

Wednesday 16 July 2025

To Councillors – John Reynolds (Chair), Chris Bloor, Danny Bonnett, Christine Carter, Chris Davies, Fiona Deas, Gil Gilroy, James Murray, Phil O'Rourke, Chris Rowe, Emma Shepherd, Chris Woodhouse

Please take notice that a meeting of the **Open Spaces Committee** of Thornbury Town Council will be held in the **Council Chamber of the Town Hall** on **Tuesday 22 July 2025 at 7.30pm**.

All above named 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.



Wendy Sydenham, Deputy Town Clerk

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 next to the Town Council Noticeboard on the opposite side of the High Street.
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 receive any apologies for absence
2. To receive any members' declarations of interest
3. To receive any representations from the public relating to items on the agenda
4. To approve and sign the minutes of the Open Spaces Committee meeting held on 27 May 2025 (paper attached)
5. To consider requests received from Thornbury Town Football Club and to consider any resulting recommendations to the Mundy Playing Fields Trust (paper attached)
6. To consider potential locations for more seating on Town Council land (paper attached)

7. To consider instructing officers to begin a phased review of signage in Town Council green spaces (paper attached)
8. To consider matters relating to the installation of a Multi-Use Games Area (paper attached)
 - 8.1 To consider the colour of the fencing around the MUGA
 - 8.2 To ratify decisions made out of meeting regarding the orientation of the MUGA and the height of the fencing around the MUGA
9. To consider extending reduced rates tennis court booking to full time students (paper attached)
10. To consider a request for a memorial tree outside of the existing Memorial Tree policy (paper attached)
11. To receive an update on the new picnic area/new water play facilities at the Mundy Playing Fields
12. To receive an update on matters relating to premises/residences backing onto the Mundy Playing Fields, specifically access points and visible business advertising
13. To consider quotes for tree works identified in the May 2025 tree survey (paper attached)
14. To receive quotes for ground water assessments of Thornbury Cemetery (paper attached)
15. To consider the adoption of Geocaching guidelines for Town Council green spaces (paper attached)
16. To receive an update from Cllr Chris Bloor on creating new Thornbury walks
17. To note officers' decisions made out of meeting (paper attached)
18. To note that the deadline for submission of items to the Deputy Clerk for inclusion in the next agenda is Monday 1 September 2025
19. To note the date of the next meeting – Tuesday 16 September 2025

END OF AGENDA

Minutes of the Meeting of the Open Spaces Committee
held on 27 May 2025 at 7:30pm
in the Council Chamber, Town Hall

Councillors present: Cllr John Reynolds (Chair)
Cllr Chris Bloor
Cllr Fiona Deas
Cllr Gil Gilroy
Cllr Chris Davies
Cllr Phil O'Rourke
Cllr Danny Bonnett
Cllr Christine Carter
Cllr Chris Rowe
Cllr Chris Woodhouse

Officers present: Wendy Sydenham (Deputy Clerk)

Councillors absent: Cllr James Murray
Cllr Emma Shepherd

There were no members of the public present

OS2526.01 TO CONSIDER ANY APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs James Murray and Emma Shepherd.

OS2526.02 TO RECEIVE ANY MEMBERS' DECLARATIONS OF INTEREST

Cllr Chris Bloor declared that he is a member of Bristol Orienteering Klub (BOK), which would be discussed under item OS2526.13.

OS2526.03 TO ELECT A VICE CHAIR OF THE COMMITTEE

There was one nomination for the position of Vice Chair. It was **RESOLVED** to elect Cllr Danny Bonnett as Vice Chair of the Open Spaces Committee.

OS2526.04 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA

There were no members of the public present.

OS2526.05 TO APPROVE AND SIGN THE MINUTES OF THE OPEN SPACES COMMITTEE MEETING HELD ON 18 MARCH 2025

It was **RESOLVED** to approve the minutes of the Open Spaces Committee meeting held on 18 March 2025, and they were then signed by the Chair.

OS2526.06 TO RECEIVE AN UPDATE ON HEDGE MAINTENANCE WORKS

An update on hedge maintenance works was received. It was **RESOLVED**:

- to note the contents of the officer's report
- to offer to contribute up to 50% of the costs of the installation of a new fence in front of the existing Laural hedge which borders one end of pitch one at the Mundy Playing Fields (to come from 130/4150 Open Spaces/Maintenance)
- to agree to the officer review of the existing hedge regime in light of Biodiversity Net Gain considerations, and any suggested changes to come back to the Committee for agreement.

OS2526.07 TO CONSIDER ADDITIONAL PLANTING AT THE SIDE OF THE TOWN HALL

It was **RESOLVED** to proceed with the installation of three planters on the three main walls in the space between the Town Hall and Costa, as detailed in the officer's report, including accepting the offer from Thornbury In Bloom to donate the planters, with a budget of up to £700 to come from Open Spaces/Maintenance (130/4150). The Committee will review the space again in due course and may consider further additions to the planting.

OS2526.08 TO CONSIDER MATTERS RELATING TO ST MARYS CHURCHYARD IMPROVEMENT WORKS AND TO CONSIDER QUOTES FOR THE WORKS

It was **RESOLVED** to:

- In relation to replacement gates, the Committee **RESOLVED** to proceed with replacing the existing gates with like-for-like gates (new oak and refurbished existing iron work), accepting the quote from Byford Joinery to provide the new gates for £7860 (to be allocated from 130/4490 Open Spaces/St Marys Churchyard), and for officers to follow up on the potential contribution from the Church towards the costs.
- In relation to works to the war memorial, the Committee **RESOLVED** to proceed with the basic repairs to the memorial as outlined in the original conservation report from Cliveden Conservation, up to a value of £3000, which is to come from funds remaining in 130/4490 (Open Spaces/St Marys Churchyard), and then from 130/4150 (Open Spaces/Maintenance). It was further **RESOLVED** that more substantial works, including the replacement of whole sections of the memorial, should be considered as part of the budget build for 2026/2027.

OS2526.09 TO RECEIVE A REQUEST FOR THE COMMITTEE TO INVESTIGATE THE INSTALLATION OF ADDITIONAL COVERED SEATING UNITS IN THE MUNDY PLAYING FIELDS

In relation to the request for additional covered seating units in the Mundy Playing Fields, it was **RESOLVED** by a majority vote (with one abstention and one vote against) to refer this matter to the Capital Strategy Working Group so that it can be considered in the context of other changes to the Mundy Playing Fields, to ensure a planned and consistent approach, and with due consideration of other CIL pressures.

OS2526.10 TO RECEIVE A REQUEST TO REPURPOSE A PATCH OF TARMACKED LAND AROUND LARKSPUR CLOSE/PRIMROSE DRIVE/EASTON HILL ROAD

In relation to the request to consider repurposing the patch of tarmacked land, it was **RESOLVED** that officers should carry out a targeted consultation with residences that back onto the piece of land to ask their views on what the land is currently used for and what thoughts they may have regarding an alternative use. It was also **RESOLVED** that officers should contact South

Gloucestershire Council to confirm the land was theirs and that some kind of change in use would be feasible in principle.

OS2526.11 TO RECEIVE AN UPDATE ON GRAVE DIGGING PROCEDURES AT THORNBURY CEMETERY

The content of the officer's report in relation to grave digging regulations was noted, including that survey findings and their impact on restricting coffin burials, would be brought back to a future meeting

OS2526.12 TO RECEIVE A VERBAL UPDATE ON FELLED CONIFER TREES AT THORNBURY CEMETERY

The Deputy Clerk provided a verbal update on the reasons for the recent felling of one of a pair of conifer trees at Thornbury Cemetery. The Committee noted the update.

OS2526.13 TO CONSIDER GRANTING APPROVAL FOR THE BRISTOL ORIENTEERING KLUB (BOK) EVENT ON WEDNESDAY 2 JULY 2025

In relation to the BOK's request to hold an orienteering event in Thornbury on 2 July 2025, the Committee **RESOLVED** to grant permission with regards to land for which it is responsible and also to delegate authority to officers to grant similar permissions in future years, assuming that there were no significant changes to the nature of the event.

OS2526.14 TO RECEIVE AN UPDATE ON THE MEADOW ADJACENT TO THORNBURY CEMETERY

In relation to the signage currently installed in the Meadow adjacent to Thornbury Cemetery, the Committee noted the planned action by officers to remove and store the signage and to carry out a baseline survey of plants currently growing there.

OS2526.15 TO REVIEW TO NOTE THAT ROSPA PLAY AREA INSPECTION WERE COMPLETED IN APRIL 2025 AND NOTE THE SCHEDULE OF WORKS TO BE COMPLETED

In relation to the RoSPA play area inspections carried out in April 2025, the Committee noted the schedule of works to be carried out.

OS2526.16 TO NOTE THAT TREE SURVEYS WERE COMPLETED IN MAY 2025 AND NOTE THE SCHEDULE OF WORKS TO BE COMPLETED

In relation to the tree surveys carried out in May 2025, the Committee noted the schedule of works to be carried out and asked officers to investigate specific queries in relation to recommended works to the following trees – T3, T34 and T35 in Thornbury Cemetery.

OS2526.17 TO NOTE OFFICER'S DECISIONS MADE OUT OF MEETING

The Committee noted the officer decision made out of meeting which related to additional repairs to one of the roundabouts at the Mundy Playing Fields, with further details provided in the meeting paper.

OS2526.18 IN RELATION TO A PREVIOUS COMMITTEE RESOLUTION, TO RECEIVE A VERBAL UPDATE ON THE ARRANGEMENT AGREED FOR FUNDING THE PROFESSIONAL FEES ASSOCIATED WITH SUBMITTING THE PLANNING APPLICATION FOR A MULTI-USE GAMES AREA

The Deputy Clerk confirmed that the original resolution from the Committee was to recommend to Full Council that CIL funds be released to cover the cost of professional fees associated with

submitting the planning application for the MUGA. The Deputy Clerk informed the Committee that officers were able to obtain agreement from the Finance & General Purpose Committee to allocate funding from the Capital Projects budget instead (190/4545) with the aim of speeding up the process. The Deputy Clerk also reported that completion of the planning application was well underway, with topographical, buried services and ecological surveys currently being organised.

OS2526.19 TO NOTE THE PROVISIONAL DEADLINE FOR SUBMISSION OF ITEMS TO THE DEPUTY CLERK FOR INCLUSION IN THE NEXT AGENDA IS WEDNESDAY 9 JUL 2025

The deadline for submission of items to the Clerk/Deputy Clerk for inclusion in the next agenda was noted to be Wednesday 9 July 2025.

OS2526.20 TO NOTE THE PROVISIONAL DATE OF THE NEXT MEETING – TUESDAY 22 JULY 2025

The provisional date of the next meeting was noted to be Tuesday 22 July 2025.

Thornbury Town FC - 2025 Ground

Improvement Proposals

Firstly, I would like to thank the council and open spaces for agreeing to our previous proposals from 2023. These changes have had a positive impact on the club. Helped increase attendances and brought a real buzz around the Town. With many people complementing the improvement.

The 2 proposals we are bringing forward now, are not as drastic as the previous proposals and are aimed more at making our life easier down at the club, with stretched volunteers etc.

Another point we want to raise is our need for pitches. The local schools are becoming less helpful and we are in need of a 5v5 pitch. We hope to have this situated on the grass behind the goal of pitch 2. The pitch size we need is 37mx27m. This will then enables us to have more kids aged 6, 7 and 8 to play football (we currently have to turn kids away due to lack of pitches)

Proposal 1 - To be situated on the hard standing in the corner of the perimeter, a wooden shed 7.5m x 4m and 2.43m high which will hopefully look like the below image.

This will be used to store the items which are currently 'dumped' (we try and keep it as neat as possible) behind the toilet block. This is nets, step ladders etc. we also understand that as we grow as a club, it is putting pressures on the ground staff. This space will also allow us to store maintenance equipment if a time comes where all parties agree that is the best way to move forward. The last thing we want to be is a hindrance, our ambitions as a club, is to promote sport, at a competitive level within the boundaries of Thornbury. Which is there to be enjoyed by the people of Thornbury, either playing or spectating.



Proposal 2 - The kitchen within the Pavilion has been outgrown by us, we averaged crowds of 130 people last season. That's a lot of mouths to feed. We are proposing a canopy to be built over the hardstanding at the back of the toilet block. To be used as a BBQ area (even in the cold winter months) the area will be well ventilated and materials will be treated with fire retardant. Having this outside will mean more people will volunteer on the cooking as they can see the match as well. The canopy will look close to the below image. This will be 4m x 2m and again 2.43m high.

Both structures will be secured to the floor to ensure they are safe from the british weather, and they will both be fully custom made (hence no accurate imagery).



The club thanks you for considering these changes. We really do appreciate the concerns some councillors will have and we do not want to change the fabric of the stunning Mundy Playing Fields. We've kicked a ball of air around there for 60+ years, we are lucky to consider it our home and don't want to make changes that we don't believe would 1. Better the club and the community or 2. Ruin the aesthetics of the Mundy's.

As it stands, we do not have any further development plans for this year and has mentioned above, both of these are fairly small projects compared to last summer and the years previous.

Chairman
Thornbury Town FC



Officer Report to Thornbury Town Council Open Spaces Committee

Report Title: Further Potential Seating Locations in
TTC Open Spaces

Prepared By: Wendy Sydenham, Deputy Clerk

Meeting Date: 22 July 2025

Status: For Action



1. Background

Thornbury Town Council carried out a seating survey in October/November 2024 to ask local residents for their views on where they would welcome new seating in Thornbury. The Open Spaces Committee considered the responses from the survey at its meeting in January 2025 and resolved to:

- Forward the responses that related to SGC land to them with a request that new seating be installed in locations where a need had been identified.
- Explore further the responses that related to Town Council land, along with other suggestions from staff and Town Councillors.

At its meeting in March, the Open Spaces Committee agreed locations for three new benches in the Mundy Playing Fields and one new bench in both Oakleaze Green and Thicket Walk. Those seats are currently being installed. The Committee also asked officers to come back with further potential locations around football pitches at the Mundys and at the Chantry Road Play Area, with proposed new seats to match any existing benches on each site.

2. Potential Locations for Further Seating

A. MPF – Around Football Pitches and Some Other Suggestions

- Multiple suitable locations suggested from which the Committee can select (see below).
- All suggestions around football pitches meet FA ground grading regulations regarding the minimum clear distance between the edge of the playing area and any fixed spectator seating (1.83m or 2.25m, depending on level of play)
- Football Club are supportive of all suggested locations around football pitches.
- Seats would match existing new seating at the MPF (“Lowther” seat with light brown recycled plastic, wood effect slats, approx £800 – see image below).
- Suggested locations are near to existing trees, hedging or wildflower areas in order to limit the impact on open space that may currently be used as walkways, areas for play or used by other community groups e.g. Parkrun, Thornbury Carnival, etc.
- Officers/staff have also suggested a seat by the public tennis courts and seats under the trees by most northerly border of the MPF and the allotments.





B. Chantry Road Play Area

- Existing seats/picnic table indicated in green and suggested new seating locations in yellow – both seats and picnic tables.
- Multiple suitable locations suggested from which the Committee can select.
- Avoids backing onto gardens, except where a seat already exists.
- Avoids open space to the south of the area, which has previously been demonstrated to be important to local residents.



- The existing seats and picnic tables (images below) were provided by the play equipment company during the refurbishment of the play area. They are made from steel and costs for the supply and delivery of the same models (direct from their supplier) would be c£400 for the seat and c£1000 for the picnic bench. These prices are relatively competitive when compared with other seat suppliers.



C. Additional Suggestion – Rock Street Garden, Replacement for Remembrance Bench

There is currently a remembrance bench in the Rock Street Garden which will be moved in the Autumn to the new location for the RBL remembrance garden. There are two other benches on that site, which are wooden and were made by the Sheilings School (see image below). They no longer make these benches. The Committee may want to consider allocating a provisional sum (c£1000) for a wooden bench of a similar design to fill the space left by the removal of the remembrance bench, to be manufactured by a local company if possible. As there has been no known ASB relating to the existing wooden benches, it would seem appropriate to install another wooden bench.



3. Implications

Budget

There is £10,000 allocated for new seating in 2025/2026 within the Open Spaces/Street Furniture budget. The Committee has spent £3860 on the five benches it has purchased to date and therefore has **£6140 left to spend**. (The overall Open Spaces/Street Furniture budget is £17,000 for 2025/2026, leaving ample funds for any unexpected requirements for benches and all requirements for bins.)

Staff Capacity for Installation/Storage Capacity Pre-Installation

The summer is a very busy time of year for grounds maintenance and therefore the installation of a large number of additional seats will need to be staggered through the rest of the year. Although there is space for storage of new seating before installation, purchasing would also need to be staggered to keep storage requirements to a manageable level.

Officer Report to Thornbury Town Council Open Spaces Committee

Report Title: Phased Review of Open Spaces Signage

Prepared By: Wendy Sydenham, Deputy Clerk

Meeting Date: 22 July 2025

Status: For Action



1. Detail

At its meeting on 17.09.24, the Open Spaces Committee agreed to the installation of wayfinding signage at the Mundy Playing Fields and to combine this with a general review of all signage in that location. It was further agreed to delay this until plans for new facilities at the Mundys had progressed in order to avoid the new signage being quickly out of date.

Since then, there have continued to be discussions about the need to improve the signage at the Mundys and at other Town Council open spaces. In addition, new signage was produced in a very different style for the new picnic area, which has perhaps highlighted the benefits that changes would bring.

Officers have investigated and would suggest the following way forward:

A. Phased Approach

Officers suggest that a phased approach is taken which would reduce the impact on staff capacity, spread the cost of new signage and ensure that it doesn't become outdated too quickly. The approach would be:

- Phase 1 – review/change general/"welcome to" signage at the Mundys
- Phase 2 – review/change general/"welcome to" signage at other open spaces
- Phase 3 – install wayfinding signage at the Mundys

B. General Principles

- "Welcome To..." signage will remain very simple and only include information about general facilities on site, for example, symbols indicating toilets, parking, CCTV, defib, etc.
- During Phase 1, a style of signage will be agreed that will be replicated across all sites. This will be in line with the new picnic signage – brightly coloured, welcoming, etc.
- "Do Not" signage which will be reviewed and kept only to essential signs. These will be positioned slightly away from the main welcome signs but will need to be clearly visible. We cannot avoid having some of this signage in place, e.g. whether dogs are allowed, traffic controls, warning about toxic plants, parking restrictions, etc. Signage is an important part of complying with health and safety legislation.

C. Next Steps

Officers suggest proceeding with Phase 1, coming back to Committee with a plan for signage at the Mundys, including suggested designs for new “welcome to” signage and suggestions for the type and placement of “do not” signage, along with approximate costs.

2. Implications

Budget

Full costings will be obtained. As this additional expenditure was not planned for the 2025/2026 financial year, funds were not allocated in the current budget. The RFO will look at potential way to fund this from the current budget as part of Phase 1, which will be reported back to Committee. The outcome of this will inform the timing of Phases 2 and 3. The Committee should also keep in mind that some of the existing signage is in a good state of repair and a balanced approach should be taken regarding its replacement.

Health and Safety/Insurance/Reputational

As mentioned above, some warning signs do need to be on display in Town Council open spaces to ensure that health and safety legislation is adhered to. Signage is a key mitigating factor in many of the open spaces risk assessments. There may also be insurance implications with not adequately warning users of our open spaces of inherent risks. We must also clearly indicate the restrictions around car parking to ensure that users are aware of the potential for their car to be locked in overnight.

3. Recommendations

Officers recommend that the Committee considers/agrees to the suggested way forward (Phased Approach and General Principles) and instructs officers to proceed as outlined in “Next Steps”.



Officer Report to Thornbury Town Council Open Spaces Committee

Report Title: **Matters Related to Installation of MUGA**
A. Decide on Colour of Fencing Surround
B. Ratify Decisions on Orientation and
Fencing Height



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

Meeting Date: **22 July 2025**

Status: **For Action**

1. Background

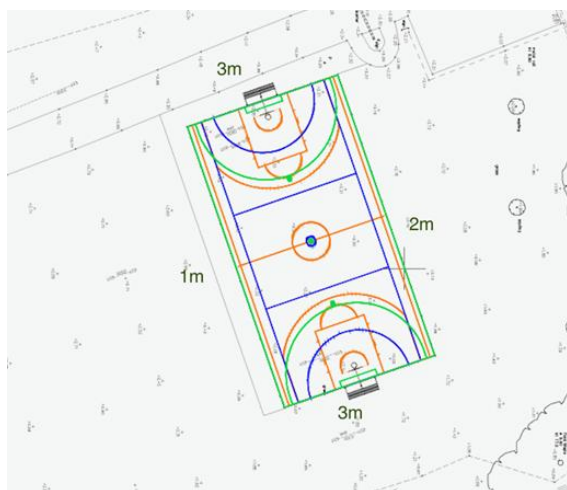
The Open Spaces Committee is overseeing the installation of a Multi-Use Games Area (MUGA) in the Mundy Playing Fields. External assistance (View Architects) is being used to prepare and submit the planning application. As part of this process, decisions need to be made on location and design elements. In order to reduce delay to the planning application, some decisions have been made out of meeting and now need to be ratified by the Committee. A decision was not reached regarding one design aspect and needs to be considered by the Committee now.

A. Colour of Fencing Surround – Decision Required

The Committee had originally decided that the fencing should be dark green in colour to allow the MUGA to blend into its green setting. Subsequently, it was highlighted that black fencing would actually blend in better and therefore the instruction to View Architects was changed to stipulate that the fencing would be green or black. View Architects have advised it would be better for a decision to be made now and included in the application.

Research does indicate that black disappears into the background more than green, but this may prove to be a hazard for birds, particularly if they attempt to fly across the space to the trees behind the MUGA. The slightly more visible green may mitigate this risk to wildlife.

B. Orientation of MUGA and Height of Fencing – Decisions to be Ratified



The Committee decided out of meeting that it preferred the orientation shown in the image to the left and the fence heights indicated. It has been suggested that at its shortest, it should be 1.2m rather than 1.0m. This instruction has been given to View Architects for the planning application, who will advise if they envisage any issues with the 1.2m height.

These design elements have already been included in the planning application documents and now just need to be ratified by the Committee.

2. Implications

With regard to the colour of the fencing, a balanced approach needs to be taken between the desire for the MUGA to blend in as much as possible to the green landscape versus any effect on wildlife.

3. Recommendations

- A. Colour of Fencing Surround – officers do not have a recommendation; either colour is likely to satisfy planning requirements. A decision is required on this design element.
- B. Orientation of the MUGA and Fencing Heights – officers request that the Committee ratify decisions made out of meeting, as outlined above.

Officer Report to Thornbury Town Council Open Spaces Committee

Report Title: Request to Extend Reduced Rates for Tennis Court Bookings to Full Time Students

Prepared By: Wendy Sydenham, Deputy Clerk

Meeting Date: 22 July 2025

Status: For Action



1. Background

In 2024, the Town Council introduced a pay and play system for booking the two public tennis courts at the Mundy Playing Fields. A fee structure was set up which is currently £5 per court per hour at the general rate, and a facility for paying reduced rates was included for those on a lower income in order to make the courts as accessible as possible. In order to qualify for these reduced rates, individuals need to be in receipt of a recognised benefit and provide evidence of this. The application form is included with this paper and sets out the benefits that are considered as qualifying.

The office has recently received a request from a full-time student to take advantage of the reduced rates for court bookings. Although the individual has been informed that they currently don't qualify for these rates, officers felt that this request should be considered by the Committee in case it wished to amend the criteria for qualifying.

2. Implications

Financial

It is not possible to know what affect this change would have on the income generated from the courts as we do not know how many existing users may qualify or whether this change would encourage new users. If the change was made, we could publicise this widely which may help to attract new qualifying users.

Reputational

There is a limited reputational risk if this request is turned down. It could be argued that the Council's aim to provide reduced rates to those on a lower income would be better met by including full time students who, in general, are likely to be on a lower income. The Council may receive some limited criticism if this request is not agreed. It is very normal for organisations and facilities to offer reduced rates to students.

Administrative

It would be very straightforward to administer a system that includes reduced rates for students as they are able to obtain written proof of their status (including whether they are part-time or full-time students).

3. Recommendations

Officers do not have a recommendation on this request. If the Committee decides to support the request for students to qualify for reduced rates bookings, it should confirm whether this should apply to full time students only, or all students. Any resolution should be in the form of a

recommendation to the Finance & General Purpose Committee who has general responsibility for the setting of fees and charges. Although this is technically not a change to the fees and charges, officers advise that it would be good practice for it to go through that Committee.



Reduced Rate Bookings - Application Form (for Thornbury Town Council Public Tennis Courts)

Please complete and return this application form to qualify for the facility to book the public tennis courts at the Mundy Playing Fields at the **reduced rate of £3 per hour per court** (the usual rate is £5 per hour per court).

Name:			
Full Postal Address:			
Tel No:		DOB:	
Email Address:			

<i>I confirm that I am in receipt of one or more of the recognised benefits below (one or more is required to qualify – evidence will need to be produced for just one of the benefits)</i>	<i>Tick to confirm that you are in receipt</i>
Jobseekers Allowance	
Income Support	
Council Tax Benefit	
Housing Benefit	
Employment Support Allowance	
Incapacity Benefit	
Disability Living Allowance	
Carers Allowance	
Pension Credit	
Universal Credit (when not working, tax only)	

You will be asked to provide original and recent proof of receipt of one of these benefits (dated less than three months from the date of this application). We will keep a copy of this proof and it will be processed and stored in line with GDPR requirements – see over for Privacy Notice.

Please sign below to confirm your application and your agreement to your personal data being processed and stored in line with the Privacy Notice (see over).

Signed:	
Date:	

Please return this application form to:
Thornbury Town Council, The Town Hall, 35 High Street, Thornbury, Bristol, BS35 1NA
info@thornburytowncouncil.gov.uk

If you have any queries regarding this application process, please contact us at the above postal address or email address, or telephone us on 01454 412103.

Officer Report to Thornbury Town Council Open Spaces Committee

Report Title: Request for Memorial Tree Outside of Existing Memorial Tree Policy

Prepared By: Wendy Sydenham, Deputy Clerk

Meeting Date: 22 July 2025

Status: For Action



1. Background

In 2022, the Council introduced a new Memorial Tree and Memorial Bench Policy. This includes the opportunity for members of the public to purchase a new tree which will be tagged and recorded as a memorial tree. The tag can include the name of the person for whom the memorial tree was purchased.

A request has been received from a member of the public to “adopt” an existing, mature tree as a memorial tree for a recently deceased relative. They have identified the tree they would like and, to our knowledge, this tree is not already a memorial tree i.e. there is no tag, plaque or record relating to this. The tree is not excessively old, is in good condition according to the most recent tree survey, and there is no obvious logistical reason for it needing to be removed. In order to change this tree to a memorial tree, we would simply tag it and record its status in some way.

The request is, however, outside of our existing memorial tree policy which is solely based on the purchase of a new tree.

2. Implications

Financial and Ecological

We currently charge £385.07 for provision of a new memorial tree. This includes supply of the tree, planting, tagging, ongoing care and inspection. Should the Council wish to allow the “adoption” of an existing tree as a memorial tree, there would be less expense to the Council and therefore it would presumably need to charge less for this service. There is potentially, therefore, a loss of income if we offer a cheaper alternative to purchasing a new tree, although it may provide an affordable option for those who would not be able to purchase a new tree. On balance, it is difficult to predict the financial implications.

If the request were to be allowed, there would potentially be an overall reduction in the number of new trees planted by the Council, which is not in line with Council’s general ecological aims. However, the Council has not sold a large number of memorial trees since the introduction of the new policy (less than five) and therefore the impact may be negligible when compared to the number of trees planted as part of other projects.

(Should this request be allowed, any amendment to the Policy would need to adequately cover the purchase risk to the customer associated with “adopting” an older tree, although there is a purchase risk associated with new trees not becoming established and therefore, overall, the risk level to the customer is probably negligible.)

3. Recommendations

Officers do not have a recommendation on this request. If the Committee decides to support the request, it would need to do so in the form of a recommendation to the Finance & General Purpose Committee, both as an amendment to an existing policy and as a request to decide on a fee for this service.

Summary of Quotes for Tree Works Identified in May 2025 Tree Survey

£1400 available from Open Spaces/Tree Works & Inspection (130/4445), remaining funds can come from Open Spaces/Maintenance (130/4150) (after that, any ad hoc tree works will need to come from Open Spaces/Maintenance, but there should be sufficient funds available).

<i>Company</i>	<i>Quote exc VAT</i>	<i>Available for Ad Hoc Works</i>	<i>Cost of Assessment of Ad Hoc Works</i>	<i>Base Location</i>
Company A	£3320	Yes	Free of charge	Rudgeway
Company B	£2950	Yes	Not stated	Portishead
Company C	£2350	Yes	Free of charge	Old Down
Company D	£2240	Yes	Free of charge	West Midlands (Main)
Company E	£6400	Yes	Free of charge	Stroud
Company F	£3400	Yes	Free of charge	Sea Mills

Summary of Quotes for Thornbury Cemetery Groundwater Survey – June/July 2025

There are a limited number of companies who provide the required service and who would cover Thornbury.
The Institute of Cemetery and Crematorium Management (ICCM) recommend Company A.
Funds are available from the Open Spaces/Maintenance (130/4150) budget.

<i>Company</i>	<i>Quote</i>	<i>Comments</i>
Company A	£6245 + VAT	Used before, previous excellent service and quality of reports, recommended by ICCM
Company B	£14,100 + VAT	
Company C	£6217 + VAT	
Company D		Declined to quote due to current lack of capacity



GUIDELINES FOR PLACING GEOCACHES ON TOWN COUNCIL LAND

Background

Geocaching is a “real world, outdoor treasure hunting game” in which participants use a GPS enabled device to hide and seek small waterproof containers, called geocaches, at specific locations. Participants navigate to a specific set of GPS co-ordinates and then attempt to find the geocache hidden at that location. The Town Council is supportive of this activity when carried out in line with the guidelines set out below.

Instructions for Placing a Geocache on Town Council Land

In order to place a geocache on Town Council land, you must apply for and receive written permission from Thornbury Town Council (see contact details below). A condition of permission being granted is that you will follow the geocaching guidelines below. These guidelines will ensure that geocaching activities take place safely, in harmony with other activities/users of the land, and within any legal constraints. Any geocache containers found by staff where permission has not been sought, will be removed as the Town Council has no assurances that the guidelines below are being adhered to.

To place a geocache, **you must:**

1. Provide your contact details inside the geocache container.
2. Only use a robust container, which is in good condition, and retain responsibility for the maintenance of the geocache container.
3. Ensure the geocache is clearly marked as such, stating the contents are harmless.
4. Include only items deemed safe and acceptable for an unaccompanied child to find. No food or drink of any kind should be placed in the geocache.
5. Not damage any land or property, or leave any signs of disturbance, when placing the geocache. It should not be buried nor any holes dug in order to hide the geocache.
6. Choose a location that is unlikely to lead those hunting the geocache to inadvertently cause any damage.
7. Not hide the geocache in any location that may affect wildlife e.g. animal burrows or runs.
8. Not place the geocache inside any kind of bag.
9. Park sensibly and legally if driving to geocaching locations and avoid obstructing any other users of the land or neighbouring residents.

Further guidance on safe, respectful and legal geocaching can be found at:

Geocaching Association of Great Britain – www.gagb.org.uk

Geocaching.com – www.geocaching.com

Contact Thornbury Town Council to obtain permission to place a geocache:

Thornbury Town Council, The Town Hall, 35 High Street, Thornbury, Bristol, BS35 2AR

01454 412103

info@thornburytowncouncil.gov.uk

Officers Decisions Made Under Delegated Powers

See "Background" for full details of items to be captured here, but this includes officer decisions to "award a contract or incur expenditure which has a value of £3000 or more".

DATE	DECISION TAKEN	AMOUNT £ (IF APPLICABLE)	REASON FOR DECISION	ANY ALTERNATIVES CONSIDERED AND REJECTED	ANY RELEVANT COUNCILLOR CONFLICT OF INTEREST	AUTHORISED BY	MEETING TO REPORT TO	ACCOUNTING CODES
▼	▼	▼	▼	▼	▼	▼	▼	▼
01.07.25	Replacement trampoline beds (x2) for MPF	£3,334.27	Following assessment by trained staff during routine inspections, it was noted that some wires in one of the trampoline beds had fully worn through and the piece of equipment was now unsafe. The bed has been removed and the item put out of use. The second trampoline bed is nearing the same situation and will be kept under review. However, in order to reduce delivery costs and reduce the amount of time that equipment is out of use, it was decided to purchase x2 beds at the same time and replace the second one when required.	There is no alternative to purchasing the beds from the original supplier as they must be compatible with the main trampoline structure. There are reputational and safety risks associated with not bringing the equipment back into use.	N/A	Chief Executive	Open Spaces	130/4150