

08 January 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 13th January 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.



Hannah Bowden, Chief Executive

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 pavement opposite the Town Hall, next to the noticeboard. 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 note the resignation of Councillor Phil O'Rourke (North West Ward) & Emma Shepherd (South Ward)
4. To fill the two North West Ward Councillor Vacancies by Co-option
5. To receive both Declaration of Acceptance of Office
6. To receive any representations from the public relating to items on the agenda
7. To receive presentation from SGC's One Stop Shop
8. To approve the minutes of the Full Council meeting held on Tuesday 11th November 2025
9. To receive the minutes (approved or draft) from the following Committees:
 - 9.1 Open Spaces Committee meeting held on 18 November 2025
 - 9.2 Staffing Committee meeting held on 2 December 2025
 - 9.3 Finance and General Purpose Committee meeting held on 9 December 2025
 - 9.4 Climate & Nature Committee meeting held on 16 December 2025

10. To receive the notes from Working Groups:
 - 10.1 Capital Strategy Working Group meeting held on 27 November 2025
 - 10.2 Events and Innovations Working Group meeting held on the 17 November 2025
11. To receive an update from the South Gloucestershire Council Councillors
12. To note Project Monitoring updates
13. To approve the accounts for payment and ratify payments made out of meeting (to be tabled)
14. To approve the request from the Armstrong Hall Trust to transfer the deed for Armstrong Hall from Thornbury Town Council to the Armstrong Hall Trust
15. To approve Service Level Agreements and award amounts as recommended by the Service Level Agreement Working Group
16. To approve the scope for a Landscape Architect, approve the budget and delegate award to the Finance & General Purpose Committee
17. To approve the 2026/2027 draft budget, including reserves, as recommended by the Finance and General Purpose Committee
18. To approve the 2026/2027 precept request as recommended by the Finance and General Purpose Committee
19. To receive and approve request from Krunch for a short term change to provision within the Youth Contract.
20. To approve the progression of Promoting Thornbury
21. To appoint Councillor Greenman to the Events & Innovations Working Group
22. To appoint councillor representative to:
 - 22.1 Town Centre Partnership
 - 22.2 Streamside Improvements Co-Design Working Group (report included in papers)
23. To receive update from Councillor Representatives
24. To note agenda items for the next meeting to be sent to the Chief Executive by 9am on 02 March 2026

Date of next meeting - 7.30pm on 10 March 2026

END OF AGENDA

COUNCILLOR CO-OPTION APPLICATION FORM

CONTACT DETAILS (Block Capitals please)

NAME:	DAVID DAWKINS
ADDRESS:	[REDACTED]
POSTCODE:	BS35 1EU
EMAIL ADDRESS:	[REDACTED]
HOME TEL. NO:	[REDACTED]
MOBILE TEL. NO:	[REDACTED]

About You

Please introduce yourself and detail why you are applying for the vacancy. Points you may like to cover include your connection with the area, membership of any community groups, voluntary work within the area or elsewhere, particular interests relating to the Town:

I am David Dawkins, and I have been a resident of Thornbury since I moved here from Bristol in 1999. Prior to my retirement two years ago, I worked for South Gloucestershire Council and previously for Avon County Council as IT managers. My last position was with the South Gloucestershire Youth Offending Team.

Before working in Local Government, I had roles with the University of Bristol and an American IT company.

For the last few years, I have served as a Member of the Independent Monitoring Board (IMB) at HMP Leyhill. (appointed by the Prison Minister but voluntary). The role of Member of the IMB is to ensure prisoners are treated fairly and humanely. The IMB is a statutory body, so Members have prison keys and can visit any area of the prison without hindrance.

I have recently been appointed an Independent Custody Visitor (another statutory position). I will be (with others) checking the welfare, rights, and treatment of detainees at Patchway Custody Suite, ensuring they are treated fairly and with dignity, and reporting our findings to the Police & Crime Commissioner.

I was a founding member of TRAPP'D with the aim of preventing poorly planned developments (as we perceived them) around the edge of Thornbury. TRAPP'D is not against all development – they recognise the need for more housing. They just want the houses that are built to be of high quality, in the right place and with all the required infrastructure. South Gloucestershire Council has a requirement to build a certain number of houses over the coming years and building next to Thornbury is a very attractive proposition to developers. Hopefully, the new Local Plan will minimize these developments and that Thornbury Town Council will be fully involved.

Skills

Please detail any skills or experience you have that may be relevant to the Town Council. This may be professional, and might include any skills you may have from other activities you are involved with:

I have always been an active member of every team I have been a part of – not afraid to voice my opinion but ready and willing to accept the views of others to reach a consensus when required.

I have the ability and willingness to work closely with other Members and to maintain good working relationships with both the Council staff, and the Council's partners (e.g. voluntary groups, other town and parish councils, South Gloucestershire Council, local MP, charities etc).

My role as a member of the IMB at HMP Leyhill involves me in talking to both prisoners and prison officers. I have regular meetings with Prison Governors and am responsible for writing the Safety and Security chapters of the IMB's Annual Report.

I am not aligned with any political party - I am truly independent. But I am passionate about certain subjects eg justice, fairness, honesty, the environment and equal rights for all. I am not afraid to call out when I perceive things to be wrong. On that note I believe the Council should explain more clearly to residents why they are doing some things and what the limit of their powers is. Misinformation spread via social media should be countered as much as possible. These are troubling times with society becoming more divisive. Thornbury has always prided itself on being an inclusive town – welcoming allcomers. We must continue to encourage the community spirit that the vast (albeit, often silent) majority desires.

Any other information

Is there any other information you would like to disclose regarding your application:
(optional)

I am particularly keen to preserve the character of Thornbury and to encourage the residents of the new housing estates on the edges of Thornbury to participate in community projects and walk and cycle to the shops and businesses in and around the High Street.

I believe I would make a valuable contribution to Thornbury Town Council and by extension, its residents if co-opted onto the Council. However, I am not naive enough to say I will definitely "make a difference" but I am realistic that what I can do (I hope) is nudge the 15 other councillors in particular directions.

I think the residents of Thornbury will appreciate my honesty, and trust that I will work hard and do my best - and I am sure I can repay that trust.

Both my children attended Manorbrook and Castle schools. My son played for the Thornbury Falcons football team from aged 11 to 16. My daughter was a scout in Thornbury and was selected to represent the UK scout movement at a World Scout Jamboree in Sweden.

My (now 98 year old) mother moved from the Highlands of Scotland into a Churchill flat on Castle Street when it opened a few years ago. I therefore have a vested interest in ensuring Thornbury shops and services are accessible and welcoming to our older residents.

Are you prepared to undertake training relevant to the role?

Yes / ~~No~~

Use of Personal Information


The Town Council will use your information, including that which you provide on this application form, to assess your suitability to be a town councillor.

Declaration & Consent

I have read the section entitled "Use of Personal Information" and by signing this form I consent to the use and disclosure of my information included in this application form.

I declare the information given on this form to be true and correct.

SIGNED



NAME.....David Dawkins.....

DATE.....

18/12/25

COUNCILLOR ELIGIBILITY

Please tick which of the following applies to your application.

In order to be eligible for co-option as a Thornbury Town Councillor you must be:

- ☒ a British subject, or a citizen of the Commonwealth or the European Union
- ☒ 18 years of age or over on the 'relevant date' (i.e. the day on which you are co-opted).

You must additionally be able to meet one of the following qualifications, please tick all that apply:

- ☒ I am registered as a local government elector for the parish of Thornbury; or
- ☒ I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish of Thornbury; or
- ☐ My principal or only place of work during those twelve months has been in the parish of Thornbury; or
- ☒ I have during the whole of the twelve months preceding the date of my co-option resided in the parish of Thornbury or within 3 miles of it.

Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

a) holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented;

or

b) a person is the subject of a bankruptcy restrictions order or interim order. More information is set out in the following guidance [Bankruptcy restrictions or interim order section](#).

c) who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors* (but see below);

or

d) has within five years before the day of co-option, or since his/her co-option, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine;

or

e) is otherwise disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices).

Please Note:

The full range of disqualifications is complex and if you are in any doubt about whether you are disqualified, you must do everything you can to check that you are not disqualified before submitting your application.

You must be sure that you are not disqualified as you are asked to confirm and sign that you are not disqualified.

It is a criminal offence to make a false statement as to your qualification for being co-opted, so if you are in any doubt you should contact your employer, consult the legislation or, if necessary, take your own independent legal advice.

The Chief Executive and Council will not be able to confirm whether you are disqualified.

Further details and legal references can be found on the guidance for candidates at: <https://www.electoralcommission.org.uk/guidance-candidates-parish-council-elections-england/what-you-need-know-you-stand-a-candidate/qualifications-and-disqualifications-standing-election/disqualifications>

Use of Personal Information

The Town Council will use the information provided on this form to assess your eligibility to be a town councillor.

Declaration & Consent

I.....**David Dawkins**.....hereby confirm that I am eligible for the vacancy of Thornbury Town Councillor and I am not disqualified under s80 of the Local Government Act 1972 from being a town councillor and that the information given on this form is true and correct.

I have read the section entitled "Use of Personal Information" and by signing this form I consent to the use and disclosure of my information included in this form.

Signature



Name.....**David Dawkins**.....

Date

18/12/25

NAME OF WARD(S) FOR WHICH YOUR APPLICATION RELATES**:

Co-opted (but I believe it is for the North West ward)

***you may apply for more than one ward if there are multiple vacancies advertised*

Please return your completed application form, together with your application letter to:

Chief Executive

Thornbury Town Council, Town Hall, High Street, Thornbury, BRISTOL, BS35 2AR

For further information, please contact:

Email: info@thornburytowncouncil.gov.uk

Phone: 01454 412103

Website: www.thornburytowncouncil.gov.uk

COUNCILLOR CO-OPTION APPLICATION FORM

CONTACT DETAILS (Block Capitals please)

NAME:	TIFFANY O'CONNOR
ADDRESS:	[REDACTED]
POSTCODE:	BS353TE
EMAIL ADDRESS:	[REDACTED]
HOME TEL. NO:	[REDACTED]
MOBILE TEL. NO:	[REDACTED]

About You

Please introduce yourself and detail why you are applying for the vacancy. Points you may like to cover include your connection with the area, membership of any community groups, voluntary work within the area or elsewhere, particular interests relating to the Town:

My name is Tiffany, although everyone calls me Tiff. I have had a strong sense of public service from a young age. At 12, I began volunteering at my local pony club, helping physically disabled children my own age to ride. That experience changed me, and I have been drawn ever since to supporting people who are often unseen or unheard.

At 19, I became a Special Constable, attached to the neighbourhood team in Thornbury and to response in Patchway. I served as a Special for seven years and was awarded a service medal. At the same time, I volunteered with the Army Cadet Force as an officer, working with Thornbury and surrounding detachments to give young people skills, pride and a place they could call their own. My passion for youth work really grew from there.

I then became the Child and Young Person Coordinator for JIGSAW Thornbury for a year. In that role I developed the children's and youth groups so that young people had a safe, inclusive and fun community. My achievements included liaising with the Duke of Edinburgh's Award to create inclusive opportunities for young people with additional needs and arranging for younger children to complete St John Ambulance first aid awards.

After that I worked for Avon Fire and Rescue Service as a Community Partnership Officer. I worked with local councils, authorities, government and community stakeholders to support vulnerable people with fire safety and to plan for major incidents involving those at higher risk. In five months, stakeholder engagement increased by around 400%.

Academically, I achieved a First Class BA (Hons) in Uniformed and Public Services in 2020. In 2026 I will graduate from the University of Essex with an MSc in Criminology and Criminal Psychology, where I am currently predicted a Distinction. I have also recently been awarded my PGCert in Higher Education and a Fellowship of the Higher Education Academy. As part of this, I carried out research into inclusive learning and developed a new teaching approach, which I aim to publish next year. I have already been

accepted to begin a PhD at the University of South Wales in October next year, a joint discipline of Criminology, Forensic Psychology and Policing.

I now work as an Operational Policing Lecturer at the University of South Wales. I teach officers from South Wales Constabulary on their BSc degree and currently have over 500 students. I also conduct research for police forces and government bodies; this research is used to inform changes to policy and practice that directly affect communities and the public.

Although I now have several academic qualifications, I did not do well at school. I am dyslexic and, at that time, there was little understanding or compassion for my learning needs. I grew up with two very young parents, with limited money and family support locally, which created more barriers than many people might realize. I was determined not to let that stop me from pursuing a good education, and I worked my way through college and university as the first in my family to take this path. I know I may appear well spoken and educated now, and some may see that as a form of privilege, but I have a deep understanding of what it feels like to struggle and to need help, because I come from that background myself. I believe this makes me more empathetic and in touch with different communities of people.

I have a particular interest in Thornbury's heritage, open spaces and opportunities for young people. I care deeply about protecting the town's historic character and ensuring that our buildings and architecture can be enjoyed by future generations. I would like to support the Council's work to sustain and enhance our outdoor spaces, for example our parks and playing fields, and to make sure facilities such as the skate park are well maintained so that young people have safe, welcoming places they can call their own. People, pride and places are what make a community; when we look after the places we share, we help to build pride and a stronger sense of belonging. With that in mind, I would be especially interested in contributing to committees that focus on youth, open spaces, community facilities and the town's environment and heritage.

My family have lived in and around Thornbury for over 50 years. My partner and I will be moving to the High Street in the next few weeks; it was an easy decision because we truly love Thornbury and wanted to be at the heart of the town. I am applying for this vacancy because I care deeply about Thornbury's people, especially its young and vulnerable residents, and I would like to use my background in public service, policing, education and community work to help the Town Council make thoughtful, evidence-based decisions that keep Thornbury safe, inclusive and thriving for everyone.

Skills

Please detail any skills or experience you have that may be relevant to the Town Council. This may be professional, and might include any skills you may have from other activities you are involved with:

I bring a range of skills and experience that I believe would be valuable to Thornbury Town Council. Professionally, I have strong experience in community stakeholder development. In my role as Community Partnership Officer with Avon Fire and Rescue Service, I worked closely with local councils, housing providers, schools, charities and other public services to build partnerships that supported vulnerable residents and improved safety. In a short period, I helped increase stakeholder engagement by around 400%, which required effective relationship-building, clear communication and the ability to bring different organisations around a shared goal.

Across my public service roles as a Special Constable, Army Cadet Force officer, fire service staff member and now as an operational policing lecturer, I have developed a deep understanding of how

public services and local authorities operate and how decisions made in one area affect people's lives in another. I am used to working collaboratively with police, fire, local councils, health and voluntary sector partners, and I am confident engaging with senior officers as well as frontline staff and community members.

Through my academic and professional work, I have strong analytical and governance skills. I regularly read and interpret policies, research reports and complex documentation, and I teach police officers how to apply legislation, procedure and evidence-based practice to real-world situations. I am comfortable scrutinising information, asking constructive questions and making decisions based on evidence. My research work with police forces and government bodies has also given me experience of designing and evaluating projects that aim to improve services for the public.

A key thread through my career has been an understanding of "hidden voices" in communities. I have worked extensively with young people, disabled children, families of children with additional needs, and adults who may not always feel able to speak up for themselves. This has given me a strong awareness of barriers to participation and the importance of accessible communication, inclusive spaces and trauma-informed practice. I would bring that perspective to Town Council decisions to help ensure that those who are less visible are still considered.

I also have a strong track record of professionalism and integrity. Across my time in policing, the cadet force, the fire service and higher education, I have never been subject to misconduct proceedings or formal complaints. I take codes of conduct, ethics and policy very seriously and make a point of understanding the standards I am working under. I believe it is important for councillors to lead by example, modelling respectful behaviour, transparency and good governance in everything we do.

Finally, I have well-developed communication and engagement skills from years of public-facing work. As a lecturer, I regularly explain complex issues in clear, accessible language to large groups. As an ambassador for Encephalitis International, I have shared my story on television, radio and in print to raise awareness and encourage others. I am confident speaking in meetings and public forums, listening to residents' concerns and feeding these back in a calm, professional and solution-focused way.

Any other information

Is there any other information you would like to disclose regarding your application:
(optional)

If appointed I would be very happy to undertake any induction or training the Town Council recommends, and I am willing to be flexible around evening meetings. I am also happy to provide any further information or references the Council may require.

I live on a small farm currently that resides with Alveston parish however, my family, my GP, my volunteering as well as where I shop are all in Thornbury, I will also be moving soon to 52 high street.

Are you prepared to undertake training relevant to the role?

Yes

Use of Personal Information

The Town Council will use your information, including that which you provide on this application form, to assess your suitability to be a town councillor.

Declaration & Consent

I have read the section entitled "Use of Personal Information" and by signing this form I consent to the use and disclosure of my information included in this application form.

I declare the information given on this form to be true and correct.

SIGNED

[Redacted Signature]

NAME Tiffany O'Connor

DATE December 9, 2025

COUNCILLOR ELIGIBILITY

Please tick which of the following applies to your application.

In order to be eligible for co-option as a Thornbury Town Councillor you must be:

- ☒ a British subject, or a citizen of the Commonwealth or the European Union
- ☒ 18 years of age or over on the 'relevant date' (i.e. the day on which you are co-opted).

You must additionally be able to meet **one** of the following qualifications, please tick all that apply:

- ☐ I am registered as a local government elector for the parish of Thornbury; or
- ☐ I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish of Thornbury; or
- ☐ My principal or only place of work during those twelve months has been in the parish of Thornbury; or
- ☒ I have during the whole of the twelve months preceding the date of my co-option resided in the parish of Thornbury or within 3 miles of it.

Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

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or

b) a person is the subject of a bankruptcy restrictions order or interim order. More information is set out in the following guidance [Bankruptcy restrictions or interim order section](#).

c) who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors* (but see below);

or

d) has within five years before the day of co-option, or since his/her co-option, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine;

or

e) is otherwise disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices.

Please Note:

The full range of disqualifications is complex and if you are in any doubt about whether you are disqualified, you must do everything you can to check that you are not disqualified before submitting your application.

You must be sure that you are not disqualified as you are asked to confirm and sign that you are not disqualified.

It is a criminal offence to make a false statement as to your qualification for being co-opted, so if you are in any doubt you should contact your employer, consult the legislation or, if necessary, take your own independent legal advice.

The Chief Executive and Council will not be able to confirm whether you are disqualified.

Further details and legal references can be found on the guidance for candidates at: <https://www.electoralcommission.org.uk/guidance-candidates-parish-council-elections-england/what-you-need-know-you-stand-a-candidate/qualifications-and-disqualifications-standing-election/disqualifications>

Use of Personal Information

The Town Council will use the information provided on this form to assess your eligibility to be a town councillor.

Declaration & Consent

I Tiffany O'Connor, hereby confirm that I am eligible for the vacancy of Thornbury Town Councillor and I am not disqualified under s80 of the Local Government Act 1972 from being a town councillor and that the information given on this form is true and correct.

I have read the section entitled "Use of Personal Information" and by signing this form I consent to the use and disclosure of my information included in this form.

Signature  Name: Tiffany O'Connor

Date : December 9, 2025

NAME OF WARD(S) FOR WHICH YOUR APPLICATION RELATES**:

North West Ward

***you may apply for more than one ward if there are multiple vacancies advertised*

Please return your completed application form, together with your application letter to:

Chief Executive

Thornbury Town Council, Town Hall, High Street, Thornbury, BRISTOL, BS35 2AR

For further information, please contact:

Email: info@thornburytowncouncil.gov.uk

Phone: 01454 412103

Website: www.thornburytowncouncil.gov.uk

Minutes of the Meeting of Full Council

**held on Tuesday 11 November 2025 at 7:30pm
at Council Chamber, Town Hall**

Members present: Cllrs Helen Ball (Chair)
Chris Davies
Fiona Deas
Chris Woodhouse
Chris Bloor
Christine Carter
Chris Rowe
Gil Gilroy
James Murray
Maggie Tyrrell
Jayne Stansfield
Phil O'Rourke

In attendance: Hannah Bowden, Chief Executive
3 members of the public

Absent: Cllrs Danny Bonnett
Kath Greenman
Emma Shepherd

FC2526.98. To note any apologies for absence

Apologies for absence were noted from Cllr Danny Bonnett.

FC2526.99. To receive any declarations of interests from members

There were no declarations of interests from members.

FC2526.100. To approve the minutes of the Full Council meeting held on 09 September 2025, the Extraordinary Full Council Meeting held on 30 September 2025 and the extraordinary Full Council Meeting held on 28 October 2025.

It was **RESOLVED** unanimously to approve the minutes of the Full Council Meeting held on 09 September 2025, the Extraordinary Full Council Meeting held on 30 September 2025 and the Extraordinary Full Council Meeting held on 28 October 2025.

FC2526.101. To receive any representations from the public relating to items on the agenda

Representations from the public were received and reference was made to recent rumours circulating on social media regarding Lion House. In addition, concern was raised regarding the

display of flags. It was also noted that Thornbury in Bloom had indicated an interest in undertaking improvements to Streamside Walk.

FC2526.102. To note the resignation of Cllr John Reynolds

It was agreed to formally thank John Reynolds for his service and reliability.

FC2526.103. To receive the minutes (approved or draft) from the following committees:

- **Open Spaces Committee meeting held on 16 September 2025**
It was **RESOLVED** unanimously to approve the minutes of the Open Spaces Committee meeting held on 16 September 2025
- **Planning Committee meeting held on 23 September 2025**
It was **RESOLVED** unanimously to approve the minutes of the Planning Committee meeting held on 23 September 2025.
- **Staffing Committee meeting held on 07 October 2025**
It was **RESOLVED** unanimously to approve the minutes of the Staffing Committee meeting held on 07 October 2025.
- **Finance & General Purpose Committee meeting held on 14 October 2025**
It was **RESOLVED** unanimously to approve the minutes of the Finance & General Purpose Committee meeting held on 14 October 2025.
- **Climate & Nature Committee meeting held on 21 October 2025**
It was **RESOLVED** unanimously to approve the minutes of the Climate & Nature Committee meeting held on 21 October 2025.

FC2526.104. To receive the notes from the Working Groups:

- **Capital Strategy Working Group meeting held on 31 October 2025**
It was **RESOLVED** unanimously to receive the notes from the Capital Strategy Working Group meeting held on 31 October 2025.
- **Events & Innovations Working Group meeting held on 15 September 2025.**
It was **RESOLVED** unanimously to receive the notes from the Capital Strategy Working Group meeting held on 15 September 2025.

FC2526.105. To receive an update from the South Gloucestershire Council Councillors

- **Budget Consultation**
Members were advised that the budget consultation indicated a reduction in available funding rather than an increase, resulting in tighter budget constraints. It was noted that costs associated with the Social Care Bill are rising, and actions are being taken to facilitate the return of children to placements within the local area. Adult Social Care is also due to receive an increased allocation within the forthcoming budget.
- **Your Voice Session**
A Your Voice Session was held, comprising 3 elements: stalls, discussion groups and then a presentation. The agenda for the discussion meeting, scheduled for 20 November 2025, will be set by the attendees. Ideas for agenda items should be submitted to the Mayor, Vice Chair or Chief Executive by this date. The next Your Voice Session is on 19 January 2026, 18:30 – 20:30 at the Leisure Centre and all councillors and members of the community are invited to attend.
- **Local Plan**
It was reported that the Local Plan has been submitted to Government. A public inquiry is anticipated in the spring with adoption expected by autumn.
- **West of England Combined Authority (WECA)**

WECA are working collaboratively with the new Mayor. The new transport plan for the West of England will affect Thornbury. The Y2C bus service is now in operation. The next transport priority for Thornbury is to provide access to Southmead Hospital however, the timeline for this remains uncertain due to the lack of available budget this year and pending confirmation of next year's budget.

- **National Infrastructure Announcement**

Central Government is expected to announce the location of the new power station on Thursday.

- **Unauthorised flags**

It was reported that flags have been illegally hung around the town and South Gloucestershire Council is arranging their removal, but the associated costs will have an impact on their budgets.

- **Parking Charges Review**

A working group is scheduled to meet this week to commence the formal review of parking charges. Footfall data, collected via mobile phone signal tracking, has shown a 3% decrease, consistent across areas with and without car park charges. Data also shows an increase in length of stay of up to 40%. South Gloucestershire Council has agreed to share the data with the Town Centre Partnership for their meeting on 10 December 2025.

FC2526.106. To note Project Monitoring updates

The Project Monitoring updates were noted.

FC2526.107. To approve the accounts for payment and ratify payments made out of meeting

It was **RESOLVED** unanimously to approve the accounts for payment and ratify the payments made out of meeting (as detailed in the attached schedule).

FC2526.108. To approve the following recommendations from the Capital Strategy Working Group: To commission View Architects to provide a masterplan proposal including updated plans for the pavilion at a cost of £1,000 + VAT. Cost to be allocated to 190/4545 Capital Projects and funds transferred from 342 EMR Capital Projects.

It was **RESOLVED** unanimously to approve the recommendations from the Capital Strategy Working Group to commission View Architects to provide a masterplan proposal including updated plans for the pavilion at a cost of £1,000 + VAT.

FC2526.109. To review and approve the instruction of a Land Management Strategy

It was **RESOLVED** for the following to be actioned and brought back to the next Full Council meeting for further consideration:

- Any anticipated challenges and specific examples of any challenges to be provided for the next Full Council meeting.
- The Staffing Committee should review the staffing and resource implications of Option 1 and report its findings to Full Council.
- An indication of the financial savings from a land management strategy.

FC2526.110. To appoint a Councillor to complete monthly checks of bank reconciliations

It was **RESOLVED** unanimously to appoint Cllr Chris Rowe to complete the monthly checks of bank reconciliations.

FC2526.111. To appoint a Chair for the Open Spaces Committee

It was **RESOLVED** unanimously to appoint Cllr Danny Bonnett as Chair of the Open Spaces Committee. Cllr Phil O'Rourke was thanked for putting himself forward for the role.

FC2526.112. To congratulate Thornbury in Bloom for the regional and national awards

It was **RESOLVED** unanimously to formally thank Thornbury in Bloom.

FC2526.113. To appoint councillor representatives for:

- **Thornbury Pub Watch – meet every 2 months**
- **Town Centre Partnership**
- **Thornbury Christmas Lights Association**

It was **RESOLVED** unanimously to appoint:

- Cllr Fiona Deas to be the councillor representative for Thornbury Pub Watch.
- Cllr Chris Bloor to be the councillor representative for the Town Centre Partnership
- Cllr Christine Carter to be the councillor representative for Thornbury Christmas Lights Association subject to confirmation of meeting dates.

FC2526.114. To receive an update on Service Level Agreement applications and delegate the review and award to a working group to make a recommendation to the Finance and General Purpose Committee for inclusion in the final budget.

It was **RESOLVED** unanimously to delegate the review to the Service Level Agreement Working Group.

FC2526.115. To receive update from Councillor Representatives

- **Walkers are Welcome**
Cllr Kath Greenman reported that the sub group will be organising the festival next year.
- **Your Voice**
Cllr Chris Bloor reported that the next Your Voice meeting will be more Thornbury based.
- **Tytherington Quarry Liaison Group**
Cllr Chris Bloor reported on behalf of the Tytherington Quarry Liaison Group.
- **Over 60's Tear Room**
Cllr Fiona Deas reported that the Over 60's Tea Room was losing volunteers.
- **Thornbury Town Football club**
Cllr Fiona Deas reported that the club are progressing with the purchase of containers and grass cutting equipment and they have sponsorship from McDonald's. The Football Association are proposing 52 weeks a year of sport.

FC2526.116. To pass a resolution to exclude members of the public and press for the remaining agenda items due to the CONFIDENTIAL and SENSITIVE nature of the business to be transacted

It was **RESOLVED** unanimously to exclude members of the public and press for the remaining agenda items, due to the confidential and sensitive nature of the business to be transacted.

FC2526.117. To receive confidential report and agree any action

The confidential report was noted. There were no actions taken.

FC2526.118. To note agenda items for the next meeting to be sent to the Chief Executive Officer by 9am on Monday 5 January 2026.

It was noted that the Government Arts and Culture Grant be an item on the next agenda. Any other items for the next meeting must be sent to the Chief Executive Officer by 9am on 5 January 2025.

FC2526.119. Date of next meeting: 7:30pm on Tuesday 13 January 2026

It was noted that the next meeting would be held at 7:30pm on Tuesday 13 January 2026.

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

ACCOUNTS PAID OUT OF MEETING			
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	16.05	16.05
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	6.45	6.45
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	26.80	26.80
UNITY TRUST BANK - STRIPE ACCOUNT	BANK CHARGES	7.95	7.95
THORNBURY TOWN COUNCIL	PAYROLL - NET SALARIES	26,340.77	26,340.77
THORNBURY TOWN COUNCIL	PAYROLL - HMRC	9,517.58	9,517.58
THORNBURY TOWN COUNCIL	PAYROLL - PENSION	5,217.38	5,217.38
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	409.72	341.43
OCTOPUS ENERGY	ELECTRICITY - MPF (DD)	528.10	440.08
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	54.17	51.59
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	67.16	63.96
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD STATEMENT BALANCE - OCTOBER 25 (Direct Debit @ £957.40)	0.00	0.00
GIFFGAFF	CC1156 - STAFF MOBILE PHONE TOP UP	6.00	5.00
GIFFGAFF	CC1157 - STAFF MOBILE PHONE TOP UP	10.00	8.34
AMAZON	CC1158 - TRACING PAPER ROLL	12.99	10.82
AMAZON	CC1159 - SCOTTISH FLAG	5.59	4.66
AMAZON	CC1160 - TODDMOMY BEE HOUSE MAKING AND KIDS GARDENING GLOVES	40.26	36.74
GIFFGAFF	CC1161 - STAFF MOBILE PHONE TOP UP	10.00	8.34
AMAZON	CC1162 - STATIONERY AND STRIMMER CORD	43.48	36.22
ACTIVE BACKGROUND CHECKS	CC1163 - ENHANCED BACKGROUND CHECK	30.50	30.50
AMAZON	CC1164 - PENS AND ROLLER BLIND CORD	12.98	10.82
GIFFGAFF	CC1165 - STAFF MOBILE PHONE TOP UP	8.00	6.67
BOWCOM	CC1166 - PAINT FLUSHING SOLUTION	37.37	31.14

SCREWFIX	CC1167 - EXTRACTOR FAN AND FITTINGS	220.96	184.12
AMAZON	CC1168 - WALL CLOCKS, BATTERIES AND STATIONERY	98.00	81.66
SCREWFIX	CC1169 - MAINTENANCE MATERIALS	22.99	22.99
CURRYS	CC1170 - UNDERCOUNTER FRIDGE (including delivery and recycle of old appliance)	239.00	199.17
AMAZON	CC1171 - GAZEBO LIGHTS	21.99	18.32
AMAZON	CC1172 - VEHICLE JACK	196.20	163.50
AMAZON	CC1173 - DIGITAL WALL CLOCKS AND KARCHER WET & DRY VACUUM CLEANER	128.92	107.43
POPPY SHOP	CC1174 - X2 LARGE POPPIES FOR DISPLAY	14.50	12.08
AMAZON	CC1175 - SCREW CAPS	9.98	8.32
AMAZON	CC1176 - 2-PACK LITTER PICKERS AND LINEN THREAD	34.19	28.49
SCHEPPACH UK LTD	CC1177 - AIR COMPRESSOR	279.00	232.50
CANVA PTY LTD	CC1178 - TOWN COUNCIL STICKERS FOR CHRISTMAS LIGHTS EVENT	86.40	72.00
GOV.UK	CC1179 - LAND REGISTRY SEARCH	7.00	7.00
GOV.UK	CC1180 - LAND REGISTRY SEARCH	7.00	7.00
GOV.UK	CC1181 - LAND REGISTRY SEARCH	7.00	7.00
AMAZON	CC1182 - TRAILER PLUG & SAFETY WORK GLOVES	13.48	12.23
AMAZON	CC1183 - OFFICE CHAIR	169.97	141.64
FACE - FOUNDATION FOR ACTIVE COMMUNITY ENG	YOUTH WORK PROVISION APRIL 2025 - MARCH 2026	43,783.76	43,783.76
GLASDON UK LIMITED	LOWTHER SEAT - BENCHES X2	1,853.18	1,544.32
EQUALS MONEY PLC	TOP UP FUNDS FOR PRE-PAID PETTY CASH CARDS	500.00	500.00
SOUTH GLOS COUNCIL	PAYROLL CHARGES FOR THE PERIOD JULY TO SEPTEMBER 2025	213.30	177.75
THORNBURY CHRISTMAS LIGHTS	COMMUNITY FAIR STALL FOR TTC	10.00	10.00
SLCC ENTERPRISES	STAFF TRAINING (4-PART)	216.00	180.00
BYFORD FURNITURE AND JOINERY	FINAL 50% BALANCE FOR NEW CHURCHYARD GATES AT ST MARYS	4,716.00	3,930.00
HEARTSAFE AED LOCATOR (E.U) LTD	DEFIBRILLATOR WITH WIFI INCLUDING ELECTRODE PAD PAK	1,549.75	1,293.95
SUMMERS MEMORIAL MASONS	ATTEND THORNBURY CEMETERY TO LAY DOWN X8 UNSAFE MEMORIALS AND MAKE SAFE	2,844.00	2,370.00
AGROVISTA UK LIMITED	X2 ADVANCED MULTI GRASS FEED	190.00	190.00
FALON NAMEPLATES	BRONZE PLAQUE	75.67	63.06
THORNBURY CAMERA CLUB	STAFF TRAINING COURSE	75.00	75.00
FASTFIX DRAINAGE AND PLUMBING LTD	CCTV DRAINAGE SURVEY - TOWN HALL SITE (refunded duplicate invoice)	678.00	565.00
FASTFIX DRAINAGE AND PLUMBING LTD	CCTV TANK SURVEY - TOWN HALL SITE (refunded duplicate invoice)	504.00	420.00
FASTFIX DRAINAGE AND PLUMBING LTD	COMMERCIAL PLUMBING WORKS - TOWN HALL SITE	98.16	81.80
FASTFIX DRAINAGE AND PLUMBING LTD	COMMERCIAL DRAINAGE UNBLOCK	186.00	155.00
MATRIX BES LTD	ELECTRICAL INSTALLATION CONDITION REPORT - MPF SITE	216.00	180.00
MATRIX BES LTD	ANNUAL GAS SAFETY CHECK AND SERVICE TO WATER HEATER - TOWN HALL SITE	384.00	320.00

SLCC ENTERPRISES	ADDITIONAL ANNUAL FEE FOR SLCC CLERK MEMBERSHIP 2025/26	4.00	4.00
ACCOUNTS DUE FOR PAYMENT - 11TH NOVEMBER 2025			
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - THORNBURY CEMETERY	157.73	131.44
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - MPF PAVILION	812.99	677.49
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - BAKERY ANNEX	755.02	629.18
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - TOWN HALL	281.33	234.44
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL (FOOD) - TOWN HALL	27.02	22.52
ANDERSONS WASTE	EMPTY SEPTIC TANK - MPF	195.00	195.00
CLASSIC LIFTS (ELSERV)	TOWN HALL LIFT CALL OUT/REPAIR	225.00	187.50
NEWSTEAM GROUP	MONTHLY THORNBURY GAZETTE DELIVERY	11.45	11.45
GLASDON UK LTD	PARTS FOR BUS SHELTER	242.93	189.94
T H WHITE GROUND CARE	SERVICE / REPAIRS ON GRASS CUTTING MACHINE	846.42	705.35
DIRECT IT SERVICES	MONTHLY BROADBAND, TELEPHONES AND IT SUPPORT	839.98	699.98
SIGMA HEALTH	HAVS TIER 4 HEALTH ASSESSMENT	540.00	450.00
ABBAY LOOS LTD	PORTABLE TOILET HIRE - CHANTRY FIELD SITE	276.00	230.00
ECOTRICTY	MONTHLY GAS SUPPLY - TOWN HALL SITE	713.27	594.39
ECOTRICTY	MONTHLY GAS SUPPLY - MPF PAVILION SITE	107.72	102.59
DANTEK ENVIRONMENTAL SERVICES UK LTD	WATER HYGIENE MONITORING SERVICES	204.00	170.00
OFCOM LICENSING	ANNUAL LICENSE FOR BUSINESS RADIO	112.50	112.50
THORNBURY TOWN COUNCIL STAFF	STAFF EXPENSES CLAIM	40.50	40.50
KN OFFICE SUPPLIES LTD	MONTHLY METER READING - OFFICE PHOTOCOPIER	50.89	42.41
RELYON GUARDING & SECURITY SERVICES LTD	MONTHLY SECURITY SERVICES AT MPF SITE	520.80	434.00
HORDERS THORNBURY PRESS	A4 WOODLAND TRUST PAPER	71.60	59.67
THORNBURY ROYAL BRITISH LEGION	DONATION FOR A TOWN COUNCIL REMEMBRANCE WREATH (cheque payment)	70.00	70.00
WATER RESOURCE ASSOCIATES LLP	MUNDY PLAYING FIELDS HYDROLOGICAL STUDY - MOBILISATION FEE	6,120.00	5,100.00
GAP SUPPLIES LTD	MAINTENANCE MATERIALS	54.30	45.25
THORNBURY MOTORS LTD	MONTHLY FUEL EXPENDITURE	519.68	433.09
ACCOUNTS DUE FOR PAYMENT- TOTAL		13,796.13	11,568.69

DD = direct debit

CC[n] = credit card payment

MPF = Mundy Playing Field

Minutes of the Meeting of the Open Spaces Committee
held on 18 November 2025 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 Gil Gilroy
Cllr James Murray (from item OS2526.55 onwards)
Cllr Phil O'Rourke
Cllr Chris Rowe
Cllr Chris Woodhouse

Officers present: Wendy Sydenham (Deputy Clerk)

Councillors absent: Cllr Emma Shepherd

There was a representative of South Gloucestershire Council in attendance in relation to item OS2526.57

OS2526.52 TO CONSIDER ANY APOLOGIES FOR ABSENCE

There were no apologies for absence offered.

OS2526.53 TO RECEIVE ANY MEMBERS' DECLARATIONS OF INTEREST

Cllr Chris Bloor declared an interest in matters relating to Walkers are Welcome, specifically item OS2526.63, as Chair of that organisation.

OS2526.54 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA

There were no members of the public present.

OS2526.55 TO ELECT A NEW COMMITTEE VICE CHAIR

Nominations were received and seconded for two candidates for the post of Vice Chair of the Committee, Cllr Phil O'Rourke and Cllr Chris Bloor. Following a vote, Cllr Chris Bloor was duly elected Vice Chair of the Committee.

OS2526.56 TO APPROVE AND SIGN THE MINUTES OF THE OPEN SPACES COMMITTEE MEETING HELD ON 16 SEPTEMBER 2025

It was **RESOLVED** unanimously to approve the minutes of the Open Spaces Committee Meeting held on 16 September 2025, and they were signed by the Chair.

OS2526.57 TO RECEIVE A PRESENTATION FROM SOUTH GLOUCESTERSHIRE COUNCIL (SGC) ON THE STREAMSIDE IMPROVEMENTS PROJECT

Following a presentation by SGC, comments were made by Committee members in relation to the following:

- There was concern that this was a missed opportunity to resolve issues relating to other footpaths and highways around the town which detrimentally affected residents' ability to safely and easily walk or cycle around the town, and a missed opportunity to develop new routes or join up routes. The Committee felt that these needed to be addressed along with the Streamside Improvements to ensure a coherent and planned approach to improving non-vehicle travel around Thornbury. SGC noted these concerns and highlighted that some of these were being addressed through separate projects, as part of the Getting Around Thornbury Scheme. SGC agreed to provide a single document that mapped all of these together and to provide this for the January Committee meeting.
- Concerns were raised regarding the costs involved with the Town Council maintaining play equipment installed by SGC as part of the Streamside project and it was agreed that further details should be obtained regarding all costs involved, to allow further discussion at the January Committee meeting.
- The Town Council should be allowed to actively participate in the planning of the improvements, including codesign of the areas where play equipment would be installed.

The following was **RESOLVED** by majority vote:

- That the Committee were very supportive of the Streamside Improvements project in principle, whilst also highlighting the importance of not missing this opportunity to make other improvements to travel as part of a joined-up scheme.
- That the Committee would discuss the project further at its next meeting in January, to be supported by a map of all planned projects relating to improving walking and cycling routes around Thornbury (SGC to provide for the meeting), and further detail on the costs involved with maintaining proposed play equipment (SGC and Town Council officers to provide). At the January meeting, the intention would be to make recommendations to Full Council regarding the project (for consideration at the March Full Council meeting).

(It was noted that the Climate & Nature Committee would consider the climate and nature aspects of the Streamside Improvements project in at its next meeting.)

OS2526.58 TO CONSIDER MATTERS RELATING TO THE HEDGE CUTTING REGIMES ON TOWN COUNCIL LAND

In relation to the hedge cutting regimes on Town Council land, the following was **RESOLVED** by majority vote:

- To agree to the suggested changes in the hedge cutting regimes as set out in the officer report, with the additional action that officers would work with the Tree Warden, Cllr Chris Bloor, to identify hedges which included Elm trees and ensure that these were maintained at below 2m in height.
- To note that Avon Wildlife Trust were carrying out hedge surveys on some hedges on Town Council land and to delegate authority to officers to proceed with any cost-neutral hedge works suggested by Avon Wildlife Trust.
- To delegate authority to officers to engage contractors to carry out Winter 2025 hedge works in line with the agreed regimes, with officers acting within the Financial Regulations when engaging contractors, and with expenditure being within the £7000 already set aside for hedge works (as a previously agreed overspend to the Open Spaces Maintenance Budget 130/4150).

OS2526.59 TO CONSIDER A REQUEST TO HOLD A JUNIOR PARKRUN ON SUNDAY MORNINGS AT THE MUNDY PLAYING FIELDS

In relation to the request to hold a Junior Parkrun on Sunday Mornings at the Mundy Playing Fields, it was **RESOLVED** by majority vote to agree to the request.

OS2526.60 TO CONSIDER MATTERS RELATING TO SEATING ON TOWN COUNCIL LAND

- **To Consider Options for a Replacement Seat on Rock Street Garden**

It was **RESOLVED** by majority vote to proceed with the purchase of a bespoke bench made from FSC certified hardwood by a local supplier at a cost of £1068 plus VAT to be funded from the Site & Property/Street Furniture (4595/130) budget.

- **To Note and Ratify an Officer Response to Comments Regarding Planned Seating on Oakleaze Green**

It was **RESOLVED** by majority vote to note and ratify an officer response to comments received regarding planned seating on Oakleaze Green, in relation to potential antisocial behaviour and littering. The Committee confirmed that officers should proceed as planned with the installation of the seating and that levels of litter should be kept under review by grounds staff.

OS2526.61 TO CONSIDER QUOTES FOR REPLACEMENT FENCING AROUND THE TWO PUBLIC TENNIS COURTS AT THE MUNDY PLAYING FIELDS

In relation to replacement fencing around the two public courts at the Mundy Playing Fields, the Committee **RESOLVED** by majority vote to request that officers carry out a thorough survey of the fencing with a view to making repairs to the existing posts and/or re-concreting them in place to defer the need for complete replacement of the fencing.

OS2526.62 TO CONSIDER COMMITTEE BUDGET REQUIREMENTS FOR 2026/2027

The Committee noted the draft Committee budget for 2026/2027 provided by the Chief Executive & Responsible Financial Officer. The Committee requested some further information on two items, to be provided out of meeting. Otherwise, it was **RESOLVED** by majority vote that the Committee did not wish to make any further requests or amendments to the draft budget for Open Spaces (with the exception of an increase of £5000 to the Play Equipment Maintenance 4410 budget in 2026/2027, to allow for the Streamleaze play area refurbishment budget to be £75,000 rather than £70,000 – see resolution under item OS2526.66).

OS2526.63 TO CONSIDER DRAFT WALK LEAFLETS PRODUCED BY WALKERS ARE WELCOME SUPPORTED BY THE TOWN COUNCIL

In relation to the draft walk leaflets produced by Walkers Are Welcome, with support from the Town Council, it was **RESOLVED** by majority vote to agree to the leaflets being published, with the inclusion of a waiver. It was noted that the Town Council would print copies of the leaflets on normal paper, and Walkers are Welcome could apply for a grant for any additional or enhanced printing requirements. It was also noted that signage for the walks could be considered further in due course.

OS2526.64 TO RATIFY THE OUT OF MEETING DECISION TO AMEND THE TYPE AND POSITIONING OF THE STORAGE STRUCTURE FOR THE FOOTBALL CLUB AT THE MUNDY PLAYING FIELDS

It was **RESOLVED** by majority vote to ratify the out of meeting decision to amend the type and positioning of the storage structure for the Football Club at the Mundy Playing Fields, as detailed in the officer report.

OS2526.65 TO PASS A RESOLUTION TO EXCLUDE MEMBERS OF THE PUBLIC AND PRESS FOR THE REMAINING AGENDA ITEMS DUE TO THE COMMERCIALLY SENSITIVE NATURE OF THE BUSINESS TO BE CONTRACTED

It was **RESOLVED** by majority vote to pass a resolution to exclude members of the public and press for the remaining agenda items due to the commercially sensitive nature of the business to be contracted.

OS2526.66 TO CONSIDER MATTERS RELATING TO THE REFURBISHMENT OF THE STREAMLEAZE PLAY AREA

- **To Agree to Proceed with the Refurbishment of the Streamleaze Play Area**
It was **RESOLVED** by majority vote to proceed with the refurbishment of Streamleaze Play Area.
- **To Agree a Budget for the Project (Subject to Final Agreement During Budget Setting for 2026/2027) and Agree the Design Brief**
It was **RESOLVED** by majority vote to recommend to the Finance & General Purpose Committee that the budget for this refurbishment project be increased to £75,000 which would require an increase of £5000 to the Play Equipment Maintenance 4410 budget in 2026/2027.
It was **RESOLVED** by majority vote to agree the Design Brief as circulated with the meeting papers, with the following amendments/additions:
 - the basketball hoop be replaced with combined basketball hoop and football posts
 - additional path works to allow hard surface routes from entrance gates to seating
 - request that the design include some sensory elements
- **To Agree to Make a Recommendation to Full Council to Allocate Funds from an Existing Ear Marked Reserve to the Project (EMR 355 Play Equipment)**
It was **RESOLVED** by majority vote to make a recommendation to Full Council to allocate funds (£35,000) from an existing Ear Marked Reserve to the project (EMR 355 Play Equipment).
- **To Agree to an Electronic Tender Process**
It was **RESOLVED** by majority vote to allow an electronic tender process.
- **To Agree to Delegate Authority to Officers to Prepare all Other Tender Documentation**
It was **RESOLVED** by majority vote to delegate authority to officers to prepare all other tender documentation.

OS2526.67 TO NOTE THAT THE DEADLINE FOR SUBMISSION OF ITEMS TO THE DEPUTY CLERK FOR INCLUSION IN THE NEXT AGENDA IS WEDNESDAY 7 JANUARY 2026

The deadline for submission of items to the Deputy Clerk for inclusion in the next agenda was noted to be Wednesday 7 January 2026.

OS2526.68 TO NOTE THE DATE OF THE NEXT MEETING – TUESDAY 20 JANUARY 2026

The date of the next meeting was noted to be Tuesday 20 January 2026.

The meeting closed at 21.15.

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**Minutes of the of Thornbury Town Council Staffing Committee
Held on Tuesday 2 December 2025 at 7.30pm.**

Councillors present: Chris Woodhouse (Chair)
Jayne Stansfield
Chirs Bloor
Chris Rowe

Councillors absent: Gil Gilroy
Kath Greenman

In attendance: Hannah Bowden, Chief Executive

SC2526.13. To receive any apologies for absence

Committee noted apologies from Councillors Kath Greenman and Gil Gilroy.

SC2526.14. To receive any members declarations of interest

There were no declarations of interest.

SC2526.15. To receive any representations from the public relating to items on the agenda

There were no members of the public present.

SC2526.16. To approve the minutes of the Staffing Committee meeting held on 7th October 2025

It was **RESOLVED** to approve the minutes of the Staffing Committee meeting held on 7th October 2025 as a correct record of the proceedings.

SC2526.17. To pass a resolution to exclude members of the public and press for the following items due to the PERSONALLY CONFIDENTIAL and SENSITIVE nature of the business to be transacted

It was **RESOLVED** to exclude members of the public and press for the following items due to the PERSONALLY CONFIDENTIAL and SENSITIVE nature of the business to be transacted

SC2526.18. Receive and agree updates relating to roles and budgets

It was **RESOLVED** to seek a second opinion on the advice provided. Justification for change of hours to be prepared for the next meeting.

SC2526.19. To review project management options and agree next steps

It was **RESOLVED** to refer the report, with additional detail on the implications to the Capital Strategy budget, to the Capital Strategy Working Group for consideration.

SC2526.20. To review revised draft budget 2026/27 for recommendation to the Finance and General Purpose Committee and Full Council

It was **RESOLVED** for the annual inflated costs with a separate line for a contingency to be recommended to the Finance & General Purpose Committee for inclusion in the 26/27 draft budget.

SC2526.21. Date of the next scheduled meeting

It was agreed to hold the next Staffing Committee meeting when the information requested above is available for consideration.

**MINUTES of the meeting of the Finance and General Purpose Committee
held on Tuesday 9th December 2025, at the Town Hall**

Present: Cllr Chris Rowe (Vice Chair)
Cllr Jayne Stansfield
Cllr Chris Bloor
Cllr Maggie Tyrrell
Cllr Chris Davies

Hannah Bowden (Chief Executive)
Alan Stealey (Facilities Officer)

Non-members present: None

Absent: Cllr Chris Woodhouse,
Cllr James Murray
Cllr Jayne Stansfield
Cllr Fiona Deas

F&GP2526.42. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Councillors Chris Woodhouse, James Murray, Jayne Stansfield and Fiona Deas.

F&GP2526.43. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

There were no councillors' declarations of interest or requests for dispensation.

F&GP2526.44. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA

There were no members of the public present.

F&GP2526.45. TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSE COMMITTEE MEETING HELD ON 14th October 2025

It was **RESOLVED** unanimously to approve the minutes of the Finance and General Purpose Committee meeting held on 14th October 2025, and the minutes were signed by the Chair.

F&GP2526.46. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS

- **To approved the Accounts for Payment and ratify payments made out of meeting.**

It was **RESOLVED** to pay the Accounts for Payment (as per schedule 1) and the payments made out of meeting were ratified.

F&GP2526.47. TO RECEIVE UPDATE ON MAINS WATER AND FOUL WATER TREATMENT AT MUNDY PLAYING FIELDS

It was **RESOLVED** to approve the instruction to Aegaea Ltd to proceed with the Foul Drainage Strategy review (further investigation) at the quoted fee, in order to definitively identify the most appropriate and economical long-term solution before major investment. Cost of £1700 to be paid from 160/4601 Property Maintenance.

F&GP2526.48. TO RECEIVE AND APPROVE THE FINAL DRAFT OF FEES AND CHARGES FOR 2026/2027

It was **RESOLVED** to approve the fees and charges for the pitches at the Mundy Playing Fields to remain the same as 2025/2026. Tennis Court fees to be increased to £5.50 and £3.50, Chapel Fee to be set at £125 per sessions per session and all other fees are to be set at 3.5%.

F&GP2526.49. TO RECEIVE and approve the final draft of the following documents for recommendation to Full Council

- **The 2026/2027 Budget** – It was **RESOLVED** to recommend to Full Council the updated budget for 2026/2027 as presented by the RFO at the meeting.
- **The precept request for 2026/2027** – It was **RESOLVED** to recommend to Full Council the precept be set at 4.8% for 2026/2027
- **The movement and balance of reserves** – It was **RESOLVED** to recommend to Full Council the movement of Earmarked Reserves for 2026/2027

F&GP2526.50. TO RECEIVE AND APPROVE THE GRANT AWARD RECOMMENDATIONS FROM THE GRANT REVIEW WORKING GROUP

Committee noted thanks to the Grant Review Working Group for keeping the awards within the allocated budget. It was **RESOLVED** to approve the grant awards as recommended by the Grant Review Working Group.

F&GP2526.51. TO REVIEW SGC BUDGET CONSULTATION AND AGREE HOW TO RESPOND (DEADLINE 21 DECEMBER 2025)

It was **RESOLVED** to meet on 18th December (open to all councillors) to review the consultation and collate any comments. Comments to be shared by email with councillors for approval and the response submitted and then ratified at January's Full Council meeting

F&GP2526.52. TO REVIEW AND ADOPT THE FOLLOWING POLICIES:

- **Councillor Officer Protocol**
- **Vexatious Complaints Policy**
- **Small Equipment Policy**
- **Memorial Cleaning Policy**
- **Pre-Paid Card Policy**
- **LGPS Discretions Policy**

It was **RESOLVED** to adopt all policies. Note to review the NALC template for the Councillor Officer Protocol.

F&GP2526.53. TO NOTE THAT THE DEADLINE FOR SUBMISSION OF ITEMS TO THE CHIEF EXECUTIVE FOR INCLUSION IN THE NEXT AGENDA IS 9AM ON MONDAY 2nd FEBRUARY 2026

It was noted that the deadline for submission of items to the Chief Executive for inclusion in the next agenda is 9am on Monday 2nd February 2026.

F&GP2526.54. TO NOTE THE DATE OF THE NEXT MEETING: 10th FEBRUARY 2026, TO BE HELD IN THE COUNCIL CHAMBER OF THE TOWN HALL

It was noted that the date of the next meeting is 10 February 2026, to be held in the Council Chamber of the Town Hall.

SCHEDULE 1 – ACCOUNTS

ACCOUNTS PAID OUT OF MEETING		GROSS	NET
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	17.40	17.40
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	13.65	13.65
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	26.80	26.80
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	6.45	6.45
UNITY TRUST BANK - STRIPE ACCOUNT	BANK CHARGES	7.05	7.05
THORNBURY TOWN COUNCIL	PAYROLL - NET SALARIES	25,770.63	25,770.63
THORNBURY TOWN COUNCIL	PAYROLL - HMRC	8,834.55	8,834.55
THORNBURY TOWN COUNCIL	PAYROLL - PENSION	4,887.74	4,887.74
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	508.46	423.72
OCTOPUS ENERGY	ELECTRICITY - MPF (DD)	598.90	499.08
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	36.19	34.47
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	65.08	61.98
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD STATEMENT BALANCE - DECEMBER 25 (Direct Debit @ £ TBC)	0.00	0.00
AMAZON	CC1184 - SCREWDRIVERS AND TOW BALL HITCH	31.08	27.00
AGRIGEM	CC1185 - TOP DRESSING SOIL	214.80	179.00
AMAZON	CC1186 - STATIONERY AND HOSE	38.30	31.91
SCREWFIX	CC1187 - LOUVRE VENT	5.19	4.32
GIFFGAFF	CC1188 - STAFF MOBILE PHONE TOP UP	6.00	5.00
GIFFGAFF	CC1189 - STAFF MOBILE PHONE TOP UP	10.00	8.34
AMAZON	CC1190 - CLEANING PRODUCT AND STATIONERY	115.36	96.09
GIFFGAFF	CC1191 - STAFF MOBILE PHONE TOP UP	10.00	8.34

AMAZON	CC1192 - CLEANING PRODUCTS	12.85	10.71
ARK WILDLIFE	CC1193 - BIRD BOX BOARDS	57.98	48.32
PEAK BOXES	CC1194 - BIRD BOXES	103.00	85.83
AMAZON	CC1195 - ENGINE RECOIL STARTER AND COMPACTOR BAGS	156.08	130.07
AMAZON	CC1196 - KRAFT PAPER AND ACRYLIC SIGN HOLDERS	19.28	16.07
BROXAP	CC1197 - BROXAP SOLWAY BENCH X2	663.60	553.00
VITAL SKILLS HSQE	CC1198 - STAFF ONLINE TRAINING	123.60	103.00
GIFFGAFF	CC1199 - STAFF MOBILE PHONE TOP UP	8.00	6.67
ROYAL MAIL	CC1200 - POSTAGE STAMPS	46.49	46.49
FACEBOOK	CC1201 - FACEBOOK ADVERTISING BOOST	15.00	15.00
FACEBOOK	CC1202 - FACEBOOK ADVERTISING BOOST	15.00	15.00
FACEBOOK	CC1203 - FACEBOOK ADVERTISING BOOST	17.00	17.00
FACEBOOK	CC1204 - FACEBOOK ADVERTISING BOOST	19.00	19.00
FACEBOOK	CC1205 - FACEBOOK ADVERTISING BOOST	21.00	21.00
FACEBOOK	CC1206 - FACEBOOK ADVERTISING BOOST	21.00	21.00
AMAZON	CC1207 - BIRD FEEDERS AND SEED	95.47	82.30
GOV.UK	CC1208 - DRONE REGISTRATION SERVICE UK	11.79	11.79
AMAZON	CC1209 - METAL JUG AND MACE GLOVES	18.14	13.85
SOUTH GLOUCESTERSHIRE COUNCIL	LOCALISM SERVICE CHARGES FOR WASTE/DOG BIN COLLECTION, AND REWILDING (OCT - DEC 25)	3,043.19	2,535.99
PROLUDIC LIMITED	PLAY EQUIPMENT MAINTENANCE PARTS	69.36	57.80
BRADLEY STOKE TOWN COUNCIL	STAFF FIRST AID TRAINING HELD AT BRADLEY STOKE TOWN COUNCIL SITE	90.00	75.00
EMORSGATE SEEDS	WILDFLOWER SEEDS	2,256.70	2,169.90
FASTFIX DRAINAGE	PLUMBING WORKS AT TOWN HALL	1,170.23	975.19
GAP SUPPLIES	MAINTENANCE MATERIALS	10.86	9.05
ANDERSONS WASTE	EMPTY SEPTIC TANK	195.00	195.00
DCS 2 WAY RADIO LTD	2 WAY RADIO'S	865.80	721.50
DIRECT IT SERVICES	X3 HP ELITEBOOK NOTEBOOKS (LAPTOPS)	2,822.78	2,352.32
ACCOUNTS DUE FOR PAYMENT – 9th December 2025			
MATRIX BES LTD	ELECTRICAL WORKS COMPLETED IN THE TOWN HALL CELLAR 2	504.60	420.50
MATRIX BES LTD	ELECTRICAL WORKS COMPLETED IN THE TOWN HALL CELLARS 1 AND 2	1,125.60	938.00
CLASSIC LIFTS (ELSERV)	CALL OUT / REPAIR OF TOWN COUNCIL LIFT	157.50	131.25
ALEXANDRA	STAFF WORKWEAR	62.25	51.87
ALMONDSBURY GARDEN CENTRE	6 PACK WINTER PANSIES	399.60	333.00
HAWKINS GROUNDCARE	KRESS MOWER AND X2 KRESS 11AH BATTERIES	2,956.99	2,464.16
HAWKINS GROUNDCARE	KRESS STRIMMER AND BUMP HEADS	82.01	68.34
PROLUDIC	PAY EQUIPMENT PARTS	425.06	354.22
ANDERSONS WASTE (A BETTER CLEAN)	EMPTY SEPTIC TANK	195.00	195.00
DIRECT IT SERVICES	MONTHLY LANDLINES, BROADBAND AND IT SUPPORT	866.98	722.48
ABBAY LOOS LTD	MONTHLY RENTAL OF PORTABLE TOILETS - CHANTRY FIELD SITE	240.00	200.00

FALON NAMEPLATES	BRONZE PLAQUE	68.47	57.06
FALON NAMEPLATES	BRONZE PLAQUE	142.94	119.12
GLASDON UK LIMITED	LOWTHER SEAT BENCHES X5	4,818.36	4,015.30
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - THORNBURY CEMETERY	157.73	131.44
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - MPF PAVILION	654.29	545.24
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - BAKERY ANNEX	670.78	558.98
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - TOWN HALL	262.58	218.82
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL (FOOD) - TOWN HALL	33.78	28.15
YATE SUPPLIES	COMPACTOR SACKS	111.18	92.65
NEWSTEAM GROUP	MONTHLY THORNBURY GAZETTE DELIVERY	11.65	11.65
RTL GROUP	WORKS COMPLETED ON ROOF OF 67 HIGH STREET	5,970.16	4,975.13
RELYON GUARDING AND SECURITY SERVICES LTD	MONTHLY SECURITY SERVICES AT MPF SITE	504.00	420.00
BYFORD FURNITURE AND JOINERY	THEFT PREVENTION STUDS FOR CHURCHYARD GATES	340.80	284.00
THORNBURY MOTORS LTD	MONTHLY FUEL EXPENDITURE	225.84	188.21
THORNBURY MOTORS LTD	FULL SERVICE OF TTC TRANSIT VEHICLE	619.47	516.22
ECOTRICITY	MONTHLY GAS SUPPLY - MPF PAVILION SITE	167.74	159.75
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL SITE	863.88	719.90
JCW WINDOW CLEANING	3 MONTHLY CLEAN OF EXTERNAL WINDOWS AT TOWN HALL SITE	55.00	55.00
KN OFFICE SUPPLIES LTD	MONTHLY METER READ FOR OFFICE PHOTOCOPIER	60.41	50.34
ACCOUNTS DUE FOR PAYMENT TOTAL		22,754.65	19,025.78



THORNBURY TOWN COUNCIL

Minutes of the Climate and Nature Committee Meeting

held on Tuesday 16 December 2025 at 7:30pm at Council Chamber, Town Hall

Members present:	Councillors	Danny Bonnett (Chair) Chris Bloor (Vice Chair) Chris Rowe Christine Carter Kath Greenman Maggie Tyrell
	Non-councillors	Geraldine Barnes (Thornbury in Bloom)
In attendance:		Sharon Gardham (Climate and Nature Officer) Will Hallam (Senior Project Manager, Department for Place, South Gloucestershire Council)
Members absent:	Non-Councillors	Ella Wiggans (Sustainable Thornbury) Guy Rawlinson (Holy Mowers) Emma Young (Plastic Free Thornbury)

CN2526.26 To note any apologies for absence.

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

CN2526.27 To receive any members' declaration of interest.

No declarations of interest were made by members.

CN2526.28 To receive any representations from the public relating to items on the agenda.

There were no representations from the public.

CN2526.29 To approve and sign the minutes of the Climate and Nature Committee Meeting held on 21 October 2025.

It was **RESOLVED** to approve the minutes of the meeting of the Climate and Nature Committee held on 21 October 2025 as an accurate record of the proceedings and the minutes were signed by the Chair.

CN2526.30 To receive a presentation from South Gloucestershire Council on proposed improvements to the Streamside Walk.

Following a presentation from Will Hallam of South Gloucestershire Council on proposed improvements to the Streamside walk, the following were noted:

- The committee noted that any replacement surfaces should be permeable and durable to prevent flooding and minimise future path degradation.
- The committee considered the need for lighting in places along the footpath and discussed the requirement to balance the needs of people using the path (in terms of safety and accessibility) and the needs of wildlife, in

particular bats. A suggestion was made for seasonal lighting which could be switched off when bats are awake and using the streamside corridor.

- A suggestion was made that a volunteering or 'Friends of' Streamside group would be desirable once the improvements have been made to ensure effective ongoing management of the stream and footpaths.
- The codesign process for the Streamside Walk project would benefit from the formation of a temporary, informal working party comprised of councillors and other interested parties. WH noted that this would need to take place rapidly in January and February to support project timescales.

CN2526.30.01: SG to contact those who may be interested in taking part in the codesign process, including committee members, to gain expressions of interest and to pass the details of interested parties to WH so virtual meetings can be organised.

CN2526.30.02: SG to pass the above request for codesign participants to Wendy Sydenham to pass on to members of the Open Spaces Committee.

CN2526.31 To consider TTC participation in the Watermark Town Scheme.

Note: this agenda item was moved to follow the presentation regarding the Streamside project.

It was **RESOLVED** to ratify the discussions that took place at the Thriving Nature working group to proceed with submitting an expression of interest in participating in the programme and work towards gaining Watermark Town status if we are offered the opportunity to do so.

If we are successful in gaining a place on the programme, the plan for public engagement will be discussed at the Thriving Nature working group in January, with a proposal to be brought to the Climate and Nature Committee in February. If we are not successful, we will independently plan engagements on water-related subjects in the same manner.

CN2526.32 To receive an update on the Tiny Forest feasibility study.

It was **RESOLVED** to remove the following sites from consideration for a Tiny Forest:

- Land behind Severn View Family Practice. MT confirmed this site was earmarked for other purposes so could not be considered.
- Land behind Paula's Salon. This site was considered too small for the establishment of the Tiny Forest.
- Badger Road Country Park. This estate is already well used and developed for wildlife.

It was **RESOLVED** that the following sites be subject to further investigation:

- Barley Fields estate, land behind Castle Court Car Park, Tarmac off Easton Hill Road

CN2526.32.01: SG get in touch with schools local to the final shortlisted sites to gauge their interest in participating in a Tiny Forest project and report results to the February Climate and Nature Committee.

CN2526.32.02: MT to investigate whether there are any current Section 106 plans for the site at Barley Fields that may make the establishment of a Tiny Forest unfeasible.

CN2526.33 To consider options for a decarbonisation roadmap and comms plan.

It was **RESOLVED** to proceed with the decarbonisation road map and comms plan as suggested and make discussion of its content a standing agenda item on the Thriving Nature working group.

CN2526.34 To note planned in person events for the first four months of 2026.

Planned events for the first four months of 2026 were **NOTED**.

CN2526.34.01: All committee members to let SG know if they would like to help run one or both bird box building sessions on Saturday 14 February (10.30am to 12pm and 12.30pm to 2pm).

CN2526.35 To note that the deadline for submission of items for inclusion on the next agenda is Tuesday 3 February 2026.

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

CN2526.36 To note the date of the next meeting of the Climate and Nature Committee is Tuesday 17 February 2026 at 7.30pm.

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

The next Thriving Nature Working Group takes place on Tuesday 27 January at **7.00pm**.



CAPITAL STRATEGY WORKING GROUP

Thursday 27th November 2025 at 1pm in the Council Chamber, Town Hall

Members - Councillors James Murray (Chair), Helen Ball, Kath Greenman, Chris Davies, Chris Woodhouse, Fiona Deas, Maggie Tyrrell, Chris Bloor & Gil Gilroy

Officers: Hannah Bowden, Chief Executive & Alan Stealey, Facilities Officer.

MINUTES

1. To receive apologies for absence

Councillors Jayne Stansfield & Maggie Tyrrell for late arrival.

2. To agree minutes from the meeting held 31.10.2025

Members agreed the minutes from the meeting held on 31.10.2025

3. To receive briefing note on the Bakery Annexe and the process for road closure

Members reviewed the options for the replacement of the building and agreed that the Cllr Bloor and the Chief Executive should liaise with the museum to highlight that the current building is not fit for purpose, outline the costs of a replacement building, and establish whether this is something the museum would wish to progress. It was also noted that road closure information had not yet been provided by SGC.

4. To receive updated presentation for the development for the pavilion

Members received the presentation and agreed the outline plan for inclusion in the request to architects as agreed by FC in November 2025.

5. To receive overview of welfare facilities at the Cemetery

Members noted the report and that progress for this project would be reliant on the upgrade of staff facilities at Mundy Playing Fields.

6. To receive update on Turnberries

Members noted the update on Turnberries.

7. To note Hydrologist appointed

Members noted the appointment and that it was under the approved budget.

8. AOB

Members raised the toilets on Chantry Field were locked on the weekend.

Next meeting 29th January 2026

Action Notes of the Events and Innovation Working Group – Monday 17th Nov 2025

Present: Helen Ball, Gil Gilroy, Christine Carter, Chris Bloor, Vicky Bailey

Apologies: Chris Davies, Emma Shepherd, Hannah Bowden

1. **Feedback from Xmas Lights** – this event went very well –lots of engagement with local residents. Christine feedback that the on the day management from Love Thornbury was difficult, since at the start Sandra had to deal with a personal matter. Jackie, the new secretary stepped forward – but it was a challenge since she had just taken on this role. Well done to her! Working Group chose the winner of the Polar Bear (Helen, as mayor presented the bear to Theo the winner in the afternoon)
Action Points for the future- 2 members of staff were allocated to put up and take down the gazebo. This is not enough – 3 or possible 4 staff are needed, particularly for putting up
 - *Lighting* – the new lighting worked well, but still not bright enough – a stronger Led light needs to be purchased for next year
 - *Councillor visibility* – It was not obvious to public that we were councillors – agreed that high viz jackets should be purchased, with the council logo and printed with Thornbury Councillor on the back (possibly not yellow – to distinguish from event organisers)These can be used for all outdoor events
 - *Advertising stall-* An important aspect of our stall is that it is free – we need a banner made that clearly tells people that our activities are free- this is a big plus, against the cost to families associated with other stalls
 - *Future activities* – name a toy is very popular, as is freebies. Suggested that we perhaps had a traditional game as well
 - *Budget* – Identified expenditure: stronger lights, high viz jackets, banner advertising free activities
2. **Feedback from Remembrance Sunday-** this event well, with a lot of public engagement. Again, apart from the mayor and mace holder, it was not obvious to the public who were the councillors in attendance. Suggested and agreed that councillors should wear a sash (as French mayors do) for such events, based on the council colours of green and blue (in logo).
Action – Vicky to design a sash for consideration and agreement by this working group, and then these can be purchased for future use- *Budget expenditure*
3. **Feedback from Fun Palaces** – Again, this event went well, with a lot of engagement with young people. Because of the weather, the event was held in the library.
4. **Feedback from carnival survey** – no information received. (announcement made now that current canrival committee is standing down)

5. **Council web page and Facebook** – Helen reported that there had been lots of hits on her trip on the Y2C and on the video re the High Street.
Action: Vicky to forward to all councillors the 3 most popular items on our web pages and the 3 least popular. This will help to guide future development of the web pages and facebook – circulated, many thanks
6. **Promoting Thornbury** – Helen had undertaken some work on avenues to advertise Thornbury to the wider community, to increase footfall in the town, and to mitigate the negative impact of road works, parking charges and general challenging economic environment. She went through various options, and working group agreed the following action to test out its impact
Action:- plan to promote Thornbury on back of bus tickets for 2 weeks before the February half term and the Easter holiday, based on appropriate bus depot in Bristol. Approximately 150,000 – 170,000 tickets per week. Take to Thornbury Town Centre Partnership to seek support in December, and possible retail offers associated with this promotion. Cost £350 + VAT per week. Agreed expenditure of up to £2000 from the working group's budget Vicky to take forward.
- Promote Visiting Thornbury through local newspaper adverts. eg Stroud, Chepstow in same time period –Agreed up to a maximum of £2000 for this initiative. Vicky to take forward
 - Vicky reported that she had been approached by a Midlands bus touring company about attractions on Thornbury – agreed that this should be followed up by contacting other touring companies to provide information about Thornbury, including possible bus parking at the Leisure Centre

This work will be underpinned by development of council's development of tourist information on our web pages

7. **Wider discussion re future focus for this group and council, linked to item on Town of Culture**

Wide ranging discussion about how we can promote Thornbury, and re-enforce the positive aspects of the town. Any capital projects associated with these long term plans will be taken through the Capital Strategy working group

Town Hall – the Town Hall needs to be more visible and welcoming, councillors have had comments that people don't realise that our building is the Town Hall. Needs to be clearer and more welcoming signage for Thornbury Town Hall on the building and access issues addressed in a timely manner. These concerns to be referred to facilities manager *for action*

Address accessibility issues in town (note there is funding for business for this from South Glocs)

Strong support for Town of Culture bid – it's a way to bring everyone together and create pride in the town Details not yet known from Govt website. A report will be brought to next Full Council on this initiative

8. **Notice Boards** – Chris Bloor updated the working group on the work being done by Walkers are Welcome (another way to promote the town). Draft leaflets have been produced- recommended that logo should be added that identifies walks that are fully accessible. Possible signage could be similar to that used at Westonbirt. By doing this, people will be encouraged to walk more in the town, new families will find out how to get around the town by walking, and visitors will be encouraged to come to the town.
Action: After discussion, agreed that Chris should work with officers to report to Open Spaces committee to agree options for a plan and budget to erect signs around the town to advertise these walks, and to investigate having a large sign erected beside the Town Hall that summarised all the walks
9. **Bunting** – agreed not to take this forward, since people wanted bunting to go across the High St and this is no longer permitted. Officers to raise this with S Gloucs, and to discuss whether there can be a change in policy
10. **Older People** – Suggested and agreed that community pages on council web pages should be organised under headings to allow easy access to community resources in the town eg Older People heading *Action* : Vicky to take forward
Christine updated the working group that she was working with the Over 60s tea room attendees to promote positivity through an exercise ‘ 3 good words’
11. **Xmas Decoration on Town Hall** – plans noted
12. **School Visits to Town Hall** – following on from Helen’s visits to primary schools, agreed it would be worth trialling a visit from a school in the spring term to share the history of the Town hall and to have an exercise around local democracy in the Council Chamber. *Action:* Helen will do some initial exploration and feedback.
13. **Town of Culture** – see item 7 above
14. **Annual Town Meeting and Mayor’s Award** – main items for next meeting
15. **Budget monitor** – *Action* – Hannah to circulate. Agreed to recommend that budget should be retained at same level for next year
16. **Date of next meeting** – Monday 9th February 2026 at 10am

Project Monitoring

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

Date	Minute Ref	Project Description	Target Completion Date	Lead Officer	Comments
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 - Date changed to June 2026	Facilities Officer / Deputy Clerk	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. Update 01.11.24: The conservation contractor has requested for the works, due to the delay since the first quote. Update 07.01.24: on review officers now need to go through Contract Finder to award contract. Update 5.3.25: 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&GP have agreed EMR spend. Update 27.06.25: HC has started works to obtain Faculty. Update 27.08.25: HC has submitted Faculty application. Awaiting determination by Diocese (upto 4 months). Update 03.11.25: Awaiting determination by Diocese. New gates have been installed.
13.02.24	F&GP2324.70	Install electric charging points at Pavilion	30.04.2024-31.03.2025. Date moved due to review 31.10.25 spring 2026 Estimated Completion Date March 31st 2026	Facilities Officer	FO progressing - quotes and further info being sought. Update 07.05.24 - going to F&GP in June. Update 01.07.24 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. Update 06.03.25 fuseboard installed. Update 25.4.25 FO now looking at organisation and layout of wider area before proceeding. Update 30.06.25 still ongoing. Update 28.08.25 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. Update 05.11.25 - Contractor appointed. Planning decision due mid November. Investigating storage solutions in addition to the container. Update 18/12/2025 Still awaiting planning consent Update 07/01/26 Planning Permission was granted 29th December 2025 for a new Machine Store which, once completed, will have its own 3 phase powersource with capacity for dedicated electric charging points

16.04.24	CN2324.39	Improve energy efficiency at Town Hall: -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>Update 29.08.24 loft insulation done at Town Hall. All other items on hold until the Facilities Officer starts.</p> <p>Update 31.10.24: 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>Update 7.1.25 - solar panels cleaned in December.</p> <p>Update 06.03.25 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>Update 25.4.25 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>Update 30.06.25 Battery contractor coming within 2 weeks. Water volume adjusters fitted. Everything else still ongoing.</p> <p>Update 28.08.25 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>Update 23.12.25: Under review</p> <p>Update 07/01/26: 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>
17.09.24	OS2425.39	Purchase steel covered seating	31.03.27	Deputy Clerk	<p>Update 31.10.24 - awaiting progression of MUGA plans.</p> <p>Update 07.01.25 MUGA plans progressing. See line 11.</p>
17.09.24	OS2425.42	Implement new hedge cutting regime on Town Council land	31.12.24. Moved date to 31.04.25-Winter 2025	Deputy Clerk & Administrator	<p>Update 31.10.24 - 2 contractors have done site visits, awaiting quotes.</p> <p>Update 07.01.25 quote accepted for 2025 works.</p> <p>Update 05.03.25 first round of works have been completed, with more to follow.</p> <p>Update 24.4.25 - revising plans over the summer, ahead of next round of cutting in the winter.</p> <p>Update 30.06.25 No update.</p> <p>Update 27.08.25 will be reviewing in early Sept with view to bringing quotes to Nov. meeting.</p> <p>Update 03.11.25 - the regime has been reviewed and amendments will go to the November Open Spaces meeting, including recommendations from Avon Wildlife Trust who are surveying some of the hedges.</p> <p>Update 22.12.25 - new regime approved by open spaces AWT completing some works in January. Action can be closed down.</p>
17.09.24	OS2425.45	Review all signage at MPF	31.03.27	Deputy Clerk	No update expected imminently, dependent on larger items happening on site first. Superseded by line 47.
10.09.24	Capital Strategy & OS2425.53	Install MUGA at MPF	31.03.27	Deputy Clerk	<p>Update 01.11.24 Progress report will be made to Open Spaces Committee on 26.11.24.</p> <p>Update 07.01.25 main features agreed at last OS meeting. WS to seek quotes and bring back in due course.</p> <p>Update 5.3.25 quotes for planning consultant going to OS in March. OS2425.86 recommendation going to FC in May for which architect to use.</p> <p>Update 27.06.25 planning application is being put together by View Architects and surveys are being carried out. Update 27.08.25 waiting results from surveys, planning app due to be submitted once received.</p> <p>Update 03.11.25 Planning application submitted, awaiting response from SGC.</p>

10.09.24	Capital Strategy	Improve water play at MPF	31.03.27	CEO	<p>Update 07.01.24. Community engagement planned for Q1 2025.</p> <p>Update 04.03.25 - survey closed and analysing results.</p> <p>Update 03.07.2025 - Tender proposed to July Full Council meeting. 01.09.2025 - Tender outcome to be reviewed by Full Council 09.09.25. Update FC 09.09.25 - contract not awarded/existing tender process terminated, project to be reviewed. Update FC 28.10.25 - authorisation given for officers to appoint a hydrologist. 05.11.2025 - Water Resource Associates LLP appointed.</p> <p>Update FC 13.01.2026 - FC to approve the process for appointing a Landscape Architect.</p>
10.09.24	Capital Strategy	Skatepark redevelopment	31.03.27	CEO	<p>Progressing business plan with Krunch & SGC.</p> <p>Update 07.01.24 - Business plan to be discussed at the January FC meeting.</p> <p>Update 03.07.2025 - Registration of a CIC and supporting documentation to be considered at the July FC meeting. 28.09.2025.</p> <p>Update 01.09.25 - FC agreed to the registration of the CIC and have appointed a council director. This is now waiting on Krunch. Tennacy 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. Update FC 13.01.2026 - First meeting being shcheduled for January.</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
10.09.24	Capital Strategy	Tennis hut options appraisal	31.03.25	Facilities Officer	<p>Conditon survey prepared and shared with the Tennis Club.</p> <p>Update 25.04.25 information now with Tennis Club, awaiting their response.</p> <p>Update 30.06.25 still with tennis club.</p> <p>Update 28.08.25 awaiting response from the Tennis Club.</p> <p>Update 18.12.25 Tennis Club are interested to refurbish and utilise the hut under an extended licence (Lease for two tennis courts previously agreed).</p>
10.09.24	Capital Strategy referral: FC2425.174	<p>Refurbish the chapel facilities: Replacement of the flooring with 40mm Pennant stone</p> <ul style="list-style-type: none"> • Removal of the hazardous galvanized rainwater tank from the site and excavate a dry well or an alternative drainage solution • Adaptation of the pews • Reconfiguration of the lighting circuit • Investigation of possible infrared panels or electric radiators for heating sources and implementation of the suitable solution. 	31.03.27	Facilities Officer	<p>Options appraisal considered at January CSWG meeting. Renovation works and budget to be agreed at Full Council 11.03.2025.</p> <p>Update 25.04.25 floor has been taken up. FO currently reviewing samples for replacement.</p> <p>Update 30.06.25 stone ordered, 16 week lead time, expecting delivery end Sep. contractor needed for late Sept.</p> <p>Update 28.08.25 AS has 2 quotes for flooring contractor, seeking 3rd quote. 05.11.25 - electrics for the site have been stabilised. Flooring to start being laid in November. The Climate and Nature Officer is investigating infra-red heating options. A spring opening is anticipated.</p> <p>Update 18.12.25 Updates 5th January commencement expected</p> <p>Update 08.01.26: Flooring nearing completion and expected final completion week commencing 12th January 2026</p>

10.09.24	Capital Strategy	Demolition of small holding at Cemetery	31.03.27	Facilities Officer	Monitoring through the Capital Strategy Working Group. Update 28.08.25 HC has had asbestos removed. Possible now to look at options. Update 18.12.25 Council to consider taking down and rebuilding building as part of Memorial Woodland project.
10.09.24	Capital Strategy	Turnberries options appraisal	31.03.27	CSWG	See 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	OS2425.52	Formalise agreement between TTC and TiB over Rock Street Garden, to be brought back to next meeting. Find alternative location for RBL garden	21.01.25 Jan 2026	Deputy Clerk	Update 07.01.25 agreement drafted and with solicitor for checking. Meeting scheduled with the RBL to discuss locations. Update 04.03.25 OS agreed contents of draft agreement with TiB OS2425.69. Talks with RBL on alternative locations are ongoing. Update 24.4.25 arrangements are being progressed. Update 27.06.25 new location agreed, RBL discussing with SGC to complete written agreement. Update 27.08.25 RBL and SGC finalising agreement for new location, relocation of plants planned for autumn. Update 03.11.25 RBL now have an agreement in place with SGC for the new location for their garden (outside Methodist Church Hall). TTC will begin creating the new bed, moving plants across, and moving and reinstalling the bench and soldier figures in the second half of November. An agreement document has been agreed between TiB and TTC and will be formally signed once the RBL items are removed from the Rock Street location. Update 22.12.25 - New garden created and plants moved across, bench and soldier figures to follow in due course TiB to take back bed in early 2026.
26.11.24	OS2425.54	Proceed with redevelopment of Streamleaze Play Area	31.03.27	Deputy Clerk	Update 07.01.25 works in draft budget for 2025/26. Update 24.4.25 - works to paid for from 25/26 and 26/27 budget. No plans expected until 2027. Update 03.11.25 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. Update 22.12.25 - The design brief agreed by OS and aiming for going out to tender in January 2026.
04.02.25	SC2425.39	Investigate having an anti-bullying champion, review Councillor-Officer Protocol and annual engagement between councillors and employees	01.10.25	CEO	Update 01.09.2025 - due to be reviewed by Staffing Committee in October. Update 07.10.2025 - Staffing Committee confirmed an anti-bullying champion is not appropriate for the Town Council and resolved to encourage staff and councillors to develop a positive culture around antibullying and for engagement events to be arranged when appropriate. The Officer-Councillor protocol has been updated and due for adoption by F&GP in December. Update FC 13.01.2025 - Officer-Councillor Protocol adopted 09.12.2025

25.02.25	CN2425.40	Tiny forest - investigate locations and funding sources, for further scoping	28.02.26	Climate & Nature Officer	<p>Update 07.05.25 Currently recruiting a Climate and Nature Officer.</p> <p>Update 27.08.25 C&N Officer started in last few days.</p> <p>Update 27.08.25 C&N committee looking at potential sites with view to undertaking a feasibility study C&N 02.09.25 - shortlist of options agreed for feasibility study.</p> <p>Update 18.12.25 (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>Update 22.12.25 - speak to local schools and check interest in the scheme (CN2526.32.01) - expected completion date for action 28/02/2026.</p>
11.03.25	FC2425.176	Submit an expression of interest for Turnberries	31.12.25	CEO	<p>Update 03.07.2025 - Awaiting communications from SGC. Update 28.08.2025 - 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. Update 05.11.2025 - Agreed to host a Futures of Turnberries event to inform the EOI. Update FC 13.01.2026 - Awaiting a meeting with current management to identify relevant information for inclusion in the business plan.</p>
18.03.25	FS2425.85	<ul style="list-style-type: none"> Buy Lowther 5 seats following bench survey 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	Deputy Clerk	<p>3 benches have been purchase and will be installed soon. Other 2 in coming months.</p> <p>Update 27.06.25 ongoing. Update 27.08.25 3 seats installed. 2 on order.</p> <p>Update 03.11.25 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>Update 22.12.25 - All benches ordered with just a few to be installed, bespoke Rock Street bench being constructed.</p>
08.04.25	F&GP2425.84	Town Hall mural - officers to investigate whether planning permission is required. Consult with public, including other sites, commission algae removal and painting works	Review 31.10.25	Facilities Officer/Clerk	<p>Update 27.06.25 community survey currently open.</p> <p>Update 28.08.25 - Survey has closed and responses due to be reviewed at the October F&GP meeting.</p> <p>Update 14.10.2025 F&GP resolved to take no further action following the results of the Mural Survey.</p> <p>Project Complete.</p>
27.05.25	OS2526.08	Replace churchyard gates and complete works on war memorial	01.12.25 June 2026	Deputy Clerk	<p>Update 01.07.25 war memorial on faculty HC dealing with. WS waiting on date for gates.</p> <p>Update 27.08.28 HC has submitted Faculty application. Gates coming off 02.09.25</p> <p>Update 03.11.25 New gates installed and all parties very happy with the outcome.</p> <p>Update 22.12.25 - The war memorial works will be completed as part of the main St Mary's works, see line 1</p>
27.05.25	OS2526.10	Consult on tarmacked area around Larkspur Close	01.09.25	Deputy Clerk	<p>01.07.25 Consultation letters out w/c 7/7/25 with mid august deadline.</p> <p>Update 27.08.25 consultation finished. Results will go to the Sept. OS meeting</p> <p>Update 03.11.25 Open Spaces Committee have considered the results of the consultation and agreed to refer this matter onto the Capital Strategy Group for consideration in the context of other priorities. (The area is also on the shortlist for a tiny forest location.)</p>
27.05.25	OS2526.14	Remove signage in meadow and carry out survey of plants	30.05.26	Deputy Clerk	<p>01.07.25 Signage gone, survey happening over next 6 months.</p> <p>Update 28.08.25 signage has gone. MD will be carrying out the survey over a 12 month period. Date changed to spring '26 to accommodate this</p>
10.06.25	F&GP2526.18	Fix roofing issues at Bakery Annex, Police hub and Town Hall	01.12.25	Facilities Officer	<p>30.06.25 Resolved to use The Roofing Company Bristol.</p> <p>Update 28.08.25 BA done.</p> <p>Project Complete</p>
10.06.25	F&GP2526.18	Fix roofing issues at Police hub and Town Hall	31.03.26	Facilities Officer	<p>30.06.25 Resolved to use The Roofing Company Bristol.</p> <p>Update 18.12.25 Police Hub delayed from completion w/c 15.12.25 due to weather conditions. New date will be proposed in January 2026</p> <p>Update 07.01.26 Awaiting new proposed start date</p>
08.07.25	FC2526.60	Marley Garage replacement and all associated building/tender works	01.06.26	Facilities Officer	<p>Update 28.08.2025 - Tender published with deadline of 03.09.2025. Results due to be reviewed at the Full Council meeting in September. FC 09.09.25 - contract awarded to Falcon Commercial Maintenance. Update FC 13.01.26 - Planning permission granted with conditions.</p>

08.07.25	FC2526.62	Confirmed responsibility for heritage assets (war memorial, fountain, pump and clock) and get insurance valuations	30.09.25	CEO/Administrator	<p>Update 01.09.25 site visits conducted last week, HC awaiting report.</p> <p>Update 05.11.2025 - Inspections of the heritage assets and received estimates from a regional stonemason and forge/ironworker for replacement of the War Memorial Cross at St Mary's, the water pump feature and drinking water fountain. Awaiting for the clock specialist to provide their report.</p> <p>Update 05.01.26 email received on 22.12.25, have all details required. Awaiting final report which should be available in the next couple of weeks.</p>
22.07.25	OS2526.25	Investigate impact on Council's future plans, of Football Club storage shed request	31.12.25	Deputy Clerk	<p>Update 28.08.25 - the football club have been informed and officers will investigate implications.</p> <p>Update 22.12.25 - Implications investigated officers have submitted planning application.</p>
22.07.25	OS2526.26	Install 8 new benches (x6 MPF, x1 Chantry Play Area, x1 Rock Street Garden)	01.12.25	Deputy Clerk	See line 35.
22.07.25	OS2526.27	Progress phase 1 of signage review - get costing, designs and quotes	01.03.26	Deputy Clerk	<p>Update 28.08.25 WS identifying potential companies to work with and carrying out review of existing signage.</p> <p>Update 03.11.25 - officers continue to work on this, with some feedback expected in the first quarter of 2026.</p>
02.09.25	CN2526.08	Extension of wildflower planting - refer to Open Spaces	01.10.25	C&N Officer	Referred to OS - see line 51. Wildflower seeding has been completed.
09.09.25	FC2526.88	Development of a Land Management Strategy - 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>Update 11.11.25 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.Update for FC 13.01.26 - update deferred to March due to length of agenda.</p>
09.09.25	FC2526.91	Bus services in and around Thornbury - 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>05.11.2025 - Promoting timetable through website and social media. HB has been in the Gazette promoting the service. Timetable printed and available to collect from the Town Hall. Update FC 13.01.26- Poster being produced for promotion to other areas.</p>
16.09.25	OS2526.46	Extending wildflower planting at MPF	01.11.25	Deputy Clerk	Wildflower seeding and reseeded has been completed.
14.10.25	FGP2526.35	External companies engaged to conduct lease renewals and conduct valuations of TTC properties.	31.03.2026	CEO	
14.10.25	FGP2526.36	Contractor appointed to carry out Town Hall decorating works.	16.01.26	Facilities Officer	<p>Update 18.12.25 Awaiting commencement date from appointed contractor</p> <p>Update 08.01.26: Works due to commence on Wednesday 14th January</p>
21.10.25	CN2526.19	Road Map to Net Zero - agreed to proceed, with detailed discussed at the Thriving Nature working group.	TBC	C&N Officer	Update 22.12.25 will set a deadline at the February committee (CN2526.33).
21.10.25	CN2526.20	Refresh ecological surveys and biodiversity management plans	TBC	C&N Officer	Update 22.12.25: getting quotes in the new year for surveying next summer.
11.11.25	FC2526.108	Commission View Architects to create masterplan proposal and plan for the pavilion.	31.03.26	Facilities Officer	<p>Update 23.12.25: to be commissioned in early 2026</p> <p>Update 08.01.26: Purchase order issued. Awaiting date for commencement of the work.</p>
18.11.25	OS2526.57	Streamside improvements linking with joined up travel around Thornbury,	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.</p> <p>Recommendations to FC regarding project 10.03.25. C & N to discuss in next meeting.</p> <p>Update 22.12.25 - Discussed at OS and C&N SCG setting up working group involving councillors.</p>
18.11.25	OS2526.58	<p>Hedge cutting regimes on council land.</p> <ul style="list-style-type: none"> - Agree suggested changes to regimes - Cap hedges to below 2m in height - Allow Avon Wildlife Trust to proceed with cost-neutral hedge works - Officers to carry out winter '25 hedge works in line with regimes 	Winter 2025	Deputy Clerk	See line 9
18.11.25	OS2526.60	<p>Seating on council land</p> <ul style="list-style-type: none"> - Replacement seat on rock street garden to proceed - Installing seating on Oakleaze Green (litter levels to be monitored) 	Spring 2026	Deputy Clerk	See lines 35 & 8

18.11.25	OS2526.61	Tennis court fence replacement quotes - Carry out thorough survey - Repairs to posts, re-concreting in place to defer need for replacement	Jan-26	Deputy Clerk	Update 22.12.25 - Condition survey and options appraisal going to OS in January.
18.11.25	OS2526.63	Draft walk leaflets (walkers are welcome) - Publication agreed and TTC to print leaflets on normal paper - Walkers are welcome apply for grant for enhanced printing items - Signage considered at a later date	Spring 2026	Deputy Clerk	Update 22.12.25 - Officers working with Councillor Bloor to finalise leaflets.
18.11.25	OS2526.64	Amend type and position of football club storage structure.	Spring 2026	Deputy Clerk	See line 45
09.12.25	FGP2526.47	Main water and foul water treatment at MPF - Aegaea Ltd to proceed with further investigation to identify most economical and long term solution.	31.03.26	Facilities Officer	Update 23.12.25: To be commissioned early 2026. Update 08.01.26: Awaiting confirmation and starting date from Aegaea
16.12.25	CN2526.30.01	Codesign process for streamside walk SG to contact those who may be interested in taking part in the codesign process and pass details to WH.	05.01.26	C&N Officer	Update 22.12.25 - contacted committee and waiting to hear back. Details will be passed to Will Hallam at South Glos before Christmas. Update 07.01.26 - Names of interested parties passed to Will Hallam - action completed.
16.12.25	CN2526.30.02	Codesign process for streamside walk SG to ask WS to pass on request for people interested in codesigning streamside walk to Open Spaces Committee	05.01.26	C&N Officer	Update 22.12.25 - SG has passed on to WS who has emailed the committee. Update 07.01.26 - WS has contacted OS committee and passed on names of interested parties.
16.12.25	CN2526.31	TTC Watermark Town Scheme - Submit expression of interest in participating in programme - Work towards Watermark Town Status if offered the chance	TBC	C&N Officer	Update 22.12.25 - 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.

Request from the Armstrong Hall Trust

08.01.2026

BACKGROUND

The Armstrong Hall Complex (AHC), consisting of the Armstrong Hall, the Cossham Hall, the foyer and bar area, the land to the front (adjoining Chapel Street), and the land to the rear (mostly used as car park, accessed from Tanner's Court), is under the control of the Armstrong Hall Trust (registered charity number: 250448). The land described as the Armstrong Hall Complex has Land Registry title number: GR488409 (the plan from the title deed is appended), currently Thornbury Town Council are registered owners.

When the AHC previously operated as a business (up to early 2020), Thornbury Town Council were the holders of the land title, and the Management Committee under the Armstrong Hall Trust, were carrying out the day-to-day management of the business and the buildings. The support given by Thornbury Town Council, both monetary and in terms of officer support to the AHC was considerable.

To reduce the input required from TTC to support this community asset, and to give the asset the greatest opportunity to thrive, it has been agreed to give day-to-day control of the operations of the asset to a group of knowledgeable, expert and committed enthusiasts (now incorporated as TCA CIO), through the granting of a long lease. The lease allows AHT and TTC to cede daily responsibility for running the asset to TCA, whilst maintaining ownership, and reducing the burden on elected councillors and on council officers, to manage the AHC in operation. The lease is a repairing lease, requiring the tenant to maintain the fabric of the asset, meaning that operational income will aim to be sufficient for maintenance work to be funded on an ongoing basis. In return for this, the rent associated with the lease is below market rates, and shall cover the landlord's buildings insurance cost only. Other ongoing costs accruing to AHT will be taken from reserves, or funded by grant from Thornbury Town Council (subject to funding request to TTC being agreed), in order to give TCA the best chance of succeeding in this venture, and so deliver community benefit.

The Armstrong Hall Trust is in the process of updating its constitution to become a CIO, in line with guidance from the Charities Commission for all such trusts to update their constitutions. This update to become a CIO has also allowed the separation of the ownership and management of any assets held, specifically the AHC. The updated constitution is expected to be confirmed by the Charities Commission at the end of January 2026.

To ensure that the Town Council are still able to safeguard the benefit that should accrue to the townsfolk, as written into the Charitable Objects of the CIO, a majority of

trustees on the newly formed AHT CIO will be nominated by the Town Council, and may also be elected town councillors.

THE REQUEST

The Armstrong Hall Complex, is to be leased by the Armstrong Hall Trust to a Charitable Incorporated Organisation, Thornbury Community and Arts, CIO, charity number: 1213120, in order to execute AHT's Charitable Objects. The Charitable Objects of TCA CIO have been formulated to exactly align with those of the AHT, to ensure that no conflicts occur when the AHC is leased to TCA.

In order for AHT to lease the AHC to TCA CIO, AHT must necessarily be the holder of the title, such that they may act as landlord in this arrangement. This is confirmed by the legal counsel to AHC, Star Legal:

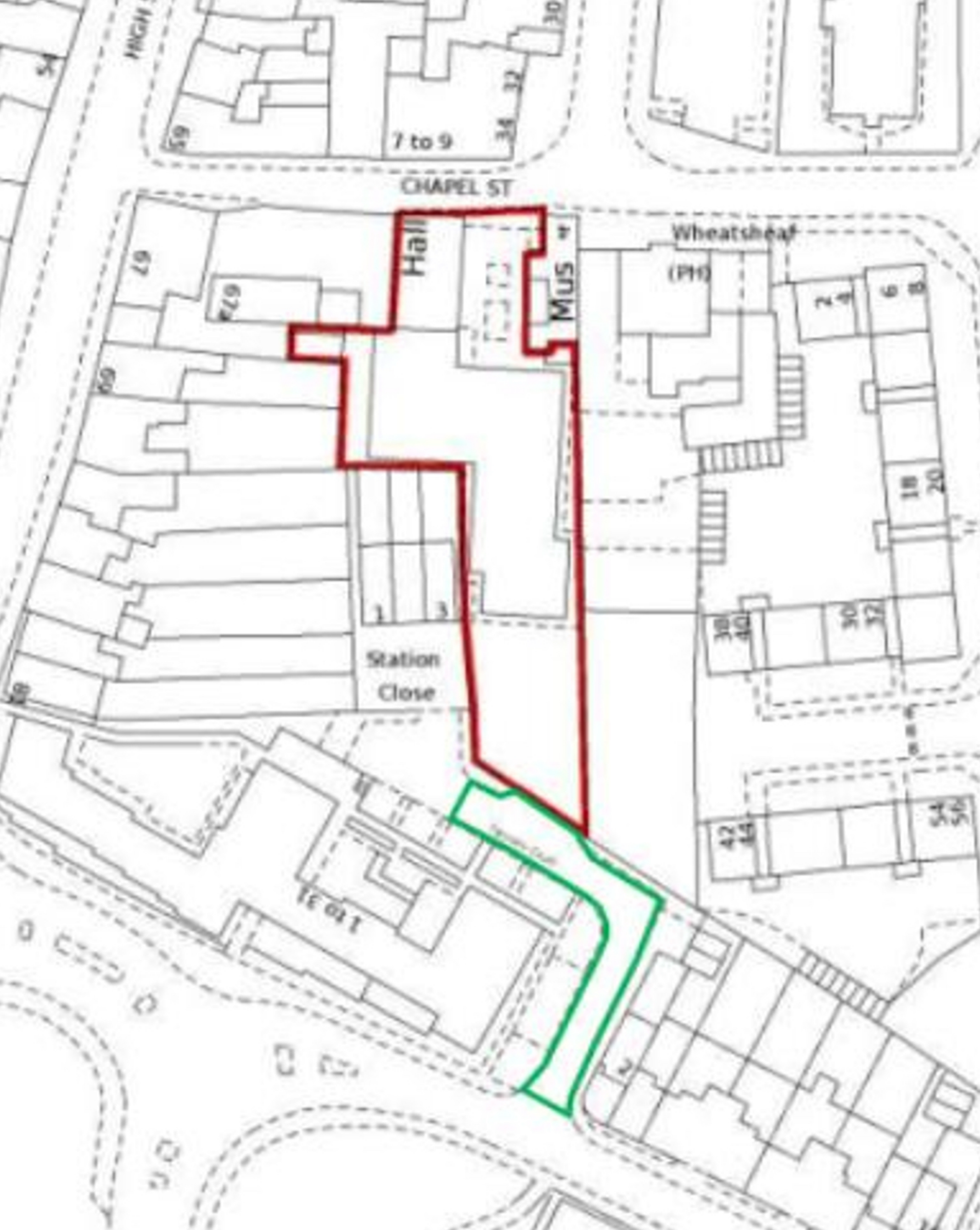
"we need to complete the transfer from Thornbury Town Council to Armstrong Hall Trust as you cannot grant a lease if you are not the proprietor of the title." - Lucy Rayter, Star Legal, 15th December 2025.

So, to continue with the rationalisation of the arrangements for effectively executing the Charitable Objects of the Armstrong Hall Trust, it is necessary for TTC to sign the Deed of Transfer, so making AHT the proprietor of the title.

Thornbury Town Council Legal Advice – provided by ALCA

The Town Council authorise execution of the transfer documentation, acting solely in the Council's capacity as custodian trustee and following a formal request from the Trust. The Council is not approving the lease, nor is it making a decision to dispose of an asset under local government legislation.

Once the transfer is completed, the Town Council will cease to be custodian trustee in respect of Armstrong Hall, as it will no longer hold the legal title. This is the expected and appropriate outcome where a trust is ready to own and manage its property directly. the Council will not be the landlord or taking on ongoing legal or contractual liabilities associated with the building.



Any parts of the form that are not typed should be completed in black ink and in block capitals.

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

For information on how HM Land Registry processes your personal information, see our [Personal Information Charter](#).

Leave blank if not yet registered.

Insert address including postcode (if any) or other description of the property, for example 'land adjoining 2 Acacia Avenue'.

Remember to date this deed with the day of completion, but not before it has been signed and witnessed.

Give full name(s) of **all** the persons transferring the property.

Complete as appropriate where the transferor is a company.

Enter the overseas entity ID issued by Companies House for the transferor pursuant to the Economic Crime (Transparency and Enforcement) Act 2022. If the ID is not required, you may instead state 'not required'.

Further details on overseas entities can be found in [practice guide 78: overseas entities](#).

1	Title number(s) of the property: GR488409
2	Property: Land adjoining Flat 1, Tanners Court, Midland Way, Thornbury, Bristol BS35 2BY
3	Date:
4	Transferor: Thornbury Town Council <u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix: <u>For overseas entities</u> (a) Territory of incorporation or formation: (b) Overseas entity ID issued by Companies House, including any prefix: (c) Where the entity is a company with a place of business in the United Kingdom, the registered number, if any, issued by Companies House, including any prefix:

Give full name(s) of **all** the persons to be shown as registered proprietors.

Complete as appropriate where the transferee is a company. Also, for an overseas company, unless an arrangement with HM Land Registry exists, lodge either a certificate in Form 7 in Schedule 3 to the Land Registration Rules 2003 or a certified copy of the constitution in English or Welsh, or other evidence permitted by rule 183 of the Land Registration Rules 2003.

Enter the overseas entity ID issued by Companies House for the transferee pursuant to the Economic Crime (Transparency and Enforcement) Act 2022. If the ID is not required, you may instead state 'not required'.

Further details on overseas entities can be found in [practice guide 78: overseas entities](#).

Each transferee may give up to three addresses for service, one of which must be a postal address whether or not in the UK (including the postcode, if any). The others can be any combination of a postal address, a UK DX box number or an email address.

Place 'X' in the appropriate box. State the currency unit if other than sterling. If none of the boxes apply, insert an appropriate memorandum in panel 11.

Place 'X' in any box that applies.

Add any modifications.

5	<p>Transferee for entry in the register: Armstrong Hall Trust</p> <p><u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix:</p> <p><u>For overseas entities</u> (a) Territory of incorporation or formation:</p> <p>(b) Overseas entity ID issued by Companies House, including any prefix:</p> <p>(c) Where the entity is a company with a place of business in the United Kingdom, the registered number, if any, issued by Companies House, including any prefix:</p>
6	<p>Transferee's intended address(es) for service for entry in the register: Town Hall, High Street, Thornbury BS35 2AR</p>
7	<p>The transferor transfers the property to the transferee</p>
8	<p>Consideration</p> <p><input type="checkbox"/> The transferor has received from the transferee for the property the following sum (in words and figures):</p> <p><input checked="" type="checkbox"/> The transfer is not for money or anything that has a monetary value</p> <p><input type="checkbox"/> Insert other receipt as appropriate:</p>
9	<p>The transferor transfers with</p> <p><input checked="" type="checkbox"/> full title guarantee</p> <p><input type="checkbox"/> limited title guarantee</p>

Where the transferee is more than one person, place 'X' in the appropriate box.

Complete as necessary.

The registrar will enter a Form A restriction in the register *unless*:

- an 'X' is placed:
 - in the first box, or
 - in the third box and the details of the trust or of the trust instrument show that the transferees are to hold the property on trust for themselves alone as joint tenants, *or*
- it is clear from completion of a form JO lodged with this application that the transferees are to hold the property on trust for themselves alone as joint tenants.

Please refer to *Joint property ownership* and *practice guide 24: private trusts of land* for further guidance. These are both available on the GOV.UK website.

Insert here any required or permitted statement, certificate or application and any agreed covenants, declarations and so on.

10 Declaration of trust. The transferee is more than one person and

- ☐ they are to hold the property on trust for themselves as joint tenants
- ☐ they are to hold the property on trust for themselves as tenants in common in equal shares
- ☐ they are to hold the property on trust:

11 Additional provisions

The transferor must execute this transfer as a deed using the space opposite. If there is more than one transferor, all must execute. Forms of execution are given in Schedule 9 to the Land Registration Rules 2003. If the transfer contains transferee's covenants or declarations or contains an application by the transferee (such as for a restriction), it must also be executed by the transferee.

If there is more than one transferee and panel 10 has been completed, each transferee must also execute this transfer to comply with the requirements in section 53(1)(b) of the Law of Property Act 1925 relating to the declaration of a trust of land. Please refer to *Joint property ownership* and *practice guide 24: private trusts of land* for further guidance.

Examples of the correct form of execution are set out in *practice guide 8: execution of deeds*. Execution as a deed usually means that a witness must also sign, and add their name and address.

Remember to date this deed in panel 3.

12 Execution

Signed as a Deed by
[] as a representative
of Thornbury Town Council in the
presence of:

Signature

Signature of witness
Name (in BLOCK CAPITALS)
Address

Signed as a deed by
[] as a representative
of Thornbury Town Council in the
presence of:

Signature

Signature of witness
Name (in BLOCK CAPITALS)
Address

Signed as a deed by
[] as a
representative of Armstrong Hall
Trust in the presence of:

Signature

Signature of witness
Name (in BLOCK CAPITALS)
Address

Signed as a deed by
[] as a
representative of Armstrong Hall
Trust in the presence of:

Signature

Signature of witness
Name (in BLOCK CAPITALS)
Address

WARNING

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

SLA Applications and Award Recommendation

The Service Level Agreement Working Group have received and reviewed the following SLA applications. Recommendations have been made following consideration of each application, the agreements the council are already committed to and budget implications. If you would like to see any of the applications, please request a copy from the Chief Executive.

Applicant	Purpose	Amount Requested	Amount Awarded	Award Term	Recommendations
Volunteer Centre	Promote, support and develop volunteering and provide a service which matches volunteers with organisations that need voluntary help.	6,850	6,850	3 Years	Proceed to renew the agreement at the increased amount.
Krunch	Mentoring young people from schools, both primary and secondary as well as for young people who come to youth clubs	10,000	-		Not to proceed as Krunch have funding to cover the requested costs until March 2027.
Thornbury Community Composting	Community group providing a full green waste recycling service facility for the local community of Thornbury and the surrounding areas	6,000	-		Not to proceed as this service is being delivered through SGC via the kerbside collection and the Sort it Centre.
New Start Debt Advice – Thornbury	New Start Debt Advice provide free, unconditional, fully confidential, face to face debt advice and our set up means that we can spend as much time as individuals need to help them break free from debt.	6,500	-		Not to proceed due to the low number of residents that the service currently reaches/supports.
Citizens Advice Bureau	1 session per week. The bespoke, generalist service will provide a range of advice interventions for local residents. It will include: Qualified advice provision on-site to manage the sessions. Remote Supervision to support advisers on site. Marketing and communications support to promote the project. Referral into our specialist services if needed (debt, energy and welfare appeals). The service includes all follow-up casework which may include multiple appointments over many months to deal with complex issues	18,476	-		

Citizens Advice Bureau	2 sessions per week. The bespoke, generalist service will provide a range of advice interventions for local residents. It will include: Qualified advice provision on-site to manage the sessions. Remote Supervision to support advisers on site. Marketing and communications support to promote the project. Referral into our specialist services if needed (debt, energy and welfare appeals). The service includes all follow-up casework which may include multiple appointments over many months to deal with complex issues	36,952	36,952	3 years	Proceed to renew the agreement for the 1 service per week and trial the additional service for a year. Suggest the additional service be run on Thursday mornings due to room availability
Total SLA Funding Requested		66,302	43,802		
Committed SLA Funding - Thornbury & District Museum, Thornbury in Bloom & Over 60's Tea Room			20,140		
Budget Required			63,942		

Recommendation

1. To approve entering into an agreement with the organisations above and the amount awarded.

2. To delegate the agreement formation to the Chief Executive with the following inclusions:

Agreements to be dated from the 1st April 2026 for a 3 year term.

Each agreement to include Key Performance Indicators

Monitoring requirements to include submission of annual reports and accounts to Council

Report to Full Council

Report Title: Landscape Architect

Prepared by: Alan Stealey, Facilities Officer & Hannah Bowden, Chief Executive



Meeting Date: 13.01.2026

Status: For action

Detail

The stream at Mundy Playing Fields currently flows from a wide catchment area through culverts and engineered structures, which limits its natural function and community value. This project seeks to create safe and engaging opportunities for children to play, explore, and learn about water, nature, and the environment in a hands-on and educational way. At the same time, it is essential for the Council to understand the site's hydrology in order to make informed decisions on water management, flood resilience, and sustainable design. To progress this work effectively, the Hydrologist has reached a stage where engagement with the Landscape Architect is now required, ensuring that environmental outcomes and public enjoyment are appropriately supported.

Following this request, officers have prepared the attached report. However, due to the current meeting structure, it has not yet been reviewed by the Capital Strategy Working Group. The Council is therefore asked to approve the proposed scope of work, approve the associated budget, and delegate authority for the award of the Landscape Architect commission in accordance with the Council's procurement arrangements.

Scope

The attached document, *'Thornbury, Mundy Playing Fields Landscape Project – Stream and Natural Water Play Area'*, is intended for distribution to interested Landscape Architects and provides the complete brief for inviting quotations and appointing a Landscape Architect to work in collaboration with the appointed Hydrologist on the Mundy Playing Fields Stream and Natural Water Play project. The brief sets out the project overview, objectives, roles and responsibilities, scope of work, deliverables, programme, and quotation requirements, offering councillors a clear reference for understanding the expectations and context of the proposed design consultancy. Minor amendments to the wording may be required to incorporate the findings of the initial hydrological report and to reflect the appointment of the Hydrologist.

Budget

The total Community Infrastructure Levy (CIL) budget currently allocated to the project is £269,500. This allocation reflects an increase in budget following the decision to pursue the natural water play solution, informed by the tenders received for the full project scope and the revised project plan.

The budget estimates and cost breakdown are set out below:

		Budget £ 269,500.00	Actual £ -	Under(Over) £ 269,500.00
Income				
EMR Community Infrastructure Levey		£ 269,500.00		
National Lottery Heritage Grant		TBC		
Wessex Water Grant		TBC		

Expenditure				
Tasks	Contractor	Budget	Actual	Under(Over)

Hydrology		£ 35,000.00	£ -	£ 35,000.00
Hydrologist	Water Resources Associates LLP	£ 30,000.00		£ 30,000.00
Surveys channel, topography		£ 2,500.00		£ 2,500.00
Contingency		£ 2,500.00		£ 2,500.00
Landscape Architecture		£ 30,000.00		£ 30,000.00
Permits				£ -
Surveys (Ecological/Ground test)				£ -
Concept Design - RIBA Stage 0-2				£ -
Spatial Coordination - RIBA Stage 3				£ -
Technical Design - RIBA Stage 4				£ -
Play		£ 30,000.00		£ 30,000.00
Spatial Coordination - RIBA Stage 3				£ -
Technical Design - RIBA Stage 4				£ -
Construction		£ 150,000.00		£ 150,000.00
Groundworks				£ -
Landscaping				£ -
Play Installation				£ -
Contingency @ 10%		£ 24,500.00		£ 24,500.00

Timescales & Responsibilities

Indicative timescales for the overall project have been set out in a Gantt chart, which is monitored by the Capital Strategy Working Group. A copy of the chart can be provided on request. All dates are indicative and remain subject to confirmation following the appointment of contractors.

The proposed timetable and responsibilities for the appointment of the Landscape Architect is as follows:

Stage	Responsible Body	Date
Scope approved	Full Council	13 January 2026
Scope advertised	Officers	14 January 2026
Closing date for quotations	Officers	2 February 2026
Review and recommendation	Officers & CSWG Members	3 February 2026
Appointment approved	Finance and General Purpose Committee	10 February 2026

Delegation

Council is requested to delegate authority to the Finance and General Purposes Committee to appoint a Landscape Architect for the Mundy Playing Fields Stream and Natural Water Play Project, in order to facilitate the timely progress of the project and to ensure compliance with the Council's Financial Regulations, and in accordance with the approved scope of work and budget.

Recommendations

- Landscape Architect scope** – That Council approves the scope for the appointment of a Landscape Architect to support the delivery of the project.
- Budget & funding source** – The Council allocates up to £30,000 + VAT from its Community Infrastructure Levy Earmarked Reserve's for the services of a Landscape Architect, satisfying Financial Regulations that capital CIL expenditure be approved by Council.
- Delegation to committee** – That authority be delegated to the Finance and General Purposed Committee to:
 - appoint contractors, and

- authorise all payments, provided that the total project cost does not exceed the limit set in (1) and that all actions comply with the Committee's Terms of Reference.

Implications

Financial: All expenditure will be managed in accordance with the council's Financial Regulations, including procurement procedures, budgetary controls, and delegation. No commitment to expenditure beyond the approved budget will be entered into without further Council approval. The Capital Strategy Working Group will monitor expenditure for the project against the approved budget and report any material variances or funding risks to Council.

Environmental: Restoration of the culverted section of the stream, the introduction of natural play elements to replace the splash pad, and improvements to drainage would have the following environmental benefits:

- Create opportunities for improved biodiversity on site and up and downstream due to enhanced habitat connectivity
- Improve water quality, protecting and enhancing biodiversity on site and downstream
- Eliminate the need for use of herbicides (the previous splashpad required regular application of herbicides to reduce algae which are highly toxic to aquatic life)
- Improve flood resilience, not only for MPF but downstream

Any design should seek to maximise the above potential improvements in balance with other project priorities. Selection of a landscape architect with good understanding of environmentally-sound practices and experience of habitat enhancement/restoration will be essential in realising the potential environmental benefits.

Legal: The appointment of the Landscape Architect and progression of the project must comply with the Council's statutory powers, Financial Regulations, procurement procedures, and Scheme of Delegation. Approval of the scope, budget, and delegated authority is required to ensure decisions are taken lawfully. The Landscape Architect's advice will inform works affecting a watercourse and public open space and must have regard to relevant planning, environmental, and regulatory requirements; however, it does not constitute statutory consent. Appropriate contractual arrangements and professional indemnity insurance must be in place, and any further decisions or expenditure must be taken in accordance with delegated authority.

APPENDIX A

Thornbury, Mundy Playing Fields Landscape Project

Stream and Natural Water play area

1. Overview

Thornbury Town Council (TTC) invites quotations from suitably qualified Landscape Architects to collaborate with a separately commissioned Hydrologist (Water Resource Associates), who will be undertaking RIBA Stages 0–4 inclusive. The Hydrologist has been developing a model for managing an existing stream that passes through the Mundy Playing Fields, a central green space serving the community of Thornbury and surrounding areas. Please see initial report "Mundy Playing Fields, Thornbury, Bristol, River Restoration and Splash Park Design Stage 1. Background Hydrology, Flood Risk and Restoration Constraints December 2025" included.

Hydrological modelling may include interventions to the existing exposed streams, the creation of swales (dry and wet) and bioretention areas, and strategies for attenuation, controlled conveyance, filtration, and mitigation of downstream stormwater impacts.

The Landscape Architect's role is to translate the hydrological model into a recreational space design that reflects operational requirements, community aspirations, and environmental enhancements. Designs must blend engineered water features into the existing landscape while being inclusive, maintainable, and contextually appropriate.

The study will be developed in accordance with the RIBA Plan of Work, with emphasis by the Landscape Architect on Stages 2–4 (Concept, Developed, and Technical Design). The Hydrologist will act as Lead Consultant, responsible for overall strategy, project briefing, and coordination through to Technical Design.

The Landscape Architect will provide technical and creative input to TTC's engagement activities, working collaboratively with the Hydrologist to ensure resulting designs are functional, buildable, and visually integrated with the wider landscape setting.

Core Aims

- Assess viable options for restoring the currently culverted stream to the landscape.
- Integrate proposed hydrological interventions (exposed stream modifications, swales, bioretention) into the parkland in a cohesive, visually appropriate manner.
- Develop safe, inclusive opportunities for children of all ages and abilities to play with water.
- Explore options for the integration or removal of the decommissioned splash pad and associated infrastructure.

2. Roles and Responsibilities

Hydrologist (Lead Consultant)

- Establish the hydrological strategy, design parameters, and performance criteria.
- Model interventions including modified exposed streams, swales, and bioretention areas.
- Manage interdisciplinary coordination between TTC, the Landscape Architect, and other specialists.
- Lead technical design development and ensure compliance with hydraulic, ecological, and regulatory standards.
- Provide technical documentation and specifications for manufacturing and construction stages.

Landscape Architect

- Provide creative and technical input to the engagement process, led by TTC.
- Develop concept, developed, and technical designs (RIBA Stages 2–4) consistent with the hydrological strategy.
- Integrate hydrological interventions into the landscape, ensuring they are visually cohesive, maintainable, and contextually appropriate.
- Prepare visual, spatial, and material information suitable for interpretation by contractors.
- Review contractor design information at later stages to ensure alignment with design intent.

TTC will remain the Engagement Lead, responsible for the Preliminary Engagement Plan, Engagement Plan, Communication Strategy, and Plan for Use Strategy.

3. Background

The existing culvert restricts natural flow, biodiversity, and public amenity. Hydrological assessments have identified opportunities for restoration and enhancement, including modifications to exposed streams, swales, and bioretention features, which could improve ecology, flood resilience, and community enjoyment.

The site also includes a disused splash pad, pumping station, and associated infrastructure—all located along the stream route and requiring careful integration or removal within future design proposals.

A Hydrologist will undertake research in parallel with the design process, providing engineered input to:

- Upstream water management (slow, store, clean)
- On-site water retention and treatment
- Downstream flow management
- Proposed hydrological interventions such as exposed stream adjustments, swales, and bioretention

The Landscape Architect will work in close collaboration with the Hydrologist throughout, ensuring design and technical integration and blending engineered water features into the existing landscape.

4. Objectives

- Undertake RIBA Stages 2–4 for the Landscape Architect role.
- Support the Hydrologist-led strategy, ensuring designs are cohesive, attractive, technically coordinated, and visually integrated with the landscape.
- Produce drawings, plans, and specifications that can be interpreted by contractors for manufacturing and construction, maintaining a Landscape Architect's design overview.
- Blend engineered water features (exposed streams, swales, bioretention) into the parkland in a contextually appropriate manner.
- Create proposals that prioritise environmental sustainability, flood resilience, and inclusive public use.
- Work collaboratively with TTC, the Hydrologist, and community stakeholders throughout.

5. Scope of Work

Stage 0–1 (Supporting Role)

- Review hydrological data and contribute design commentary on opportunities and constraints identified by the Hydrologist.
- Input to TTC's Preliminary and Main Engagement Plans, focusing on creative and visual communication.

Stage 2 – Concept Design

- Develop and evaluate concept options (drawings, visuals, and supporting rationale).
- Integrate proposed hydrological interventions (exposed streams, swales, bioretention) into the landscape design.
- Work collaboratively with the Hydrologist to refine options and establish feasible landscape responses.
- Provide materials for community engagement and consultation events.
- Support TTC in recording feedback and incorporating agreed Engagement Outcomes.

Stage 3 – Developed Design

- Develop the preferred design option to a coordinated, detailed level suitable for cost planning and technical coordination.
- Prepare indicative planting, surfacing, and materials specifications aligned with hydrological objectives.
- Collaborate with the Hydrologist to ensure full design integration and visual cohesion of water features.

Stage 4 – Technical Design

- Develop detailed drawings and technical information to support contractor tender and fabrication.
- Ensure documentation clearly communicates how engineered water features are integrated into the landscape.
- Support TTC and the Hydrologist in responding to contractor queries and reviewing technical submissions.

Exclusions: detailed engineering, procurement, construction documentation, and site supervision, unless expressly included in future stages.

6. Deliverables

- Concept, Developed, and Technical Design reports (RIBA Stages 2–4) including options appraisal, designs, and recommendations.
 - Drawings, sketches, and 3D visuals as appropriate.
 - Outline planting and materials palettes.
 - Engagement materials (images, plans, and text for public display).
 - Input to programme and budget estimates, in coordination with TTC's appointed QS.
- All deliverables are to be provided in digital format (PDF/CAD), with hard copies supplied upon request.

7. Programme

- Quotation submission deadline: 9am Monday 2nd February 2026
 - Appointment: To be discussed and agreed with the hydrologist. Appointment will depend upon availability of initial data and timelines for delivery of stages 0-2
 - Completion of RIBA Stages 2–4: [dates to be agreed with appointed consultant]
- The Hydrologist will continue research throughout Stages 0–4 to gather seasonal data and inform design. The Landscape Architect will undertake Stages 2–4 in coordination with the Hydrologist.

8. Quotation Requirements

- Company profile and relevant experience.
- Details of key personnel (led by a Chartered Landscape Architect [CMLI], preferred).
- Proposed methodology, including collaboration with the Hydrologist and alignment with TTC's engagement approach.
- Fixed-price fee breakdown for RIBA Stages 2–4 (including expenses, excluding VAT).
- Proposed programme of delivery.
- Examples of relevant project experience (e.g. de-culverting, watercourse restoration, child-inclusive design, habitat creation, concept visualisation, stakeholder engagement).
- Assumptions or exclusions.

Quotations should be submitted to Alan Stealey (facilities@thornburytowncouncil.gov.uk) Tel: 07769726731 by the closing date.



		2024/25		2025/26				2026/27			2027/28			2028/29			2029/30		
		BUDGET	ACTUAL	BUDGET	FORECAST	TRANSFER FROM RESERVES	TRANSFER TO EMR	BUDGET	TRANSFER FROM RESERVES	TRANSFER TO EMR	BUDGET	TRANSFER FROM RESERVES	TRANSFER TO EMR	BUDGET	TRANSFER FROM RESERVES	TRANSFER TO EMR	BUDGET	TRANSFER FROM RESERVES	TRANSFER TO EMR
100	Income																		
	1076 Precept	931,436	931,436	967,612	967,612	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	1090 Interest Received	60,000	58,030	62,618	53,457	-	53,457	55,328	-	55,328	39,836	-	39,836	19,918	-	19,918	8,963	-	8,963
	1100 Grants & Donations	-	28,401	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	1110 Over 60's Tea Room	1,160	1,160	1,160	1,160	-	-	1,680	-	-	1,680	-	-	1,680	-	-	1,680	-	-
	1115 Solar Panels	1,000	804	1,035	1,174	-	-	1,214	-	-	1,250	-	-	1,275	-	-	1,300	-	-
Restricted	1116 Solar Farm Community Benefit	2,461	2,426	2,722	2,452	-	2,452	2,817	-	2,817	2,902	-	2,902	2,960	-	2,960	3,019	-	3,019
Restricted	1130 Casual Hire	500	43	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	1150 CIL Income	255,000	326,357	75,000	95,000	-	95,000	2,906	-	2,906	-	-	-	-	-	-	-	-	-
	1300 Mundy Fees	9,036	15,893	6,210	9,300	-	-	9,626	-	-	9,914	-	-	10,113	-	-	10,315	-	-
	1310 Poulterbrook Fees	2,923	2,994	1,783	3,000	-	-	3,105	-	-	3,198	-	-	3,262	-	-	3,327	-	-
	1320 Chantry Fees	2,818	2,091	2,917	2,917	-	-	3,019	-	-	3,109	-	-	3,171	-	-	3,235	-	-
	1325 Pavilion Hire	-	-	3,726	5,771	-	-	5,973	-	-	6,152	-	-	6,275	-	-	6,401	-	-
	1330 Wayleave	80	74	74	74	-	-	74	-	-	74	-	-	74	-	-	74	-	-
	1400 Cemetery Fees	45,709	55,252	50,715	59,815	-	-	61,909	-	-	63,766	-	-	65,041	-	-	66,342	-	-
	1420 Memorial Plaque Service Income	6,910	5,203	6,413	6,971	-	-	7,215	-	-	7,431	-	-	7,580	-	-	7,731	-	-
	1430 Grave Maintenance Service	2,572	637	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	1600 Rent - Flat 67 High Street	7,500	7,900	8,100	8,100	-	-	8,100	-	-	8,343	-	-	8,510	-	-	8,680	-	-
	1610 Rent - Offices 67 High Street	15,156	15,156	15,762	15,156	-	-	15,156	-	-	15,156	-	-	15,156	-	-	15,156	-	-
	1630 Rent - V Link Town Hall	1	-	1	-	-	-	4,175	-	-	4,175	-	-	4,175	-	-	4,175	-	-
	1640 Rent - Police	14,030	13,867	14,030	14,383	-	-	14,383	-	-	14,383	-	-	14,383	-	-	14,383	-	-
	1645 Chapel Hire	-	-	500	-	-	-	500	-	-	750	-	-	1,000	-	-	1,000	-	-
	1750 Insurance claim	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	1800 Memorial Tree Income	797	310	-	300	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	1850 Memorial bench/plaque income	-	3,529	3,528	600	-	-	1,825	-	-	1,825	-	-	1,825	-	-	1,825	-	-
	1990 Other Income	-	842	500	200	-	-	500	-	-	100	-	-	100	-	-	100	-	-
	1995 Tennis Court Income	-	1,747	3,033	3,000	-	-	3,033	-	3,033	3,124	-	3,124	3,202	-	3,124	3,282	-	3,282
	Total Income	1,359,089	1,471,203	1,227,438	1,250,440	-	150,909	202,536	-	64,084	187,169	-	45,861	169,701	-	26,001	160,990	-	15,265
104	Councillors																		
	4020 Expenses	500	60	515	100	-	-	200	-	-	200	-	-	200	-	-	200	-	-
	4070 Chairman's / Mayors Allowance	1,152	1,185	1,187	1,152	-	-	1,188	-	-	1,223	-	-	1,248	-	-	1,273	-	-
	4165 IT	500	-	515	-	-	-	500	500	-	500	500	-	500	259	-	500	-	-
	4235 Elections	-	-	5,000	5,000	-	5,000	5,000	-	5,000	20,000	10,000	-	5,000	-	5,000	5,000	-	5,000
	4065 Training	500	-	500	300	-	-	500	-	-	500	-	-	500	-	-	500	-	-
	Total Councillor Costs	2,652	1,245	7,717	6,552	0	5,000	7,388	500	5,000	22,423	10,500	0	7,448	259	5,000	7,473	0	5,000
105	Staff Costs																		
	4000 Staff Salary	293,658	307,355	337,628	329,537	-	-	347,034	-	-	359,435	-	-	371,688	-	-	383,653	-	-
	4030 PAYE and NI	109,563	90,161	126,143	112,886	-	-	119,955	-	-	127,669	-	-	135,172	-	-	142,563	-	-
	4040 Pension	92,285	54,094	87,307	66,367	-	-	77,007	-	-	80,361	-	-	83,481	-	-	84,958	-	-
	TBC Contingency	-	-	-	-	-	-	34,025	-	-	38,996	-	-	45,707	-	-	52,800	-	-
	4060 Staff other Expenses	1,000	352	1,000	1,000	-	-	1,000	-	-	1,000	-	-	1,000	-	-	1,000	-	-
	4068 Workwear & PPE	1,750	1,329	1,750	1,500	-	-	1,500	-	-	1,500	-	-	1,500	-	-	1,500	-	-
	4065 Staff Training	-	-	8,500	8,500	-	-	8,500	-	-	8,500	-	-	8,500	-	-	8,500	-	-
	4069 Staff Recruitment	500	709	500	2,014	-	-	2,500	-	-	2,500	-	-	2,500	-	-	2,500	-	-
	Health & Safety	-	-	-	-	-	-	1,500	-	-	1,500	-	-	1,500	-	-	1,500	-	-
	Total Staff Costs	498,756	454,000	562,828	521,803	-	-	593,021	-	-	621,461	-	-	651,048	-	-	678,974	-	-
108	Administration																		
	4100 Stationery	1,047	719	618	618	-	-	600	-	-	618	-	-	630	-	-	643	-	-
	4105 Postage	1,571	469	250	328	-	-	300	-	-	300	-	-	300	-	-	300	-	-
	4110 Telephone & Broadband	3,225	1,979	2,034	2,187	-	-	2,253	-	-	2,320	-	-	2,367	-	-	2,414	-	-
	4115 Equipment & Furniture	7,303	4,080	2,500	9,100	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4125 Photocopier	960	1,492	1,458	1,458	-	-	1,502	-	-	1,547	-	-	1,578	-	-	1,609	-	-
	4165 IT	9,000	9,758	16,914	16,914	-	-	17,515	3,266	-	17,149	-	-	17,436	-	-	19,272	-	-
	4185 Communications	8,824	3,886	4,500	4,500	-	-	4,500	3,806	-	4,500	-	-	4,500	-	-	4,500	-	-
	4205 Refreshments	400	91	412	150	-	-	200	-	-	200	-	-	200	-	-	200	-	-
	Total Administration	32,330	22,600	28,687	35,255	-	-	26,869	7,072	-	26,634	-	-	27,011	-	-	28,938	-	-
110	Central Services																		

		2024/25		2025/26				2026/27			2027/28			2028/29			2029/30		
		BUDGET	ACTUAL	BUDGET	FORECAST	TRANSFER FROM RESERVES	TRANSFER TO EMR	BUDGET	TRANSFER FROM RESERVES	TRANSFER TO EMR	BUDGET	TRANSFER FROM RESERVES	TRANSFER TO EMR	BUDGET	TRANSFER FROM RESERVES	TRANSFER TO EMR	BUDGET	TRANSFER FROM RESERVES	TRANSFER TO EMR
	4065 Training	7,200	8,596																
	4075 Bank Charges	806	727	580	580	-	-	597	-	-	615	-	-	628	-	-	640	-	-
	4080 Audit Fees	3,246	3,560	3,800	2,900	-	-	2,987	-	-	3,077	-	-	3,138	-	-	3,201	-	-
	4085 Professional Fees	13,088	8,781	10,000	11,262	-	-	10,000	10,000	-	10,000	-	-	10,000	-	-	10,000	-	-
	4090 Subscriptions & Memberships	3,560	3,218	3,667	3,137	-	-	3,118	-	-	3,211	-	-	3,307	-	-	3,407	-	-
	4095 Insurance	13,241	14,238	14,859	19,045	-	-	19,616	-	-	20,205	-	-	20,009	-	-	20,609	-	-
	4120 Website	521	691	500	799	-	-	500	-	-	515	-	-	525	-	-	536	-	-
	4140 Cleaning Materials	3,000	2,476	3,090	3,090	-	-	3,090	-	-	3,183	-	-	3,246	-	-	3,311	-	-
	4160 Trade Refuse	11,904	17,155	16,756	20,620	-	-	21,239	-	-	21,876	-	-	22,313	-	-	22,760	-	-
	4200 Health & Safety	6,000	5,810	11,000	9,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4210 Youth SLA (relocate to grants & SLA's from 2025/26)	80,301	81,796	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4240 Civic Function	2,000	631	2,000	1,000	-	-	2,000	-	-	2,000	-	-	2,000	-	-	2,000	-	-
	4481 PWLB 503515 - splash pad	1,926	2,311	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4482 PWLB 504320 - football pitches	5,643	5,642	2,625	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4483 PWLB 509410 - mower	7,615	7,614	7,614	7,614	-	-	7,614	-	-	7,614	-	-	7,614	-	-	7,614	-	-
	Equipment & Furniture	-	-	-	-	-	-	2,500	-	-	2,500	-	-	2,500	-	-	2,500	-	-
	Mayor's Awards	-	-	-	-	-	-	3,000	-	-	1,500	-	1,500	3,000	1,500	-	1,500	-	1,500
	Total Central Services	160,051	163,249	76,492	79,047	-	-	76,261	10,000	-	76,296	-	1,500	78,281	1,500	-	78,078	-	1,500
120	Vehicles and Machinery																		
	Vehicle Maintenance/Tax (Rename to Tax, Service & MOT)	7,037	10,479	9,960	9,960	-	-	10,259	-	-	10,567	-	-	10,778	-	-	10,993	-	-
	4412 Mower 5 year servicing	1,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4411 Maintenance & Repairs	-	-	5,000	8,875	-	-	5,000	-	-	5,000	-	-	5,000	-	-	5,000	-	-
	4485 Contract Hire - New Vehicle	-	741	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4487 New Machinery (large)	-	-	40,000	41,970	41,970	-	15,000	-	15,000	15,000	-	15,000	45,000	30,000	-	15,000	-	15,000
	4595 Street Furniture (inc bins) (relocate to open spaces)	4,516	7,973	17,000	15,030	3,500	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total Vehicles and Machinery	13,053	19,193	71,960	75,835	45,470	-	30,259	-	15,000	30,567	-	15,000	60,778	30,000	-	30,993	-	15,000
130	Open Spaces																		
	4150 Maintenance	27,151	13,934	30,000	30,000	-	-	25,000	-	-	30,000	-	-	30,000	-	-	30,000	-	-
	4400 Septic Tank	536	585	600	600	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4401 Security	6,806	5,227	6,962	5,600	-	-	5,768	-	-	5,941	-	-	6,060	-	-	6,181	-	-
	4410 Play Equipment Maintenance	10,000	10,611	45,000	45,000	-	35,000	85,000	35,000	-	10,000	-	10,000	45,000	-	35,000	85,000	-	75,000
	4420 Fuel	7,067	3,402	6,000	3,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4425 Splash Pad Operation	2,094	1,605	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4430 Tennis Courts	5,678	5,181	23,857	23,821	-	4,303	6,750	3,033	3,137	6,873	3,124	3,200	6,999	-	3,264	43,000	34,548	-
	4432 Sports Pitches	7,000	9,036	7,000	7,700	-	-	7,931	-	-	8,169	-	-	8,332	-	-	8,499	-	-
	4435 Portable Toilet	1,728	2,170	1,829	1,830	-	-	1,829	-	-	1,884	-	-	1,922	-	-	1,960	-	-
	4440 Skatepark Maintenance	2,094	265	500	500	-	-	500	-	-	-	-	-	-	-	-	-	-	-
	4445 Tree Inspection & Works	-	2,750	5,000	6,500	-	-	5,000	5,000	-	3,000	-	-	5,000	2,000	-	3,000	-	-
	4490 St Mary's Churchyard	80,000	1,570	80,000	72,500	72,500	-	1,500	1,500	-	1,500	1,500	-	1,500	1,500	-	1,500	1,500	-
	4495 Bedding Plants	1,417	1,125	1,158	800	-	-	824	-	-	849	-	-	866	-	-	883	-	-
	4500 Memorial Plaque Service	2,094	1,541	1,423	1,500	-	-	1,403	-	-	1,445	-	-	1,474	-	-	1,503	-	-
	4501 War memorial repairs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4550 Tree Planting	7,182	208	3,000	-	-	-	3,000	-	-	3,000	-	-	3,000	-	-	3,000	-	-
	4555 Hanging Baskets	2,618	913	1,833	1,410	-	-	1,452	-	-	1,496	-	-	1,526	-	-	1,556	-	-
	4560 Town Hall Planting	2,303	2,303	2,372	1,300	-	-	1,500	-	-	1,545	-	-	1,576	-	-	1,607	-	-
	4580 Grass Cutting SGC	2,539	1,269	2,615	2,736	-	-	2,937	-	-	2,694	-	-	2,747	-	-	2,802	-	-
	4581 Dog Waste Bin Collection SGC	6,873	6,873	7,079	7,408	-	-	7,950	-	-	7,292	-	-	7,437	-	-	7,586	-	-
	4585 Floral Displays SGC	2,985	2,127	2,575	2,575	-	-	-	-	-	2,652	-	-	2,705	-	-	2,759	-	-
	4595 Street Furniture (inc bins) (relocate from assets & liabilities)	-	-	-	-	-	-	14,500	-	-	4,500	-	-	4,500	-	-	4,500	-	-
	Total Open Spaces	178,165	72,695	228,802	214,780	72,500	39,303	172,844	44,533	3,137	92,839	4,624	13,200	130,644	3,500	38,264	205,338	36,048	75,000
160	Site & Property																		
	Maintenance Sundries (combine with maintenance from 2025/26)	6,806	4,515	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	4145 Lift Replacement	2,408	1,920	2,480	1,000	-	1,480	18,750	-	18,750	19,313	-	19,313	19,699	-	19,699	75,000	59,241	-
	4170 Water	3,858	3,922	5,632	5,600	-	-	4,132	-	-	4,256	-	-	4,341	-	-	4,428	-	-
	4175 Electricity	23,577	13,370	10,861	10,000	-	-	10,300	-	-	10,609	-	-	10,821	-	-	11,038	-	-
	4180 Gas	21,673	7,356	2,940	2,700	-	-	2,940	-	-	3,028	-	-	3,088	-	-	3,150	-	-
	4245 Rates	21,882	31,772	28,324	24,689	-	-	28,324	-	-	29,174	-	-	29,757	-	-	30,353	-	-
	4250 Clock R&R	314	213	323	300	-	-	323	-	-	333	-	-	340	-	-	347	-	-

		2024/25		2025/26				2026/27			2027/28			2028/29			2029/30		
		BUDGET	ACTUAL	BUDGET	FORECAST	TRANSFER FROM RESERVES	TRANSFER TO EMR	BUDGET	TRANSFER FROM RESERVES	TRANSFER TO EMR	BUDGET	TRANSFER FROM RESERVES	TRANSFER TO EMR	BUDGET	TRANSFER FROM RESERVES	TRANSFER TO EMR	BUDGET	TRANSFER FROM RESERVES	TRANSFER TO EMR
	4450 Machine & Tools	5,000	5,377	14,408	14,000	-	-	15,030	5,000	-	18,388	-	-	11,293	-	-	9,195	-	-
	4460 Signs	2,094	1,241	2,157	750	-	-	1,000	-	-	1,000	-	-	1,000	-	-	1,000	-	-
	4601 Property Maintenance	58,000	38,233	50,500	72,262	-	-	115,607	79,335	-	50,500	-	-	50,500	-	-	50,500	-	-
	Total Site & Property	145,612	107,919	117,625	131,301	-	1,480	196,406	84,335	18,750	136,600	-	19,313	130,840	-	19,699	185,010	59,241	-
180	Grants & SLAs (Rename to Community Funding)																		
	4210 Youth SLA	-	-	84,250	84,413	-	-	86,945	-	-	89,554	-	-	91,345	-	-	93,172	-	-
	4220 Grants (out)	18,500	16,650	33,500	33,500	9,923	-	33,500	-	-	34,505	-	-	35,195	-	-	35,899	-	-
	4228 Other SLAs	45,984	45,559	35,984	32,135	-	-	63,942	9,923	-	65,860	-	-	67,177	-	-	68,521	-	-
	4229 Community Toilet Scheme	4,500	1,150	4,000	3,650	-	-	3,650	-	-	3,650	-	-	3,650	-	-	3,650	-	-
	4226 Library Services	-	-	4,474	4,474	-	-	4,620	-	-	4,759	-	-	4,854	-	-	4,951	-	-
	Total Grants & SLAs	68,984	63,359	162,208	158,172	9,923	-	192,657	9,923	-	198,328	-	-	202,221	-	-	206,193	-	-
190	Projects																		
	4541 Green Projects	-	-	15,000	15,000	15,000	-	-	-	-	-	-	-	-	-	-	-	-	-
	4540 Climate and Nature	7,853	5,924	7,500	7,500	-	-	10,250	-	-	10,250	-	-	10,250	-	-	10,455	-	-
	4545 Capital Projects	-	7,850	335,000	156,250	156,250	-	320,720	315,720	-	237,500	237,500	-	598,333	598,333	-	95,410	95,410	-
	4548 Events & Innovations	6,000	7,017	6,000	6,000	-	-	6,000	-	-	6,000	-	-	6,000	-	-	6,000	-	-
	Total Projects	13,853	20,791	363,500	184,750	171,250	-	336,970	315,720	-	253,750	237,500	-	614,583	598,333	-	111,865	95,410	-
(A)	Total Income	1,359,089	1,474,153	1,227,438	1,250,440			202,536	-	-	187,169	-	-	169,701	-	-	160,990	-	-
(B)	Less: Restricted income to EMR (non precept)	317,461		150,909	150,909			64,084	45,861		45,861			26,001			15,265		
(A)-(B)=(C)	NET INCOME	1,041,628	1,474,153	1,076,529	1,099,531			138,452			141,307			143,699			145,725		
(D)	Total Expenditure			1,619,819	1,407,496			1,632,675			1,458,897			1,902,854			1,532,862		
(E)	EMR Transfer Out			-															
(D)+(E)=(G)	Subtotal			1,619,819	1,407,496						1,458,897			1,902,854			1,532,862		
(H)	EMR Transfer In			243,750	228,750			472,083			252,624			633,593			190,699		
(I)	General Reserve Transfer In			56,970															
(G)-(H)-(I)	Net Expenditure			1,319,099	1,178,746			1,160,593			1,206,273			1,269,262			1,342,162		
	INCOME-EXPENDITURE			242,570	79,215			1,022,140			1,064,966			1,125,563			1,196,437		
	Transfer to EMR				45,783			41,887			49,013			62,963			96,500		
	Transfer to General Reserve			-	33,432			-			-			-			-		

	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Council tax base	5,804	5,840	5,886	5,992	6,112	6,234
Total precept	931,326	967,612	1,022,140	1,064,966	1,125,563	1,196,437
Precept per band D equivalent	£ 160.46	£ 165.69	£ 173.66	£ 177.73	£ 184.16	£ 191.92
Precept change from previous year	3.5%	3.3%	4.8%	2.3%	3.6%	4.2%

The Council Tax Base (a measure of the average number of Band D properties in an area)

Thornbury Town Council Earmarked Reserves 2026/27

		2025/26				2026/27				2027/28				2028/29				2029/30				
Code	Account	Opening Balance	Transfer In	Transfer Out	Forecast Closing Balance	Opening Balance	Transfer In	Transfer Out	Forecast Closing Balance	Opening Balance	Transfer In	Transfer Out	Forecast Closing Balance	Opening Balance	Transfer In	Transfer Out	Forecast Closing Balance	Opening Balance	Transfer In	Transfer Out	Forecast Closing Balance	
321	EMR Cemetery	19,999.76			19,999.76	19,999.76			19,999.76	19,999.76			19,999.76	19,999.76			19,999.76	19,999.76			19,999.76	
329	EMR Land and Property Maintenance	129,335.58			129,335.58	129,335.58		79,335.38	50,000.20	50,000.20		-	50,000.20	50,000.20			50,000.20	50,000.20			50,000.20	
330	EMR CIL 19/20	6,823.52		6,823.52	-	-			-	-		-	-	-			-	-			-	
331	EMR Equipment	3,919.14	1,080.86		5,000.00	5,000.00		5,000.00	-	-		-	-	-			-	-			-	
334	EMR CIL 20/21	125,408.24		34,426.48	90,981.76	90,981.76		90,981.76	-	-		-	-	-			-	-			-	
338	EMR CIL 21/22	138,412.92			138,412.92	138,412.92		138,412.92	-	-		-	-	-			-	-			-	
339	EMR Coronation-Events 2023	7,390.59	2,609.41		10,000.00	10,000.00			10,000.00	10,000.00			10,000.00	10,000.00			10,000.00	10,000.00			10,000.00	
340	EMR St Mary's Churchyard	80,000.00	2,500.00	72,500.00	10,000.00	10,000.00		1,500.00	8,500.00	8,500.00		1,500.00	7,000.00	7,000.00		1,500.00	5,500.00	5,500.00		1,500.00	4,000.00	
341	EMR War memorial	25,000.00			25,000.00	25,000.00		-	25,000.00	25,000.00		-	25,000.00	25,000.00		-	25,000.00	25,000.00		-	25,000.00	
342	EMR Capital Projects	207,950.98	154,521.37	85,000.00	277,472.35	277,472.35	55,327.81		332,800.16	332,800.16	39,836.02	167,500.00	205,136.18	205,136.18	19,918.01	225,054.19	0.00	0.00	8,963.11	8,963.11	-	0.00
343	EMR Professional Fees	20,000.00			20,000.00	20,000.00		10,000.00	10,000.00	10,000.00			10,000.00	10,000.00			10,000.00	10,000.00			10,000.00	
344	EMR CIL 23/24	194,694.50			194,694.50	194,694.50		86,325.32	108,369.18	108,369.18		70,000.00	38,369.18	38,369.18		38,369.18	-	-			-	
345	EMR Councillor IT equipment	1,259.37			1,259.37	1,259.37		500.00	759.37	759.37		500.00	259.37	259.37		259.37	-	-			-	
346	EMR Staff IT replacement fund	3,266.00		-	3,266.00	3,266.00		3,266.00	-	-		-	-	-		-	-	-		-	-	
348	EMR Communications	3,806.00		-	3,806.00	3,806.00		3,806.00	-	-		-	-	-		-	-	-		-	-	
349	EMR Tree Works	8,630.00		-	8,630.00	8,630.00		-	5,000.00	3,630.00		-	3,630.00	3,630.00		-	2,000.00	1,630.00	1,630.00	-	1,630.00	
350	EMR Solar Farm Income	4,653.71	2,452.00		7,105.71	7,105.71	2,817.27	9,922.98	-	-	2,901.79		2,901.79	2,901.79	2,959.82		5,861.61	5,861.61	3,019.02		8,880.63	
351	EMR Tennis Court Maintenance	29,482.00	4,302.67		33,784.67	33,784.67	6,169.97	3,137.42	36,817.22	36,817.22	6,323.69	3,123.53	40,017.38	40,017.38	6,387.69		46,405.08	46,405.08	3,282.44	34,547.69	15,139.83	
352	EMR Capital Receipts	800.00			800.00	800.00			800.00	800.00			800.00	800.00			800.00	800.00			800.00	
354	EMR CIL 24/25	326,357.00			326,357.00	326,357.00			326,357.00	326,357.00		-	326,357.00	326,357.00		326,357.00	-	-			-	
353	EMR Elections	-	5,000.00		5,000.00	5,000.00	5,000.00		10,000.00	10,000.00		-	10,000.00	-	-	5,000.00	-	5,000.00	5,000.00	5,000.00	-	10,000.00
355	EMR Playground Equipment	-	35,000.00		35,000.00	35,000.00		35,000.00	-	-	10,000.00		10,000.00	10,000.00	35,000.00		45,000.00	45,000.00	75,000.00		120,000.00	
356	EMR Staff Contingency	-	95,000.00	-	95,000.00	95,000.00	33,431.87		128,431.87	128,431.87			128,431.87	128,431.87			128,431.87	128,431.87			128,431.87	
357	EMR CIL 25/26	-	95,000.00		95,000.00	95,000.00			95,000.00	95,000.00			95,000.00	95,000.00		8,552.63	86,447.37	86,447.37		86,447.37	-	
358	EMR Lift Replacement	-	1,480.00		1,480.00	1,480.00	18,750.00		20,230.00	20,230.00	19,312.50		39,542.50	39,542.50	19,698.75		59,241.25	59,241.25		59,241.25	-	
359	EMR Mayors Awards	-			-	-			-	-	1,500.00		1,500.00	1,500.00		1,500.00	-	-	1,500.00		1,500.00	
360	EMR Vehicles & Machinery	-			-	-	15,000.00		15,000.00	15,000.00	15,000.00		30,000.00	30,000.00		30,000.00	-	-	15,000.00		15,000.00	
361	EMR CIL 26/27	-			-	-	2,906.00		2,906.00	2,906.00			2,906.00	2,906.00			2,906.00	2,906.00			2,906.00	
TOTALS		1,337,189.31	398,946.31	198,750.00	1,537,385.62	1,537,385.62	139,402.91	472,187.78	1,204,600.75	1,204,600.75	94,874.00	252,623.53	1,046,851.23	1,046,851.23	88,964.28	633,592.37	502,223.14	502,223.14	111,764.57	190,699.42	423,288.28	

	General Reserve	516,108	-	202,255	313,853																
	3 months of running expenditure + £20,000				349,775				310,148				321,568				337,315				355,541

LOCAL GOVERNMENT FINANCE ACT 1992 – SECTION 41
NOTIFICATION OF 2026/27 PRECEPT ON BILLING AUTHORITY

Thornbury Town Council

(* delete as applicable)

To South Gloucestershire Council

You are hereby directed to pay the sum of: £
(whole pounds only)

1,022,140

(please insert the amount in words)

One million, twenty-two thousand, one hundred and forty. Pounds

in two equal instalments on 30th April 2026 and 30th September 2026 to:

Bank Name	UNITY TRUST	
Name on Account	608301	
Sort Code	20387635	
Account Number	Unity Trust Bank, Nine Brindley Place, Birmingham, B1 2HB	

Authorised at a meeting of the Council/Meeting* on 13th January 2026

Signed on behalf of the Council/Meeting*



Designation Chief Executive & Responsible Finance Officer

Please note that we can accept forms that are typed and not handwritten if they are emailed from the parish/town council email address. Our preference is to have forms returned by email.

When completed please return this form to:

ADDRESS FOR CORRESPONDENCE:

(Posted)

Greg Evans
S106, CIL & Special Expenses Officer
South Gloucestershire Council
Department for Resources & Business Change
Corporate Finance
PO Box 1953
Bristol
BS37 0DB

Tel No: 01454 865156

e-mail: greg.evans@southglos.gov.uk

19/12/25

Dear Hannah and Members,

Proposal for detached youth work during winter months.

Over recent week the weather has been a challenge and we haven't seen many young people out. We have been using DORIS to drive around Thornbury and look for hot spots but as the weather has deteriorated so have the numbers of young people that we have seen out and about. We continue to respond to the police if they highlight any issues but they have told us that it has been quiet recently.

Rather than waste valuable time the staff team have come up with an alternative which I believe would have more impact over the coming weeks.

Proposal:

We have spoken to schools about offering support youthworkers in school during lunch breaks. We trialled this in Castle and Marlwood and they both agreed that it was successful.

We see an average of 30 young people during these sessions as opposed to 2-3 during current detached sessions and young people tell us they like to have someone other than teachers they can chat to in school time. We have been able to prevent bullying and reduce anxiety during these sessions, however this is currently not funded.

We propose offering an outreach session in schools between January and February to replace the detached session until the weather improves. We will work with the schools to identify the year groups that require most support. We can also use this time to tell more young people about the youth clubs and the activities that are being planned.

Can members please let me know if this is acceptable and we will plan this in the New Year.

Many thanks,

Penny Baker
Centre Director.



Thornbury Town Council

Report to the meeting of Full Council on 13th January 2026

Promoting Thornbury

Report by Helen Ball, Chair of the Events and Innovation Working Group

Background

The Events and Innovation Working Group has been developing ideas to promote Thornbury to raise awareness about what Thornbury has to offer and to encourage more visitors to the town, so that the town continues to be a vibrant hub for the locality. As chair of the working group I have met with both the management of St Mary's Centre and the Chamber of Commerce, who support the Promoting Thornbury initiative as it develops.

There are 2 initiatives planned, both of which can be funded from balances available in the budget of the working group, along with our partners. In the longer term, these initiatives will be supported by the development of a 'tourist information' section on the council's website. Once agreed, this pilot initiative will be taken forward by officers.

The first is to advertise on buses in the wider geographic area to promote Thornbury under the possible banner 'Thornbury – a place worth visiting'; in the run up to the Easter holidays. I have done some initial research with the bus advertising company, and this proposal is viable. The Chamber and St Mary's Centre are happy to partner us on this. This will effectively be a trial, and will include examining how we measure the impact. Based on lessons learnt, we will aim to develop this further for the summer period and thereafter.

The second, is to run a short advertising campaign in local newspapers in the run up to the February half term and the Easter holidays under the same possible banner and with the same aims. Again, the impact will be assessed, and will be further rolled out if successful.

Recommendation

That the 2 Promoting Thornbury pilot initiatives are supported, as set out.

Officer Report to Thornbury Town Council – Full Council

Report Title: Town Council Representatives on SGC
Streamside Improvements Co-Design
Working Group

Prepared By: Wendy Sydenham, Deputy Clerk

Meeting Date: 13 January 2026

Status: For Agreement



South Gloucestershire Council has informed the Town Council of their planned project to make improvements to Streamside. The Town Council has provided SGC with detailed comments and suggestions regarding this project, but SGC have also agreed to set up a working group to allow the Town Council to be involved in the design of the improvements.

Membership of the working group was offered to all Councillors and the following have volunteered to act as representatives of the Council on this group:

Cllr Christine Carter
Cllr James Murray
Cllr Chris Bloor
Cllr Helen Ball
Cllr Kath Greenman

In line with Town Council's Standing Orders, any Councillor representatives on external groups need to be agreed by Full Council.

Full Council is asked to agree that the above-named Councillors act as representatives of the Town Council on the Streamside Improvements Co-Design Working Group.