

Minutes of the Meeting of the Open Spaces Committee  
held on 22 July 2025 at 7:30pm  
in the Council Chamber, Town Hall

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Councillors present: Cllr John Reynolds (Chair)  
Cllr Chris Bloor  
Cllr Fiona Deas  
Cllr Chris Davies  
Cllr Danny Bonnett  
Cllr Christine Carter  
Cllr Chris Rowe  
Cllr James Murray

Officers present: Wendy Sydenham (Deputy Clerk)

Councillors absent: Cllr Phil O'Rourke  
Cllr Gil Gilroy  
Cllr Chris Woodhouse  
Cllr Emma Shepherd

There were no members of the public present

**OS2526.21 TO CONSIDER ANY APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Phil O'Rourke, Gil Gilroy, Chris Woodhouse and Emma Shepherd.

**OS2526.22 TO RECEIVE ANY MEMBERS' DECLARATIONS OF INTEREST**

There were no member's declarations of interest.

**OS2526.23 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA**

There were no members of the public present.

**OS2526.24 TO APPROVE AND SIGN THE MINUTES OF THE OPEN SPACES COMMITTEE MEETING HELD ON 27 MAY 2025**

It was **RESOLVED** unanimously to approve the minutes of the Open Spaces Committee Meeting held on 27 May 2025, and they were then signed by the Chair.

**OS2526.25 TO CONSIDER REQUESTS RECEIVED FROM THORNBURY TOWN FOOTBALL CLUB AND TO CONSIDER ANY RESULTING RECOMMENDATIONS TO THE MUNDY PLAYING FIELDS TRUST**

In relation to the requests from Thornbury Town Football Club, the following was **RESOLVED** unanimously:

- In relation to the request to install a food serving structure, concerns were noted regarding the suitability of that structure for its intended purpose and officers were requested to have further discussions with the Club regarding this.

- In relation to the request to install a storage shed, it was **RESOLVED** unanimously that the Committee were supportive of the request in principle but with the following conditions:
  - the Club should make a pre-planning application to ascertain whether the structure would require planning permission and report this back to the Committee
  - officers would need time to establish whether the installation of the structure would have any negative impact on any current or future planning applications that the Town Council may make in relation to the Pavilion buildings and surrounding land, noting that it may be necessary to turn down or put on hold the Club's request, should a potential negative impact be established
  - this resolution was being made in the form of a recommendation to the Mundy Playing Fields Trust for their consideration
- In relation to the request to use an area of the Mundy Playing Fields as an additional grass pitch (the flat land behind pitch two), it was **RESOLVED** unanimously that the Committee were supportive of the request with the following conditions:
  - the Club would be given details by officers of what land was available for them to use, which would be whatever land was left once the MUGA and the seating bund were taken into consideration (it was noted that should a pitch of 37m x 27m be used, part of that would be on sloped land)
  - the Club would be responsible for marking out the pitch as and when needed, but could use Town Council equipment for this
  - no additional pitch treatments would be carried out in that area
  - the Town Council reserved the right to withdraw this permission or change the available space, should the location of the MUGA and/or seating bund need to be altered
- In relation to the additional grass pitch, it was **RESOLVED** with one abstention to ask the Finance & General Purpose Committee to agree on an appropriate fee for to charge for use of that land on a per match basis.

#### **OS2526.26 TO CONSIDER POTENTIAL LOCATIONS FOR MORE SEATING ON TOWN COUNCIL LAND**

In relation to locations for more seating on Town Council sites, it was **RESOLVED** unanimously to install new seats as set out below, at a total cost of c£6200 to come from Open Spaces/Street Furniture (130/4595):

- x6 new benches on the Mundy Playing Fields, style as indicated in the officer report, at c£800 per bench (x1 by the tennis courts, x2 by the allotments, x1 by pitch two, x1 by the wildflower area in Poulterbrook, x1 by the entrance to Poulterbrook)
- x1 new bench on Chantry Road Play, style as indicated in the officer report, at c£400 (to be located alongside the basketball court)
- x1 new bench on Rock Street Garden, to replace the remembrance bench when it is moved, to match the other benches on site, supplier to be confirmed, with £1000 allocated

#### **OS2526.27 TO CONSIDER INSTRUCTING OFFICERS TO BEGIN A PHASED REVIEW OF SIGNAGE IN TOWN COUNCIL GREEN SPACES**

In relation to the review of signage on Town Council green spaces, the following was **RESOLVED** unanimously:

- officers should progress phase one of the review of signage, as outlined in the officer report, and bring back to a future Committee meeting suggestions for designs and

locations, and costings/quotes, with the intention of using the same supplier/style across all types of signage and all sites during later phases.

- quotes/suggested designs should be sought from suppliers who can provide more natural looking signs and focus on the green colours in our Town Council branding
- signage relating to wayfinding from the Mundy Playing Fields out onto recognised/established paths, walks, routes, should be included in this project
- signage providing information on climate and nature related changes to our open spaces e.g. wildflower meadows, tall grassland, etc, should be included in this project
- the intention would be for funding to be included within the 2026/2027 budget

**OS2526.28 TO CONSIDER MATTERS RELATING TO THE INSTALLATION OF A MULTI-USE GAMES AREA**

- **To consider the colour of the fencing around the MUGA**
- **To ratify decisions made out of meeting regarding the orientation of the MUGA and the height of the fencing around the MUGA**

In relation to the installation of a Multi-Use Games Area at the Mundy Playing Fields, the following was **RESOLVED** unanimously:

- that the planning application should include that the colour of the fencing surround will be dark green
- to ratify decisions made out of meeting in relation to the orientation of the MUGA within the space and the fencing heights, as detailed in the officer report

**OS2526.29 TO CONSIDER EXTENDING REDUCED RATES TENNIS COURT BOOKING TO FULL TIME STUDENTS**

In relation to the request to extend reduced rates for tennis court bookings to full time students, the following was **RESOLVED** unanimously:

- a recommendation would be made to the Finance & General Purpose Committee to allow all court users in full time education (both children and adults) to pay the reduced rate
- officers would establish appropriate and straightforward ways for those people to evidence their status to allow them to pay the reduced rates
- assuming the F&GP Committee agree to the proposed changes, they would be made with immediate effect, but that a widely publicised “launch” of the changes would take place in Spring 2026, along with some associated “offers” e.g. periods of free court use – officers would bring back full proposals on this to a future Committee meeting for consideration
- officers would review the existing “recognised benefits” on the reduced rates application form to ensure they were still relevant and appropriate

**OS2526.30 TO CONSIDER A REQUEST FOR A MEMORIAL TREE OUTSIDE OF THE EXISTING MEMORIAL TREE POLICY**

In relation to a request for a memorial tree outside of the terms of existing memorial tree policy (specifically to “adopt” an existing tree rather than purchase a new tree), the following was **RESOLVED** unanimously:

- the Committee supported the request in principle
- the appropriate draft changes to the memorial tree policy would be made by officers and referred to the Finance & General Purpose Committee for agreement
- an associated request would be made to the Finance & General Purpose Committee to set the fee for this new service, with a recommendation from the Open Spaces Committee that the fee be set at £200 and any income from this would be allocated to the planting of new trees

**OS2526.31 TO RECEIVE AN UPDATE ON THE NEW PICNIC AREA/NEW WATER PLAY FACILITIES AT THE MUNDY PLAYING FIELDS**

The Deputy Clerk provided a verbal update on the new temporary picnic area and planned new water play facilities at the Mundy Playing Fields. It was noted that lots of information was available on the Town Council website in relation to this and that the tender has gone out for new water play facilities.

**OS2526.32 TO RECEIVE AN UPDATE ON MATTERS RELATING TO THE PREMISES/RESIDENCES BACKING ONTO THE MUNDY PLAYING FIELDS, SPECIFICALLY ACCESS POINTS AND VISIBLE BUSINESS ADVERTISING**

The Deputy Clerk provided a verbal update on matters relating to premises/residences backing onto the Mundy Playing Fields who had access points onto that green space. It was noted that officers were obtaining advice regarding those access points and regarding business advertising that was visible from the Mundy Playing Fields. The Committee would be updated further in due course.

**OS2526.33 TO CONSIDER QUOTES FOR TREE WORKS IDENTIFIED IN THE MAY 2025 TREE SURVEY**

Quotes for tree works were considered and it was **RESOLVED** unanimously to proceed with engaging Oldown Tree Surgeons to carry out the works on the basis of their quote for £2350 + VAT.

**OS2526.34 TO RECEIVE QUOTES FOR GROUND WATER ASSESSMENTS OF THORNBURY CEMTERY**

Quotes for a ground water assessment of Thornbury Cemetery were considered and it was **RESOLVED** unanimously to proceed with engaging The CDS Group to carry out the works on the basis of their quote for £6245 + VAT.

**OS2526.35 TO CONSIDER THE ADOPTION OF GEOCACHING GUIDELINES FOR TOWN COUNCIL GREEN SPACES**

In relation to Geocaching on Town Council land, it was **RESOLVED** unanimously to adopt the Geocaching guidelines as detailed in the supporting paper.

**OS2526.36 TO RECEIVE AN UPDATE FROM CLLR CHRIS BLOOR ON CREATING NEW THORNBURY WALKS**

Cllr Bloor provided an update to the Committee on progress with creating new walks around Thornbury. It was noted that this project had been taken on by Thornbury Wayfinders and progress had been made with a number of walks. Suggestions were made regarding accessing the walks online and methods for distribution of printed copies of the walks. It was agreed that Cllr Bloor would continue to progress this through the Thornbury Wayfinders and come back to the Town Council in due course to discuss possible ways of assisting with the funding of printing costs.

**OS2526.37 TO NOTE OFFICER'S DECISIONS MADE OUT OF MEETING**

The Committee noted officer decisions made out of meeting on expenditure relating to the purchase of two new trampoline beds (£3,334.27 + VAT), as detailed in the supporting paper.

**OS2526.38 TO NOTE THAT THE DEADLINE FOR SUBMISSION OF ITEMS TO THE DEPUTY CLERK FOR INCLUSION IN THE NEXT AGENDA IS MONDAY 1 SEPTEMBER 2025**

The deadline for submission of items to the Clerk/Deputy Clerk for inclusion in the next agenda was noted to be Monday 1 September 2025.

**OS2526.39 TO NOTE THE DATE OF THE NEXT MEETING – TUESDAY 16 SEPTEMBER 2025**

The date of the next meeting was noted to be Tuesday 16 September 2025.

The meeting closed at 21.45.

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