

Thursday 13 May 2026

To Councillors – Danny Bonnett (Chair), Chris Bloor, Christine Carter, Chris Davies, Fiona Deas, Gil Gilroy, Chris Rowe, 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 19 May 2026** 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 elect a Vice Chair of the Committee
4. To receive any representations from the public relating to items on the agenda
5. To approve and sign minutes of the following meetings of the Open Spaces Committee
 - 5.1 Open Spaces Committee meeting held on 17 March 2026 (paper attached)
 - 5.2 Open Spaces Committee meeting held on 2 April 2026 (paper attached)
 - 5.3 Open Spaces Committee meeting held on 13 April 2026 (paper attached)
 - 5.4 Open Spaces Committee meeting held on 30 April 2026 (paper attached)

6. To consider matters relating to the refurbishment of Streamleaze Play Area
(public consultation ends on 17.05.26, paper to follow)
 - 6.1 To note the results of the public consultation, including votes for play equipment options and any general comments
 - 6.2 To agree the final design for the play area including play equipment choices and any other changes resulting from comments received
7. To receive an update on works to structures at St Marys Churchyard and agree additional expenditure (paper attached)
8. To receive a verbal update on matters relating to the culvert running alongside Oakleaze Green and agree any actions
9. To note the findings of the annual external play area inspections and officer proposals to address the recommended actions (paper attached)
10. To note completion of the tree works identified in the most recent full tree survey (paper attached)
11. To note the amended Tree Management Policy (approved at Finance & General Purpose Committee meeting on 14 April 2026)
12. To note that South Gloucestershire Council are no longer carrying out specified works to the green space adjacent to Rock Street Car Park or to the Grovesend roundabout and have reduced our "Localism" charges accordingly
13. To pass a resolution to exclude members of the public and press for the remaining agenda items due to **COMMERCIALLY SENSITIVE** nature of the business to be transacted
14. To consider matters relating to the installation of a Multi-Use Games Area in the Mundy Playing Fields (confidential paper attached)
 - 14.1 To note the tender evaluation panel's findings and recommendations
 - 14.2 To agree the award of the contract
 - 14.3 To consider whether to paint the tarmacked surface
 - 14.4 To agree to delegate authority to officers to use funds allocated to the project for any expenditure required to discharge planning conditions
 - 14.5 Assuming an award of contract, to agree to refer this award to Full Council to ratify as it exceeds £100,000 (in line with Financial Regulations and the Delegation Scheme)
15. To agree key points from the meeting to be publicised via social media/website
16. To note that the deadline for submission of items to the Deputy Clerk for inclusion in the next agenda is Wednesday 8 July 2026
17. To note the date of the next meeting – Tuesday 21 July 2026

END OF AGENDA

Minutes of the Meeting of the Open Spaces Committee
held on Tuesday 17 March 2026 at 7:30pm
in the Council Chamber, Town Hall

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

Officers present: Wendy Sydenham (Deputy Clerk)

Councillors absent: Cllr Gil Gilroy

OS2526.74 TO CONSIDER ANY APOLOGIES FOR ABSENCE

Apologies were accepted from Cllr Gil Gilroy.

OS2526.75 TO RECEIVE ANY MEMBERS' DECLARATIONS OF INTEREST

There were no members' declarations of interest.

OS2526.76 TO APPROVE AND SIGN THE MINUTES OF THE OPEN SPACES COMMITTEE MEETING HELD ON 20 JANUARY 2026

It was **RESOLVED** unanimously to approve the minutes of the Open Spaces Committee Meeting held on 20 January 2026, and they were signed by the Chair.

OS2526.77 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA

There were no members of the public present.

OS2526.78 TO RECEIVE A REQUEST FROM THORNBURY IN BLOOM TO PLACE SPONSORSHIP BOARDS ON ROCK STREET GARDEN

The following was **RESOLVED** unanimously:

- To allow Thornbury in Bloom to place one sponsorship board on Rock Street Garden, appropriately sized for the space and designed to blend in as much as possible with the surroundings e.g. green background, with the final design to be agreed with officers.
- The sign can name multiple sponsors, with one of them being Thornbury Town Council.
- An agreement should be put in place between the Town Council and Thornbury in Bloom to cover the placement of the sign (as detailed in the officer report).

OS2526.79 TO AGREE A LIST OF ADDITIONAL STREET AND MAINTENANCE WORKS TO BE CARRIED OUT AROUND THE TOWN BY SOUTH GLOUCESTERSHIRE COUNCIL

It was **RESOLVED** unanimously to request the following additional works be completed by South Gloucestershire Council:

- Cutting back of hedging at the north side of the tarmacked section of the skatepark.
- Cutting back of the hedging along Gloucester Road, by the old sixth form building, where the hedging encroaches onto the pavement.
- Roughly along the length of Streamside Walk, cutting back of trees where they encroach onto street lighting, particularly (a) outside Gillingstool Primary School, (b) around the grounds of Crossways School, and (c) near to the Anchor Pub where the Streamside Walk comes off Gloucester Road behind Charles Close.

It was further **RESOLVED** unanimously that Councillors should inform the Deputy Clerk of any other items that they wished to add to the list before Tuesday 24 March 2026, at which point the final list would be supplied to South Gloucestershire Council.

OS2526.80 TO RECEIVE A VERBAL UPDATE ON WORKS TO THE UNDERGROUND CULVERT ON OAKLEAZE GREEN

The Deputy Clerk informed the Committee that there had been some flooding reported around the path leading from Gillingstool to Oakleaze Green. The underground culvert beneath that pathway, which continues along the back of Oakleaze Green and the back of Elmdale Crescent, was currently being examined to check if any issues with the covert were contributing to the flooding. Further information would be provided to the Committee in due course.

OS2526.81 TO RECEIVE AN UPDATE ON THE STREAMLEAZE PLAY AREA REFURBISHMENT PROJECT

- **To note the changes to the project timetable and the requirement for an extraordinary meeting for the contract award**
The Committee noted the amended project timetable, as provided with the meeting papers, and the resulting requirement for an extraordinary meeting to consider awarding the contract. It was **RESOLVED** unanimously that the extraordinary meeting would take place on Thursday 2 April 2026 at 7.30pm.
- **To agree arrangements for the public consultation phase of the project**
It was **RESOLVED** unanimously that the public consultation phase would involve an online survey as well as a face-to-face survey taking place as part of the Love Thornbury/Thornbury In Bloom event on Saturday 2 May 2026.

OS2526.82 TO CONFIRM AGREEMENT WITH THE PROVISIONAL DATES FOR OPEN SPACES COMMITTEE MEETINGS IN THE 2026/2027 CIVIC YEAR

It was **RESOLVED** unanimously to agree to the provisional dates for Open Spaces Committee meetings as set out in the draft 2026/2027 civic year meetings schedule.

OS2526.83 TO REVIEW THE COMMITTEE'S TERMS OF REFERENCE FOR RECOMMENDATION TO FULL COUNCIL

The Committee reviewed the draft updated Terms of Reference which had been circulated with the meeting papers) and **RESOLVED** unanimously to recommend them to Full Council for agreement.

OS2526.84 TO REVIEW THE RISKS AND MITIGATIONS OWNED BY THE OPEN SPACES COMMITTEE FROM THE TOWN COUNCIL'S RISK REGISTER 2026, FOR RECOMMENDATION TO FULL COUNCIL

The risks and mitigations owned by the Open Spaces Committee as set out in the draft Risk Register 2026 were reviewed and it was **RESOLVED** unanimously to recommend these to Full Council for acceptance, with one amendment:

- The mitigations for the risk regarding the skatepark should include some additional detail – the predicted lifespan advised by RoSPA, the anticipated completion date for the new skatepark and confirmation that the existing risks would be mitigated by the new skatepark.

OS2526.85 TO CONSIDER QUOTES FOR THE ANNUAL DEEP CLEAN OF THE TENNIS COURTS

It was **RESOLVED** unanimously to accept the quote from Dragon Courts for £1150.00 + VAT for the deep clean of the two public tennis courts.

OS2526.86 TO CONSIDER QUOTES FOR ANNUAL FOOTBALL PITCH MAINTENANCE

It was **RESOLVED** unanimously to accept the quote from CPS Grounds for £7254.50 + VAT for annual football pitch maintenance works.

OS2526.87 TO NOTE THAT THE DEADLINE FOR SUBMISSION OF ITEMS TO THE DEPUTY CLERK FOR INCLUSION IN THE NEXT AGENDA IS WEDNESDAY 6 MAY 2026

The deadline for submission of items to the Deputy Clerk for inclusion in the next agenda was noted to be Wednesday 6 May 2026.

OS2526.88 TO NOTE THE DATE OF THE NEXT MEETING – TUESDAY 19 MAY 2026

The date of the next meeting was noted to be Tuesday 19 May 2026.

The meeting closed at 20.15.

Minutes of the Meeting of the Open Spaces Committee
held on Thursday 2 April 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)

Councillors absent: Cllr Chrisine Carter
Cllr Gil Gilroy
Cllr Chris Woodhouse

OS2526.89 TO CONSIDER ANY APOLOGIES FOR ABSENCE

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

OS2526.90 TO RECEIVE ANY MEMBERS' DECLARATIONS OF INTEREST

There were no members' declarations of interest.

OS2526.91 TO PASS A RESOLUTION TO EXCLUDE MEMBERS OF THE PUBLIC AND PRESS FOR THE REMAINING AGENDA ITEMS DUE TO THE COMMERCIAL SENSITIVE NATURE OF THE BUSINESS TO BE TRANSACTED

As there were no members of the press or public present, the Committee passed onto the next agenda item.

OS2526.92 TO CONSIDER MATTERS RELATED TO THE REFURBISHMENT OF STREAMLEASE PLAY AREA

- **To consider the tender evaluation panel's findings and any recommendations from officers and staff regarding designs for the play area, and determine which contractor should be awarded the contract**

It was **RESOLVED** unanimously to award the contract for the refurbishment of Streamlease Play Area to Proludic Ltd for the tendered total cost of £75,000.

- **To consider project timings and agree any amendments to the timetable**
It was **RESOLVED** unanimously to amend the project timetable so that the aim would be for works to start on site in early September 2026.

- **To note that as part of the budget setting for 2026/2027, funds have been allocated to this project in the amount of £75,000**

It was **NOTED** that as part of the budget setting for 2026/2027, funds have been allocated to this project in the amount of £75,000.

OS2526.93 TO NOTE THE DATE OF THE NEXT MEETING – TUESDAY 19 MAY 2026

It was **NOTED** that the date of the next meeting was Tuesday 19 May 2026.

The meeting closed at 19.50.

DRAFT

Minutes of the Meeting of the Open Spaces Committee
held on Monday 13 April 2026 at 10.00am
in the Council Chamber, Town Hall

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

Officers present: Wendy Sydenham (Deputy Clerk)

Councillors absent: Cllr Christine Carter
Cllr Gil Gilroy
Cllr Chris Rowe
Cllr Chris Woodhouse

OS2526.94 TO CONSIDER ANY APOLOGIES FOR ABSENCE

Apologies were accepted from Cllr Christine Carter and Cllr Gil Gilroy.

OS2526.95 TO RECEIVE ANY MEMBERS' DECLARATIONS OF INTEREST

There were no members' declarations of interest.

OS2526.96 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA

There were no members of the public present.

OS2526.97 TO CONSIDER MATTERS RELATED TO THE INSTALLATION OF A MULTI-USE GAMES AREA ON THE MUNDY PLAYING FIELDS

- **To agree to a new posting of the tender opportunity, via an electronic tender process**
It was **RESOLVED** unanimously to agree to a new posting of the tender opportunity, via an electronic tender process.
- **To agree to an adjusted timetable for the project, to accommodate the new posting of the tender opportunity**
It was **RESOLVED** unanimously to agree to an adjusted timetable for the project, to accommodate the new posting of the tender opportunity, in line with Option 1 of the supporting paper. This would be with recommendations from the tender evaluation panel being consider by the Committee at its scheduled meeting on 19.05.26 and with the expectation of contract delivery to be by Autumn 2026.
- **To delegate authority to officers to make adjustments to the tender process as required**
It was **RESOLVED** unanimously to delegate authority to officers to make adjustments to the tender process as required.

OS2526.98 TO NOTE THE DATE OF THE NEXT MEETING – TUESDAY 19 MAY 2026

It was **NOTED** that the date of the next meeting was Tuesday 19 May 2026.

The meeting closed at 10.25.

DRAFT

Minutes of the Meeting of the Open Spaces Committee
held on Thursday 30 April 2026 at 12.45pm
in the Council Chamber, Town Hall

Councillors present: Cllr Chris Bloor (Chair)
Cllr Chris Davies
Cllr Fiona Deas
Cllr Gil Gilroy
Cllr Chris Woodhouse

Officers present: Wendy Sydenham (Deputy Clerk)

Councillors absent: Cllr Danny Bonnett
Cllr Chrisine Carter
Cllr Chris Rowe

OS2526.99 TO CONSIDER ANY APOLOGIES FOR ABSENCE

Apologies were accepted from Cllr Danny Bonnet, Cllr Christine Carter and Cllr Chris Rowe.

OS2526.100 TO RECEIVE ANY MEMBERS' DECLARATIONS OF INTEREST

There were no members' declarations of interest.

OS2526.101 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA

There were no members of the public present.

OS2526.102 TO CONSIDER MATTERS RELATED TO THE TENDER PROCESS FOR THE INSTALLATION OF A MULTI-USE GAMES AREA ON THE MUNDY PLAYING FIELDS

- **To note the updated procurement advice**
The updated procurement advice regarding the tender process as set out in the supporting paper was **NOTED**.
- **To agree that a restart/reissue of the tender is no longer necessary**
It was **RESOLVED** unanimously that a restart/reissue of the tender was no longer necessary in light of the updated procurement advice.
- **To agree that the resolution made at the Committee meeting on 13 April 2026 relating to a new posting of the tender opportunity is superseded by any resolutions made at this meeting due to updated procurement advice being received**
It was **RESOLVED** unanimously that the resolution made at the Committee meeting on 13 April 2026 relating to a new posting of the tender opportunity is superseded by all resolutions made at this meeting due to updated procurement advice being received.

- **To delegate authority to officers to proceed with the current procurement in accordance with the original tender documents, including authority to make any necessary adjustments (e.g. to the timetable), and to make all necessary arrangements relating to tender opening and tender interviews**

It was **RESOLVED** unanimously to delegate authority to officers to proceed with the current procurement in accordance with the original tender documents, including authority to make any necessary adjustments (e.g. to the timetable), and to make all necessary arrangements relating to tender opening and tender interviews.

- **To agree that tender submissions received between 09.00 (deadline stated in tender documents) and 23.59 (deadline stated on tender website) on 30.03.26 will be accepted**

It was **RESOLVED** unanimously to accept any tender submissions received between 09.00 and 23.59 on 30.03.26, in addition to those received before 09.00 on 30.03.26.

OS2526.103 TO NOTE THE DATE OF THE NEXT MEETING – TUESDAY 19 MAY 2026

It was **NOTED** that the date of the next meeting was Tuesday 19 May 2026.

The meeting closed at 10.25.

CLIVEDEN

CONSERVATION

HOME FARM , AMMERDOWN ESTATE, KILMERSDON, BATH BA3 5SN

Thornbury Town Council

By email only

Additional works

DATE: May 2026
CLIENT: Thornbury Town Council
OUR REF.: 25072
PROPERTY: St. Mary's Churchyard
SUBJECT: walls and memorials

Dear Wendy,

Works are progressing well at Thornbury, with much of the vegetation now removed from the monuments (this will be removed from site and disposed of next week).

We have not yet looked at the walling, as although undoubtedly these areas need work, we thought we should concentrate on the memorials and any further findings prior to looking at these.

Broadly speaking much of what we surveyed is as proposed in our reports, and I am able to juggle some areas where we have spent less time with others which may take a little longer.

There are three main monuments we need to bring to your attention which may require additional works/changes to that proposed:



383 – this is the monument which has been braced with timber.

For this item we proposed options originally – either laying the headstone flat (which would require breaking it towards the base where an inherent weakness in the stone has led to frost damage). There is limited precedence in this churchyard for laying headstones flat, although commonplace elsewhere, and is potentially a shame for a headstone that is otherwise in good condition above the lower section. I've discussed other options with the team, and perhaps the best option is to insert steel or phosphor bronze supports to the rear and fix through the stone.

Can you confirm how you would like us to proceed on this item?

Box tomb 217



Now we have removed the ivy and significant plant growth from this tomb we are able to better access it. We had originally recommended a shim being placed under the north edge of the plinth to support this, as it was leaning that way. Now we have had a better look at this, we can see that the reason for the lean is a collapse to the top of the vault below. As this tomb is that the end of a row it becomes a significant health and safety risk, and we would recommend dismantling and rebuilding.

The rebuild would need to incorporate some additional supports to the top of the vaulting. Elsewhere when we have needed to do this, we have laid concrete lintels across the top of the vault (which is usually brick-lined), without needing to access the vault internally. There are obvious issues regarding human remains with any excavation should we need to go below ground so we want to avoid this as much as possible.

The scope of works for this would be:

- Lift off lid and set aside
- Take down side panels and remove cramps for renewal in stainless steel
- Remove plinth block to ground level
- Insert concrete lintels across top of vault to support tomb structure
- Rebuild tomb with stainless steel cramps and repoint

We also have a similar issue with tomb 241:



And would carry out similar (but hopefully less extensive) rebuild works.

There are some additional costs associated with these works of £6,995. I have also asked Brian to review the other box tombs we are working on so we don't find any other issues.

Could you please let me know if you are happy to proceed with these elements. We are planning all the works to the box tombs to begin the end of this month.

This price is valid for a period of three months from the date of this letter and is covered by our terms and conditions as detailed on the attached pages.

Should you wish to proceed with these works please let us know and we can arrange mutually convenient dates to attend site.

We look forward to the opportunity to discuss our submission,

Yours sincerely,
For & on behalf of Cliveden Conservation



Berenice Humphreys
Senior Projects Manager
berenicehumphreys@clivedenconservation.com

Officer Report to Thornbury Town Council Open Spaces Committee

Report Title: Annual External Inspection of Play Areas

Prepared By: Wendy Sydenham, Deputy Clerk

Date: 19 May 2026

Status: For Noting/Monitoring



The annual external inspection of all play areas for which the Town Council is responsible took place between 10 and 12 April 2026 and was carried out by The Play Inspection Company. In previous years, inspections were carried out by RoSPA, but it is considered good practice to periodically vary the company used. In addition to the annual inspection of play areas, inspections were carried out of open green spaces for which the Town Council is responsible, and which are regularly used for play. These latter inspections should be carried out every four years and were last carried out in 2022.

The Play Inspection Company use a risk assessment matrix to score findings and remedial actions required. These are rated as Very Low (1-5), Low (6-10), Medium (12-15), High (16-20) and Very High (25). **There were no High or Very High risks identified, and only two Medium risks, both of which can be addressed quickly.** The table below contains details of the highest risk findings from the inspection (Mediums, and Lows scoring 10), along with the total number of Lows scoring 6-8. (The full set of inspection reports will be provided separately for information.)

Officers and staff will address the remedial actions in order of risk level and keep the Committee updated with progress, with the exception of two locations where a slightly different approach will be taken:

- Streamleaze Play Area – this play area is scheduled for refurbishment in September 2026, including replacement of around two-thirds of the equipment and most of the surfacing (wet pour and grass matting). One item of equipment (the roundabout) was identified as requiring Medium-rated remedial action, which staff will address before the refurbishment. As all other findings are Low or Very Low risk, officers will review any outstanding actions following completion of the refurbishment and address them in order of priority.
- Skatepark – (a) no Medium risks were identified (and only one higher scoring Low-risk finding (10)), (b) despite exhaustive searching, we have been unable to secure a contractor to carry out remedial works to the skatepark, including metal fabricators and specialist skatepark contractors, (c) the facility is due to be replaced at some point over the next few years. In light of these factors, we have contacted Skateboard GB to see if they have any other suggestions or advice, and will report back to the Committee in due course.
-

Summary of Highest Risk Findings from April 2026 External Play Inspections

Medium Risk – scoring 12-15

Low Risk – scoring 10

<i>Site</i>	<i>Equipment</i>	<i>Risk Identified</i>	<i>Remedial Action Required</i>	<i>Plan or Action Taken</i>	<i>Complete?</i>
Eastland Avenue Play Area Total Low Risk scoring 6-9 = 22	Ancillary – Site General	Third party fencing is badly damaged/rusted, exposing sharp edges	Replace the damaged fencing		
Osprey Park Play Area Total Low Risk scoring 6-8 = 19	Bouncing Facility	Section of the tile surround can easily be lifted	Resecure the loose tile		
	Sweeping See-Saw	Torsion block is worn and not operating correctly	Replace		
Mundy Playing Fields Play Area Total Low Risk scoring 6-8 = 65	Surfacing Around Rockers	There are steep gradients along the edges of the synthetic surface that may cause users to trip or roll ankles	Build up surrounding surface levels to remove		
	Cable Runway	Surfacing is damaged	Repair damaged areas of surfacing		
	Cable Runway	Traveller bearing is worn/damaged and the item is not operating correctly	Repair/replace		
	Spinner Pole	Bearing is worn/damaged and the item is not operating correctly	Repair/replace		
	Missing Item	Equipment has been removed and the shaft covered with a traffic cone, euro mesh and secured with road pins. However, the area is still accessible, and the means of	Provide a more suitable isolation method		

		isolation has introduced additional hazards that may cause harm in the event of users accessing the area.			
	Sweeping See-Saw	Surfacing is damaged/lifting	Repair damaged areas of surfacing		
	Sweeping See-Saw	Torsion block is worn and not operating correctly	Replace		
	Flush Roundabout	A number of handgrip fixing(s) have worked loose	Secure all loose fixings		
	Swing – 1 Bay/2 Seat	Significant gaps (over 30mm) between the surface and the edging or between the joints in the surface – there are large enough for a small foot to enter	Repair surfacing		
Chantry Road Play Area Total Low Risk scoring 6-8 = 20	<i>No Medium Findings or Low Risk Findings Scoring 10</i>				
Streamleaze Play Area Total Low Risk scoring 6-8 = 25	Roundabout	Surfacing is damaged	Repair damaged areas of surfacing		
	Swing – 1 Bay/2 Seat	Surfacing is severely damaged	Repair damaged areas of surfacing		
	Basket Swing	Surfacing is damaged	Repair damaged areas of surfacing		
Skatepark Total Low Risk scoring 6-8 = 30	Ancillary Item – Site General (Tarmac)	Positive lips in the riding surface where bitmac repairs have been carried out	Provide a uniform surface		

<p>Thicket Walk Green Space</p> <p>Total Low Risk scoring 6-8 = 9</p>	<p><i>No Medium Findings or Low Risk Findings Scoring 10</i></p>				
<p>Chantry Field</p> <p>Total Low Risk scoring 6-8 = 24</p>	<p><i>No Medium Findings or Low Risk Findings Scoring 10</i></p>				
<p>Mundy Playing Fields Green Space</p> <p>Total Low Risk scoring 6-8 = 13</p>	<p><i>No Medium Findings or Low Risk Findings Scoring 10</i></p>				
<p>Oakleaze Green</p> <p>Total Low Risk scoring 6-8 = 5</p>	<p><i>No Medium Findings or Low Risk Findings Scoring 10</i></p>				

Summary of Works from May 2025 Tree Surveys
To be monitored by the Open Spaces Committee

Priority 1: Urgent/mitigate as soon as possible

Priority 2: High risk/mitigate as soon as work schedule allows

Priority 3: Moderate risk/retain and monitor, mitigate as necessary

Priority 4: Low risk/retain and monitor, mitigate if desired

AREA	TREE REF & SPECIES	WORKS RECOMMENDED	COMMENTS	COMPLETE
Thornbury Cemetery	T3 – Purple Beech	Bark inclusion at 2m, crack is propagating on the west side and has travelled 0.5m below base of union, the union has clearly opened up by 7mm, some natural braces currently present but insufficient, cobra brace installed at 7m and reduction of canopy to a final height of 12m – reinspect tree annually and after any storm events.	Staff will reinspect annually and after storm events.	MONITOR
	T34 – Horse Chestnut	Remove spoil from base of tree, vertical mulch compacted area up to 6m from the trunk.		COMPLETE
	T35 – Peach	Dead tree – remove if desired although low risk of harm.	Located on edge of Cemetery and not in an area of high foot traffic, tree will be monitored rather than removed.	MONITOR
	T43 – Cherry	Bacteria canker present at 1.5m, wound wood forming to compensate, spare canopy – remove and replace.		COMPLETE
	T50 – Whitebeam	Dead central stems and dieback noted throughout canopy, tree in decline – remove.		COMPLETE
	G8 – x2 Rowan	Dead trees – remove.		COMPLETE

AREA	TREE REF & SPECIES	WORKS RECOMMENDED	COMMENTS	COMPLETE
Chantry Field	T17 – Walnut	Bifurcated at base, included bark union, minimal natural braces – inspect after storm events, if inclusion appears to be widening, seek arboricultural advice.	Staff to monitor after storm events, photos taken at time of this survey.	MONITOR
	T46 – Field Maple	In decline – apply sugar solution to base, ensure adequate watering programme is adhered to, especially in drought conditions.		COMPLETE
	T47 – Lime	Remove stakes and ties.		COMPLETE

AREA	TREE REF & SPECIES	WORKS RECOMMENDED	COMMENTS	COMPLETE
St Marys Churchyard	T3 – Lime	Low foliage obstructing gate and path – crown lift to 2.5m over gate and path.		COMPLETE

AREA	TREE REF & SPECIES	WORKS RECOMMENDED	COMMENTS	COMPLETE
Mundy Playing Fields	G4 – x6 Field Maple, x2 Oak, x2 Hazel	Growing from a bank, southernmost 2 Field Maples have included bark union with no natural braces, cobra brace installed in top tree only – install cobra brace at 2/3 the clear stem height above the included union of Field Maple on southeast corner of group.		COMPLETE
	T10 – Walnut	Minor strimmer damage at base – leave 0.5m radius clear when mowing/trimming.	Staff informed.	ONGOING
	T14 – Ash	Stage 1 Ash dieback present – reassess in Summer 2027.	Officers will organise reassessment in Summer 2027.	DIARISED
	G10 – Hawthorn, Ash, Field Maple,	Hawthorn hedge with occasional Ash and Field Maple standards, Ash dieback present, low risk of harm – reassess Ash in Summer 2027.	Officers will organise reassessment in Summer 2027.	DIARISED
	T16 – Sycamore	Declining tree, apical dieback noted – monolith to 4m, coronet cut and retain for habitat.		COMPLETE
	T17 – Ash	Early onset Ash dieback noted – reassess in Summer 2027.	Officers will organise reassessment in Summer 2027.	DIARISED
	T25 – Ash	Early onset Ash dieback noted – reassess in Summer 2027.	Officers will organise reassessment in Summer 2027.	DIARISED
	T28 – Ash	Tree has been heavily pruned leaving large surface wounds and stubs, early onset Ash dieback noted – reassess in Summer 2027.	Pruning discussed with staff. Officers will organise reassessment in Summer 2027.	DIARISED
	T33 – Ash	Early onset Ash dieback noted, 3 stems from base, southern stem has seam of dysfunction to 6m terminating with cankers – reassess in Summer 2027.	Officers will organise reassessment in Summer 2027.	DIARISED

AREA	TREE REF & SPECIES	WORKS RECOMMENDED	COMMENTS	COMPLETE
Oakleaze Green	T9 – Red Oak	Remove stake and guard.		COMPLETE

AREA	TREE REF & SPECIES	WORKS RECOMMENDED	COMMENTS	COMPLETE
Thicket Walk	T5 – Scots Pine	Sparse canopy, suppressed by neighbouring trees, in decline – remove tree.	Contractor to complete.	COMPLETE

AREA	TREE REF & SPECIES	WORKS RECOMMENDED	COMMENTS	COMPLETE
Rock Street Garden		No works recommended.		

AREA	TREE REF & SPECIES	WORKS RECOMMENDED	COMMENTS	COMPLETE
Land Adj to Ash Grove		No works recommended.		

AREA	TREE REF & SPECIES	WORKS RECOMMENDED	COMMENTS	COMPLETE
Chantry Road Play Area		No works recommended.		

AREA	TREE REF & SPECIES	WORKS RECOMMENDED	COMMENTS	COMPLETE
Eastland Play Area		No works recommended.		



TREE MANAGEMENT POLICY

Date Ratified:	14 April 2026
Meeting:	Finance and General Purpose Committee
Next review date:	May 2029 (3 yearly review)

1. Background, Scope and Aim of Policy

The Town Council has a statutory duty of care under the Occupiers Liability Act 1999 and the Health and Safety at Work Act 1974 to ensure that members of the public and staff are not put at risk because of a failure by the Town Council to take all reasonable precautions to ensure their safety. There is therefore a need to inspect the trees on spaces owned by, or the responsibility of, the Town Council. This inspection will assess whether the trees represent a risk to persons or property and recommend remedial actions as appropriate. The Town Council will then arrange for those remedial actions to be carried out in line with the urgency attributed to them during inspection. There is an unacceptable risk associated with the Town Council's tree assets where there is no defensible system in place.

This document sets out how trees on land owned by, or the responsibility of, the Town Council will be maintained and managed. The benefits of the Town Council's approach as set out in this policy include:

- Delivery of a structured maintenance programme to enhance and protect the quality of existing tree stock.
- Ensure the ability of the Town Council to defend against tree related insurance claims.
- Provide clear guidance on how the Town Council responds to reports of issues regarding its trees.
- Create more opportunities for wildlife to thrive in Town Council open spaces and help to mitigate against the climate change emergency in line with Town Council's stated priorities.

The Town Council is responsible for trees on the following open spaces – Mundy Playing Fields including Poulterbrook, Chantry Field, Thornbury Cemetery, St Marys Churchyard, Thicket Walk, Eastland Avenue Play Area, Chantry Road Play Area, Oakleaze Green, Land Adjacent to 1 Ashgrove, Land Adjacent to Grace Lodge. All open spaces will be inspected at the same frequency as there is no significant difference in the risk level for each space.

The policy relates solely to existing trees including newly planted trees. This policy does not cover the planning of new tree planting. That is covered by agreed grounds maintenance regimes developed from ecology survey recommendations. The Memorial Tree and Memorial Bench Policy provides additional detail specifically in relation to the planting of memorial trees.

2. Planned Safety Inspections and Maintenance

- The Town Council will arrange for three yearly external inspections of all trees on land owned by it or for which it is responsible.
- Each individual trees will be surveyed to assess its physiological and structural state and the results recorded.
- Inspections will be carried out by a qualified arboriculturist and tree works carried out as a result of the inspections will be based solely on their advice. Their inspection reports will include a list of works to carry out which have been prioritised by them.
- The identified works will be carried out in order of priority by a separately appointed and qualified tree surgeon. (Where an individual action is so straightforward that it doesn't require any kind of specialist training or equipment e.g. removal of tree guards, Town

Council staff will carry out that action at an appropriate time of year and exactly as specified in the list of works.)

- Officers will maintain a schedule of progress against identified actions from the inspections to ensure they are completed in a timely manner and this schedule will be reviewed periodically by the Open Spaces Committee.

3. Ad Hoc Issues and General Principles

- Following very stormy weather/high winds, a visual inspection of all trees will be carried out by staff and the results recorded. The aim of the visual inspection will be to identify any obvious tree hazards that require immediate attention from an arboriculturist or tree surgeon, such as fallen trees, damaged branches, hung-up limbs, new leaning, root heave, etc. Wherever possible, the visual inspections will be carried out by experienced staff who have received some basic training in tree management. Any tree works that are required will be completed in line with the procedure set out in section 2. If significant damage is found, it may be necessary to carry out a full resurvey, either of specific sites or of all sites, but this will be decided on a case-by-case basis, in line with advice from the arboriculturist or tree surgeon. If a full resurvey is carried out, the three-year cycle will begin again from that point.
- Experienced and trained staff will carry out regular visual inspections of all trees and report any issues to officers that may have developed in between inspections and that are not covered by the list of agreed works. This visual inspection will focus on any obvious tree hazards that require immediate attention from an arboriculturist or tree surgeon, such as those details above, and will be recorded. Officers will then seek advice from either the tree surgeon or arboriculturist, depending on availability, to assess these issues and make recommendations as to remedial works, including urgency. Works will be carried out in line with the assessment of urgency, either by the tree surgeon or by staff if appropriate.
- Issues relating to trees reported by members of the public will initially be assessed by officers. Only if appropriate (see below), officers will seek the advice of the tree surgeon or arboriculturist, depending on availability, to assess these issues and make recommendations as to remedial works, including urgency. Works will be carried out in line with the assessment of urgency, either by the tree surgeon or by staff if appropriate.
- Officers will assess each report received by members of the public on a case-by-case basis, and seek advice as necessary, but generally the Town Council will not carry out works to trees for the following reasons alone:
 - branches overhanging private property
 - cutting back of trees to reduce blocking of light or impact on views across land
 - removal of trees or branches to prevent falling leaves or other natural tree debrisIn general, trees will not be removed or significantly pruned or reduced unless there is a demonstrable arboricultural, safety or legal reason for this.
- Trees will be cut back if they touch or are very close to touching windows, roofs and gutters of Town Council or private property, or power lines or similar, or if they obstruct pathways.
- Trees may be pruned, reduced or removed if they grow in a way that affects staff working safely around them e.g. overhanging branches affecting the safe use of mowers or strimmers.

- If at all possible, large and heavy tree branches or tree trunks will not be removed from site following tree works, assuming that these can be made safe e.g. to ensure they are not hazardous for children climbing over them or moving them.
- Where appropriate, the Town Council will endeavour to replace any trees that are removed or fallen except where a tree is removed or has fallen because of an issue with its location, either operational or natural.