Chairs**

**Prepared By: Wendy Sydenham, Deputy Clerk**

**Date: 8 September 2026**

**Status: For Action**



### **1. Background**

Officers were asked to seek quotes for the refurbishment of the existing Council Chamber chairs. The chairs are still in a relatively good condition, but the seat padding has become compressed over time, and they are now uncomfortable. Repadding of the seats is therefore required, but the upholstery is felt to be in a good enough condition to not need replacing. In order to control costs, it was felt that just 16 of the 26 chairs needed repadding and therefore quotes were sought for that. The remaining chairs could be re-padded in due course. There was no discount available for doing all 16 as opposed to all 26. The companies also suggested some other minor repairs to some chairs, e.g. re-glueing.

The Chair's chair is in a worse condition than the other chairs and potentially unstable. Quotes were sought for (1) a new chair identical to the existing chair, (2) a new chair with a simpler/less expensive design – in keeping with the other chairs but slightly enhanced to signify it as the Chair's chair, (3) refurbishment of the existing chair to stabilise it and prolong its lifespan. The separate cushions on the Chair's chair are satisfactory and could continue to be used, although the quotes for a new chair in a simpler design, from Company A, would involve new cushions built into the chair.

Quotes are set out below for the following, including full details of what the quote includes, as different companies suggested slightly different repairs:

- (a) Repadding of 16 of the 26 normal chairs (with some additional minor repairs).
- (b) A new Chair's chair, identical to the existing chair.
- (c) A new Chair's chair, simpler in design.
- (d) Refurbishment of the existing Chair's chair.

It has been extremely challenging to interest qualified companies in quoting for this work and therefore, although multiple quotes have been sought, officers have not been able to obtain three quotes for each part of this work. Officers have, however, satisfied the Financial Regulations by "seeking three fixed priced quotes", and have documented their attempts to do so.

### **2. Quotes Received**

*(a) Repadding of 16 of the 26 normal chairs, with some additional minor repairs*

| Company   | Quote                  | Context/Notes                                                                                                           |
|-----------|------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Company A | £1540 + VAT (estimate) | 6 Chairs – Replace Seat Foam and Webbing.<br>The cost to replace the seat foam and webbing will be £90 + VAT per chair. |

|           |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                        | <p>2 Chairs – Re-glue Arms</p> <p>The cost to reglue the arms will be £50 + VAT per chair, £100 + VAT in total.</p> <ul style="list-style-type: none"> <li>• 16 chairs @ £90 each = £1,440</li> <li>• 2 chairs @ £50 each = £100</li> </ul> <p>Total: £1,540 + VAT</p> <p>Have not examined chair and did not want to – officers are concerned that they don't fully understand the potential work involved, as Company C started with a much lower estimate, which they virtually doubled once they had examined a chair.</p> |
| Company B | £1600 + VAT (estimate) | <p>16 Chairs – Refill and Replacement of Horsehair and Springs</p> <p>£120 per chair (including VAT)</p> <p>The chairs have been examined in the workshop and require refilling, together with the replacement of the horsehair and springs.</p> <p>Will do the chairs in batches.</p> <p>They are currently repairing one chair to ensure that the £120 estimate is realistic, so their final quote may be higher – they will have completed this by 08.09.26 at which point they can provide a fixed quote.</p>              |
| Company C | £3,300 + VAT           | <p>To replace the foam in the existing chairs. All internal components of the chairs will be removed and replaced with new materials.</p> <p>£3094.80+VAT</p> <p>Collection and delivery charges - £126.64</p> <p>Remedial work to the two chairs - £78.75</p> <p>Chair viewed in workshop and confirmed that all inner parts of the chair need replacing.</p> <p>They would want to take all the chairs at once.</p>                                                                                                          |

*(b) New Chair's chair, identical to the existing chair*

| Company   | Quote       | Context/Notes                                                                                                                                                                                                                             |
|-----------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Company A | N/A         | No quotation was provided for an identical replacement chair. The company has instead quoted for the repair of the existing chairs or for replacement chairs of a simpler design. Please see below for details.                           |
| Company B | N/A         | The company does not provide new chairs and has only quoted for the repair of the existing chairs. Please see below for details.                                                                                                          |
| Company C | N/A         | The company was unable to provide a quotation for a replacement chair, as they could not source a suitable match and do not manufacture this style of chair. They can, however, repair the existing chairs. Please see below for details. |
| Company D | £1262 + VAT | Manufacture of a new Chairperson's Chair to match the existing chair. Local carpenter who has worked for us before, excellent standard of work.                                                                                           |
| Company E | N/A         | The company was unable to provide a quotation for a replacement chair and has only provided a quotation for repairing the existing chair. Please see below for details.                                                                   |

(c) *New Chair's chair, simpler in design*

| Company   | Quote                                                                                                                                                                                                                                                                                                                                                                                                                 | Context/Notes                                                                                                                                                                                                                            |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Company A | <p>Chair type one<br/>£480 + VAT</p> <p>CHAIR 1</p>  <p>Chair type two<br/>£550 + VAT</p> <p>CHAIR 2</p>  <p>Chair type three<br/>£480 + VAT</p> <p>CHAIR 3</p>  | <p>New frame - made in Asia, which they would then upholster and attempt to match fabric, but unlikely to be identical. The chair will slightly lower than the existing chair, which may not be comfortable for all potential users.</p> |
| Company B | £1262 + VAT                                                                                                                                                                                                                                                                                                                                                                                                           | <p>Manufacture of a new Chairperson's Chair in simpler design. Local carpenter who has worked for us before, excellent standard of work.</p>                                                                                             |

(d) *Refurbishment of existing Chair's chair*

| Company   | Quote      | Context/Notes                                                                                                                        |
|-----------|------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Company A | £300 + VAT | Repair, strip, and re-polish the frame (dark brown), replace the foam, supply new fabric, and reupholster the ceremonial chair.      |
| Company B |            | The company has requested to inspect the Chairperson's Chair prior to providing a quotation.                                         |
| Company C | £567 + VAT | Undertake a complete refurbishment of the chair, including stripping and polishing the frame, to restore it to a like-new condition. |
| Company D | £390       | To manufacture new arms for chairperson's chair and repair and make good all loose joints. Arms would not be stained to match        |

|           |                         |                                                                                                                                                                                                 |
|-----------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                         | the rest of the chair and would need to source a different supplier to stain.                                                                                                                   |
| Company E | £450-£500 + VAT<br>£180 | <i>Option 1:</i> Full repair and restoration of the chair, including re-staining and refinishing to restore it to a high standard.<br><i>Option 2:</i> Repair of the loose joints and arm only. |

### 3. Financial Implications and Recommendations

Officers need to make some final checks regarding potential budget lines for this. Officers are also awaiting the final quote on repadding from Company B. Therefore, financial implications and recommendations will be made by officers at the meeting, by which time all information will be available. However, it was felt that that it would be useful in the meantime to send round the details obtained so far to allow Councillors time to examine the various options available.

## **Officer Report to Thornbury Town Council – Full Council**

**Report Title:** Memorial Woodland Project Budget

**Prepared By:** Sharon Gardham, Climate & Nature Officer

**Meeting Date:** 8 September 2026

**Status:** For Action



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### **1. Detail**

At the February meeting of the Climate and Nature (C&N) Committee, in response to a request from the Capital Strategy Working Group, C&N resolved to accept the initial stages of the design and delivery of a memorial woodland/wellbeing garden in a field adjacent to the existing Thornbury cemetery into their deliverables (CN2526.43).

At the June meeting of C&N, it was resolved to recommend the selection of Seed Landscape Design Ltd to the Full Council (CN2627.09). The Full Council subsequently accepted the C&N Committee's recommendation and Seed Landscape Design have been commissioned to produce a concept design and plans for the establishment of a memorial woodland/wellbeing garden (FC2627.47). The initial design stages are underway, and an application is pending with the Forest of Avon to fund tree planting this autumn/winter under the DEFRA Trees Programme. We are hoping to run volunteer tree-planting days in late November/early December to get the planting started.

There is £25,000 of TTC funding available for this first phase of the memorial woodland project (see appendix for details of proposed project phases). Full Council has already agreed to spend £9,500 of the budget on the design phase. The remaining £15,500 of funds is held in the capital projects budget and as such, the Climate and Nature Committee has no delegated spending power over it. Given the time-critical nature of the project (i.e., that it must be delivered in line with planting seasons and other environmental factors) it is impractical for each operational spending decision to be referred to Full Council. Furthermore, referring all spending decisions to Full Council would not represent the best use of their limited time.

To enable the project to run smoothly and on time, the C&N Committee resolved to request that delegated spending authority for the remaining memorial woodland budget for this financial year be given to the Climate and Nature Committee and, in turn, to the C&N Officer (CN2627.25). This would allow the C&N Committee to have oversight of spending, while allowing the Officer to make operational decisions regarding project spend (subject to compliance with the Council's Financial Regulations) on a day-to-day basis. Budget reports could be made to Full Council as required.

### **2. Implications**

#### **Environmental**

The establishment of a memorial woodland/garden has several key environmental benefits, including habitat creation, air quality improvement, flood mitigation, and carbon reduction. The public nature of the woodland/garden and the opportunities to work with the community on its establishment, support the engagement and nature connection objectives of the Local Climate and Nature Action Plan.

### Financial

There are no additional budget implications at present. This proposal simply allows the project to be delivered more effectively and efficiently. Future phases of the project will require additional funding, but this will be dealt with via the usual budget setting process.

Allowing the project to be delivered dynamically and at pace enables us to access the funding available from the Forest of Avon, which represents a significant cost saving to the Council.

### **3. Recommendations**

Full Council are asked to:

- Consider and accept the recommendation that delegated spending authority for the remaining £15,500 of the Memorial Woodland project budget for 2026-27 be given to the C&N Committee.

## APPENDIX

### Memorial Woodland/Garden - Proposed Project Phases

| Project Phase | What                                                                                                                                                                                                                                                                        | When                          | Design Stage                             | Opportunities for Engagement                                                                                                                                                                                                                                                                                             | Phase Delivery Owner         |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 1             | Concept Design<br>Cost Phase 1<br>Planting Plan<br>Tree planting (whips and some standards) with support of Forest of Avon<br>Bulb and wildflower planting<br>Path layout and lay base layer (cost dependent)<br>Pond positioning and planting<br>Quantify and Cost Phase 2 | Financial Year 2026-27        | Concept<br>Surveying<br>Design and Plans | Engagement with public on plans and designs<br>Volunteer planting days<br>Open for visits at end of phase 1<br>Could potentially offer ashes scattering at end of phase<br>Book of remembrance in chapel                                                                                                                 | Climate and Nature Committee |
| 2             | Further hard landscaping features (e.g., seating, sculptures)<br>Accessible pathways throughout site<br>Link memorial woodland to chapel<br>Further planting - bulbs, trees, wildflowers<br>Further hedge works<br>Quantify and cost stage 3                                | Financial Year 2026-28        | Implement full design                    | Engagement with public on plans and designs<br>Volunteer planting days<br>Fully accessible visits possible<br>Fully open to the public for reflection and contemplation via hard landscaping features<br>Ashes scattering<br>Informal-style plaques/tree dedications<br>Book of remembrance in chapel<br>Ashes interment | Climate and Nature Committee |
| 3             | Buildings (including public facilities) *<br>Hard landscaped memorial features (for example, a plaque wall) *<br>Opportunities for further ashes interment/more formal memorials                                                                                            | Financial Year 2026-29+ (TBC) | Further detailed design/architecture     | Ability to offer services using chapel<br>Ashes scattering and interment<br>More formal memorial options                                                                                                                                                                                                                 | Open Spaces/Facilities (TBC) |

\* These aspects are not included in the Seed landscape design

## **Officer Report to Thornbury Town Council – Full Council**

**Report Title:** Expenditure on Electrical Works to the New Machine Store

**Prepared By:** Wendy Sydenham, Deputy Clerk  
Alan Stealey, Facilities Officer

**Date:** 8 September 2026

**Status:** For Ratifying and Approval



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### **Request to Full Council**

Officers have instructed a contractor to carry out essential electrical works to complete the new machine store at the Mundy Playing Fields. These total £6074 + VAT and the expenditure was approved by the Deputy Clerk with delegated CE & RFO financial authority. The decision was in line with Delegated Authorities in the Financial Regulations. Full details of the reasons for the expenditure are set out below in emails from the Facilities Officers requesting approval to proceed. Full Council is asked to:

1. Ratify the officer decision made out of meeting to proceed with expenditure of £6074 + VAT on electrical works to the new machine store, from 160/4601 Land & Property/Property Maintenance.
2. Approve an overspend of this amount to be drawn from general reserves. Although there are adequate funds available in that budget at present to cover this expenditure, it is possible that there will be a corresponding overspend at the end of the financial year if all other planned expenditure from that budget line is made.

### **Details of Expenditure on Electrical Works**

From: Alan Stealey <[facilities@thornburytowncouncil.gov.uk](mailto:facilities@thornburytowncouncil.gov.uk)>

Sent: 10 August 2026 08:49

To: Wendy Sydenham <[w.sydenham@thornburytowncouncil.gov.uk](mailto:w.sydenham@thornburytowncouncil.gov.uk)>

Subject: New Machine Store Lighting and Sockets. Quotes for approval

Dear Wendy,

I am writing to seek approval to proceed with the electrical installation required for the new machine store, which has been constructed to replace the 'Marley building'.

The new machine store is intended not only to provide secure and appropriate storage for the Open Spaces team's machinery, but also to provide a suitable environment for staff to undertake machinery maintenance and associated work throughout the year. The provision of appropriate lighting and electrical points is therefore necessary to make the building fully operational, provide suitable working conditions, and support staff safety and compliance.

The electrical installation also supports Councillors' ambition for the Council to ultimately move towards an all-electric fleet of machinery and vehicles. As part of the replacement machine-store project, National Grid has provided a new three-phase electricity supply to the building. Octopus

Energy are due to connect the electricity meter this week, following which the electrician will be able to install the main switchboard and associated electrical infrastructure, including the required lighting, sockets and other connections.

The electrical installation will also retain capacity for the future installation of approximately six vehicle charging points, as and when these are required. This provides an element of futureproofing for the Council's electrical fleet ambitions and should help avoid the need for significant additional electrical infrastructure works when charging facilities are introduced in the future.

Four quotations have been obtained for the required electrical works (excluding VAT):

| Contractor | Quotation |
|------------|-----------|
| Matrix     | £5,074    |
| [REDACTED] | £5,850    |
| [REDACTED] | £7,916    |
| [REDACTED] | £8,120    |

Matrix has submitted the lowest quotation at £5,074, representing a saving of £776 against the next lowest quotation and a significantly greater saving against the other two quotations.

On this basis, and having obtained four competitive quotations, Matrix is considered to provide the best value for money for the Council. In addition to being the lowest-priced quotation, Matrix has the advantage of already being familiar with the Council's electrical systems and existing arrangements. This familiarity provides additional assurance that the works can be undertaken efficiently and appropriately, reducing the potential for delays, unnecessary investigation, or compatibility issues.

The work is required as part of the wider replacement of the machine store and is necessary to bring the new building into full operational use. Given the need to complete the replacement project without unnecessary delay, time is of the essence. Proceeding with Matrix will allow the electrical works to be progressed promptly and will help avoid delaying the completion and use of the new facility.

The cost of £5,074 will be met from the maintenance budget, rather than the overall project/general budget. This is considered appropriate given the nature of the expenditure and will avoid adding further pressure to the overall budget, which is currently slightly overspent.

The recommendation is therefore to appoint Matrix to undertake the electrical installation at a cost of £5,074, on the basis that:

- four competitive quotations have been obtained;
- Matrix has provided the lowest quotation;
- the quotation represents demonstrable value for money;
- Matrix is already familiar with the Council's electrical systems;
- the works are necessary to make the replacement machine store fully operational and suitable for staff use;
- the installation supports Councillors' longer-term ambition for an all-electric fleet;
- the installation will provide capacity for future vehicle charging infrastructure;
- the expenditure can be met from the maintenance budget; and
- there is a need to proceed promptly to avoid delaying the wider replacement machine-store project.

Given the time-sensitive nature of the project, it is proposed that the works proceed with Matrix, with the expenditure subsequently being presented to Councillors for ratification following completion. This approach will allow the necessary works to be undertaken without delaying the replacement of the machine store, whilst ensuring that the decision and expenditure are formally reported to Members.

Please could approval be given to proceed on this basis.

Kind regards  
Alan Stealey MSc MCIEEM

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From: Alan Stealey <facilities@thornburytowncouncil.gov.uk>
Sent: 17 August 2026 11:56
To: Wendy Sydenham <w.sydenham@thornburytowncouncil.gov.uk>
Subject: Fw: Mundy Playing Field New Garage

Hi Wendy,

As per our conversation this morning, following discussion with Matrix BES regarding the electrical installation works currently being undertaken within the new Machine Store at Mundy Playing Fields, I would recommend that we approve an additional £1,000 + VAT to incorporate the infrastructure required for future EV charging points.

As you know, the site already benefits from a new three-phase supply installed by National Grid, together with the metering connection from Octopus Energy. Whilst the installation of EV charge points is not currently within this year's budget, councillors have previously expressed an ambition to transition council vehicles towards electric power, and we already operate one electric vehicle. Future fleet expansion could reasonably require several charging points.

Matrix BES has advised that undertaking the enabling works now, whilst the power and lighting installation is in progress, would be the most cost-effective approach. This would allow the necessary cabling and containment to be installed before the building is fully commissioned, avoiding the need for more disruptive and potentially more expensive alterations at a later date.

They have also confirmed that the £1,000 expenditure would be deducted from any future EV charger quotation and would not reduce the value of any grant funding obtained through the Workplace Charging Scheme - which I have discussed with Sharon.

From an asset management perspective, this represents prudent futureproofing of the facility and aligns with the Council's longer-term environmental and fleet aspirations.

If you are content, I would ask that the additional £1,000 + VAT be added to the existing purchase order for the Machine Store electrical works.

Kind regards
Alan Stealey MSc MCIEEM

Officer Report to Thornbury Town Council – Full Council

Report Title: Correspondence Received Regarding Armed Forces Covenant

Prepared By: Wendy Sydenham, Deputy Clerk

Date: 8 September 2026

Status: For Action



1. Background

At its meeting on 12 May 2026, Full Council resolved to sign the Armed Forces Covenant and to appoint Cllr Gil Gilroy as the named champion on behalf of Thornbury Town Council. Cllr Gilroy attended the Covenant Signing Ceremony on 20 June 2026.

Since then, correspondence has been received from Thornbury & District Royal British Legion and Grace Care Centre regarding the Covenant – see appendices. Also appended to this report is the Guidance for Town and Parish Councils which includes options for pledges that could be included in the Covenant. With regard to pledges, the Guidance confirmed “you may insert them all, you may insert some, you may also choose to reword some of them”. The final appendix is the signed Covenant, setting out the pledges chosen by the Town Council.

For ease of reference, the version of the Guidance appended to this report highlights the pledges that were included in the Town Council’s Covenant and any amendments made.

Appendices:

- Letter from Thornbury & District Royal British Legion
- Email from Grace Care Centre
- Guidance for Town and Parish Councils, with pledges chosen by Thornbury Town Council highlighted, including any amendments from the original wording (in red text)
- Thornbury Town Council’s signed Covenant

2. Officer Request

Full Council is asked to consider the recent correspondence and agree responses/next steps. The requests made by Thornbury & District Royal British Legion and Grace Care Centre could be interpreted as beyond the original pledges made by the Town Council and therefore implications regarding Councillor and officer capacity need to be considered.



THORNBURY & DISTRICT Royal British Legion



Thornbury Town Council
Town Hall
35 High Street
Thornbury
BS35 2AR

07 Jul 26

Good morning,

Thank you for the recent press release that the Thornbury Town Council has signed the Armed Forces Covenant. We welcome this positive step and the public commitment it represents to serving personnel, veterans, their families and the bereaved.

As the Covenant makes clear:

"The Armed Forces Covenant is a promise that together we acknowledge and understand that those who serve or have served in the Armed Forces, and their families, including the bereaved, should be treated with fairness and respect in the communities, economy, and society they serve with their lives."

However, we were disappointed to learn that the signing took place without representation from the Thornbury Veteran Community. Given that veterans are among those the Covenant is specifically intended to recognise and support, their inclusion would have been both appropriate and meaningful.

We would therefore welcome reassurance that the Council will engage with the local veteran community, including the Royal British Legion and veteran residents of Thornbury, to discuss how the principles of the Armed Forces Covenant may be put into practice locally. A follow-up meeting or public engagement event would be a constructive way to ensure that veterans are properly involved in shaping the next steps. I would also ask the council to give thought to the appointment of an Armed Forces Champion who could drive this initiative forward.

Of note the Thornbury RBL/Veteran community are currently involved in the following community support projects:

- The building of the Memorial garden, Castle Court with the help and support of the Town Council which we greatly appreciate and are happy to brief on the progress thus far.
- Ensuring all GP practices are aware of the Veteran Friendly Accredited Practices and registered. This is being extended to the Care Homes. Clare Young MP is aware.
- Talking to the local Care Homes to arrange visits from the veteran community to their veterans, something we engaged with last year to great success.
- Working with the Veterans in the Justice System, HMP Leyhill.
- Monthly Veteran breakfasts and coffee mornings.

We look forward to hearing how the Council proposes to engage with local veterans who with their lived experience can help shape future Covenant-related activity.

Mike

MJ Naylor

Chair

Thornbury RBL

Thornbury.Chair@rbl.community.com

From: Matthew Pauley <m.pauley@osjct.co.uk>
Sent: 08 August 2026 11:52
To: Thornbury TC - Info <info@thornburytowncouncil.gov.uk>
Cc: Rebecca Cox <R.Cox@osjct.co.uk>; Karla Tutton <K.Tutton@osjct.co.uk>
Subject: Veteran Friendly Framework

Dear Thornbury Town Councillors,

I'm contacting you on behalf of Grace Care Centre, to congratulate you on your recent signing of the Armed Forces Covenant. We have also recently signed the covenant and are working towards Veteran Friendly Framework accreditation to make sure our home is a welcoming and supportive space for all who have served in the armed forces.

We are already working with St Marys, a veteran friendly surgery, and the Royal British Legion in Thornbury, and I would love to see if there are ways that we can work together with the council as well, to our mutual goal of supporting veterans in the local area.

I would be keen to meet with a council representative to discuss and share information and ideas as we clearly share a similar goal and value here.

Let me know if you would be interested in possible collaboration and we hopefully we can put something in the diary very soon!

Best,



Matthew Pauley (He/Him)

#MyNameIs: MATH-yoo

**Events Manager
Grace Care Centre**

*Whitebridge Gardens
Thornbury BS35 2FR*

[07768304200](tel:07768304200)

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SIGNING THE ARMED FORCES COVENANT

GUIDANCE FOR TOWN AND PARISH COUNCILS

A template of the Covenant has been provided as a Word document – this is the document that you will need to complete.

To complete the template, you will need to take the following 3 steps:

Step 1 – Complete the front page

- i. On the front page of the template, enter the name of your Town/Parish Council. This front page should be signed by the Chair of the Council in the space provided (and/or by the Councillor who is/will be the Council's Armed Forces Champion).
- ii. If you are taking part in the Covenant Signing Ceremony at the South Glos Armed Forces Day event on 20th June 2026, enter the date that you signed as 20th June 2026.

Step 2 - Complete Section 2 of the template by inserting your own Town/Parish Council's pledges (i.e. what you pledge to do to support the Armed Forces Community).

- i. Below are some examples of pledges that Town & Parish Councils have made (these examples are provided as examples of good practice).
- ii. Take a look at the pledges below and decide which of them you will insert into your Covenant document. You may insert them all, you may insert some, you may also choose to reword some of them. Aim to insert as many as possible.
- iii. Some guidance notes have been provided in an attempt to provide some helpful notes and answer questions that you may have.
- iv. Once you have chosen your pledges, paste them into the template Covenant document at Section 2.1.
- v. Your Covenant document is now complete!

Step 3 – Signing your Covenant document

- i. Attend the Covenant Signing Ceremony at the South Glos Armed Forces Day event, Page Park, Staple Hill on Saturday 20th June 2026. Please make the event organisers aware that you will be attending by emailing: southglosafd@gmail.com
- ii. Bring 2 printed copies of your Covenant document with you. You will sign both copies. One copy will be left with the MOD (as they keep a log of all signed Covenant documents nationally) and one copy should be taken away with you for your own records.

Contact for queries:

Dan Wood, Armed Forces Champion, South Gloucestershire Council.
E. daniel.wood@southglos.gov.uk

Example Pledges

Section 2: Demonstrating our Commitment

2.1 We recognise the value serving personnel, reservists, veterans and military families bring to our business and to our country. We will seek to uphold the principles of the Armed Forces Covenant, by:

Pledges (to insert in your Covenant document)	Some useful Notes
Promoting the Armed Forces: • Promoting our support for the Armed Forces our work, activities and events through our own website, social media and other communications as well as working with the press. • Publishing our Covenant pledges on a dedicated Covenant section/page on our website. • Promoting the fact that we are an Armed Forces Friendly organisation to our staff, contractors, customers and suppliers and wider public. • Appointing an Armed Forces Champion to keep military family issues visible in council discussions and decision-making.	You may or may not be able to appoint/nominate a Councillor to be an Armed Forces Champion – this is for you to consider as something that may or may not be possible for you.
Veterans: <i>Advertising vacancies through the Career Transition Partnership (CTP) to ensure employment opportunities are made available to veterans.</i> <i>Ensuring job adverts are clear and accessible so military experience can be easily understood and matched to the role.</i> <i>Recognising relevant military skills and qualifications in our recruitment and selection process.</i> <i>Supporting the employment of veterans by welcoming applications from veterans who meet the essential criteria in job specifications and guaranteeing interviews with veterans who meet the essential criteria in job specifications.</i> <i>Offering Parish facilities for veteran drop-ins, peer support groups and wellbeing activities.</i>	This is a website where you can advertise any staff vacancies you may have for free. This may be something you could offer either on an ad hoc basis or on a regular offer.

Service Spouses & Partners: <i>Guaranteeing interviews with military spouses/partners who meet the essential criteria in job specifications.</i> <i>Taking a flexible and understanding approach to leave requests by endeavouring to grant leave to military spouses/partners before, during and after a partner's deployment where possible.</i>	
Reserves: <i>Supporting employees who are members of the Reserve Forces.</i> <i>Allowing additional time off for training and related commitments where possible.</i> <i>Taking a reasonable and supportive approach to service-related commitments where operationally possible.</i> <i>Encouraging local businesses to support the employment of Reservists and recognise their service commitments.</i>	You might encourage local businesses through your social media channels – for example.
Cadet Force Adult Volunteers: <i>Supporting employees who volunteer with military cadet organisations.</i> <i>Allowing additional time off for training and commitments where possible.</i> <i>Recognising the value that cadet and ex-cadet experience can bring.</i> <i>Supporting local Cadet units.</i>	You may be able to offer work experience to young Cadets. This could be one week per year or one day per year. It would as much or as little as you can offer.
Events: <i>Supporting Armed Forces Day, Reserves Day, the Poppy Appeal and Remembrance activities.</i> <i>Committing to Supporting the South Gloucestershire Armed Forces Day event held annually via the South Gloucestershire Armed Forces Day Committee.</i>	Your 'support' may take the form of a whole variety of activities that you are able to deliver. For example, it might just be supporting the Poppy Appeal by having a donations tin in your offices. This might be financial donation to the event, having a stall at the event to promote your Council and its work, it might be that someone can volunteer some of their time to help at the event itself.

<i>Developing Parish heritage projects that capture and share the stories of local veterans and service families, linking them to schools and local community events.</i>	This doesn't mean that you would constantly be delivering these projects! This means that from time to time there may be opportunities or ideas you have that could support this kind of activity.
Armed Forces Charities: <i>Supporting Armed Forces charities with fundraising and supporting staff who volunteer to assist.</i> <i>Working with local voluntary groups and networks to promote armed forces community work and projects.</i> <i>Offering small Parish grants or fundraising support for local initiatives that benefits dependants, such as wellbeing workshops, family activity days or remembrance projects.</i> <i>Working with local transport providers and community schemes to ensure military families and veterans can access Parish facilities and events.</i> <i>Encouraging and supporting staff who choose to take part in fundraising or volunteering.</i>	
Additional: <i>Encouraging positive interaction between the Armed Forces and the wider community, including schools, businesses and voluntary groups.</i> <i>Facilitating and encouraging veterans' involvement in civic and community events.</i> <i>Encouraging local peer support networks for spouses, partners and dependants using Parish communications to connect people who might otherwise feel isolated.</i> <i>Promoting the South Gloucestershire Veteran's Support Service through our communications channels.</i> <i>Promoting and supporting the Friends of South Gloucestershire Memorials group.</i>	This group voluntarily supports the maintenance of Armed Forces memorials in South Glos. It may be that you can promote this group to your community, it may be that you would want to volunteer yourselves to help on occasion, it may be that you could lend some equipment to the group for a weekend (for example some simple gardening tools).

From: Rachel Ward <r.ward@vam.ac.uk>

Sent: 12 December 2025 17:08

To: Hannah Bowden <clerk@thornburytowncouncil.gov.uk>

Subject: RE: [EXTERNAL EMAIL] Re: Renewal of V&A Loan to Thornbury Town Council (Our Ref: LNO681)

Dear Hannah

I hope you are well.

As requested in your previous email please find attached a copy of the loan agreement we have on file, as you know we are currently working towards renewing the loan.

Thank you for letting us know that the Mace was used in this year's Remembrance Day Parade and has been part of parades in previous years. The information you kindly provided on the use of the Mace has been considered by our Curatorial team and Head Registrar.

The Mace you have on loan from the V&A is an Electrotpe copy of the original Mace, made using the process of electroforming, which is where a gilded surface is applied by electrolytic means. The Mace was acquired by the V&A in 1889 from Elkington and Company, Birmingham and electrotypes are important relics of the 19th century industrialisation. We would not expect museum objects from the National Collections of the V&A Museum to be used within a Remembrance Day Parade, and it is something that we have not previously been aware of. Looking at our records of the loan, we also understand that this may not have been communicated previously when the loan officially started and during the renewal of the loan agreement once every three years. Now we are aware that the Mace has been part of the Remembrance Day Parade and leaving the Town Hall building, we need to consider how the Mace is handled, the security of the object and environmental risks which could potentially expose the object to damage.

I am afraid the V&A can no longer permit the Mace to be used during the Remembrance Day Parade, or any other ceremonial events. However, we would very much like the Mace to remain on loan to Thornbury Town Council as we are aware of its importance to Thornbury and the towns history. For the loan to be renewed we were wondering if it would be possible for the Mace to be displayed in the Town Hall Building within a display case. This alternative measure would ensure that the object is within a stable and secure environment, reducing any risks, whilst still enabling the local community to enjoy this important object. Please let me know if this is something that you would be able to accommodate? We will be happy to support you with this and can share information on display case requirements for museum objects of this type.

If this is not a feasible option for Thornbury Town Council at this time then we would need to recall the object, terminate the loan agreement and work with you to arrange for the Mace to be returned to the V&A Museum.

Please let me know your thoughts and if you have any questions.

Kind regards
Rachel

Rachel Ward | Loans Assistant

V&A South Kensington | Cromwell Road | London | SW7 2RL

Email: r.ward@vam.ac.uk | Phone: 020 7942 2206

Wednesday 9 September 2026

Rianna Jones
Loans Assistant
V&A South Kensington
Cromwell Road
London
SW7 2RL

Dear Rianna

Community Use of the Mace in Thornbury Remembrance Parade

I write on behalf of Thornbury Town Council to formally request reconsideration of the decision to withdraw permission for the use of the Mace in Thornbury Remembrance Parades and as part of the Remembrance Service. The artefact has been an important part of these events for many years without recorded incident.

We fully recognise and respect the Museum's statutory and ethical responsibilities in relation to stewardship, preservation, risk management and public accountability. However, we submit that the artefact's continued ceremonial participation is consistent with those duties and materially advances the Museum's public benefit obligations.

1. History of the Mace Provided by Thornbury and District Museum

The Thornbury & District Museum has provided the following history regarding the Mace, which establishes the significant and longstanding link between it, the Thornbury community and ceremonial events:

The Mace once belonged to the Lord of the Manor. It was connected to the running of the ancient Borough of Thornbury. Each year the Mayor and Corporation appointed without pay a Sergeant at Mace and two Constables. The Mace was the symbol of the Lord of the Manor's authority in the town. The Sergeant carried the Mace, attended the Steward and collected the monies owed to the Lord by the burgesses (e.g. borough rents). In St Mary's Church, where the Remembrance Service currently takes place, the Corporation was allocated a canopied pew, which had green baize cushions, and there was a special stand to display the Mace. From the late 1800s, the Mace bearer remained in post for a longer period.

The Mace was present at the Borough Courts. After the ending of the borough, the Thornbury Town Trust was formed to administer the town charities, and the Mace belongs to that organisation. Titular Mayors and the Borough Officers concerned with trading standards and law and order continued to take part in the manorial Court Leets until 1929. Their role was purely

ceremonial, and they made occasional appearances at important town events. The Mace was in use at some events, like the Declaration of Peace in 1918.

The fine silver Mace, made by Benjamin Pyne in 1700, is headed by an unusual Earl's coronet. The heraldic decorations relate to the Staffords, whose royal blood allowed them to display the three lions of England and the three fleurs-de-lys of France. The original is on permanent loan to Bristol Museum and Art Gallery, but an exact electrotypes replica (thought to have been for the V&A and on loan from that museum) is still carried on important occasions in Thornbury.

2. Established Precedent and Customary Use

The Mace has formed part of this civic event for an extended period. Longstanding Town Councillors recall it having always been part of the event, based on their own recollections. Today, the Mace Bearer is appointed by resolution of the Full Town Council, with the position granted to a longstanding member of the Town Council. Many other Town and Parish Councils include town maces at their own Remembrance parades, for example Wells City Council.

The Town Council considers that this longstanding practice establishes both a customary community expectation and evidence of manageable operational arrangements.

In the absence of any documented harm, damage or conservation compromise resulting from previous use, the sudden withdrawal of permission risks appearing disproportionate to the evidenced history of safe and secure use. We do, of course, accept that the Museum was not previously aware that the Mace was being used during the parade. We can assure the Museum that it was never the intention of the Town Council to withhold this information, and it has come as a surprise to current Council officers that this had not previously been communicated to the Museum.

We would request, however, that this situation leads to constructive dialogue regarding the mitigation and management of risk, rather than exclusion from use.

3. Public Benefit and Community Cohesion

We consider that the continued use of the Mace in the parade is in line with the Museum's aims, including advancing public education and cultural access. Its inclusion in this civic event provides important benefits to the local community:

(a) Social Benefits

- Reinforces shared identity and intergenerational continuity
- Connects the artefact to lived community experience
- Enhances local pride and civic participation

(b) Educational Impact

- Provides contextual interpretation beyond static display
- Demonstrates the artefact's functional and historical relevance
- Encourages engagement from audiences who may not otherwise visit

(c) Inclusion and Accessibility

Public events often reach demographics underrepresented in formal Museum visitation statistics. Removing the artefact reduces outreach capacity rather than enhancing safeguarding.

For example, local Scouts and Brownie groups took an interest in the artefact, and the Town Council hopes to progress a presentation to these local groups to explain the history of the Mace and its connection to the civic event.

We believe that this type of active community engagement supports the Museum's wider objectives of promoting heritage awareness, engaging local communities, and supporting civic and educational initiatives, while enabling the Mace to remain connected to the community it represents.

4. Risk Management Through Mitigation and Not Exclusion

We appreciate the Museum's concerns regarding conservation, insurance, reputational exposure and transport risk. However, these can be addressed through a full risk assessment and proportionate controls, including the following:

- Security measures, e.g. police presence at the event and an agreed number of security personnel accompanying the Mace Bearer
- Condition reporting pre- and post-event
- Environmental controls during display, e.g. wet weather procedures
- Accredited handling/escort protocols, e.g. "Macebearer and Civic Officer Training" provided by The Guild of Mace Bearers
- Insurance indemnity, e.g. provision of clarification by our insurers that the Mace would be covered during its use in the Parade
- Restricted duration of exposure, e.g. documented and strictly enforced limits on how long the Mace is outside its usual secure storage
- Professional conservator oversight

The Town Council considers that the risk is controllable and manageable, as the longstanding practice has demonstrated. We believe that outright prohibition should be a last resort, rather than a default position, and would welcome the opportunity to work with you to avoid this.

We strongly believe that preservation and participation are not mutually exclusive. A well-managed, structured and documented approach would allow the Mace to be appropriately safeguarded while continuing to deliver the community, heritage and educational benefits outlined above, and to support stewardship in the public interest.

5. Proposed Way Forward

In conclusion, we respectfully request that the Museum reconsider its refusal to allow the Mace to be used during the Remembrance Parade and invite a meeting to agree a practical and mutually acceptable way forward. We propose the following in order to achieve this:

1. A joint risk assessment and conservation review.
2. Agreement on formal handling protocols.
3. Documentation of the practice for future governance clarity.
4. A memorandum of understanding setting out conditions of use.

We believe that the above approach will meet both parties' wish to safeguard the Mace while maintaining the community's connection to it.

Thank you for taking the time to consider this request. We look forward to hearing from you.

Yours sincerely

Wendy Sydenham
Deputy Town Clerk

DRAFT