

Thursday 9 July 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 14 July 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.



Wendy Sydenham, Deputy Clerk

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

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

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

## AGENDA

1. To note any apologies for absence
2. To receive any declarations of interest from members
3. To fill the North West Ward Councillor vacancy by co-option
4. To receive the new Councillor's Declaration of Acceptance of Office
5. To receive a presentation on developments at South Gloucestershire & Stroud College
6. To receive any representations from the public relating to items on the agenda
7. To approve the minutes of the Annual Meeting of Full Council held on 12 May 2026
8. To receive the minutes (approved or draft) from the following Committees:
  - 8.1 Finance & General Purpose 14.04.26
  - 8.2 Finance & General Purpose 09.06.26
  - 8.3 Open Spaces 17.03.26
  - 8.4 Open Spaces 02.04.26

- 8.5 Open Spaces 13.04.26
- 8.6 Open Spaces 30.04.26
- 8.7 Open Spaces 19.05.26
- 8.8 Planning 16.04.26
- 8.9 Planning 02.07.26
- 8.10 Climate & Nature 16.06.26
- 8.11 Staffing 30.04.26

**9. To receive the notes from the following Working Groups:**

- 9.1 Capital Strategy WG 26.03.26
- 9.2 Capital Strategy WG 30.04.26
- 9.3 Capital Strategy WG 28.05.26
- 9.4 Capital Strategy WG 02.07.26
- 9.5 Events & Innovations WG 20.04.26
- 9.6 Events & Innovations WG 18.05.26
- 9.7 Events & Innovations WG 08.06.26

**10. To agree Councillor representatives for the following external organisations:**

- 10.1 Chantry Community & Arts Centre
- 10.2 Thornbury in Bloom
- 10.3 Tytherington Quarry Liaison Group

**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**

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

**15. To receive recommendations from the Capital Strategy Working Group:**

**15.1 In relation the tender process for the refurbishment of the Pavilion:**

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

**15.2 In relation to the Bakery Annexe and Thornbury Museum:**

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

**15.3 In relation to the natural water play project (The Living Stream):**

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

- 15.4 In relation to a new sewage treatment plant and potable water supply:**
  - 15.4.1 To receive recommendations from the tender evaluation panel and agree the award of the contract (paper to follow or to be tabled)**
  - 15.4.2 To approve spend to the value of the contract from 190/4545 Capital Projects with a transfer from EMR 342 Capital Projects**
- 15.5 To agree Councillor representatives for appointment to the Turnberries Trust Board**
- 15.6 To consider a request from Thornbury Town Football Club for the installation of a new bar structure in the Pavilion**
- 16. To receive a verbal update on the police hub to the rear of the Town Hall**
- 17. To receive a report on new signage and agree next steps**
- 18. To receive a report on car parking at the Mundy Playing Fields and agree next steps**
- 19. To agree to appoint a concept design supplier for the planned Memorial Woodland**
- 20. To consider recommendations from the Grants Review Working Group for the awarding of Spring/Summer 2026 grants**
- 21. To consider a request from the Over 60s Tea Room regarding their new draft lease and agree any actions**
- 22. To agree an overspend on restoration works at St Marys Churchyard (130/4490)**
- 23. To ratify the award of a contract for the supply and installation of a multi-use games area in the Mundy Playing Fields (over £100,000)**
- 24. To agree an overspend against budgeted fuel expenditure to come from general reserves**
- 25. To note agenda items for the next meeting to be sent to the Chief Executive by 9am Thursday 27 August 2026**
- 26. To note the date of the next meeting - 7.30pm on Tuesday 8 September 2026**

*END OF AGENDA*



## COUNCILLOR CO-OPTION APPLICATION FORM

**Contact Details** (Block Capitals please)

|                 |                  |
|-----------------|------------------|
| NAME:           | Steven Whiteside |
| ADDRESS:        | [REDACTED]       |
| POSTCODE:       | [REDACTED]       |
| EMAIL ADDRESS:  | [REDACTED]       |
| HOME TEL. NO:   |                  |
| MOBILE TEL. NO: | [REDACTED]       |

Please attach a covering letter to this form which should explain why applicants are interested in applying and any relevant experience they think they can bring to the role of Town Councillor.

### 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:

- ☒ 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) is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors\* (but see below);

or

c) 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

d) is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

\*This disqualification for bankruptcy ceases in the following circumstances: -

I. if the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged.

II. if the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part.

III. if the person is discharged without such a certificate.

In (i) and (ii) above, the disqualification ceases on the date of the annulment and discharge respectively. In (iii), it ceases on the expiry of five years from the date of discharge.

I (insert name) STEVEN WHITESIDE hereby confirm, that I am eligible to apply for the vacancy of Thornbury Town Councillor, and the information given on this form is a true and accurate record.

Signed



Dated

5<sup>th</sup> July 2026

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

North West Ward

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**\*\*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:**

Town Clerk

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

For further information, please contact:

Email: [info@thornburytowncouncil.gov.uk](mailto:info@thornburytowncouncil.gov.uk)

Phone: 01454 412103

Website: [www.thornburytowncouncil.gov.uk](http://www.thornburytowncouncil.gov.uk)

Steve Whiteside

5 July 2026

Town Clerk  
Thornbury Town Council  
Town Hall  
High Street  
Thornbury  
Bristol  
BS35 2AR

**Dear Members of Thornbury Town Council,**

Please accept my application for co-option as a Thornbury Town Councillor.

Having lived in Thornbury for a number of years, I care deeply about the town and want to make a practical contribution to its future. While local government inevitably involves politics, my motivation for applying is to serve the community, help residents and contribute positively to Thornbury's future.

Professionally, I have over seventeen years' experience managing operations, people and customer relationships. I currently work as an Account Manager for GBA Group, where I oversee operations across several sites in the South West and South Wales. The role requires balancing the needs of customers, colleagues and stakeholders, resolving issues collaboratively and making informed decisions based on evidence.

Outside of work I have already been actively involved in the local community. I established and chaired the Park Farm Residents Committee, working with residents, developers, South Gloucestershire Council and other organisations to resolve issues affecting the estate. This gave me valuable experience of listening to different viewpoints, building consensus and seeing projects through to completion.

Since moving to Thornbury, I've always believed in getting involved where I can make a positive difference. Serving as a Town Councillor feels like a natural extension of that, giving me the opportunity to use both my professional experience and local knowledge for the benefit of the wider community.

As a father of young twins, I have a strong interest in ensuring Thornbury continues to develop as a safe, welcoming and well-maintained town for future generations. I believe my professional experience, organisational skills and community involvement would allow me to make a positive contribution as a Town Councillor.

I appreciate your consideration and would welcome the opportunity to discuss my application further.

Yours faithfully,

Steve Whiteside



## **Minutes of the Meeting of the Full Council**

**held on Tuesday 12 May 2026 at 7:30pm  
at Council Chamber, Town Hall**

**Members present:** Cllrs Helen Ball  
Gil Gilroy  
Chris Bloor  
Danny Bonnett  
Kath Greenman  
Chris Rowe  
David Dawkins  
Chris Woodhouse  
Neil Johnson  
Fiona Deas  
Chris Davies  
Christine Carter

**In attendance:** Hannah Bowden (Chief Executive)  
1 member of administration staff  
1 member of the public

**Absent:** Cllr Maggie Tyrrell  
Jayne Stansfield  
Tiff O'Connor

### **FC2627.1. To elect Town Mayor and Chair for the 2026-27 civic year**

It was **RESOLVED** to elect Cllr Helen Ball as Town Mayor and Chair for the 2026-27 civic year.

### **FC2627.2. To receive the Town Mayor's declaration of Acceptance of Office**

The Town Mayor's Declaration of Acceptance of Office was received by Council.

### **FC2627.3. To elect Deputy Town Mayor and Deputy Chair for the 2026-27 civic year**

It was **RESOLVED** to elect Cllr Chris Woodhouse as Deputy Town Mayor and Deputy Chair for the 2026-27 civic year.

### **FC2627.4. To receive the Deputy Town Mayor's Declaration of Acceptance of Office**

The Deputy Town Mayor's Declaration of Acceptance of Office was received by Council.

### **FC2627.5. To note any apologies for absence**

Apologies from Cllr Maggie Tyrrell, Cllr Jayne Stansfield and Cllr Tiff O'Connor were noted.

### **FC2627.6. To receive any declarations of interest or requests for dispensation from members**

No declarations of interest were made by members

**FC2627.7. To receive any representations from the public relating to items on the agenda**

No representations were made by the member of the public present

**FC2627.8. To approve the minutes of the meeting of the Full Council held on held on 10 March 2026**

It was **RESOLVED** to approve the minutes of the meeting of the Full Council held on 10 March 2026, as an accurate record.

**FC2627.9. To review and adopt Standing Orders**

It was **RESOLVED** to adopt Standing Orders, as presented.

**FC2627.10. To review and adopt Financial Regulations**

It was **RESOLVED** to adopt Financial Regulations, as presented and reviewed.

**FC2627.11. To review and adopt Code of Conduct**

It was **RESOLVED** to adopt Code of Conduct, as presented.

**FC2627.12. To review the terms of reference, including delegated arrangements for:**

- Finance and General Purpose Committee
- Open Spaces Committee
- Planning Committee
- Staffing Committee
- Climate and Nature Committee
- Complaints Committee
- Thriving Nature Working Group
- Events and Innovations Working Group
- Capital Strategy Working Group
- Service Level Agreement Working Group
- Grant Review Working Group
- Youth Council Working Group – new terms

It was **RESOLVED** to approve the terms of reference, including delegated arrangements, for the Finance and General Purpose Committee, Open Spaces Committee, Planning Committee, Staffing Committee, Climate and Nature Committee, Complaints Committee, Events and Innovations Working Group, Capital Strategy Working Group, Service Level Agreement Working Group, Grant Review Working Group and the Youth Council Working Group.

**FC2627.13. To agree the schedule of meeting dates for civic year 2026-2027**

It was **RESOLVED** to approve the schedule of meeting dates for the civic year 2026-2027, as presented.

**FC2627.14. To appoint membership and Chair to the following Committees:**

It was **RESOLVED** to appoint the following Council members to Committees:

- **Finance and General Purpose Committee (minimum with Chairs of committees except for Planning Committee)**

Cllr Chris Woodhouse (Chair), Cllr Danny Bonnett, Cllr Fiona Deas, Cllr Helen Ball, Cllr Chris Rowe, Cllr Chris Davies, Cllr Maggie Tyrrell, Cllr Jayne Stansfield

- **Open Spaces Committee (minimum 6)**

Cllr Danny Bonnett (Chair), Cllr Gil Gilroy, Cllr Christine Carter, Cllr Chris Bloor, Cllr Chris Rowe, Cllr Chris Woodhouse, Cllr Fiona Deas, Cllr Chris Davies

- **Planning Committee (minimum 6)**

Cllr Maggie Tyrrell (Chair), Cllr David Dawkins, Cllr Chris Davies, Cllr Fiona Deas, Cllr Jayne Stansfield, Cllr Helen Ball

- **Staffing Committee (minimum of 6)**

Cllr Fiona Deas (Chair), Cllr Chris Rowe (Vice Chair), Cllr Gil Gilroy, Cllr Chris Bloor, Cllr Kath Greenman, Jayne Stansfield

- **Climate and Nature Committee (6)**

Cllr Danny Bonnett (Chair), Cllr Gil Gilroy, Cllr Chris Bloor, Cllr Kath Greenman, Cllr Chris Rowe, Cllr Maggie Tyrrell, Cllr Christine Carter

**FC2627.15. To appoint membership to the following working groups:**

It was **RESOLVED** to appoint the following Council members to working groups:

- **Events and Innovations Working Group (maximum 7)**

Cllr Helen Ball, Cllr Christine Carter, Cllr Gil Gilroy, Cllr Chris Bloor, Cllr Chris Davies, Cllr Kath Greenman

- **Capital Strategy Working Group (maximum 8)**

Cllr Helen Ball, Cllr Fiona Deas, Cllr Gil Gilroy, Cllr Maggie Tyrrell, Cllr Chris Bloor, Cllr Chris Davies, Cllr Jayne Stansfield, Cllr Chris Woodhouse

- **Service Level Agreement Working Group (unlimited)**

Cllr Helen Ball, Cllr Fiona Deas, Cllr Gil Gilroy, Cllr Kath Greenman, Cllr Jayne Stansfield

- **Grant Review Working Group (unlimited)**

Cllr Helen Ball, Cllr Fiona Deas, Cllr Chris Woodhouse, Cllr Kath Greenman, Cllr Jayne Stansfield, Cllr Gil Gilroy, Cllr David Dawkins

- **Thriving Nature Working Group (same as Climate & Nature Committee)**

Cllr Danny Bonnett (Chair), Cllr Gil Gilroy, Cllr Chris Bloor, Cllr Kath Greenman, Cllr Chris Rowe, Cllr Maggie Tyrrell, Cllr Christine Carter

- **Youth Council Working Group (unlimited)**

Cllr Chris Woodhouse, Cllr Tiff O'Connor, Cllr Danny Bonnett, Cllr Kath Greenman, Cllr Chris Bloor

**FC2627.16. To review and agree representatives for external organisations and agree arrangements for reporting back**

It was **RESOLVED** that the following Councillors, who will report back to full Council, will be representatives to the organisations:

| <b>Representatives of Outside Bodies</b>                                       | <b>Councillor Representative for 2026-2027</b>            |
|--------------------------------------------------------------------------------|-----------------------------------------------------------|
| Town Trust – appointment of 3 people as a Nominative Trustee for a 4-year term | Chris Davies (2026), Fiona Deas (2024), Helen Ball (2026) |
| Chantry Community and Arts Centre                                              | VACANT                                                    |
| 4 Towns and Vale Link Community Transport                                      | Jayne Stansfield                                          |
| Thornbury and District Heritage Trust                                          | Chris Bloor                                               |
| Oldbury Nuclear Power Station Stakeholders Group                               | Chris Bloor                                               |
| Thornbury in Bloom                                                             | VACANT                                                    |
| Town Centre Partnership                                                        | Chris Bloor, Helen Ball, Christine Carter                 |
| Avon Local Councils Association                                                | Jayne Stansfield                                          |
| Thornbury Christmas Lights Association                                         | Chris Bloor                                               |
| Over 60's Tea Room                                                             | Fiona Deas                                                |
| Volunteer Link                                                                 | Helen Ball                                                |
| Tytherington Quarry Liaison Group                                              | VACANT                                                    |
| Park Farm CIC observer position                                                | Chris Woodhouse                                           |
| Youth Engagement                                                               | Gil Gilroy, Tiff O'Connor                                 |
| Love Thornbury                                                                 | Christine Carter                                          |
| Plastic Free Steering Group                                                    | Kath Greenman                                             |
| Fair Trade                                                                     | Gil Gilroy                                                |
| Citizens Advice Bureau                                                         | Helen Ball                                                |
| Thornbury Town Football Club                                                   | Fiona Deas                                                |
| Town and Parish Council Forum                                                  | Fiona Deas                                                |
| Walkers are Welcome                                                            | Kath Greenman                                             |
| Thornbury Pub Watch                                                            | Fiona Deas                                                |
| Skatepark CIC                                                                  | Tiff O'Connor                                             |
| Your Voice                                                                     | Chris Bloor                                               |
| Chamber of Commerce                                                            | Helen Ball                                                |

**FC2627.17. To review and agree members to the voluntary Town Council positions:**

- Tree Warden
- Footpath Warden

It was **RESOLVED** that Cllr Chris Bloor would continue his roles as both Tree Warden and Footpath Warden.

**FC2627.18. To elect a Mace Bearer for the 2026-27 civic year**

It was **RESOLVED** to elect Cllr Jayne Stansfield to the position of Mace Bearer, for the 2026-27 civic year.

**FC2627.19. To review and assess the Risk Register as recommended by all committees**

Council reviewed and assessed the Risk Register. It was **RESOLVED** to approve as presented.

**FC2627.20. To review the Asset Register**

Council reviewed and **RESOLVED** to approve the Asset Register

**FC2627.21. Review and agree the bank mandate**

The bank mandate was reviewed, and it was **RESOLVED** to agree as presented.

**FC2627.22. To confirm subscriptions and memberships for 2026-2027**

It was **RESOLVED** to confirm subscriptions and memberships for the 2026-2027 as presented.

**FC2627.23. To confirm direct debits for 2026-2027**

IT was **RESOLVED** to confirm direct debits for 2026-2027 as presented.

**FC2627.24. To review and agree the Internal Controls**

On review, it was **RESOLVED** to approve the Internal Controls, as presented

**FC2627.25. To receive quotes and appoint insurers**

Three companies were approached, including brokers, and one quotation received. It was **RESOLVED** to appoint Zurich entering a 3 year contract at a cost of £17,427.59 for the first year.

**FC2627.26. To approve the overspends for 2025-2026 budget as recommended by the Finance and General Purpose Committee**

It was **RESOLVED** to approve the overspends for 2025-2026 budget by the Finance and General Purpose Committee

**FC2627.27. To approve the overspends for 2026-2027 budget as recommended by the Finance and General Purpose Committee**

It was **RESOLVED** to approve the overspends for 2026-2027 budget as recommended by the Finance and General Purpose Committee

**FC2627.28. To agree end of year earmarked reserve movement for 2025-26 as recommended by Finance and General Purpose Committee**

It was **RESOLVED** to agree the end of year earmarked reserve movement for 2025-2026 as recommended by Finance and General Purpose Committee

**FC2627.29. To review and agree the Annual Accounts for 2025-2026**

Having been reviewed, it was **RESOLVED** to agree the Annual Accounts for 2025-2026 and they were signed by the chair.

**FC2627.30. To review and agree the Internal Audit Report and Annual Governance Statement for 2025-2026**

Having been reviewed, it was **RESOLVED** to agree the Internal Audit Report and Annual Governance Statement for 2025-2026. The Annual Governance Statement was duly signed by the Chair.

**FC2627.31. To review and agree the Accounting Statements for 2025-2026**

Council reviewed the Accounting Statements for 2025-2026 and **RESOLVED** to agree them as presented. The Accounting Statements was duly signed by the Chair.

**FC2627.32. To confirm the dates for the Notice of Public Rights and publicity methods**

Council **RESOLVED** for the Notice of Public Rights and publicity announcement to be made on the 1<sup>st</sup> June, commencing Wednesday 3<sup>rd</sup> June and ending on Tuesday 14<sup>th</sup> July. The Notice of Public Rights will be published on the Town Council's website and High Street Notice Board.

**FC2627.33. To consider any conflicts of interest with the external auditors BDO Ltd**

Cllr Danny Bonnett declared that a relative worked for BDO Ltd. It was **RESOLVED** that this was the only conflict of interest with the external auditors BDO Ltd.

**FC2627.34. To respond to the request for the Council to sign the Armed Forces Covenant**

It was **RESOLVED** to sign the Armed Forces Covenant and appoint Cllr Gil Gilroy as the named champion on behalf of Thornbury Town Council.

**FC2627.35. To appoint the contractor to update the ecology surveys as a result of the April Climate and Nature Committee meeting being inquorate**

It was **RESOLVED** to appoint the recommended contractor to update the ecological surveys across Thornbury Town Council-owned sites at a cost of £1930 excluding VAT.

**FC2627.36. To receive officer report and approve the proposed Landscape Strategy for the Mundy Playing Fields as recommended by the Capital Strategy Working Group**

The Officer Report for the proposed landscape strategy was received, and it was **RESOLVED** to approve the recommended landscape strategy and the approach for the play feature, as set out by the Capital Strategy Working Group.

**FC2627.37. To note agenda items for the next meeting to be sent to the Chief Executive Officer by 9am on Monday 6 July 2026**

It was noted that agenda items for the next meeting must be sent to the Chief Executive Officer by 9am on Monday 6 July 2026.

**FC2627.38. Date of next meeting - 7.30pm on Tuesday 14 July 2026**

It was noted that the next meeting would be held at 7.30pm on Tuesday 14 July 2026.

[Meeting Closed at 20:47]



**MINUTES of the meeting of the Finance and General Purpose Committee  
held on Tuesday 14<sup>th</sup> April 2026, at the Town Hall**

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Present: Cllr Chris Woodhouse (Chair)  
Cllr Chris Rowe  
Cllr Fiona Deas  
Cllr Chris Bloor  
Cllr Chris Davies  
Cllr Helen Ball  
Cllr Jayne Stansfield

Hannah Bowden (Chief Executive)  
Caroline Adams (Administrator)  
Alan Stealey (Facilities Officer) Left after item F&GP2526.79

Non-members present: None

Absent: Cllr Maggie Tyrrell

**F&GP2526.73. TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies received from Cllr Maggie Tyrrell

**F&GP2526.74. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST**

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

**F&GP2526.75. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA**

There were no members of the public present.

**F&GP2526.76. TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSE COMMITTEE MEETING HELD ON 10<sup>th</sup> February 2026**

It was **RESOLVED** unanimously to approve the minutes of the Finance and General-Purpose Committee meeting held on 10<sup>th</sup> February 2026 and the minutes were signed by the chair.

**F&GP2526.77. TO RECEIVE CAPITAL PROJECT UPDATES FOR**

- Chapel Restoration including budget monitoring
- New Machine Store including Budget monitoring
- Skatepark CIC – receive minutes

The Capital project updates for the Chapel Restoration, New Machine Store and Skatepark CIC were received.

**F&GP2526.78. TO RECEIVE REPORT OUTLINING THE APPROACH TO IMPROVE ACCESSIBILITY TO THE TOWN HALL**

It was **RESOLVED**, subject to consultation with South Gloucestershire Council's Heritage Officer, to approve officers to seek proposals and costs of a suitably qualified architect to investigate the feasibility of providing an accessible route into Thornbury Town Hall through the main entrance, including the preparation of outline design proposals, advice on required permissions and consents, and an initial assessment of costs, risks and deliverability.

**F&GP2526.79. TO RECEIVE QUOTE FOR UPGRADING THE ELECTRICITY SUPPLY TO THE MACHINE STORE AND APPROVE ORDER**

It was **RESOLVED** to approve the appointment of National Grid Electricity Distribution to complete the works at a cost of £3,792.67 along with the recommendation to Full Council the approval of an overspend of £3,800 in the 2026–27 Property Maintenance budget, funded from the General Reserve.

**F&GP2526.80. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS**

- To approve 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 to ratify payments made outside of the meeting.

- To Receive Q4 Bank Reconciliations
- To receive Q4 Equals Card reconciliations
- To receive Q4 Budget Monitoring report

The bank reconciliation for Q4, the reconciliations of the Equals Card for months 10, 11 & 12 and the Budget Monitoring Report for Q4, were received by the committee.

**F&GP2526.81. TO REVIEW AND APPROVE 2025-2026 OVERSPENDS, FOLLOWING END OF YEAR ADJUSTMENTS, FOR REFERRAL TO FULL COUNCIL**

It was **RESOLVED** to approve the 2025–2026 overspends, following end-of-year adjustments, for referral to Full Council.

**COMMITTEE AGREED FOR ITEM 14 TO BE BROUGHT FORWARD DUE TO IMPLICATIONS TO ITEM 10**

- F&GP2526.82. TO RECEIVE QUOTES FOR COMMUNICATIONS STRATEGY AND IMPLEMENTATION PLAN**
- The report and quotes for the communications strategy were received, and it was **RESOLVED** to appoint Breakthrough Communications to develop a Communications and Community Engagement Strategy, including the full package with 12 months' implementation support, at a cost of £3,995 + VAT.
- F&GP2526.83. TO REVIEW AND APPROVE OVERSPEND REQUIRED FOR 2026-2027 FOR RECOMMENDATION TO FULL COUNCIL**
- It was **RESOLVED** to approve the overspend required for 2026–2027 and to recommend it to Full Council.
- F&GP2526.84. TO REVIEW AND APPROVE TRANSFERS TO/FROM RESERVES FOR THE 2025-26 FINANCIAL YEAR**
- It was **RESOLVED** to approve transfers to/from reserves for the 2025-2026 financial year.
- F&GP2526.85. TO NOTE ANY OFFICER DECISIONS MADE UNDER DELEGATED POWERS**
- Officer decisions made under delegated powers were noted.
- F&GP2526.86. TO RECEIVE AND APPROVE SCHEDULE FOR OBTAINING INSURANCE QUOTES**
- The schedule for obtaining insurance quotes was received, and it was **RESOLVED** to approve it.
- F&GP2526.87. TO NOTE EXHIBITION ROOM HIRE IS NO LONGER REQUIRED**
- It was noted by councillors that the hire of the exhibition room was no longer required.
- F&GP2526.88. TO REVOKE THE CURRENT MOBILE VENDOR POLICY AND ADOPT THE PROPOSED MOBILE VENDOR PILOT SCHEME PROCEDURE INCLUDING DELEGATED AUTHORITY TO OFFICERS**
- It was **RESOLVED** to revoke the current Mobile Vendor Policy, adopt the proposed Mobile Vendor Pilot Scheme, and to delegate authority to officers.
- F&GP2526.89. TO RECEIVE REPORT AND AGREE EXTENSION TO THE CURRENT ICE CREAM VENDOR AGREEMENT**
- It was **RESOLVED** to approve the extension of the current ice cream vendor agreement for a period of 6months from the 1<sup>st</sup> April 2026 with a fee of £2,454.55 and all other existing terms and conditions remain the same.

**F&GP2526.90. TO RECEIVE REPORT ON PICTURES AT THE TOWN HALL AND AGREE NEXT STEPS**

It was **RESOLVED** to accept officers' recommendation to keep the three more significant pictures and photos, identified by the Museum, in storage at the Town Hall and that the remaining pictures and photos are disposed of an appropriate manner.

**F&GP2526.91. TO RECEIVE MINUTES FROM THE YOUTH CONTRACT MONITORING MEETING**

Minutes were received from the Youth Contract Monitoring Meeting held on 9 April 2026.

**F&GP2526.92. TO REVIEW AND ADOPT THE FOLLOWING POLICIES:**

- Subject Access Request Procedure – new
- Terrorism (Protection of Premises) Policy – new
- Abandoned Property Policy – supersedes the Abandoned Bike Policy
- Tree Management Policy – highlighted changes
- Grant Awarding Policy and Procedure – Highlighted Changes
- Uniform Policy – Highlighted Changes

The policies were reviewed, and it was **RESOLVED** that all policies and procedures be adopted as presented, subject to an amendment to the Grant Awarding Policy to include an updated map of Thornbury reflecting new housing developments.

**F&GP2526.93. TO NOTE THAT THE DEADLINE FOR SUBMISSION OF ITEMS TO THE CHIEF EXECUTIVE FOR INCLUSION IN THE NEXT AGENDA IS 9AM ON MONDAY 1<sup>ST</sup> JUNE 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 1<sup>st</sup> June 2026.

**F&GP2526.94. TO NOTE THE DATE OF THE NEXT MEETING: 9<sup>th</sup> JUNE 2026, TO BE HELD IN THE COUNCIL CHAMBER OF THE TOWN HALL**

It was noted that the date of the next meeting is 9 June 2026, to be held in the Council Chamber of the Town Hall.

Meeting closed: 9.00pm

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

| ACCOUNTS PAID OUT OF MEETING       |                                                                                     |           |           |
|------------------------------------|-------------------------------------------------------------------------------------|-----------|-----------|
|                                    |                                                                                     | GROSS     | NET       |
| UNITY TRUST BANK - CURRENT ACCOUNT | BANK CHARGES                                                                        | 0.60      | 0.60      |
| UNITY TRUST BANK - CURRENT ACCOUNT | BANK CHARGES                                                                        | 21.70     | 21.70     |
| UNITY TRUST BANK - WAGES ACCOUNT   | BANK CHARGES                                                                        | 27.00     | 27.00     |
| UNITY TRUST BANK - WAGES ACCOUNT   | BANK CHARGES                                                                        | 7.45      | 7.45      |
| UNITY TRUST BANK - STRIPE ACCOUNT  | BANK CHARGES                                                                        | 7.30      | 7.30      |
| THORNBURY TOWN COUNCIL             | PAYROLL - NET SALARIES                                                              | 27,826.93 | 27,826.93 |
| THORNBURY TOWN COUNCIL             | PAYROLL - HMRC                                                                      | 10,174.44 | 10,174.44 |
| THORNBURY TOWN COUNCIL             | PAYROLL - PENSION                                                                   | 5,291.74  | 5,291.74  |
| OCTOPUS ENERGY                     | ELECTRICITY - TOWN HALL (DD)                                                        | 537.84    | 448.20    |
| OCTOPUS ENERGY                     | ELECTRICITY - MPF (DD)                                                              | 384.98    | 320.82    |
| OCTOPUS ENERGY                     | ELECTRICITY - BAKERY ANNEX (DD)                                                     | 58.03     | 55.27     |
| OCTOPUS ENERGY                     | ELECTRICITY - CEMETERY (DD)                                                         | 71.90     | 68.47     |
| LLOYDS CREDIT CARD                 | MONTHLY - CREDIT CARD STATEMENT BALANCE PAYMENT- MARCH 26 (Direct Debit @ £1654.10) | 0.00      | 0.00      |
| LLOYDS CREDIT CARD                 | MONTHLY - CREDIT CARD STATEMENT BALANCE PAYMENT- APRIL 26 (Direct Debit @ £2726.35) | 0.00      | 0.00      |
| SOUTH GLOS COUNCIL                 | ANNUAL BUSINESS RATES - BAKERY ANNEX SITE                                           | 872.20    | 872.20    |
| SOUTH GLOS COUNCIL                 | ANNUAL BUSINESS RATES - CEMETERY SITE                                               | 5,193.50  | 5,193.50  |
| SOUTH GLOS COUNCIL                 | ANNUAL BUSINESS RATES - MUNDY PLAYING FIELDS SITE                                   | 56.33     | 56.33     |
| SOUTH GLOS COUNCIL                 | ANNUAL BUSINESS RATES - TOWN HALL SITE                                              | 12,486.50 | 12,486.50 |
| SOUTH GLOS COUNCIL                 | ANNUAL BUSINESS RATES - 1ST FLOOR MPF PAVILION SITE                                 | 4,820.34  | 4,820.34  |
| SOUTH GLOS COUNCIL                 | ANNUAL BUSINESS RATES - GRND FLOOR FOOTBALL & ADJ PITCH SITE                        | 1,440.86  | 1,440.86  |
| VISTA PRINT                        | CC1287 - A FRAME FOR EVENTS                                                         | 180.49    | 150.41    |
| NOT JUST TAPS                      | CC1288 - OUTSIDE TAPS                                                               | 34.65     | 28.87     |
| AMAZON                             | CC1289 - WOOD STAIN FOR BENCHES                                                     | 93.65     | 78.04     |
| AMAZON                             | CC1290 - SWING BIN AND SHOE/BOOT COVERS                                             | 25.98     | 21.65     |
| AMAZON                             | CC1291 - STATIONERY                                                                 | 86.94     | 74.60     |
| AMAZON                             | CC1292 - WILDLIFE CAMERA AND POWER PACKS                                            | 77.48     | 64.57     |
| AMAZON                             | CC1293 - PPE & STATIONERY                                                           | 111.20    | 95.65     |
| TOOL STATION                       | CC1294 - MACHINE STORE PAINT                                                        | 666.32    | 555.27    |
| GIFFGAFF                           | CC1295 - STAFF MOBILE PHONE TOP UP                                                  | 6.00      | 5.00      |
| GIFFGAFF                           | CC1296 - STAFF MOBILE PHONE TOP UP                                                  | 10.00     | 8.34      |
| SCREWFIX                           | CC1297 - STAFF SAFETY BOOTS                                                         | 69.99     | 69.99     |
| AMAZON                             | CC1298 - DECIBEL METER & SHEARS                                                     | 46.98     | 39.15     |
| AMAZON                             | CC1299 - VARIOUS WORKWEAR AND PPE                                                   | 106.66    | 88.84     |
| HAV CONTROL LTD                    | CC1300 - VIBRATION EQUIPMENT TAGS                                                   | 56.22     | 46.85     |
| HSQE VITAL SKILLS                  | CC1301 - STAFF ONLINE TRAINING COURSES                                              | 86.40     | 72.00     |

|                                        |                                                                                            |                 |                 |
|----------------------------------------|--------------------------------------------------------------------------------------------|-----------------|-----------------|
| TSSC THE SAFETY SUPPLY COMPANY         | CC1302 - REUSABLE CORDONING TAPE                                                           | <b>54.83</b>    | <b>45.69</b>    |
| AMAZON                                 | CC1303 - SD CARD                                                                           | <b>58.99</b>    | <b>49.16</b>    |
| AMAZON                                 | CC1304 - UNION JACK FLAG & PLUMBING PARTS                                                  | <b>37.96</b>    | <b>31.62</b>    |
| SCREWFIX                               | CC1305 - KARCHER STEAM CLEANER                                                             | <b>140.66</b>   | <b>117.22</b>   |
| GIFFGAFF                               | CC1306 - STAFF MOBILE PHONE TOP UP                                                         | <b>10.00</b>    | <b>8.34</b>     |
| GIFFGAFF                               | CC1307 - STAFF MOBILE PHONE TOP UP                                                         | <b>8.00</b>     | <b>6.67</b>     |
| SCREWFIX                               | CC1308 - WASHER SET                                                                        | <b>20.48</b>    | <b>17.07</b>    |
| SCREWFIX                               | CC1309 - STAFF SAFETY BOOTS                                                                | <b>58.99</b>    | <b>58.99</b>    |
| EQUALS VITAL SKILLS                    | CC1310 - STAFF ONLINE TRAINING COURSES                                                     | <b>184.80</b>   | <b>154.00</b>   |
| AMAZON                                 | CC1311 - HIGH VIZ JACKETS, PAINTING ACCESSORIES, CLEANING SUPPLIES                         | <b>114.97</b>   | <b>95.80</b>    |
| HSQE VITAL SKILLS                      | CC1312 - STAFF ONLINE TRAINING COURSES                                                     | <b>180.00</b>   | <b>150.00</b>   |
| SCREWFIX                               | CC1313 - ROLLER BLINDS                                                                     | <b>40.98</b>    | <b>34.15</b>    |
| AMAZON                                 | CC1314 - CLEANING PRODUCTS, COAT RACK & FELT BULLETIN BOARDS                               | <b>95.52</b>    | <b>47.68</b>    |
| AMAZON                                 | CC1315 - FELT NOTICE BOARDS                                                                | <b>13.59</b>    | <b>11.32</b>    |
| AMAZON                                 | CC1316 - BROTHER WIRELESS INKJET PRINTER                                                   | <b>359.96</b>   | <b>299.97</b>   |
| SCREWFIX                               | CC1317 - O RINGS BOX                                                                       | <b>16.49</b>    | <b>13.75</b>    |
| ROLLER SHUTTER BITS                    | CC1318 - ROLLER BLIND PARTS                                                                | <b>46.60</b>    | <b>38.83</b>    |
| THORNBURY & DISTRICT HERITAGE TRUST    | DONATION REF TALK BY MEMBER OF STAFF TO TAKE PLACE AT THE WATERY THORNBURY/EARTH DAY EVENT | <b>60.00</b>    | <b>60.00</b>    |
| ZURICH MUNICIPAL                       | ADDITION INSURANCE ADDED TO POLICY FOR THE WAR MEMORIAL                                    | <b>74.26</b>    | <b>74.26</b>    |
| AVON DISPLAYS                          | VINYL STICKER FOR EXISTING SIGN INCLUDING INSTALLATION - MPF                               | <b>48.00</b>    | <b>40.00</b>    |
| DCS 2 WAY RADIO LTD                    | PORTABLE OUTDOOR RADIOS                                                                    | <b>1,548.00</b> | <b>1,290.00</b> |
| NEWSQUEST GROUP LOCALIQ                | ADVERTISEMENTS IN GLOUCESTER GAZETTE AND STROUD NEWS                                       | <b>480.00</b>   | <b>400.00</b>   |
| CROMHALL MEDIA LTD                     | JOB ADVERTISEMENT IN MYTHORNBURY MAGAZINE                                                  | <b>30.00</b>    | <b>30.00</b>    |
| WATER2BUSINESS                         | 6 MONTHLY WATER SUPPLY TO TOWN HALL & MPF SITES                                            | <b>566.00</b>   | <b>566.00</b>   |
| GB SPORT & LEISURE UK LTD              | STAFF TRAINING - PLAYGROUND INSPECTION INCI EXAM/REGISTRATION FEE                          | <b>906.00</b>   | <b>755.00</b>   |
| T H WHITE GROUND CARE                  | REPLACEMENT TYRES FOR MARSTON TRAILER                                                      | <b>420.00</b>   | <b>350.00</b>   |
| DANTEK ENVIRONMENTAL SERVICES (UK) LTD | ANNUAL WATER HYGIENE MONITORING SERVICE CONTRACT- 26/27                                    | <b>389.40</b>   | <b>324.50</b>   |
| ALCA AVON LOCAL COUNCILS ASSOCIATION   | STAFF TRAINING - PLAYGROUND INSPECTION INCI EXAM/REGISTRATION FEE                          | <b>35.00</b>    | <b>35.00</b>    |
| REVILL MOWERS LTD                      | FULL SERVICE OF UTV VEHICLE                                                                | <b>1,467.29</b> | <b>1,222.74</b> |
| RIGHTWAY ENVIRONMENTAL LTD             | REMOVAL OF ARTEX CEILING REF 67 HIGH STREET                                                | <b>1,673.89</b> | <b>1,394.88</b> |
| REACH PUBLISHING SERVICES LIMITED      | ADVERTISEMENT IN THE BRISTOL POST                                                          | <b>455.77</b>   | <b>379.81</b>   |
| EQUALS MONEY PLC                       | TOP UP FUNDS FOR PRE-PAID PETTY CASH CARDS                                                 | <b>500.00</b>   | <b>500.00</b>   |
| DAVIS ACCESS LTD                       | STAFF TRAINING                                                                             | <b>168.00</b>   | <b>140.00</b>   |
| LINELA                                 | HI VIZ VESTS - EVENTS                                                                      | <b>214.20</b>   | <b>178.50</b>   |
| T H WHITE ENERGY, FIRE & SECURITY      | ANNUAL FIRE ALARM MONITORING - TOWN HALL 2026/27                                           | <b>230.40</b>   | <b>192.00</b>   |

|                                                              |                                                                             |           |           |
|--------------------------------------------------------------|-----------------------------------------------------------------------------|-----------|-----------|
| SARA SEVERN AREA RESCUE ASSOCIATION                          | CHARITABLE DONATION SPEAKERS FEE FOR CLIMATE & NATURE EARTH DAY EVENT       | 95.00     | 95.00     |
| CUT DIRECT LTD                                               | REPLACEMENT MAGNETIC SECONDARY GLAZING SHEET FOR WINDOW                     | 90.93     | 75.77     |
| FALCON COMMERCIAL MAINTENANCE LTD                            | FINAL BALANCE - NEW AGRICULTURAL STEEL BUILDING AT MPF SITE (MACHINE STORE) | 13,373.46 | 11,144.55 |
| GRENKE LEASING LTD                                           | QTR LEASE FEE FOR OFFICE PHOTOCOPIER 26/27                                  | 271.15    | 225.96    |
| BRIGSTOWE MEDIA LTD                                          | HALF PAGE ADVERT IN THE THORNBURY VOICE - APRIL 26                          | 216.00    | 180.00    |
| ANDERSONS WASTE MANAGEMENT                                   | EMPTY SEPTIC TANK - MPF                                                     | 195.00    | 195.00    |
| COURTSTALL SERVICES LTD                                      | REPLACEMENT FENCING AT THE MPF TENNIS COURTS SITE                           | 16,191.00 | 13,492.50 |
| T H WHITE GROUNDCARE                                         | WINTER SERVICE - HONDA POWER CARRIER                                        | 509.14    | 424.29    |
| BIFFA WASTE SERVICES LTD                                     | WASTE DISPOSAL - THORNBURY CEMETERY                                         | 207.84    | 173.20    |
| BIFFA WASTE SERVICES LTD                                     | WASTE DISPOSAL - MPF PAVILION                                               | 775.48    | 646.23    |
| BIFFA WASTE SERVICES LTD                                     | WASTE DISPOSAL - BAKERY ANNEX                                               | 1,053.04  | 877.53    |
| BIFFA WASTE SERVICES LTD                                     | WASTE DISPOSAL - TOWN HALL                                                  | 371.64    | 309.70    |
| BIFFA WASTE SERVICES LTD                                     | WASTE DISPOSAL (FOOD) - TOWN HALL                                           | 28.37     | 23.64     |
| CIA FIRE & SECURITY LTD                                      | TENNIS COURT SMARTACCESS SYSTEM ENGINEER CALLOUT                            | 604.80    | 504.00    |
| YATE SUPPLIES                                                | COMPACTOR SACKS                                                             | 222.36    | 185.30    |
| FASTFIX DRAINAGE & PLUMBING LTD                              | DRAINAGE UNBLOCKING - TOWN HALL BUILDING                                    | 186.00    | 155.00    |
| ABBEY LOOS LTD                                               | PORTABLE TOILET HIRE - MPF SITE                                             | 390.72    | 325.60    |
| ABBEY LOOS LTD                                               | PORTABLE TOILET HIRE - CHANTRY FIELDS SITE                                  | 264.00    | 220.00    |
| TOWNSEND PEST CONTROL                                        | SITE SURVEY REGARDING WASPS AT THE CEMETERY CHAPEL                          | 75.00     | 75.00     |
| NEWSTEAM                                                     | MONTHLY DELIVERY OF THORNBURY GAZETTE                                       | 12.05     | 12.05     |
| PROLUDIC                                                     | PLAY EQUIPMENT PARTS                                                        | 455.47    | 379.57    |
| MATRIX BES LTD                                               | COMPLETE RE-WIRE OF THE CEMETERY CHAPEL                                     | 2,728.80  | 2,274.00  |
| REACH PUBLISHING SERVICES LIMITED                            | ADVERTISEMENT IN BRISTOL POST (FULL REFUND PROVIDED)                        | -455.77   | -379.81   |
| KN OFFICE LTD                                                | PHOTOCOPIER METER READING                                                   | 105.35    | 87.79     |
| THORNBURY MOTORS                                             | MONTHLY FUEL EXPENDITURE                                                    | 98.68     | 82.24     |
| RELYON GUARDING & SECURITY SERVICES LTD                      | MONTHLY SECURITY SERVICE AT MPF SITE                                        | 504.00    | 420.00    |
| FASTFIX DRAINAGE & PLUMBING LTD                              | INVESTIGATION OF CULVERT ON OAKLEAZE ROAD GREEN                             | 852.00    | 710.00    |
| GLOBAL MEDIA GROUP SERVICES LTD                              | BUS ADVERTISEMENTS 16.03.26 - 12.04.2026                                    | 2,786.40  | 2,322.00  |
| <b>ACCOUNTS DUE FOR PAYMENT – 14<sup>th</sup> APRIL 2026</b> |                                                                             |           |           |
| SOUTH WEST HYGIENE                                           | SHARPS DISPOSAL UNITS SUPPLIED FOR MPF SITE                                 | 9.00      | 7.50      |
| ALCA AVON LOCAL COUNCILS ASSOCIATION                         | ANNUAL SUBSCRIPTION ALCA AND NALC 26/27                                     | 2,092.36  | 2,092.36  |
| ALCA AVON LOCAL COUNCILS ASSOCIATION                         | COUNCILLOR TRAINING                                                         | 90.00     | 90.00     |
| CITIZENS ADVICE SOUTH GLOUCESTERSHIRE                        | PROVISION OF TWO WEEKLY ADVICE SESSIONS HELD AT THE TOWN HALL               | 36,952.00 | 36,952.00 |
| DIRECT IT SERVICES                                           | PHONE, BROADBAND AND IT SUPPORT                                             | 919.18    | 765.98    |

|                                                   |                                           |                  |                  |
|---------------------------------------------------|-------------------------------------------|------------------|------------------|
| RIALTAS BUSINESS SOLUTIONS                        | ANNUAL ACCOUNTS SOFTWARE 26/27            | <b>4,240.80</b>  | <b>3,534.00</b>  |
| THE MOWER DOCTOR                                  | MAINTENANCE OF CHURCH MOWER               | <b>89.16</b>     | <b>74.30</b>     |
| THORNBURY TOWN COUNCIL STAFF                      | STAFF EXPENSES                            | <b>8.10</b>      | <b>8.10</b>      |
| FACE - FOUNDATION FOR ACTIVE COMMUNITY ENGAGEMENT | YOUTHWORX PROVISION - APRIL 26 TO SEPT 26 | <b>42,340.88</b> | <b>42,340.88</b> |
| SJ AND VJ HOWELL AGRICULTURAL CONTRACTORS         | MOWING AND CLEARING CEMETERY FIELD        | <b>600.00</b>    | <b>500.00</b>    |
| BCLEAN                                            | CARPET CLEANING - TOWN HALL               | <b>1,000.00</b>  | <b>1,000.00</b>  |
| <b>ACCOUNTS DUE FOR PAYMENT- TOTAL</b>            |                                           | <b>88,341.48</b> | <b>87,365.12</b> |

DD = direct debit

CC[n] = credit card payment

MPF = Mundy Playing Field

### Equals Pre-paid Card

| Equals Pre-paid Card |                           |     | Month 10       |       |      |        |          |                       |
|----------------------|---------------------------|-----|----------------|-------|------|--------|----------|-----------------------|
| Date                 | Payee                     | Ref | £ Total Amount | £ VAT | A/c  | Centre | £ Amount | Transaction Detail    |
| 02/01/2026           | Co op Thornbury           | 917 | 4.40           |       | 4205 | 108    | 4.40     | Milk                  |
| 02/01/2026           | Hawkins of Thornbury      | 918 | 15.73          | 2.62  | 4140 | 110    | 13.11    | Cleaning Materials    |
| 05/01/2026           | Screwfix                  | 919 | 79.98          | 1.67  | 4068 | 105    | 69.99    | Safety Boots          |
|                      |                           |     |                |       | 4150 | 130    | 8.32     | Batteries             |
| 06/01/2026           | Thornbury Motors          | 920 | 1.20           |       | 4150 | 130    | 1.20     | Maintenance Materials |
| 06/01/2026           | Thornbury Motors          | 921 | 9.99           | 1.66  | 4150 | 130    | 8.33     | Bulb Kit              |
| 07/01/2026           | Mole Country Stores       | 922 | 86.26          | 14.38 | 4150 | 130    | 71.88    | Maintenance Materials |
| 08/01/2026           | Gap Supplies Ltd          | 923 | 87.08          | 14.52 | 4150 | 130    | 72.56    | Maintenance Materials |
| 08/01/2026           | Almondsbury Garden Centre | 924 | 19.98          | 3.33  | 4150 | 130    | 16.65    | Batteries             |
| 09/01/2026           | Tesco Thornbury           | 925 | 12.50          | 2.08  | 4150 | 130    | 10.42    | Rock Salt             |
| 09/01/2026           | Tesco Thornbury           | 926 | 12.50          | 2.08  | 4150 | 130    | 10.42    | Rock Salt             |
| 09/01/2026           | Screwfix                  | 928 | 35.04          | 5.84  | 4150 | 130    | 29.20    | Maintenance Materials |

|                          |                         |     |        |       |      |     |        |                             |
|--------------------------|-------------------------|-----|--------|-------|------|-----|--------|-----------------------------|
| 12/01/2026               | Co op Thornbury         | 927 | 4.40   |       | 4205 | 108 | 4.40   | Milk                        |
| 14/01/2026               | Dobbies Garden Centre   | 929 | 11.98  | 2.00  | 4150 | 130 | 9.98   | Peat                        |
| 15/01/2026               | Hawkins of Thornbury    | 930 | 26.76  | 4.46  | 4150 | 130 | 22.30  | Smith Ironmong Swive        |
| 19/01/2026               | Horders Thornbury Press | 931 | 19.25  |       | 4100 | 108 | 19.25  | Stationery                  |
| 19/01/2026               | Lees Mend A Shoe        | 932 | 11.00  | 1.83  | 4601 | 160 | 9.17   | Key Cutting                 |
| 19/01/2026               | Screwfix                | 933 | 7.99   | 1.33  | 4150 | 130 | 6.66   | Masonry Bit                 |
| 22/01/2026               | Hawkins                 | 934 | 15.98  | 2.66  | 4150 | 130 | 13.32  | Maintenance Materials       |
| 22/01/2026               | Lees Mend A Shoe        | 935 | 25.00  | 4.17  | 4150 | 130 | 20.83  | Key Cutting                 |
| 22/01/2026               | Co op Thornbury         | 936 | 4.40   |       | 4205 | 108 | 4.40   | Milk                        |
| 26/01/2026               | Hawkins of Thornbury    | 937 | 4.10   | 0.68  | 4150 | 130 | 3.42   | Maintenance Materials       |
| 26/01/2026               | Thornbury Discounts     | 938 | 1.99   |       | 4100 | 108 | 1.99   | Stationery                  |
| 28/01/2026               | Gardiner Haskins        | 939 | 12.00  | 2.00  | 4071 | 105 | 10.00  | Parking (Staff Training)    |
| 28/01/2026               | Gardiner Haskins        | 940 | 12.00  | 2.00  | 4071 | 105 | 10.00  | Parking (Staff training)    |
| 29/01/2026               | Gardiner Haskins        | 941 | 12.00  | 2.00  | 4071 | 105 | 10.00  | Parking (Staff Training)    |
| 29/01/2026               | Gardiner Haskins        | 942 | 12.00  | 2.00  | 4071 | 105 | 10.00  | Parking (Staff Training)    |
| 30/01/2026               | Co op Thornbury         | 943 | 6.50   |       | 4205 | 108 | 6.50   | Milk                        |
| 30/01/2026               | Lees Mend a Shoe        | 944 | 20.75  | 3.46  | 4150 | 130 | 17.29  | Key Cutting                 |
| 30/01/2026               | Screwfix                | 945 | 26.99  | 4.50  | 4150 | 130 | 22.49  | LED Folding Clamp Worklight |
| Total Payments for Month |                         |     | 599.75 | 81.27 |      |     | 518.48 |                             |
| Balance Carried Forward  |                         |     | 222.56 |       |      |     |        |                             |
| Cashbook Totals          |                         |     | 822.31 | 81.27 |      |     | 741.04 |                             |

| Equals Pre-paid Card |                      |     | Month 11       |       |      |        |          |                    |
|----------------------|----------------------|-----|----------------|-------|------|--------|----------|--------------------|
| Date                 | Payee                | Ref | £ Total Amount | £ VAT | A/c  | Centre | £ Amount | Transaction Detail |
| 02/02/2026           | Hawkins of Thornbury | 954 | 11.97          | 2.00  | 4150 | 130    | 9.97     | Hooks              |

|                          |                            |     |        |       |      |     |        |                        |
|--------------------------|----------------------------|-----|--------|-------|------|-----|--------|------------------------|
| 10/02/2026               | L E Riddiford              | 946 | 3.15   | 0.52  | 4540 | 190 | 2.63   | Climate & Nature Event |
| 10/02/2026               | Aldi Stores                | 947 | 4.36   | 0.73  | 4540 | 190 | 3.63   | Climate & Nature Event |
| 10/02/2026               | Co op                      | 948 | 4.40   |       | 4205 | 108 | 4.40   | Milk                   |
| 14/02/2026               | Hawkins of Thornbury       | 949 | 3.38   | 0.56  | 4540 | 190 | 2.82   | Climate & Nature Event |
| 16/02/2026               | Horders of Thornbury       | 950 | 6.50   | 1.08  | 4100 | 108 | 5.42   | Stationery             |
| 16/02/2026               | Horders Thornbury Press    | 951 | 58.40  | 9.73  | 4100 | 108 | 48.67  | Stationery             |
| 16/02/2026               | Aldi Stores                | 952 | 3.17   | 0.53  | 4540 | 190 | 2.64   | Climate & Nature Event |
| 16/02/2026               | Thornbury Discounts        | 955 | 2.99   | 0.50  | 4100 | 108 | 2.49   | Stationery             |
| 16/02/2026               | Lees Mend a Shoe           | 956 | 53.98  | 9.00  | 4150 | 130 | 44.98  | Key Cutting            |
| 16/02/2026               | Mole Valley Country Stores | 957 | 227.45 | 37.91 | 4150 | 130 | 189.54 | Maintenance Supplies   |
| 17/02/2026               | Lees Mend a Shoe           | 958 | 5.75   | 0.96  | 4150 | 130 | 4.79   | Keys                   |
| 19/02/2026               | Co op Thornbury            | 953 | 5.45   |       | 4205 | 108 | 5.45   | Milk                   |
| 20/02/2026               | Hawkins of Thornbury       | 959 | 3.98   | 0.66  | 4150 | 130 | 3.32   | Rawlplugs              |
| 27/02/2026               | Thornbury Motors           | 960 | 3.56   | 0.59  | 4411 | 120 | 2.97   | Indicator Bulb         |
| 27/02/2026               | Co op Thornbury            | 961 | 4.40   |       | 4205 | 108 | 4.40   | Milk                   |
| Total Payments for Month |                            |     | 402.89 | 64.77 |      |     | 338.12 |                        |
| Balance Carried Forward  |                            |     | 319.67 |       |      |     |        |                        |
| Cashbook Totals          |                            |     | 722.56 | 64.77 |      |     | 657.79 |                        |

### Equals Pre-paid Card

| Equals Pre-paid Card |                           |     | Month 12       |       |      |        |          |                             |
|----------------------|---------------------------|-----|----------------|-------|------|--------|----------|-----------------------------|
| Date                 | Payee                     | Ref | £ Total Amount | £ VAT | A/c  | Centre | £ Amount | Transaction Detail          |
| 02/03/2026           | Hawkins of Thornbury      | 962 | 20.83          | 3.47  | 4150 | 130    | 17.36    | Maintenance                 |
| 03/03/2026           | Hawkins of Thornbury      | 963 | 25.77          | 4.30  | 4150 | 130    | 21.47    | Greenhouse Fly/Insect Spray |
| 04/03/2026           | Almondsbury Garden Centre | 964 | 29.97          | 5.00  | 4150 | 130    | 24.97    | Hedging Plants              |
| 04/03/2026           | Thornbury Discounts       | 971 | 5.99           | 1.00  | 4100 | 108    | 4.99     | Stationery                  |
| 04/03/2026           | Lees Mend a Shoe          | 972 | 15.00          | 2.50  | 4601 | 160    | 12.50    | Key Cutting                 |

|                          |                      |     |        |       |      |     |        |                              |
|--------------------------|----------------------|-----|--------|-------|------|-----|--------|------------------------------|
| 09/03/2026               | Co op Thornbury      | 973 | 4.40   |       | 4205 | 108 | 4.40   | Milk                         |
| 13/03/2026               | Hawkins of Thornbury | 965 | 13.99  | 2.33  | 4150 | 130 | 11.66  | Tap Connector                |
| 16/03/2026               | Hawkins of Thornbury | 966 | 6.99   | 1.16  | 4068 | 105 | 5.83   | Gloves                       |
| 16/03/2026               | Co op Thornbury      | 974 | 4.40   |       | 4205 | 108 | 4.40   | Milk                         |
| 17/03/2026               | Thornbury Discounts  | 975 | 3.69   | 0.62  | 4061 | 160 | 3.07   | Batteries for Doorbell       |
| 18/03/2026               | Hawkins of Thornbury | 967 | 13.99  | 2.33  | 4150 | 130 | 11.66  | Tap Connector                |
| 18/03/2026               | Lees Mend a Shoe     | 968 | 15.00  | 2.50  | 4061 | 160 | 12.50  | Key Cutting                  |
| 18/03/2026               | Screwfix             | 969 | 16.99  | 2.83  | 4150 | 130 | 14.16  | Tape and Ratchet Handl       |
| 24/03/2026               | Hawkins of Thornbury | 970 | 2.99   | 0.50  | 4140 | 110 | 2.49   | Soap Holder                  |
| 25/03/2026               | Co op Thornbury      | 976 | 4.40   |       | 4250 | 180 | 4.40   | Milk                         |
| 26/03/2026               | Lees Mend a Shoe     | 977 | 27.00  | 4.50  | 4601 | 160 | 22.50  | Key Cutting                  |
| 26/03/2026               | Co op Thornbury      | 978 | 4.25   | 0.71  | 4205 | 108 | 3.54   | Refreshment for Cllr Surgery |
| Total Payments for Month |                      |     | 215.65 | 33.75 |      |     | 181.90 |                              |
| Balance Carried Forward  |                      |     | 604.02 |       |      |     |        |                              |
| Cashbook Totals          |                      |     | 819.67 | 33.75 |      |     | 785.92 |                              |

**MINUTES of the meeting of the Finance and General Purpose Committee  
held on Tuesday 9<sup>th</sup> June 2026, at the Town Hall**

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**Present:**

Cllr Chris Woodhouse (Chair)

Cllr Chris Rowe

Cllr Fiona Deas

Cllr Chris Bloor

Cllr Chris Davies

Cllr Helen Ball

Cllr Jayne Stansfield

Cllr Danny Bonnett

Wendy Sydenham (Deputy Clerk)

Caroline Adams (Administrator)

Alan Stealey (Facilities Officer) Left part way through item  
F&GP2627.7

1 member of the public

**Absent:**

Cllr Maggie Tyrrell

**F&GP2627.1. TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies received from Cllr Maggie Tyrrell

**F&GP2627.2. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST**

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

**F&GP2627.3. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA**

There was one member of the public present, who did not address the Committee.

**F&GP2627.4. TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSE COMMITTEE MEETING HELD ON 14 April 2026**

It was **RESOLVED** unanimously to approve the minutes of the Finance and General Purpose Committee meeting held on 14<sup>th</sup> April 2026 and the minutes were signed by the chair.

**F&GP2627.5.**

**TO CONSIDER THE FOLLOWING FINANCIAL MATTERS**

- To approve the Accounts for Payment (updates to be tabled at the meeting) 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.

- To receive the Equals Card Reconciliations Month 1

The Equals Card for month 1, was received by the committee.

**F&GP2627.6.**

**TENDER FOR THE PROVISION OF SEWAGE TREATMENT PLANT AND POTABLE WATER SUPPLY AT THE MUNDY PLAYING FIELDS, THORNBURY:**

- **To receive the approach to resolve the water supply and sewage issues**  
The approach to resolve the water supply and sewage issues was received.

- **To approve the Technical Specification**  
It was **RESOLVED** to approve the technical specification for the provision of sewage for the provision of sewage treatment plant and potable water supply at the Mundy Playing Fields, Thornbury.

- **To approve the Invitation to Tender and the Tender Submission Form including the timescale and evaluation criteria**  
It was **RESOLVED** to approve the invitation to Tender and the Tender Submission Form including the timescale and evaluation criteria.

- **To appoint the evaluation panel, to include the Facilities Officer and the Proper Officer**  
It was **RESOLVED** to appoint the Facilities Officer, Proper Officer, Cllr Chris Bloor, Cllr Jayne Stansfield and Cllr Fiona Deas to the evaluation panel.

**F&GP2627.7.**

**TO RECEIVE QUOTES FOR REPAIRS TO THE CIVIC REGALIA AND AGREE HOW TO PROCEED**

The Council received quotes for the repair of the civic regalia. It was **RESOLVED** to allocate a budget of £2,300 for the repair of the Mayor's regalia.

It was further **RESOLVED** to obtain an additional quotation from an alternative tradesperson and to proceed with that tradesperson should the quotation be lower than the agreed budget.

Should the final cost exceed the Professional Fees budget, this resolution will be treated as a recommendation to Full Council for approval of an overspend.

It was further **RESOLVED** that any required funding may be drawn from a surplus within the Mayor's Award budget (110/4484).

**F&GP2627.8.**

**TO REVIEW AND AGREE THE HIRE TERMS AND CONDITIONS FOR THE CHAPEL, SUBJECT TO ANY CHANGES SUGGESTED BY SOLICITORS**

It was **RESOLVED** to agree the hire terms and conditions for the chapel subject to any changes suggested by solicitors.

**F&GP2627.9. TO REVIEW AND ADOPT THE FOLLOWING POLICIES:**

- Media Policy
- Safeguarding policy
- Volunteer Policy
- Freedom of Parish

The policies were reviewed, and it was **RESOLVED** that all policies and procedures be adopted as presented, subject to the following amendments:

- Media Policy – to amend the review date to June 2027 and to reflect UK GDPR (2026).
- Safeguarding Policy – to include an additional section on online interactions.

**F&GP2627.10. TO RECEIVE LIBRARY SERVICES ACTIVITY REPORT SGC 2025-26**

The Library Services Activity Report SGC 2025-2026 was received by the committee. It was **RESOLVED** to write to Library Services to thank them for their hard work.

**F&GP2627.11. TO NOTE THAT THE DEADLINE FOR SUBMISSION OF ITEMS TO THE CHIEF EXECUTIVE FOR INCLUSION IN THE NEXT AGENDA IS 9AM ON MONDAY 1<sup>ST</sup> JUNE 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 5<sup>th</sup> October 2026.

**F&GP2627.12. TO NOTE THE DATE OF THE NEXT MEETING: 9<sup>th</sup> JUNE 2026, TO BE HELD IN THE COUNCIL CHAMBER OF THE TOWN HALL**

It was noted that the date of the next meeting is 13 October 2026, to be held in the Council Chamber of the Town Hall.

Meeting closed: 8:10pm

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

| <b>ACCOUNTS PAID OUT OF MEETING</b>    |                                                                                   | <b>GROSS</b> | <b>NET</b> |
|----------------------------------------|-----------------------------------------------------------------------------------|--------------|------------|
| UNITY TRUST BANK - CURRENT ACCOUNT     | BANK CHARGES                                                                      | 18.40        | 18.40      |
| UNITY TRUST BANK - WAGES ACCOUNT       | BANK CHARGES                                                                      | 27.00        | 27.00      |
| UNITY TRUST BANK - WAGES ACCOUNT       | BANK CHARGES                                                                      | 7.45         | 7.45       |
| UNITY TRUST BANK - STRIPE ACCOUNT      | BANK CHARGES                                                                      | 9.70         | 9.70       |
| EQUALS MONEY - PRE-PAID CARDS          | ACCOUNT FEE                                                                       | 25.00        | 25.00      |
| THORNBURY TOWN COUNCIL                 | PAYROLL - NET SALARIES                                                            | 25,855.72    | 25,855.72  |
| THORNBURY TOWN COUNCIL                 | PAYROLL - HMRC                                                                    | 10,105.17    | 10,105.17  |
| THORNBURY TOWN COUNCIL                 | PAYROLL - PENSION                                                                 | 5,741.04     | 5,741.04   |
| OCTOPUS ENERGY                         | ELECTRICITY - TOWN HALL (DD)                                                      | 471.55       | 392.96     |
| OCTOPUS ENERGY                         | ELECTRICITY - MPF (DD)                                                            | 281.97       | 268.54     |
| OCTOPUS ENERGY                         | ELECTRICITY - BAKERY ANNEX (DD)                                                   | 39.59        | 37.71      |
| OCTOPUS ENERGY                         | ELECTRICITY - CEMETERY (DD)                                                       | 56.65        | 53.95      |
| LLOYDS CREDIT CARD                     | MONTHLY - CREDIT CARD STATEMENT BALANCE PAYMENT- MAY 26 (Direct Debit @ £1933.32) | 0.00         | 0.00       |
| AMAZON                                 | CC1319 - CLEANING SUPPLIES                                                        | 15.45        | 12.85      |
| SCREWFIX                               | CC1320 - HOSE BACK PLATE                                                          | 12.89        | 10.74      |
| AMAZON                                 | CC1321 - STAFF UNIFORM                                                            | 77.69        | 64.74      |
| AMAZON                                 | CC1322 - CLEANING PRODUCTS, DOORBELL PARTS                                        | 75.68        | 63.05      |
| AMAZON                                 | CC1323 - EXTENDABLE DUSTING KIT                                                   | 119.99       | 99.99      |
| CAKE SMITHS                            | CC1324 - CAKES FOR COUNCIL C&N EVENT                                              | 84.35        | 84.35      |
| GOV.UK                                 | CC1325 - SEARCH FOR LAND AND PROPERTY INFORMATION - REF WATER PLAY PROJECT        | 7.00         | 7.00       |
| GOV.UK                                 | CC1326 - SEARCH FOR LAND AND PROPERTY INFORMATION - REF WATER PLAY PROJECT        | 7.00         | 7.00       |
| GOV.UK                                 | CC1327 - SEARCH FOR LAND AND PROPERTY INFORMATION - REF WATER PLAY PROJECT        | 7.00         | 7.00       |
| AMAZON                                 | CC1328 - DISPLAY BOARDS, WATER TESTS                                              | 183.12       | 152.60     |
| HSQE VITAL SKILLS                      | CC1329 - STAFF ONLINE TRAINING PACKAGES                                           | 253.20       | 211.00     |
| AMAZON                                 | CC1330 - WORKWEAR , PIPE ENDS & SNAP HOOKS                                        | 129.16       | 107.60     |
| GOV.UK                                 | CC1331 - BASIC DBS CHECK                                                          | 21.50        | 21.50      |
| AMAZON                                 | CC1332 - BATTERIES                                                                | 9.99         | 8.32       |
| EUREKA THE FIRST AID AND SAFETY PEOPLE | CC1333 - SIGN/CHAIN SUPPORT POST                                                  | 38.40        | 32.00      |
| AMAZON                                 | CC1334 - CLEANING SUPPLIES / CD/DVD DRIVE                                         | 101.71       | 84.74      |
| REGATTA GREAT OUTDOORS                 | CC1335 - STAFF WORKWEAR                                                           | 84.00        | 84.00      |
| REGATTA GREAT OUTDOORS                 | CC1336 - STAFF WORKWEAR                                                           | 30.95        | 30.95      |
| GIFFGAFF                               | CC1337 - STAFF MOBILE PHONE TOP UP                                                | 6.00         | 5.00       |
| GIFFGAFF                               | CC1338 - STAFF MOBILE PHONE TOP UP                                                | 10.00        | 8.34       |
| GIFFGAFF                               | CC1339 - STAFF MOBILE PHONE TOP UP                                                | 10.00        | 8.34       |

|                                       |                                                             |          |          |
|---------------------------------------|-------------------------------------------------------------|----------|----------|
| GIFFGAFF                              | CC1340 - STAFF MOBILE PHONE TOP UP                          | 8.00     | 6.67     |
| AMAZON                                | CC1341 - ROPE CLIPS / MACHINE SCREWS                        | 30.98    | 25.81    |
| AMAZON                                | CC1342 - CEMENT MIXER SWITCH                                | 8.49     | TBC      |
| METAL STORE                           | CC1343 - CONSTRUCTION CLAMPS                                | 33.55    | 27.96    |
| SAFETYSIGNS4LESS                      | CC1344 - STAFF ONLY STENCIL                                 | 27.01    | 22.51    |
| FLASHBACK TAPE STORE                  | CC1346 - REFLECTIVE TAPE                                    | 18.70    | 15.58    |
| SCREWFIX                              | CC1347 - WATERPROOF CEMENT                                  | 50.97    | 42.47    |
| AMAZON                                | CC1348 - STAFF WORKWEAR                                     | 23.99    | 19.99    |
| ARK WILDLIFE                          | CC1349 - SWIFT NEST BOXES                                   | 85.89    | 71.57    |
| GIFFGAFF                              | CC1350 - STAFF MOBILE PHONE TOP UP                          | 6.00     | 5.00     |
| AMAZON                                | CC1351 - HARNESS, VARIOUS ITEMS FOR EVENTS                  | 154.49   | 137.68   |
| GIFFGAFF                              | CC1352 - STAFF MOBILE PHONE TOP UP                          | 10.00    | 8.34     |
| BIO-D COMPANY                         | CC1353 - CLEANING PRODUCTS                                  | 18.77    | 15.64    |
| MESH DIRECT                           | CC1354 - STAINLESS STEEL WIRE MESH                          | 109.99   | 91.66    |
| AMAZON                                | CC1355 - BATTERIES                                          | 12.99    | 10.82    |
| AMAZON                                | CC1356 - CHARGES                                            | 19.98    | 16.64    |
| GIFFGAFF                              | CC1357 - STAFF MOBILE PHONE                                 | 10.00    | 8.34     |
| CANVA.COM                             | CC1358 - CUSTOMISED STICKERS FOR EVENT                      | 29.00    | 24.17    |
| VISTAPRINT                            | CC1359 - A FRAME                                            | 156.39   | 130.32   |
| AMAZON                                | CC1360 - ANNUAL AMAZON PRIME SUBSCRIPTION - FREE DELIVERY   | 95.00    | 79.17    |
| AMAZON                                | CC1361 - PAINT/FLOOR REPAIR PRODUCTS / CEMETERY VASES       | 160.86   | 140.54   |
| GIFFGAFF                              | CC1362 - STAFF MOBILE PHONE                                 | 8.00     | 6.67     |
| FURNITURE AT WORK                     | CC1363 - PACK OF 4 STACKING CONFERENCE CHAIRS               | 732.00   | 610.00   |
| ORDER-CARD.COM                        | CC1364 - STAFF ID CARDS                                     | 38.61    | 38.61    |
| ROYAL MAIL                            | CC1365 - X50 BOOK OF STAMPS                                 | 48.49    | 48.49    |
| AMAZON                                | CC1366 - STAFF UNIFORM                                      | 25.50    | 21.25    |
| HSQE VITAL SKILLS                     | CC1367 - STAFF ONLINE TRAINING BUNDLES                      | 171.60   | 143.00   |
| HIGH SPEED TRAINING                   | CC1368 - STAFF TRAINING                                     | 30.00    | 25.00    |
| HSQE VITAL SKILLS                     | CC1369 - STAFF TRAINING                                     | 18.00    | 15.00    |
| AMAZON                                | CC1370 - WIRELESS KEYBOARD / MEDICAL AED EMERGENCY PREP KIT | 67.81    | 56.51    |
| AMAZON                                | CC1371 - EVENT BUNTING                                      | 14.69    | 12.24    |
| HAWKINS OF THORNBURY                  | CC1372 - CABLE TIES FOR HANGING BASKETS                     | 12.98    | 10.82    |
| ALMONDSBURY GARDEN CENTRE             | CC1373 - CEMETERY BEDDING PLANTS                            | 199.89   | 166.58   |
| EQUALS MONEY UK                       | TOP UP FUNDS FOR PRE-PAID PETTY CASH CARDS                  | 500.00   | 500.00   |
| BEAVER INDUSTRIAL DOORS LTD           | ADJUST NEW MACHINE DOOR                                     | 102.00   | 85.00    |
| BREAKTHROUGH COMMUNICATIONS           | COMMUNICATIONS STRATEGY PACKAGE                             | 4,794.00 | 3,995.00 |
| ICCM INSTITUTE OF CEMETERY MANAGEMENT | CORPORATE MEMBERSHIP FEE                                    | 110.00   | 110.00   |
| RIALTAS                               | YEAREND 2026 - 10.04.2026                                   | 1,141.20 | 951.00   |
| DANTEK                                | REPLACEMENT IMMERSION HEATER - PAVILION                     | 504.00   | 420.00   |
| ABBAY LOOS LTD                        | PORTABLE TOILETS - MPF                                      | 148.32   | 123.60   |
| FALON NAMEPLATES LTD                  | BRONZE PLAQUE                                               | 84.35    | 70.29    |

|                                                           |                                                           |          |          |
|-----------------------------------------------------------|-----------------------------------------------------------|----------|----------|
| BYTEBACK IT SOLUTIONS LTD                                 | REMOVAL OF IT ASSETS                                      | 72.00    | 60.00    |
| THE SWAN THORNBURY                                        | COMMUNITY TOILET SCHEME                                   | 250.00   | 250.00   |
| HAWKES HOUSE                                              | COMMUNITY TOILET SCHEME                                   | 225.00   | 225.00   |
| THE ROYAL GEORGE                                          | COMMUNITY TOILET SCHEME                                   | 237.50   | 237.50   |
| ANDERSONS WASTE MANAGEMENT                                | SEPTIC TANK - MPF SITE                                    | 205.00   | 205.00   |
| FASTFIX DRAINAGE AND PLUMBING LTD                         | COMMERCIAL DRAINAGE UNBLOCK - TOWN HALL SITE              | 198.00   | 165.00   |
| BIFFA WASTE SERVICES LTD                                  | WASTE DISPOSAL - BAKERY ANNEX SITE                        | 797.62   | 664.68   |
| BIFFA WASTE SERVICES LTD                                  | WASTE DISPOSAL - THORNBURY TOWN HALL SITE                 | 29.57    | 24.64    |
| BIFFA WASTE SERVICES LTD                                  | WASTE DISPOSAL - THORNBURY TOWN HALL SITE                 | 281.83   | 234.86   |
| BIFFA WASTE SERVICES LTD                                  | WASTE DISPOSAL - PAVILION SITE                            | 441.91   | 368.26   |
| BIFFA WASTE SERVICES LTD                                  | WASTE DISPOSAL - CEMETERY                                 | 167.95   | 139.96   |
| WATER2BUSINESS                                            | WATER AND SEWAGE BILL - 67 HIGH STREET                    | 459.05   | 459.05   |
| ARBORICULTURAL ASSOCIATION                                | STAFF TRAINING X3 OFF SITE                                | 889.20   | 741.00   |
| SOUTH GLOS COUNCIL                                        | LIBRARY FUNDING AGREEMENT 2026-2027                       | 4,620.00 | 4,620.00 |
| SOUTH GLOS COUNCIL                                        | RE-FIX SWIFT BOX DROPPING BOARDS AT MPF                   | 60.00    | 50.00    |
| NATIONAL GRID                                             | CONNECT NEW ELECTRICAL SUPPLY AT MPF MACHINE STORE        | 4,551.20 | 3,792.67 |
| SAFETY CHAIR INTERNATIONAL LTD                            | SERVICING EVACUATION CHAIR                                | 118.80   | 99.00    |
| RLYON GUARDING                                            | ANNUAL KEYHOLDING CHARGE - MPF 26/27                      | 180.00   | 150.00   |
| T H WHITE ENERGY, FIRE AND SECURITY                       | ROUTINE EMERGENCY LIGHT MAINTENANCE - CEMETERY            | 96.73    | 80.61    |
| SOUTH GLOS COUNCIL                                        | PAYROLL CHARGES FOR PERIOD JANUARY TO MARCH 2026          | 213.30   | 177.75   |
| GAP SUPPLIES LTD                                          | MAINTENANCE SUPPLIES                                      | 205.80   | 171.50   |
| ABBEY LOOS LTD                                            | PORTABLE TOILET HIRE - CHANTRY FIELD SITE                 | 240.00   | 200.00   |
| MEI LOCI LIMITED                                          | LANDSCAPE ARCHITECTURAL SERVICES - MPF SITE (1ST PAYMENT) | 9,540.00 | 7,950.00 |
| TOWN COUNCIL CUSTOMER                                     | REIMBURSEMENT FOR DUPLICATE SALES INVOICE PAYMENT         | 315.78   | 315.78   |
| EQUALS MONEY UK                                           | TOP UP FUNDS FOR PRE-PAID PETTY CASH CARDS                | 500.00   | 500.00   |
| BIFFA WASTE SERVICES LTD                                  | REMOVAL OF HAZARDOUS WASTE                                | 1,161.00 | 967.50   |
| ECOTRICITY                                                | GAS SUPPLY - TOWN HALL                                    | 758.80   | 632.33   |
| ECOTRICITY                                                | GAS SUPPLY - MPF PAVILION                                 | 95.40    | 90.86    |
| THORNBURY MOTORS                                          | FUEL EXPENDITURE - APRIL 26                               | 550.88   | 459.08   |
| DIRECT IT SERVICES                                        | PHONES, BROADBAND AND IT SUPPORT                          | 919.18   | 765.98   |
| COUNCIL HR AND GOVERNANCE SUPPORT                         | STAFF RECRUITMENT                                         | 564.00   | 470.00   |
| KN OFFICE SUPPLIES                                        | MONTHLY METER READING - OFFICE PHOTOCOPIER                | 111.23   | 92.69    |
| TH WHITE ENERGY, FIRE AND SECURITY                        | RECTIFICATION WORK - FAILED EMERGENCY LIGHT               | 217.12   | 180.94   |
| ALEXANDRA                                                 | STAFF WORKWEAR                                            | 138.90   | 115.74   |
| RELYON GUARDING                                           | MPF SECURITY SERVICES - APRIL 26                          | 520.80   | 434.00   |
| THE PLAY INSPECTION COMPANY LTD                           | OUTDOOR ANNUAL INSPECTIONS FOR ALL TTC SITES              | 894.00   | 745.00   |
| PAUL RUSSELL (TRADING AS PARISH & TOWN AUDITING SERVICES) | END OF YEAR AUDIT - MAY 26                                | 350.00   | 350.00   |

|                                                            |                                                         |                 |                 |
|------------------------------------------------------------|---------------------------------------------------------|-----------------|-----------------|
| HAWKINS GROUND CARE                                        | ANNUAL SERVICE OF VARIOUS TOWN COUNCIL OUTDOOR TOOLS    | 184.80          | 154.00          |
| NEWSTEAM GROUP                                             | MONTHLY GAZETTE DELIVERY                                | 12.05           | 12.05           |
| TERRY McGOVERN ARBORICULTURE & FORESTRY TRAINING           | STAFF OFF SITE TRAINING                                 | 400.00          | 400.00          |
| HAWKINS GROUND CARE                                        | ANNUAL SERVICE OF VARIOUS TOWN COUNCIL OUTDOOR TOOLS    | 225.60          | 188.00          |
| GLOBAL MEDIA GROUP SERVICES                                | BUS ADVERTISEMENT                                       | 331.20          | 276.00          |
| SOUTH WEST IN BLOOM                                        | PRIDE IN PARKS AWARD ENTRY FEE                          | 45.00           | 45.00           |
| GB SPORT & LEISURE UK LTD                                  | WET POUR REPAIR KIT                                     | 332.94          | 220.00          |
| ROYAL BRITISH LEGION                                       | ANNUAL DINNER - MAYOR'S INVITATION                      | 27.00           | 27.00           |
| RELYON GUARDING                                            | ANNUAL KEYHOLDING CHARGE - MPF 26/27                    | 180.00          | 150.00          |
| G B SPORT & LEISURE UK LTD                                 | MULTI USE CLEARANCE GUIDE                               | 66.00           | 55.00           |
| TTC STAFF                                                  | STAFF EXPENDITURE CLAIM                                 | 41.40           | 41.40           |
| ICCM INSTITUTE OF CEMETERY & CREMATION MANAGEMENT          | STAFF TRAINING COURSE                                   | 192.00          | 160.00          |
| HAWKINS GROUND CARE                                        | KRESS MACHINERY EQUIPMENT                               | 13,566.99       | 11,305.82       |
| THORNBURY IN BLOOM                                         | SLA PAYMENT 2026/27                                     | 3,612.00        | 3,612.00        |
| THORNBURY MUSEUM                                           | SLA PAYMENT 2026/27                                     | 12,384.00       | 12,384.00       |
| THORNBURY VOLUNTEER LINK                                   | SLA PAYMENT 2026/27                                     | 6,850.00        | 6,850.00        |
| ZURICH MUNICIPAL INSURANCE                                 | THORNBURY TOWN COUNCIL ANNUAL INSURANCE 2026/27         | 17,427.59       | 17,350.38       |
| EQUALS MONEY UK                                            | TOP UP FUNDS FOR PRE-PAID PETTY CASH CARDS              | 500.00          | 500.00          |
| AHS BUILDING GROUP                                         | CEMETERY BUILDING (CHAPEL) - FULL EXTERNAL REDECORATION | 2,040.00        | 1,700.00        |
| <b>ACCOUNTS DUE FOR PAYMENT – JUNE 9<sup>th</sup> 2026</b> |                                                         |                 |                 |
| BIFFA WASTE SERVICES                                       | WASTE DISPOSAL - MPF PAVILION                           | 525.19          | 437.66          |
| BIFFA WASTE SERVICES                                       | WASTE DISPOSAL - CEMETERY                               | 167.95          | 139.96          |
| BIFFA WASTE SERVICES                                       | WASTE DISPOSAL - BAKERY ANNEX                           | 887.33          | 739.44          |
| BIFFA WASTE SERVICES                                       | WASTE DISPOSAL - TOWN HALL                              | 282.25          | 235.21          |
| BIFFA WASTE SERVICES                                       | WASTE DISPOSAL - TOWN HAL                               | 36.96           | 30.80           |
| TTC STAFF                                                  | STAFF EXPENDITURE CLAIM                                 | 39.99           | 39.99           |
| <b>ACCOUNTS DUE FOR PAYMENT- TOTAL</b>                     |                                                         | <b>1,939.67</b> | <b>1,623.06</b> |

DD = direct debit

CC[n] = credit card payment

MPF = Mundy Playing Field

## Equals Pre-paid Card

| Equals Pre-paid Card     |                      |         | Month 1        |       |      |        |          |                              |
|--------------------------|----------------------|---------|----------------|-------|------|--------|----------|------------------------------|
| Date                     | Payee                | Ref     | £ Total Amount | £ VAT | A/c  | Centre | £ Amount | Transaction Detail           |
| 01/04/2026               | Lee's Mend a Shoe    | 979     | 37.5           | 6.25  | 4601 | 160    | 31.25    | Key Cutting                  |
| 01/04/2026               | Co op Thornbury      | 980     | 4.40           |       | 4205 | 108    | 4.40     | Milk                         |
| 08/04/2026               | Thornbury Discounts  | 981     | 5.99           |       | 4150 | 130    | 5.99     | Paint Brushes                |
| 13/04/2026               | Co op Thornbury      | 982     | 4.40           |       | 4205 | 108    | 4.40     | Milk                         |
| 16/04/2026               | Horders Thornbury    | 983     | 2.60           | 0.43  | 4540 | 190    | 2.17     | Stationery                   |
| 16/04/2026               | Tesco Thornbury      | 984     | 16.54          |       | 4540 | 190    | 16.54    | Refreshments and Biscuits    |
| 17/04/2026               | Gap Supplies         | 985     | 77.52          | 12.92 | 4150 | 130    | 64.60    | Maintenance Parts            |
| 17/04/2026               | B&Q Store            | 985     | 389.6          | 64.93 | 4150 | 130    | 324.67   | Fence Panels / Posts         |
| 20/04/2026               | Co op Thornbury      | 986     | 4.40           |       | 4205 | 108    | 4.40     | Milk                         |
| 20/04/2026               | Hawkins of Thornbury | 987     | 83.95          |       | 4150 | 130    | 83.95    | Maintenance Parts            |
| 20/04/2026               | Screwfix             | 988     | 23.45          | 3.91  | 4150 | 130    | 19.54    | Maintenance Supplies         |
| 21/04/2026               | Hawkins of Thornbury | 989     | 25.36          | 4.23  | 4150 | 130    | 21.13    | Maintenance Supplies         |
| 21/04/2026               | Gap Supplies         | 990     | 24.43          | 4.07  | 4150 | 130    | 20.36    | Maintenance Supplies         |
| 22/04/2026               | Thornbury Discounts  | 991     | 5.80           |       | 4140 | 110    | 5.80     | Marigold Gloves              |
| 22/04/2026               | Thornbury Discounts  | 992     | 17.97          |       | 4601 | 160    | 17.97    | Padlocks                     |
| 22/04/2026               | Aldi Store           | 993     | 9.25           |       | 4540 | 190    | 9.25     | Climate & Nature Event stock |
| 28/04/2026               | Aldi Store           | 994     | 7.05           |       | 4548 | 190    | 7.05     | ATM Event Supplies           |
| 28/04/2026               | Aldi Store           | 995     | 24.46          | 0.63  | 4548 | 190    | 23.83    | ATM Event - Supplies         |
| 28/04/2026               | Co op Thornbury      | 996     | 4.40           |       | 4205 | 108    | 4.40     | Milk                         |
| 30/04/2026               | EQUALS MONEY         | CHARGES | 25.00          |       | 4075 | 110    | 25.00    | MONTHLY CHARGE - EQUALS CARD |
| Total Payments for Month |                      |         | 794.07         | 97.37 |      |        | 696.70   |                              |
| Balance Carried Forward  |                      |         | 309.95         |       |      |        |          |                              |
| Cashbook Totals          |                      |         | 1104.02        | 97.37 |      |        | 1006.65  |                              |

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

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

Officers present: Wendy Sydenham (Deputy Clerk)

Councillors absent: Cllr Gil Gilroy

**OS2526.74 TO CONSIDER ANY APOLOGIES FOR ABSENCE**

Apologies were accepted from Cllr Gil Gilroy.

**OS2526.75 TO RECEIVE ANY MEMBERS' DECLARATIONS OF INTEREST**

There were no members' declarations of interest.

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

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

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

There were no members of the public present.

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

The following was **RESOLVED** unanimously:

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

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

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

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

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

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

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

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

- **To note the changes to the project timetable and the requirement for an extraordinary meeting for the contract award**

The Committee noted the amended project timetable, as provided with the meeting papers, and the resulting requirement for an extraordinary meeting to consider awarding the contract. It was **RESOLVED** unanimously that the extraordinary meeting would take place on Thursday 2 April 2026 at 7.30pm.

- **To agree arrangements for the public consultation phase of the project**

It was **RESOLVED** unanimously that the public consultation phase would involve an online survey as well as a face-to-face survey taking place as part of the Love Thornbury/Thornbury In Bloom event on Saturday 2 May 2026.

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

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

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

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

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

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

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

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

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

**OS2526.86 TO CONSIDER QUOTES FOR ANNUAL FOOTBALL PITCH MAINTENANCE**

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

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

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

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

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

The meeting closed at 20.15.

Minutes of the Meeting of the Open Spaces Committee  
held on Thursday 2 April 2026 at 7:30pm  
in the Council Chamber, Town Hall

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

Officers present: Wendy Sydenham (Deputy Clerk)

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

**OS2526.89 TO CONSIDER ANY APOLOGIES FOR ABSENCE**

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

**OS2526.90 TO RECEIVE ANY MEMBERS' DECLARATIONS OF INTEREST**

There were no members' declarations of interest.

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

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

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

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

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

- **To consider project timings and agree any amendments to the timetable**

It was **RESOLVED** unanimously to amend the project timetable so that the aim would be for works to start on site in early September 2026.

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

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

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

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

The meeting closed at 19.50.

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

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

Officers present: Wendy Sydenham (Deputy Clerk)

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

**OS2526.94 TO CONSIDER ANY APOLOGIES FOR ABSENCE**

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

**OS2526.95 TO RECEIVE ANY MEMBERS' DECLARATIONS OF INTEREST**

There were no members' declarations of interest.

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

There were no members of the public present.

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

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

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

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

The meeting closed at 10.25.

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

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|                      |                                                                                                             |
|----------------------|-------------------------------------------------------------------------------------------------------------|
| Councillors present: | Cllr Chris Bloor (Chair)<br>Cllr Chris Davies<br>Cllr Fiona Deas<br>Cllr Gil Gilroy<br>Cllr Chris Woodhouse |
| Officers present:    | Wendy Sydenham (Deputy Clerk)                                                                               |
| Councillors absent:  | Cllr Danny Bonnett<br>Cllr Chrisine Carter<br>Cllr Chris Rowe                                               |

**OS2526.99 TO CONSIDER ANY APOLOGIES FOR ABSENCE**

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

**OS2526.100 TO RECEIVE ANY MEMBERS' DECLARATIONS OF INTEREST**

There were no members' declarations of interest.

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

There were no members of the public present.

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

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

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

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

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

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

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

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

The meeting closed at 10.25.

Minutes of the Meeting of the Open Spaces Committee  
held on Tuesday 19 May 2026 at 7:30pm  
in the Council Chamber, Town Hall

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

Officers present: Wendy Sydenham (Deputy Clerk)

**OS2526.104 TO CONSIDER ANY APOLOGIES FOR ABSENCE**

None received.

**OS2526.105 TO RECEIVE ANY MEMBERS' DECLARATIONS OF INTEREST**

There were no members' declarations of interest.

**OS2526.106 TO ELECT A VICE CHAIR OF THE COMMITTEE**

There was one nomination for the position of Vice Chair. It was **RESOLVED** to elect Cllr Chris Bloor as Vice Chair of the Committee.

**OS2526.107 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA**

There were no members of the public present.

**OS2526.108 TO APPROVE AND SIGN THE MINUTES OF THE FOLLOWING OPEN SPACES COMMITTEE MEETINGS**

- **Open Spaces Committee meeting held on 17 March 2026**
- **Open Spaces Committee meeting held on 2 April 2026**
- **Open Spaces Committee meeting held on 13 April 2026**
- **Open Spaces Committee meeting held on 30 April 2026**

It was **RESOLVED** unanimously to approve the above sets of minutes of the Open Spaces Committee Meeting, and they were signed by the Chair.

**OS2526.109 TO CONSIDER MATTERS RELATING TO THE REFURBISHMENT OF STREAMLEAZE PLAY AREA**

- **To note the results of the public consultation, including votes for play equipment options and any general comments**

The Committee noted the results of the public consultation as set out in the officer report.

- **To agree the final design for the play area including play equipment choices and any other changes resulting from the comment received**

It was **RESOLVED** unanimously to proceed with including in the design the items of equipment which received the most votes during the public consultation, as outlined in the officer report. In response to the general comments received during the consultation, it was **RESOLVED** unanimously to swap the flat swing for a baby swing.

**OS2526.110 TO RECEIVE AN UPDATE ON WORKS TO STRUCTURES AT ST MARYS CHURCHYARD AND AGREE ADDITIONAL EXPENDITURE**

It was **RESOLVED** unanimously to agree to additional expenditure of £6,995.00 on the works, as an extension to the existing contract with Cliveden Conservation, carrying out specialist work, with funds coming partly from 130/4490 (Open Spaces/St Marys Churchyard) and partly from 130/4150 (Open Spaces/Maintenance). It was further **RESOLVED** to request that Cliveden Conservation insert supports to monument 383, rather than laying the headstone flat.

**OS2526.111 TO RECEIVE A VERBAL UPDATE ON MATTERS RELATING TO THE CULVERT RUNNING ALONGSIDE OAKLEAZE GREEN AND AGREE ANY ACTIONS**

The Deputy Clerk updated the Committee on the results of the recent camera examination of the culvert at Oakleaze Green. It was **RESOLVED** unanimously to agree to expenditure of up to the value of the one quote received so far for works to the culvert, with delegated authority to officers to select the contractor from additional quotes/estimates received.

**OS2526.112 TO NOTE THE FINDINGS OF THE ANNUAL EXTERNAL PLAY AREA INSPECTIONS AND OFFICER PROPOSALS TO ADDRESS THE RECOMMENDED ACTIONS**

The Committee noted the findings of the annual external play area inspections and officer proposals to address recommended actions, as set out in the officer report.

**OS2526.113 TO NOTE COMPLETION OF THE TREE WORKS IDENTIFIED IN THE MOST RECENT FULL TREE SURVEY**

The Committee noted the completion of tree works identified in the most recent full tree survey, as set out in the supporting paper. It was **RESOLVED** unanimously to take advantage of any opportunities in the future to use trunks of fallen trees as natural seating, where this could be done safely and appropriately.

**OS2526.114 TO NOTE THE AMENDED TREE MANAGEMENT POLICY (APPROVED AT THE FINANCE AND GENERAL PURPOSE COMMITTEE MEETING ON 14 APRIL 2026)**

The Committee noted the amended Tree Management Policy which had been approved at the Finance and General Purpose Committee meeting on 14 April 2026.

**OS2526.115 TO NOTE THAT SOUTH GLOUCESTERSHIRE COUNCIL ARE NO LONGER CARRYING OUT SPECIFIED WORKS TO THE GREEN SPACE ADJACENT TO ROCK STREET CAR PARK OR TO THE GROVESEND ROUNDABOUT AND HAVE REDUCED OUR "LOCALISM" CHARGES ACCORDINGLY**

The Committee noted that South Gloucestershire Council are no longer carrying out specified works to the green space adjacent to Rock Street Car Park or to the Grovesend roundabout and have reduced our "localism" charges accordingly. The Committee discussed possibly installing some kind of feature on the Grovesend roundabout and agreed to discuss this further at a future meeting.

**OS2526.116 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 TRANSACTED**

There being no public or press present at the meeting, the Committee moved on to the next agenda item.

**OS2526.117 TO CONSIDER MATTERS RELATING TO THE INSTALLATION OF A MULTI-USE GAMES AREA (MUGA) IN THE MUNDY PLAYING FIELDS**

- **To note the tender evaluation panel's findings and recommendations**  
The Committee noted the tender evaluation panel's findings and recommendations as set out in the confidential officer report.
- **To agree the award of the contract for the MUGA installation**  
It was **RESOLVED** unanimously to award the contract for the installation of the MUGA to Play Innovation for £109,801.00 (excluding VAT).
- **To consider whether to paint the tarmacked surface of the MUGA**  
It was **RESOLVED** unanimously **not** to paint the tarmacked surface of the MUGA.
- **To agree to delegate authority to officers to use funds allocated to the project for any expenditure required to discharge planning conditions**  
It was **RESOLVED** unanimously to delegate authority to officers to use funds allocated to the project for any expenditure required to discharge planning conditions, on the basis that the requirements of the Financial Regulations will be met e.g. obtaining quotes, that overall expenditure will not exceed that allocated to the project, and that any unexpected or significant expenditure will be taken to an appropriate Committee for agreement.
- **To agree to refer this award to Full Council to ratify as it exceeds £100,000 (in line with Financial Regulations and the Delegation Scheme)**  
It was **RESOLVED** unanimously to refer the award of the contract for the installation of the MUGA to Full Council to ratify as it exceeds £100,000 (in line with Financial Regulations and the Delegation Scheme).

**OS2526.118 TO AGREE KEY POINTS FROM THE MEETING TO BE PUBLICISED VIA SOCIAL MEDIA/WEBSITE**

It was **RESOLVED** unanimously to publicise the results of the Streamleaze play area public consultation and the restoration works in St Marys Churchyard.

**OS2526.119 TO NOTE THAT THE DEADLINE FOR SUBMISSION OF ITEMS TO THE DEPUTY CLERK FOR INCLUSION IN THE NEXT AGENDA IS WEDNESDAY 8 JULY 2026**

The deadline for submission of items to the Deputy Clerk for inclusion in the next agenda was noted to be Wednesday 8 July 2026.

**OS2526.120 TO NOTE THE DATE OF THE NEXT MEETING – TUESDAY 21 JULY 2026**

The date of the next meeting was noted to be Tuesday 21 July 2026.

The meeting closed at 20.10.

**Minutes of the Meeting of the Planning Committee  
held on Thursday 16 April 2026 at Council Chamber, Town Hall at 7:30pm**

|                      |                                                                                                                 |
|----------------------|-----------------------------------------------------------------------------------------------------------------|
| Members Present:     | Cllr Maggie Tyrrell (Chair)<br>Cllr Chris Davies<br>Cllr Fiona Deas<br>Cllr Gil Gilroy<br>Cllr Jayne Stansfield |
| Officers Present:    | Hannah Bowden (Chief Executive Officer)<br>Caroline Adams (Administrator)                                       |
| Members Absent:      | Cllr Helen Ball                                                                                                 |
| Non-members present: | Cllr Chris Woodhouse                                                                                            |

There were no members of the public in attendance

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**PC2526.40 TO RECEIVE ANY APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Helen Ball.

**PC2526.41 TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST**

There were no members' declarations of interest.

**PC2526.42 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC**

There were no members of the public present.

**PC2526.43 TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 5 March 2026**

It was **RESOLVED** unanimously to approve the minutes of the Planning Committee meeting of 5 March 2026 as an accurate record, and the minutes were signed by the Chair.

**PC2526.44 TO RATIFY PLANNING APPLICATION COMMENTS MADE UNDER DELEGATED AUTHORITY AND SUBMITTED ON THE FOLLOWING DATES:**

There were no comments made under delegated authority

**PC2526.45 TO CONSIDER AND RESPOND TO THE SCHEDULE OF PLANNING AND LICENSING APPLICATIONS**

It was **RESOLVED** unanimously to submit comments to South Glos Council on the planning and licensing applications, as detailed in the attached schedule.

**PC2526.46      TO NOTE THE SCHEDULE OF PLANNING AND LICENCE APPLICATION DECISIONS MADE BY SOUTH GLOUCESTERSHIRE COUNCIL**

The schedule of planning and licencing decisions made by South Gloucestershire Council was noted.

**PC2526.50      TO NOTE THAT THE DEADLINE FOR SUBMISSION OF ITEMS TO THE CHIEF EXECUTIVE FOR INCLUSION IN THE NEXT AGENDA IS 9AM ON TUESDAY 12 MAY 2026.**

It was noted that the deadline for submission of items to the Chief Executive for inclusion in the next agenda is Tuesday 12 May 2026.

**PC2526.51      DATE OF THE NEXT MEETING: 7:30PM ON THURSDAY 21 MAY 2026, TO BE HELD AT THE TOWN HALL**

The date of the next meeting was noted to be 7:30pm on Thursday 21 May 2026 at the Town Hall.

[Meeting closed: 20:14]

## **THORNBURY TOWN COUNCIL**

PLANNING APPLICATIONS considered at the Planning Committee meeting on 16.04.26

| <b>DATE</b> | <b>REF NO</b>                 | <b>LOCATION</b>                                                                  | <b>PROPOSAL</b>                                                                                                                                                                                                                       | <b>COMMENT</b>                                                                                                                                |
|-------------|-------------------------------|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| 06.03.26    | <a href="#">P26/00490/HH</a>  | 16 Tilting Road<br>Thornbury South<br>Gloucestershire<br>BS35 1EP                | Erection of two storey side and single storey front extension to form additional living accommodation.                                                                                                                                | No objection                                                                                                                                  |
| 09.03.26    | <a href="#">P26/00364/RVC</a> | West Park House<br>Midland Way<br>Thornbury                                      | Variation of condition 21 (approved plans list) attached to permission P23/02925/F. Demolition of existing Class E building, and erection of a foodstore (Class E), with 95no. car parking spaces, access, servicing and landscaping. | The Town Council raises no objection to the proposal, subject to existing and proposed landscape requirements being retained and not reduced. |
| 11.03.26    | <a href="#">P26/00298/HH</a>  | Little Coppice<br>Kington Lane<br>Thornbury South<br>Gloucestershire<br>BS35 1NA | Erection of two storey and single storey side extensions to provide additional living accommodation                                                                                                                                   | No objection, subject to external finishes being in keeping with the surrounding environment.                                                 |
| 12.03.26    | <a href="#">P25/02752/F</a>   | Verge At<br>Vattingstone Lane<br>Opposite Quarry<br>Road Alveston                | Revised proposal received<br><br>Erection of 1no. micro battery energy storage system with associated works.                                                                                                                          | The Town Council requests appropriate planting around the container to soften its visual impact.                                              |

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|          |                               |                                                                                 |                                                                                                                                                                                                      |                                                                                                    |
| 13.03.26 | <a href="#">P26/00550/ADV</a> | Cossham Hall<br>Chapel Street<br>Thornbury South<br>Gloucestershire<br>BS35 2BJ | Display of 2no. non illuminated fascia signs.                                                                                                                                                        | No objection                                                                                       |
| 16.03.26 | <a href="#">P26/00532/F</a>   | 52 Eastland<br>Avenue Thornbury<br>South<br>Gloucestershire<br>BS35 1DY         | Change of use from mixed use dwelling with hair salon (Sui Generis) to 1no. dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).                   | No objection                                                                                       |
| 17.03.26 | <a href="#">P26/00586/HH</a>  | 6 Pearce Close<br>Thornbury South<br>Gloucestershire<br>BS35 2HZ                | Conversion of existing garage. Erection of first floor side extension to form additional living accommodation.                                                                                       | No objection                                                                                       |
| 17.03.26 | <a href="#">LI26/1818/STM</a> | All Areas of South<br>Gloucestershire                                           | Dom's Superwhip renewal of licence to trade in all areas.                                                                                                                                            | No objection                                                                                       |
| 18.03.26 | <a href="#">P26/00129/F</a>   | High Point Cutts<br>Heath Road<br>Buckover South<br>Gloucestershire             | High Point Cutts Heath Road Buckover South Gloucestershire Erection of single storey extension to facilitate conversion of existing residential outbuilding into 1no. dwelling and associated works. | Application withdrawn.                                                                             |
| 23.03.26 | <a href="#">P26/00652/HH</a>  | 5 Eastbury Road<br>Thornbury South<br>Gloucestershire<br>BS35 1DR               | Erection of two storey side and single storey rear extension to form additional living accommodation.                                                                                                | No objection provided the proposal is not detrimental to the amenities of neighbouring properties. |

|          |                               |                                                                                                |                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                               |
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| 24.03.26 | <a href="#">P25/02595/TCA</a> | 3 Pullins Green Thornbury South Gloucestershire BS35 2AX                                       | 3 Pullins Green Thornbury South Gloucestershire BS35 2AX Works to fell 2no. Prunus Domestica/European Plum and 1no. Pyrus Communis/Common Pear situated in the Thornbury Conservation Area.                                                                                                                | No objection, subject to the approval of the Tree Officer.                                                                                                                                                                                                                                                                                                    |
| 31.03.26 | <a href="#">LI26/2283/STM</a> | Trading in all areas of South Gloucestershire                                                  | Renewal of Street Trader Licence - Gio's Gelato to trade at All areas of South Gloucestershire                                                                                                                                                                                                             | No objection                                                                                                                                                                                                                                                                                                                                                  |
| 02.04.26 | <a href="#">P26/00736/PIP</a> | Land At Crossways Business Park Crossways Lane Thornbury<br><br>South Gloucestershire BS35 3UE | Permission in Principle for the erection of a minimum of 1no.<br><br>dwelling and a maximum of 3no. dwellings.                                                                                                                                                                                             | Objection – considered to be overdevelopment, out of keeping with the character of the area and surrounding properties.                                                                                                                                                                                                                                       |
| 09.04.26 | <a href="#">P26/00807/TCA</a> | 64 High Street Thornbury South Gloucestershire BS35 2AN                                        | Works to fell 1.no Eucalyptus Tree. Tree situated within Almondsbury conservation area.                                                                                                                                                                                                                    | Subject to the Tree Officer's assessment, retention of the tree in situ with appropriate pruning is preferred.                                                                                                                                                                                                                                                |
| 10.04.26 | <a href="#">P25/02677/O</a>   | Land North Of Oldbury Lane Thornbury South Gloucestershire BS35 1LB                            | Revised proposals outline planning application for the demolition of existing buildings/structures and severable, phased development of up to 350 dwellings including potential for later living/care accommodation (Use Classes C2 and C3), a flexible community hub (non-residential uses to include Use | Objection – The Town Council maintains its previous objection. The development is not allocated in the emerging Local Plan. The scale of development would add to the cumulative impact of existing and approved development in the Butt Lane area and result in excessive reliance on Oldbury Lane, particularly as the impact of the approved 595 dwellings |

|  |  |  |                                                                                                                                                                                                                                                                                                  |                                                                                                     |
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|  |  |  | Classes E and F2), publicly accessible open space, land to deliver renewable energy generation, landscaping and biodiversity enhancements, and associated infrastructure and engineering works including footpaths/cycleways and SUDs. All matters reserved except for access from Oldbury Lane. | has yet to be realised. The Town Council therefore continues to strongly object to the application. |
|--|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|

**Minutes of the Meeting of the Planning Committee  
held on Thursday 2 July 2026 at Council Chamber, Town Hall at 7:30pm**

Members Present: Cllr Jayne Stansfield (Vice Chair from item PC2627.02)  
Cllr Chris Davies  
Cllr Fiona Deas  
Cllr David Dawkins  
Cllr Helen Ball

Officers Present: Caroline Adams (Administrator)

Members Absent: Cllr Maggie Tyrrell (Chair)

Non-members present: None

There were no members of the public in attendance

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**PC2627.01 TO RECEIVE ANY APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Maggie Tyrrell.

**PC2627.02 TO APPOINT THE VICE CHAIR OF THE COMMITTEE**

It was **RESOLVED** to elect Cllr Jayne Stansfield to be the Vice Chair of the Planning Committee.

**PC2627.03 TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST**

There were no members' declarations of interest.

**PC2627.04 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC**

There were no members of the public present.

**PC2627.05 TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 16 APRIL 2026**

It was **RESOLVED** to approve the minutes of the Planning Committee meeting of 16 April 2026 as an accurate record, and the minutes were signed by the Vice Chair.

**PC2627.06 TO RATIFY PLANNING APPLICATION COMMENTS MADE UNDER DELEGATED AUTHORITY AND SUBMITTED ON THE FOLLOWING DATES:**

The comments made under delegated authority were noted.

**PC2627.07 TO CONSIDER AND RESPOND TO THE SCHEDULE OF PLANNING AND LICENSING APPLICATIONS**

It was **RESOLVED** to submit comments to South Glos Council on the planning and licensing applications, as detailed in the attached schedule.

**PC2627.08 TO NOTE THE SCHEDULE OF PLANNING AND LICENCE APPLICATION DECISIONS MADE BY SOUTH GLOUCESTERSHIRE COUNCIL**

The schedule of planning and licencing decisions made by South Gloucestershire Council was noted.

**PC2627.09 TO RECEIVE REQUEST RELATED TO STREET NAMING AND NUMBERING**

A request for street naming and numbering was received. It was **RESOLVED** that native British wildflowers and grasses should form the theme for the road names. Authority to submit the response was delegated to the Administrator.

**PC2627.10 TO CONSIDER SUBMITTING A RESPONSE TO THE SOUTH GLOUCESTERSHIRE CONSULTATION ON SEEKING SECRETARY OF STATE CONSENT FOR DISPOSAL OF THE LAND AND FIELD AT CASTLE SCHOOL FORMER SIXTH FORM SITE, GLOUCESTER ROAD, THORNBURY.**

It was **RESOLVED** to submit a response to South Gloucestershire Council on the consultation seeking Secretary of State consent for the disposal of the land and playing field at the former Castle School Sixth Form site, Gloucester Road, Thornbury.

**PC2627.11 TO NOTE THAT THE DEADLINE FOR SUBMISSION OF ITEMS TO THE CHIEF EXECUTIVE FOR INCLUSION IN THE NEXT AGENDA IS 9AM ON TUESDAY 8 SEPTEMBER 2026.**

It was noted that the deadline for submission of items to the Chief Executive for inclusion in the next agenda is Tuesday 8 September 2026.

**PC2627.12 DATE OF THE NEXT MEETING: 7:30PM ON THURSDAY 17 SEPTEMBER 2026, TO BE HELD AT THE TOWN HALL**

The date of the next meeting was noted to be 7:30pm on Thursday 17 September 2026 at the Town Hall.

[Meeting closed: 20:57]

## THORNBURY TOWN COUNCIL

PLANNING APPLICATIONS considered at the Planning Committee meeting on 02.07.26

| DATE     | REF NO                       | LOCATION                                                    | PROPOSAL                                                                                                                                                                                                                                                                                           | COMMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------|------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 21.05.26 | <a href="#">P26/01023/RM</a> | Post Farm Land<br>Off Peacock Road<br>Thornbury BS35<br>1FF | Post Farm Land Off Peacock Road<br>Thornbury BS35 1FF Erection of 32no<br>dwelling with appearance, landscaping,<br>layout, and scale to be determined.<br>(Approval of Reserved Matters to be read<br>in conjunction with outline permission<br>P23/02091/O Appeal ref<br>APP/P0119/W/24/3348557) | <p>Thornbury Town Council Planning Committee requests confirmation that the development will comply with all requirements of Avon Fire &amp; Rescue Service.</p> <p>The Committee supports the concerns raised by the Urban Design Officer and considers it essential that the development reflects the rural character of the area and respects nearby listed buildings and heritage assets.</p> <p>The Committee notes the archaeological importance of the site and expects all investigations, recording and reporting to be carried out in accordance with relevant guidance, particularly in relation to any burial sites and human remains.</p> <p>Confirmation is sought from the Drainage Officer that the proposed drainage strategy is adequate, given the site's proximity to the floodplain and flooding issues associated with recent developments to the east of Thornbury.</p> <p>Whilst the affordable housing provision is considered acceptable, the Committee expects the developer to meet all requirements of the South Gloucestershire Housing Enabling Team.</p> |

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|          |                               |                                                                                      |                                                                                                                                                         | <p>The Committee would welcome the planting of mature native British trees to provide immediate environmental and amenity benefits.</p> <p>Finally, confirmation is requested that the solar PV panels shown on the indicative drawings will be installed on the completed properties.</p>                                                                  |
| 21.05.26 | <a href="#">P26/01109/F</a>   | Building At Grovesend Farm Gloucester Road Grovesend Thornbury South Gloucestershire | Change of use of 1no. agricultural building to 4no. dwellings as defined in the Town and Country Planning (use class order) 1987 with associated works. | <p>Thornbury Town Council objects to the application as the site lies outside the Thornbury settlement boundary and constitutes overdevelopment.</p> <p>The Council is also concerned that the proposed parking provision is inadequate. As vehicles cannot safely reverse onto the A38, sufficient on-site turning and parking space must be provided.</p> |
| 22.05.26 | <a href="#">P26/00858/HH</a>  | Gloucester House 2 Gloucester Road Thornbury South Gloucestershire BS35 1DG          | Installation of new roof and structure to existing front bay window.                                                                                    | No objection                                                                                                                                                                                                                                                                                                                                                |
| 27.05.26 | <a href="#">P26/01165/PIP</a> | Land At Hackets End Milbury Heath Road Buckover South Gloucestershire                | Permission in principle for the erection of 1no. dwelling                                                                                               | Comments submitted out of meeting.                                                                                                                                                                                                                                                                                                                          |
| 01.06.26 | <a href="#">P26/01168/HH</a>  | 5 The Slad Grovesend Thornbury South                                                 | Erection of a two storey side/front extension to form additional living accommodation and a single storey rear porch extension.                         | No objection                                                                                                                                                                                                                                                                                                                                                |

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|          |                               | Gloucestershire<br>BS35 3TW                                                                      |                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 02.06.26 | <a href="#">P26/01204/HH</a>  | 8 Ladden Court<br>Thornbury South<br>Gloucestershire<br>BS35 2DQ                                 | Erection of single storey side extension<br>to form additional living<br>accommodation. Erection of front porch<br>(Retrospective) | No objection                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 03.06.26 | <a href="#">P26/01076/HH</a>  | 12 Severn View<br>Road Thornbury<br>South<br>Gloucestershire<br>BS35 1AY                         | 1AY Replacement of flat roof with<br>pitched roof on front, side and rear over<br>ground floor level.                              | No objection                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 03.06.26 | <a href="#">P26/01191/PIP</a> | Land At The<br>Stables<br>Gloucester Road<br>Grovesend<br>Thornbury South<br>Gloucestershire     | Permission in principle for the erection of<br>2no. dwellings.                                                                     | Thornbury Town Council objects to this application as the site<br>lies outside the settlement boundary and represents<br>unjustified development in a rural location.<br><br>The Town Council also objects on sustainability grounds, as<br>the site is reliant on private vehicles and is not readily served<br>by public transport or cycling infrastructure. The proposal<br>therefore represents an unsustainable form of development. |
| 03.06.26 | <a href="#">P26/01221/FDI</a> | Land Adjoining<br>Cleve Wood Farm<br>Grovesend Road<br>Thornbury<br><br>South<br>Gloucestershire | Diversion of public footpath OTH/111                                                                                               | No objection                                                                                                                                                                                                                                                                                                                                                                                                                               |

|          |                               |                                                                                                   |                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| 12.06.26 | <a href="#">P26/01193/F</a>   | High Point Cutts<br>Heath Road<br>Buckover South<br>Gloucestershire                               | Erection of single storey extension to facilitate conversion of existing residential outbuilding into 1no. dwelling and associated works (resubmission of P26/00129/F). | <p>Thornbury Town Council objects to this application as the site lies outside the defined settlement boundary and would adversely affect the character of this rural location.</p> <p>The Town Council also considers the proposal to be unsustainable, as the site is not within reasonable access of local services, public transport, or cycling infrastructure and would therefore be reliant on private vehicle use.</p> |
| 15.06.26 | <a href="#">P26/01344/TCA</a> | 30 Gloucester<br>Road Thornbury<br>South<br>Gloucestershire<br>BS35 1DG                           | Works to fell 1.no Sycamore Tree. Tree situated within Thornbury Conservation Area.                                                                                     | No objection, subject to confirmation from the Tree Officer that the tree is deceased before felling.                                                                                                                                                                                                                                                                                                                          |
| 19.06.26 | <a href="#">P26/01162/LB</a>  | Gloucester House<br>2 Gloucester Road<br>Thornbury South<br>Gloucestershire<br>BS35 1DG           | Installation of new roof and structure to existing front bay window.                                                                                                    | No objection                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 23.06.26 | <a href="#">P26/01274/HH</a>  | 41 Squirrel<br>Crescent<br>Thornbury South<br>Gloucestershire<br>BS35 1BS                         | Erection of 2 no. front dormers to facilitate loft conversion.                                                                                                          | Thornbury Town Council objects to the application due to its disproportionate scale and poor design, which is out of keeping with neighbouring properties. The Council also has concerns regarding the impact of the proposal on the privacy and amenity of neighbouring residents.                                                                                                                                            |
| 25.06.26 | <a href="#">P26/00919/F</a>   | High Street Dental<br>Surgery 46 High<br>Street Thornbury<br>South<br>Gloucestershire<br>BS35 2AN | Demolition of single storey rear conservatory and erection of a two storey rear extension to provide an additional dental surgery room (Class E) at first floor level.  | No objection                                                                                                                                                                                                                                                                                                                                                                                                                   |

|                                                    |                                |                                                                                                                    |                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                            |
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| 25.06.26                                           | <a href="#">P26/00700/PNRE</a> | Manorbrook<br>Primary School<br>Park Road<br>Thornbury South<br><br>Gloucestershire<br>BS35 1JW                    | Prior notification of the intention to<br>install solar panels (roof<br>mounted).                                                                                                                                                                                          | No objection                                                                                                                                                                                                                               |
| 25.06.26                                           | <a href="#">P26/00699/PNRE</a> | Alexander Way<br>Residential Care<br>Home 3 Alexandra<br>Way<br><br>Thornbury South<br>Gloucestershire<br>BS35 1LA | Prior notification of the intention to<br>install solar panels (roof<br>mounted).                                                                                                                                                                                          | No objection                                                                                                                                                                                                                               |
| <b>APPLICATIONS RECEIVED AFTER PAPERS WENT OUT</b> |                                |                                                                                                                    |                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                            |
| 26.06.26                                           | <a href="#">P26/01430/TRE</a>  | The Chalet<br>Alveston Hill<br>Thornbury South<br>Gloucestershire                                                  | Works to re pollard 1no. Tilia x europaea<br>Tree (T1) to leave a<br><br>finished height of 4 meters and radial<br>spread of 2 metres. Works<br><br>to fell 1no. Fraxinus excelsior Tree (T2)<br>Covered by Tree<br><br>Preservation Order SGTPO 17/16 dated<br>20/07/201. | Thornbury Town Council has no objection to the application,<br>subject to approval by the Tree Officer.<br><br>The Council requests that a suitably mature replacement tree<br>is planted to compensate for the loss of the existing tree. |



## THORNBURY TOWN COUNCIL

### Minutes of the Climate and Nature Committee Meeting

held on Tuesday 16 June 2026 at 7:30pm at Council Chamber, Town Hall

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

**CN2627.01 To note any apologies for absence.**

Apologies for absence were noted from Cllr Danny Bonnett (Chair), Cllr Gil Gilroy, Ella Wiggans (Sustainable Thornbury) and Guy Rawlinson (Holy Mowers).

**CN2627.02 To receive any members' declaration of interest.**

No declarations of interest were made by members.

**CN2627.03 To receive any representations from the public relating to items on the agenda.**

There were no representations from the public.

**CN2627.04 To appoint the Vice Chair of the Climate and Nature Committee**

It was **RESOLVED** to reappoint Chris Bloor as the Vice Chair of the Climate and Nature Committee. Proposed by Cllr Rowe, seconded by Cllr Greenman, unanimously agreed.

**CN2627.05 To approve and sign the minutes of the Climate and Nature Committee Meeting held on 17 February 2026.**

It was **RESOLVED** to approve the minutes of the meeting of the Climate and Nature Committee held on 17 February 2026 as an accurate record of the proceedings and the minutes were signed by the Vice Chair.

**CN2627.06 To receive an update from South Gloucestershire Council on proposed improvements to the Streamside Walk.**

Will Hallam and Alex Fraser provided an update on the plans for the Streamside Walk improvements, including items raised at the December meeting of the Climate and Nature Committee, namely:

- Use of a permeable surface – this is not possible due to budgetary constraints. The committee, therefore, asked that the surface used be laid in such a way that drainage is maximised.
- Lighting – there will be no lighting due to the potential disturbance to bat populations.
- Setting up of a Friends of Group – WH will send further information regarding this to the Committee via SG.
- Convening of a working group to co-design the improvements – this took place and comments have been incorporated into the design where possible.

The next stage is for a full business case to be submitted for the changes. It is possible work will start this summer.

The committee discussed the need for clearance of vegetation to be done sensitively and in a balanced way so as not to unduly disturb any resident wildlife and this was accepted by WH and AF.

**CN2627.07 To consider a proposal to alter carbon calculations for 2026-27 to exclude the football club's consumption.**

The Committee **RESOLVED** to alter carbon calculations to exclude the football club's consumption of electricity. Proposed by Cllr Rowe, seconded by Cllr Carter, unanimously agreed.

**CN2627.08 To consider ideas for Watermark Town projects for 2026-27**

The Committee **RESOLVED** to progress with the Watermark Town projects as recommended. Proposed by Cllr Bloor, seconded by Cllr Rowe, unanimously agreed.

**CN2627.09 To consider concept design quotations and project phasing for the Memorial Woodland and Wellbeing Garden.**

The Committee **RESOLVED** to recommend to Full Council that we appoint Company 2 to design the memorial woodland, as per their quotation. The Committee **NOTED** that the design will need to tie in the wider landscape, including improving connectivity with the Chapel. Proposed by Cllr Greenman, seconded by Cllr Carter, unanimously agreed.

**CN2627.10 To consider the draft of the 2025-26 Carbon Report.**

The Committee **NOTED** the draft of the 2025-26 Carbon Report. A minor amendment is needed to page 9, figure 5.6. Once completed, the report can be finalised and shared.

**CN2627.11 To consider the draft of the TTC Decarbonisation Road Map.**

The Committee **NOTED** the draft of the TTC Decarbonisation Road Map. They requested that a public-facing summary be prepared ahead of publication. The development of a climate change page on the TTC website was considered and will be developed.

The final version of the Road Map will be brought back to the Climate and Nature Committee meeting on 1 September ahead of sharing with Full Council. Thereafter, an update on progress against plan will be a standing agenda item at the Climate and Nature Committee.

**CN2627.12 To consider the draft of the TTC Sustainable Purchasing Guidelines.**

The Committee **NOTED** the draft of the TTC Sustainable Purchasing Guidelines. No amendments are required and these can now be published and shared with the wider council. SG explained to the Committee that many of the guidelines are already being adopted by officers.

**CN2627.13 To consider the plans for a Tiny Forest.**

Plans for a Tiny Forest were further considered and a new site, adjacent to the Crossways School playing field was suggested.

**ACTION CN2627.13.01:** SG to investigate new site feasibility, including potential availability of land for a Tiny Forest.

**ACTION CN2627.13.02:** DB to draft an email to share with schools requesting their participation in the project.

The Committee **NOTED** that it was unlikely, due to constraints relating to time, land availability and budget, that the project would be advanced this planting season, but requested that as much progress as possible be made on it in anticipation of progressing it in the 27-28 planting season.

**CN2627.14 To note the plans for Communications and Events for 2026-2027.**

The Committee **NOTED** the Communications and Events plan for 2026-2027. There was discussion about the Town Council potentially supporting a growers' event in future.

**CN2627.15 To note the schedule for 2026-27 Climate and Nature Committee and Thriving Nature working group meetings.**

The Committee **NOTED** the schedule for Climate and Nature and Thriving Nature working group meetings for 2026-27.

**CN2627.16 To note that the deadline for submission of items for inclusion on the next agenda is Tuesday 18 August 2026.**

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

**CN2627.17 To note that the date of the next meeting of the Climate and Nature Committee is Tuesday 1 September at 19.30.**

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

The next Thriving Nature working group takes place on Tuesday 28 July at 19.00.

Meeting concluded at 21.00.

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**Minutes of the of Thornbury Town Council Staffing Committee  
Held on Thursday 30 April 2026 at 7.30pm.**

**Councillors present:** Chris Woodhouse (Chair)  
Chirs Bloor  
Chris Rowe (Arrived at item SC2526.25)  
Gil Gilroy  
Kath Greenman

**Councillors absent:** Jayne Stansfield

**In attendance:** Hannah Bowden, Chief Executive

**SC2526.22. To receive any apologies for absence**

Committee noted apologies from Councillor Jayne Stansfield.

**SC2526.23. To receive any members declarations of interest**

There were no declarations of interest.

**SC2526.24. To receive any representations from the public relating to items on the agenda**

There were no members of the public present.

**SC2526.25. To approve the minutes of the Staffing Committee meeting held on 2<sup>nd</sup> December 2025**

It was **RESOLVED** to approve the minutes of the Staffing Committee meeting held on 2<sup>nd</sup> December 2025 as a correct record of the proceedings.

**SC2526.26. 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

**SC2526.27. To receive recommendation following the CEO and RFO recruitment and approve appointment**

It was **RESOLVED** to appoint the CEO and RFO as recommended by the interview panel and for the Chief Executive to negotiate the contract.

**SC2526.28. To receive the job description review & second opinion report and determine next steps**

It was **RESOLVED** to approve the recommended job description changes and pay scale changes for H&S arising from the evaluation.

**SC2526.29. To receive an update on vacancies and recruitment**

Committee noted the vacancy and successful recruitment of a Cemetery Supervisor.

**SC2526.30. To receive report on changes to Employee Handbook and Model Contract due to changes in employment legislation**

Committee noted the report and a copy of the updated Employee Handbook and Model Contract following changes in employment legislation.

**SC2526.31. To review the committee's Terms of Reference for recommendation to Full Council**

It was **RESOLVED** to approve the committee's Terms of Reference as presented for recommendation to Full Council.

**SC2526.32. To review the committee's 2026-27 meeting dates for recommendation to Full Council**

It was **RESOLVED** to approve the committee's 2026-27 meeting dates as presented for recommendation to Full Council.

**SC2526.33. To review the committee's risks for referral to the Full Council**

It was **RESOLVED** to approve the committee's risks as presented for recommendation to Full Council.

**SC2526.34. To note response from the Capital Strategy Working Group in relation to project management**

Committee noted that the Capital Strategy Working Group agreed the resource was not required to progress the strategy sooner and if project management is required then it will be built into the scope of a design and build brief.

**SC2526.35. Date of the next scheduled meeting**

Committee noted 6<sup>th</sup> October 2026 subject to Full Council approval

**The meeting closed before 9pm**



## **CAPITAL STRATEGY WORKING GROUP**

### **MINUTES**

**Thursday 26<sup>th</sup> March 2026 at 1pm in the Council Chamber, Town Hall**

**In attendance** - Councillors Chris Woodhouse (Chair), Helen Ball, Fiona Deas, Maggie Tyrell & Chris Bloor

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

**1. To receive apologies for absence**

Apologies received from Councillors Kath Greenman, Jayne Stansfield, Chris Davies & Gil Gilroy

**2. To agree minutes from the meeting held 29.01.2026**

Agreed

**3. To receive Gantt chart for the Bakery Annexe and note the Status Report prepared by Thornbury & District Museum**

Members noted the report and acknowledged the detail included by Thornbury & District Museum and await the next report related to a Feasibility Study.

The Gantt Chart outline was discussed including reference to a procurement strategy due to the limited funding allocated at this stage. Consideration to be given to seed funding of around £100k to develop the new facility and for the source of this to be considered at the next meeting. Officers to prepare the updated CIL funding, Gantt chart, procurement options and project delivery structure programme along with investigating implications of a PWL. It was noted site constraints include Radon/gasses and the vault.

**4. To review concept plan for the pavilion**

Safeguarding was highlighted for the access to the public toilets. Unisex facilities to be suggested. The remainder of the plan was considered appropriate and can be discussed with the football club. Next step is feasibility considerations.

**5. To receive update of the natural water play project**

Officers have met the Landscape Architects onsite, answered technical questions and are awaiting initial ideas. Meeting schedule to be shared with the company. Community engagement was discussed with the June Love Thornbury being an ideal opportunity along with a notice/design to be erected at the Mundy Playing Fields with link to QR code for survey.

**6. To receive update on the memorial woodland**

The Climate and Nature Committee has formally received the project and will now take it forward.

**7. To receive update on progressing new facilities at Chantry Playing Fields - temporary option and permanent.**

A paper was shared for a temporary solution but would require significant investment. Members discussed the need of the facility and agreed to conduct a community survey to inform need and type of facility, draft to be available for the next meeting. A quote is being sourced, and this will inform the procurement process required.

**8. To review the working groups Terms of Reference**

Members agreed the following amendments:

- reordering the numbering of the areas of responsibility and revising the stated outcome to provide for the referral of projects to Full Council for progression, implementation, monitoring, and review.
- The composition amended to eight members (half of the Council), with additional councillors able to attend meetings by invitation.
- Clarification required on membership being appointed once per Council term following an election, rather than annually at the Annual Council Meeting. This is intended to support continuity of knowledge.

**9. AOB**

Special expenses were briefly discussed along with Chapel opening and this event being an opportunity to inform the community of the memorial woodland.

**10. Next meeting: 30<sup>th</sup> April 2026**

Apologies received by Councillor Helen Ball.



## **CAPITAL STRATEGY WORKING GROUP**

**Thursday 30<sup>th</sup> April 2026 at 1pm in the Council Chamber, Town Hall**

### **MINUTES**

**In attendance** - Councillors Chris Woodhouse (Chair), Kath Greenman, Chris Davies, Fiona Deas, Chris Bloor & Gil Gilroy

**Officers:** Hannah Bowdn, CEO & Alan Stealey, Facilities Officer

**1. To receive apologies for absence**

Apologies received from Councillors Helen Ball, Jayne Stansfield & Maggie Tyrrell

**2. To agree minutes from the meeting held 26.03.2026**

Agreed

**3. To receive updated funding programme including project budget monitoring (separate tabs)**

Members noted the updated funding programme and budget monitoring.

**4. Bakery Annexe**

**4.1 To receive draft business plan**

Members agreed to refer the business plan to Full Council, seeking approval to allocate the budgeted £25,000 towards feasibility studies. The business plan will be updated to clarify that the proposed measures are intended as starting points for discussion. Completion of the feasibility studies, and receipt of the feasibility report from Thornbury & District Museum, will enable a more informed discussion on the next steps.

**4.2 To discuss seed funding**

Deferred pending the receipt of further information to inform discussion.

**5. Pavilion Refurbishment**

**5.1 Receive update from meeting with football club and discuss next steps**

No response has yet been received from the football club; however, initial engagement has been positive. Officers to prepare a project framework outlining the available procurement options, ensuring compliance with financial regulations, for consideration by the working group and subsequent referral to Full Council. This will include recommendations on delegation, either to officers or to the Finance & General Purpose Committee, depending on the associated costs.

**6. Natural Water Play Project**

**6.1 Ratify discussions and feedback for the Landscape Strategy proposed by the Landscape Architect**

Members ratified the feedback highlighting the Public Rights of Way and the Biodiversity Ring, as well as comments relating to bridges. Officers have met with the Landscape

Architect and provided feedback. A site visit involving officers, the Landscape Architect, and the hydrologist will be arranged to consider hydrology and bridge design.

## **6.2 Receive the Gantt Chart**

Members noted the Gantt chart and, following discussions with the Landscape Architects, that the timeline has been brought forward by one month, with completion of RIBA Stage 2 now anticipated by the end of April. The chart will be updated accordingly.

Members agreed to refer the Landscape Strategy to the May Full Council meeting for approval, allowing for public consultation during the May half-term and at the Love Thornbury event on 6 June.

Members also discussed renaming the project to better reflect its inclusive scope, rather than a single element. There was consensus in support of the title "The Living Stream."

## **6.3 Approve the scope for the play specialist**

Members supported the scope as presented and noted that potable water is required for this element. The scope will be issued to invite quotations for consideration.

## **6.4 Consider Stakeholder Matrix**

Members noted the matrix, Chirs Davies to provide a SGC contact for the field below the Castle Court car park, Gil Gilroy to reach out to the resident downstream for other landowners contact information. All others to be confirmed by Land Registry

Present the vision of a living stream for everybody by improving accessibility, connecting with the MUGA, Biodiversity Ring, Walkers are Welcome. Emphasise the narrative and articulate the story behind the project.

# **7 Chantry Playing Fields**

## **7.1 Receive draft community survey**

Members approved the survey and suggested a QR code for promotion at other sites such as the Mundy Playing Fields.

## **7.2 Receive scope for architect services**

Members agreed to defer finalising the scope pending the outcome of the survey, which will inform its development.

# **8 To receive update on Turnberries**

Members noted the closure of the survey, including the number of respondents, and that the full results will be shared once analysis complete by SGC. CVS are assisting with interim support for the Trust, as well as offering to assist with developing the business plan and governance structure.

# **9 To confirm meeting dates for the new civic year**

Members agreed meetings to be held the last Thursday of the month starting at 6pm

# **10 AOB**

None

# **11 Next meeting: Thursday 28<sup>th</sup> May starting at 6pm subject to council approval.**



## **CAPITAL STRATEGY WORKING GROUP**

**Thursday 28<sup>th</sup> May 2026 at 6pm in the Council Chamber, Town Hall**

### **MINUTES**

**In attendance** - Councillors Helen Ball, Fiona Deas & Maggie Tyrell,

Members agreed for Helen Ball to Chair the meeting in Chris Woodhouse absence.

**1. To elect the Chair for the civic year 2026-2027**

Chris Woodhouse was elected as Chair

**2. To receive apologies for absence**

Apologies received from Chris Woodhouse (Chair), Jayne Stansfield, Chris Davies, Chris Bloor & Gil Gilroy

**3. To agree minutes from the meeting held 30.04.2026**

Members agreed the minutes from the meeting on the 30<sup>th</sup> April 2026.

**4. To consider the Turnberries report for referral to Full Council**

Members agreed to proceed with the recommendation to rebuild the trust board by appointing three town councillor representatives and suggested a South Gloucestershire Council representative be invited as trustee. It was highlighted that this should progress in a timely way. June CSWG to consider representatives for referral to July Full Council.

**5. Update on key projects and interim management/resource plan – play imagery for consultation.**

**Natural Water Play project**

No consensus for 3 project names for consultation. CEO to make recommendation based on the comments provided. This will be shared for the weekend to allow for any objections.

Consultation not started for half term due to timing issues and annual leave. The website page to be launched early next week and will include background info, consultation boards, FAQ's and a comment box. Consultation boards due to be installed on the splashpad hut end of next week. Mei Loci hosting consultation at Thornbury Pride on the 6<sup>th</sup> June. Consultation to remain open until the 22<sup>nd</sup> June. Comments to be shared with Mei Loci and results and any implications to be reported to the June CSWG meeting and July Full Council meeting. Members requested imagery for the water play section to be included in the consultation.

Play Specialist scope has been issued with the intention for quotes to be considered at the June CSWG meeting for referral to the July Full Council meeting. Costs potentially are going to be higher than currently allocated due to the surfacing, but there are options such as a different approach to the install and other financial funding/savings.

Sewage and new water supply to be tendered as one project and due to be considered at the June Finance and General Purpose Committee meeting. CDM compliance and project management to be included. Suggest tender issued 10<sup>th</sup> June and submissions deadline of 1st July, panel review 1-8<sup>th</sup> with recommendation to the July Full Council meeting.

**Management of projects during interim period**

The Deputy Clerk will undertake selected CEO responsibilities but due to capacity will not be able to progress all projects. Therefore, the Facilities Officer will progress water play & the pavilion project whilst the Bakery Annexe (except for report to Full Council), Chantry welfare facilities and MPF car park extension will be on hold until full time maternity cover starts.

**6. AOB**

Cllrs Helen Ball and Chris Bloor were requested to attend a meeting with representatives from Thornbury Museum who have requested a formal commitment from the Town Council for; the Bakery Annexe to be the preferred site for the museum, agree to a working group with museum representatives, the consultant appointed by the museum and town council councillors and officers that will be involved in progressing the project.

**7. Next meeting: 25<sup>th</sup> June 2026 at 6pm**



## CAPITAL STRATEGY WORKING GROUP

**Thursday 2 July 2026 at 6.00pm in the Council Chamber, Town Hall**

**Present -** Councillors - Chris Woodhouse (Chair), Helen Ball, Fiona Deas, Chris Bloor, Gil Gilroy  
Officers - Alan Stealey (Facilities Officer), Wendy Sydenham (Deputy Clerk)

### MINUTES

*(Note – Helen Ball chaired the meeting for items 1-3)*

**1. To receive apologies for absence**

Jayne Stansfield, Maggie Tyrrell

**2. To agree minutes from the meeting held on 28 May 2026**

Agreed.

**3. To consider matters relating to the Pavilion project**

**3.1 To receive a verbal update on the tender for sewage and potable water including timescales**

Alan confirmed that the tenders were out and there has been interest shown from two companies. The tender deadline is 10 July 2026 and the tender panel will meet that afternoon to evaluate. All being well, recommendations from the evaluation panel will go to Full Council on 14 July 2026, with a view to awarding the contract.

**3.2 To consider tender documents for refurbishment of the Pavilion (documents attached)**

The documents were noted and final versions will go to Full Council for agreement on 14 July 2026. Alan confirmed that the budget range will be narrower in the final version and there may be some scope for funds from other budgets to be included.

**4. To consider potential Councillor representatives to be recommended for appointment to the Turnberries Trust Board, for referral to Full Council in July**

Agreed that actual nominations would not be made until Full Council, but that it would be recommended to Full Council that appointment to the Board would be for at least four years, irrespective of whether those individuals are re-elected, to ensure some stability for the Trust. Wendy to draft a brief report to Full Council as background.

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

**5.1 To consider feedback from the public consultation (documents attached)**

The feedback was noted and it was also noted that the process had been very positive, particularly the face-to-face event. Any concerns raised would be managed out. Alan confirmed that the hydrologist report was very positive regarding the landscape being able to deal with flood risks. The information boards would remain out for residents'/users' information. The feedback documents would go to Full Council for noting on 14 July and officers would not be recommending any changes to the plans as a result of the consultation process.

**5.2 To consider quotes for a play specialist for recommendation to Full Council in July (document to follow or to be tabled)**

Alan reported that one quote/design had been received so far which didn't currently fulfil the project ambitions. Alan would discuss the quote/design with Mei Loci but also continue work with other potential providers. There are other options for this aspect of the project, including provision/installation of the equipment only, with grounds works being carried out as part of the grounds works as a whole, and potentially even just sourcing the equipment ourselves, direct from manufacturers, and arranging installation separately. Alan confirmed that this situation would not have any detrimental effect on timescales. Details will be brought back to a future working group meeting.

**6. To receive a verbal update on the Chapel refurbishment/reopening and consider next steps e.g. heating, toilet facilities, etc.**

The opening event had been very successful, with very positive feedback about the refurbishment and having a facility brought back into use. In terms of feedback on what would make the facility more likely to be hired, toilets were mentioned as essential. Kitchen facilities were also frequently mentioned, although this would enhance the facility rather than being an essential item. With regard to the toilets, it was agreed that temporary portaloo facilities would be hired in when requested by hirers, with costs covered by the Town Council. Should hires become increasingly frequent, then consideration will be given to keeping portaloo facilities on site at all times. Long term, the plan would likely be for permanent toilet facilities to be built on site as part of the development of the memorial woodland. It was noted that there were still some works to be completed including removal of some tarmacking, guttering works, replacement of benches, etc.

**7. To receive update from Cllrs Ball and Bloor on a recent meeting with the Museum, and confirm that recommendations to Full Council in July are still appropriate**

It was agreed to amend the recommendations in the draft report to Full Council, to emphasise that feasibility studies would take place more in partnership with the Museum. In light of the recommended change in emphasis to taking forward the feasibility studies with the intention of it being used by the Museum, the full draft business plan would be removed as an appendix of the report going to Full Council, and instead just refer to the main areas that the business plan would cover. It was noted that prefabricated options for the rebuild would have some merit and should be fully considered.

**8. Any other business**

Officers outlined a request from the Football Club to install a more permanent bar into the general room of the Pavilion. It was noted that this would help the Club to align more with licensing requirements, which would reduce the risks to Council. (As the Club do not currently hold a lease, and are therefore just hirers of the premises, the Council are responsible for their activities to a much greater extent.) It was agreed to support this request and recommend to Full Council on 14.07.26 that permission be granted to the Club.

**9. Next meeting**

It was agreed that the next scheduled meeting on 23 July would not be needed, and that the next meeting should be the August meeting, set for **Thursday 27 August 2026 at 6.00pm**. This would allow discussion on any items to be taken forward to Full Council's September meeting.



**DRAFT NOTES of the meeting of the Events and Innovations Working Group  
held on Monday 20<sup>th</sup> April 2026, at the Town Hall**

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|                      |                                                                                                                                                                                                         |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Present:             | Cllr Helen Ball (Chair)<br>Cllr Chris Bloor<br>Cllr Chris Davies<br>Cllr Christine Carter<br>Cllr Gil Gilroy<br><br>Hannah Bowden (Chief Executive)<br>Vicky Bailey (Communications and Events Officer) |
| Non-members present: | None                                                                                                                                                                                                    |
| Absent:              | Cllr Kath Greenman                                                                                                                                                                                      |

**1. Promoting Thornbury**

Hannah B updated on the 'Promoting Thornbury' campaign and noted the following:

- Avon Displays had designed the logo
- Newspapers in South Wales, Gloucestershire and Bristol all published 'Explore Thornbury' adverts
- Hannah and Vicky are meeting with Claire Jaggard from MyThornbury regarding the 'Visit Thornbury' dedicated webpage page traffic numbers

Councillors discussed both positive and negative feedback on the wording and design of the bus campaign.

Helen had met with Thornbury Castle who are interested in being part of future advertising campaigns.

Suggestions for future promotion included:

- Watermark Town
- More business involvement
- Engagaement for non hospitality businesses
- Teddy Bear Trail
- Stranger Things as a trail topic
- Host a meeting with businesses

**ACTION – ALL TO CONSIDER THE STRUCTURE FOR A MEETING WITH BUSINESSES. VICKY BAILEY TO LOOK AT COMPANIES OFFERING THIS AND FEEDBACK COSTS AT NEXT MEETING**

Suggestions were also made on the following; a heritage trail of Thornbury, photography exhibition by Thornbury Museum, festivals such as local history, textile (like Chipping Sodbury's Yarn Over.)

## **2. Mayor's Awards – update and planning**

- Proposed timetable agreed
- Categories discussed; climate/ nature/ environmental. Concern raised with some categories overlapping with Thornbury in Bloom **ACTION – HANNAH TO SPEAK WITH TIB CHAIR KATH GREENMAN**
- 2027 Mayor's Awards to have 3-4 categories
- Support shown for an award specifically from Councillors to a Thornbury resident for their services to the community
- Thornbury Castle have offered to host the Mayor's Award 2027.
- Discussion on venue – supporting The Armstrong noted.

## **3. Love Thornbury**

May 2<sup>nd</sup> - Thornbury in Bloom- noted

June 6<sup>th</sup> – Council stall at Pride event – volunteers, promotion, freebies

Vicky noted the importance of safety due to negative online feedback on Facebook posts about the Pride event – **ACTION CHRISTINE TO SPEAK WITH SANDRA ABOUT LOVE THORNBURY ENSURING APPROPRIATE SECURITY**

Promotion of the tennis courts through free tennis balls agreed (count the tennis balls) **ACTION – VICKY TO PURCHASE TENNIS BALLS**

In August TTC will be attend Love Thornbury. Have a 'Hook a Duck' to win a bath duck (recycled plastic) with Thornbury Town Council logo on agreed. **ACTION – VICKY TO PURCHASE**

## **4. Budget monitoring**

Budget has refreshed for this year.

## **5. AOB**

- **Annual Town Meeting:**

Vicky presented all with a timeline of the evening; with timings to be finalised.

A 'last minute' comms push was agreed – **ACTION VICKY BAILEY**

- **Green Links**

Chris Bloor updated all on Green Links **ACTION – CHRIS BLOOR TO LIST HIMSELF AS A THORNBURY TOWN COUNCILLOR AT FUTURE 'GREEN LINKS' MEETINGS**

A new request to discuss 'Harvest Home' and it was agreed to be allocated an agenda item at the May meeting.

- **Visit West**

Helen confirmed that Thornbury's Chamber of Commerce are now members of 'Visit West' **ACTION – HANNAH BOWDEN TO LIAISE WITH THE CHAMBER COMMERCE TTC'S INVOLVEMNT** Christ The King School Update

**ACTION – VICKY TO RING SCHOOL TO CONFIRM DATE**

- **Heritage Open Day 2026**

**ACTION – VICKY BAILEY TO LET ALL COUNCILLORS KNOW THAT SATURDAY 12<sup>TH</sup> SEPTEMBER IS THE DATE WE ARE OPENING THE TOWN HALL FOR HOD**

- **Wall Hanging Group**

Christine updated all on her work creating a modern wall hanging. This will involve working with businesses in Thornbury.

**On 18<sup>th</sup> May's E&I agenda VB to add:**

- Feedback on ATM
- Mayor's Awards
- School Visit
- Harvest Home
- Promoting Thornbury
- Meeting between businesses and Thornbury Town Council

*Meeting closed 11.35am*



**DRAFT NOTES of the meeting of the Events and Innovations Working Group  
held on Monday 18th May 2026, at the Town Hall**

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

Hannah Bowden (Chief Executive)  
Vicky Bailey (Communications and Events Officer)

Non-members present: None

**1. Review of Annual Town Meeting**

- HB commented on the success of the ATM
- Everyone agreed the format (community stalls and speakers) works well
- Timings were an issue; decided that in future there would be fewer speakers and more time allowed for the Q&A sessions
- Community stalls will all be placed in a separate room from the ATM in future
- Would like to encourage community groups to stay throughout the meeting in future
- Noted that the ATM needs to begin after 6pm; suggestion to begin the stalls etc earlier in future
- 2027 ATM theme agreed to be decided at June's E&I meeting

**2. Planning for Love Thornbury 6<sup>th</sup> June**

- Theme of our display 'Natural Water Play at Mundy Playing Field'
- Helen will organise volunteers – **ACTION HELEN**
- Mei Loci the designers will also attend as a consultation and engagement opportunity
- Christine Carter will inform Sandra that we have a very small hook a duck activity – **ACTION CHRISTINE CARTER**

**3. Mayor's Award Planning**

- KG confirmed awards proposed for the Mayors Awards 2027 don't clash with Thornbury in Bloom awards.
- Agreed an 'Unsung Hero' award, nominated by Councillors
- Will decide upon communications schedule
- Hannah will contact Thornbury Castle and see if they would match their offer from the Mayor's Award 2025 – **ACTION HANNAH**
- Hannah will contact Thornbury Golf Club and obtain a quote – **ACTION HANNAH**

#### **4. Harvest Home**

- Chris Bloor spoke with St Mary's Church who are already planning a Harvest event.
- Potential to incorporate Harvest Home as part of the Horticultural Show in the future, perhaps with the Love Thornbury 'Oktoberfest' which could attract a different demographic to the event.
- Christine Carther will discuss this further Sandar to see if it would be possible alongside the 'Oktoberfest' event – **ACTION CHRISTINE CARTER**

#### **5. Promoting Thornbury/ meeting with businesses**

- Need to engage with local businesses on how to ensure the investment on campaigns to promote Thornbury are of benefit
- Statics from mythornbury.co.uk landing page for the bus campaign were discussed.
- Discussed need to reach all businesses such as home based and the industrial estate
- Development of Mundy Playing Fields is likely to encourage more visitors to Thornbury
- Suggestion of band stand – Hannah clarified this is not within the current capital strategy and development at MPF to be high over the next couple of years
- Discussion on buses – accessible, easy and straightforward buses will encourage residents living further from the town centre to visit
- Councillors to research and list contact details of businesses within their ward – **ACTION VICKY TO COORDINATE**
- Contact South Gloucestershire Council's and WECA's Economic Development Officers and invite them to the meeting – **ACTION HELEN**
- Decided not to invest more money into promoting Thornbury until after the meeting with businesses.
- Art Trail – some participants are small businesses selling their work

#### **6. School visit to Town Hall**

- Christ the King Year Six students are visiting – **ACTION VICKY AND HELEN TO MEET AND PLAN. HELEN TO COORDINATE COUNCIILLOR HELPERS.**

#### **7. Meet Your Councillor**

Agreed to hold a MYC outreach on 25<sup>th</sup> July at the Collester Way

#### **8. Dates of meeting for rest of year**

All on Mondays at 10am in the Exhibition Room:

- 08/06/26
- 13/07/2026
- No August Meeting
- 14/09/2026
- 19/10/2026
- 16/11/2026
- 14/12/2026
- 11/01/2027
- 08/02/2027
- 12/04/2027

**ACTION - VICKY TO SEND CALENDAR APPOINTMENTS**

#### **9. Stranger Things**

- Agreed to pursue a Stranger Things Trail for Halloween 2026 – **ACTION VICKY TO RESEARCH AND FEEDBACK IN JULY'S MEETING**

#### **10. Budget Monitor**

- No update

#### **11. AOB**

- Horticultural Show difficult because the group is currently not running – **ACTION CHRISTINE CARTER TO DISCUSS A SHOW WITH SANDRA**
- Summer of Socks – South Gloucestershire Council have asked for help **ACTION – VICKY TO PROMOTE ONCE SGC RELEASE COMMS**
- Hannah confirmed a Communications Consultant is going to run a workshop
- Posters for the July 'MYC' to be put up at the One Stop and Badger Road Co- Op – **ACTION VICKY**
- Agreed for Vicky to design an invitation and have them printed with a budget of £50.00 to be spent on printing for the one off 'MYC' Collesster Way event - **ACTION VICKY AND HELEN TO DELIVER**

*Meeting closed 11.45am*

**DRAFT NOTES of the meeting of the Events and Innovations Working Group  
held on Monday 8<sup>th</sup> June 2026, at the Town Hall**

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|                      |                                             |                                          |
|----------------------|---------------------------------------------|------------------------------------------|
| Present:             | Cllr Helen Ball (Chair)<br>Cllr Chris Bloor | Cllr Christine Carter<br>Cllr Gil Gilroy |
|                      | Cllr Kath Greenman                          |                                          |
|                      | (Deputy Clerk)                              | Wendy Sydenham                           |
|                      | (Communications and Events Officer)         | Vicky Bailey                             |
| Non-members present: | None                                        |                                          |
| Absent:              | Cllr Chris Davies                           |                                          |

**1. Review of Love Thornbury - Pride Event on 6<sup>th</sup> June:**

- Successful event
- Lots of engagement
- Pleased with Mei Loci's consultation
- Lots of Youth Survey's completed

**Action: Tony to make new hook a duck baton**

**2. Actions from last meeting**

**2.1 Theme for Annual Town Meeting April 2027**

- CC suggested each Chair of a TTC Committee provides highlights of the past year – all agreed this is a good idea
- Ask SLA recipients to present feedback
- Theme decided 'Your Town, Your Future' to promote Thornbury

**2.2 Venue for 2027 Mayor's Awards**

- All in agreement to use Thornbury Castle as the 2027 venue

**2.3 Oktoberfest/ Horticultural Show**

- CB has spoken with Sandra
- KG will take this forward

**Action: KG to liaise with Sandra about integrating the Horticultural Show with Love Thornbury**

**2.4 Business Roundtable – Helen update**

- Decided to wait for Andrea to start as CEO before organising a meeting
- HB is in communication with the economic development officer are WECA who has offered to assist running the meeting

- WECA has also offered to set up a drop-in session for local businesses

## **2.5 Communications Workshop Update**

- Andrea will pick this up once she starts at TTC

### **3. Love Thornbury Summer on the High Street**

- TTC will attend with the gazebo 10.00am – 2.00pm
- Hook a duck, tennis game (win a free court booking)
- GG suggested using the TTC table tennis table as it is on wheels

#### **AOB:**

- Suggestion of moving 3d map from outside Town Hall (perhaps onto a plinth) or onto a wall
- HB reported a mural depicting Thornbury is going outside the new LIDL
- Suggestion of more general Councillor involvement in any Climate & Nature events, WG to speak to SG

#### **Action: WS to inform to SG**

- Heritage Craft Day (not linked to Love Thornbury) will take place on July 18<sup>th</sup>; Town Hall will be open for visitors to see the Thornbury Quilt 10am – 12pm. HB, GG and CB will 'staff' the Town Hall.

#### **Action: WS to inform Nadiya (event organiser) that the Town Hall will be open and staffed as set out above**

*Meeting closed 11.35am*

## 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   | <b>St Marys Closed Churchyard Works</b> - 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<br>Completion of main works expected by July 2026                             | Deputy Clerk       | <p>Progress is being made, but officer capacity has been an issue, particularly being without a Facilities Officer for a period of time. We have started liaison with the Diocese regarding the Faculty. The Church has been contacted about the works and have requested additional items to be added to the Faculty which will need to be looked at. Once finalised, the Faculty application can be completed. The Castle have been made aware of works needed to the North Wall.</p> <p><b>Update 01.11.24:</b> The conservation contractor has requested for the works, due to the delay since the first quote. <b>Update 07.01.24:</b> on review officers now need to go through Contract Finder to award contract.</p> <p><b>Update 5.3.25:</b> gone through Contract Finder - returns are opened and will go to OS in March. OS2425.87 resolved to accept quote from Cliveden Conservation for fixed structure works, F&amp;GP have agreed EMR spend.</p> <p><b>Update 27.06.25:</b> HC has started works to obtain Faculty.</p> <p><b>Update 27.08.25:</b> HC has submitted Faculty application. Awaiting determination by Diocese (up to 4 months).</p> <p><b>Update 03.11.25:</b> Awaiting determination by Diocese. New gates have been installed.</p> <p><b>Update 03.03.25:</b> Faculty now granted by Diocese. Awaiting date from contractor to start works.</p> <p><b>Update 29.04.26:</b> Works have now started on site, expected to take two months, action regarding the North Wall to be progressed via a wall surveyor (will be brought to relevant Committee in due course).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 13.02.24 | F&GP2324.70 | <b>Install electric charging points at Pavilion</b>                                                                                                                           | 30.04.2024-31.03.2025.<br>Date moved due to review 31.10.25 spring 2026<br>Estimated Completion Date March 31st 2026 | Facilities Officer | <p>FO progressing - quotes and further info being sought.</p> <p><b>Update 07.05.24</b> - going to F&amp;GP in June.</p> <p><b>Update 01.07.24</b> funding agreed, awaiting the start of the newly appointed Facilities Officer to progress. 02.09.2024 Facilities Officer in post. 05.11.24 - Added complexities due to the pavilion extension. Electrical surveys completed and a new quote being sought for a new fuse board. New deadline set of 31.03.2025 ongoing.</p> <p><b>Update 06.03.25</b> fuseboard installed.</p> <p><b>Update 25.4.25</b> FO now looking at organisation and layout of wider area before proceeding.</p> <p><b>Update 30.06.25</b> still ongoing.</p> <p><b>Update 28.08.25</b> application has been made to National Grid for upgrade of incoming services. Application been made to national grid for upgrade. Have put out tender for new machine store which will house elec vehicles. Planning app to go out imminently. 8 weeks minimum to go through.</p> <p><b>Update 05.11.25</b> - Contractor appointed. Planning decision due mid November. Investigating storage solutions in addition to the container.</p> <p><b>Update 18/12/2025</b> Still awaiting planning consent</p> <p><b>Update 07/01/26</b> Planning Permission was granted 29th December 2025 for a new Machine Store which, once completed, will have its own 3 phase power source with capacity for dedicated electric charging points</p> <p><b>Update 03/03/2026</b> New Machine Store due to be delivered on 9th March and erected by Friday 21st March. The National Grid have been commissioned to install the new 3 phase, after completion of the barn - and the opportunity to install electric charging points for council vehicles would be part of the internal electrical installation by a chosen electrician.</p> <p><b>Update 28/04/2026:</b> Machine Store is now constructed and operational. 3 Phase to be connected by National Grid (8 to 12 week lead in from date of PO 16/04/2026)</p> <p>Update 29/06/2026: National Grid Booked in for 13 and 14th July. This will be followed by Octopus Energy (installation of Meter) and Matrix for Electrical circuits</p> |

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| 16.04.24 | CN2324.39                    | <b>Improve energy efficiency at Town Hall:</b> -adopt the action plan for no-cost measures. -Adopt the action plan for low-cost measures with priorities assigned to the insulation of roofs, the cleaning of solar panels, and the installation of water volume adjusters, all subject to receiving quotes and confirming feasibility. -Adopt the action plan for capital-cost measures. | 31.03.25: Date moved to review 31.10.25      | Climate & Nature Officer. Updated 24.4.25 to Facilities Officer | <p><b>Update 29.08.24</b> loft insulation done at Town Hall. All other items on hold until the Facilities Officer starts.</p> <p><b>Update 31.10.24:</b> have completed-C-emissions accounting, PV generation monitoring, internal energy saving guidelines, loft insulation, radiator valve checks, urinal flush controls, radiator reflectors, works to chamber ceiling. Still to do-solar panel cleaning, water volume adjusters, further chamber ceiling works, window glazing, heat zoning, heat pump and solar panel battery installation.</p> <p><b>Update 7.1.25</b> - solar panels cleaned in December.</p> <p><b>Update 06.03.25</b> AS ordering water volume adjusters where possible to fit. Chamber ceiling works are done as far as is possible. Looking into window glazing in over 60's TR. Investigating heat zoning and pump but would be substantial projects. Looking at where solar panel batteries could be installed safely.</p> <p><b>Update 25.4.25</b> FO has ordered water volume adjusters, awaiting fitting. Seeking contractor for Over 60's TR glazing. Contractor booked to look at batteries. Heat zoning and pumps would need to be part of whole building refurbishment not currently planned.</p> <p><b>Update 30.06.25</b> Battery contractor coming within 2 weeks. Water volume adjusters fitted. Everything else still ongoing.</p> <p><b>Update 28.08.25</b> battery contractor has attended site and supplied quote. Pump now being considered alongside this. Glazing company has look at windows - FO investigating issue with double glazing/shutters</p> <p><b>Update 23.12.25:</b> Under review</p> <p><b>Update 07/01/26:</b> Meeting with AS on 13/02/26 to discuss outstanding low-cost recommendations. Capital cost recommendations will be moved to wider decarbonisation plan (expected completion date of plan 31/08/2026) at which point this action can be closed.</p> <p><b>Update: 3.3.26:</b> All low-cost options now implemented. Option for council chamber going to full council this month. All other options will be considered as part of the decarbonisation plan which will be completed by the autumn 2026.</p> <p><b>Update: 06.05.26:</b> Options for council chamber were discussed and agreed subject to further information regarding decibel output of fans. Discussions with C&amp;N chair ongoing. All proposed capital measures will be included in the decarbonisation roadmap for TTC which will be published in autumn 2026.</p> |
| 17.09.24 | OS2425.39                    | <b>Purchase steel covered seating</b>                                                                                                                                                                                                                                                                                                                                                     | 31.03.27 Changed to Autumn 2026 - after MUGA | Deputy Clerk                                                    | <p><b>Update 31.10.24</b> - awaiting progression of MUGA plans. (Note - seating will not be installed until MUGA is complete as need to know final location of MUGA in order to position seating correctly.</p> <p><b>Update 07.01.25</b> MUGA plans progressing. See line 12 OS2425.53.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 17.09.24 | OS2425.45                    | <b>Review all signage at MPF</b>                                                                                                                                                                                                                                                                                                                                                          | 31.03.27                                     | Deputy Clerk                                                    | No update expected imminently, dependent on larger items happening on site first. Superseded by OS2526.27 (line 44).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 10.09.24 | Capital Strategy & OS2425.53 | <b>Install MUGA at MPF</b>                                                                                                                                                                                                                                                                                                                                                                | 31.03.27 Winter 2026                         | Deputy Clerk                                                    | <p><b>Update 01.11.24</b> Progress report will be made to Open Spaces Committee on 26.11.24.</p> <p><b>Update 07.01.25</b> main features agreed at last OS meeting. WS to seek quotes and bring back in due course.</p> <p><b>Update 5.3.25</b> quotes for planning consultant going to OS in March. OS2425.86 recommendation going to FC in May for which architect to use.</p> <p><b>Update 27.06.25</b> planning application is being put together by View Architects and surveys are being carried out. <b>Update 27.08.25</b> waiting results from surveys, planning app due to be submitted once received.</p> <p><b>Update 03.11.25</b> Planning application submitted, awaiting response from SGC.</p> <p><b>Update 03.03.26:</b> Planning permission granted, with conditions to be discharged. Currently out to tender with deadline of 30.03.26.</p> <p><b>Update 29.04.26:</b> Tender bidding process now completed, awaiting confirmation from OS Committee on 30.04.26 that bids can be opened following complication with the tendering website, aiming for award of contract at May OS Committee, with aim of works being complete by Autumn 2026.</p> <p><b>Update 26.06.26</b> - contract has been awarded to Play Innovations, currently working through discharging conditions on planning permission, anticipated start date for work on site is later summer/early autumn</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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

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

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

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| 10.06.25 | F&GP2526.18 | <b>Fix roofing issues at Police hub and Town Hall</b>                                                                                                                                       | 31.03.26                    | Facilities Officer | <b>30.06.25 Resolved to use The Roofing Company Bristol.</b><br><b>Update 18.12.25</b> Police Hub delayed from completion w/c 15.12.25 due to weather conditions. New date will be proposed in January 2026<br><b>Update 07.01.26</b> Awaiting new proposed start date<br><b>Update 28.04.26</b> Proposed commencement of works (Weather dependant) 11th May 2026<br><b>Update 03.03.26</b> Awaiting a new proposed start day for April/May - due to the unusually wet winter and coordination of four key stakeholders (Council/Roofers/Police/St Mary's Shopping)<br>Update 29.06.26: Works completed week ending 19th June 2026 |
| 22.07.25 | OS2526.27   | <b>Progress phase 1 of signage review</b> - get costing, designs and quotes                                                                                                                 | 01.03.26 Autumn/Winter 2026 | Deputy Clerk       | <b>Update 28.08.25</b> WS identifying potential companies to work with and carrying out review of existing signage.<br><b>Update 03.11.25</b> - officers continue to work on this, with some feedback expected in the first quarter of 2026.<br><b>Update 03.03.26</b> - other projects taking priority at the moment, aiming to make some progress before Summer 2026. If capacity allows, report will go to July Full Council.                                                                                                                                                                                                   |
| 09.09.25 | FC2526.88   | <b>Development of a Land Management Strategy</b> - bring back to FC an outline proposal, potential budget and timetable.                                                                    | 11.11.2025                  | CEO                | Prepared and to be discussed at Full Council meeting on 11.11.2025<br><b>Update 11.11.25</b> Report at the next FC meeting challenges or anticipated challenges, staffing and resource implications - option 1 (provided by staffing committee), indication of the financial savings from a land management strategy.<br><b>Update for FC 13.01.26</b> - update deferred to March due to length of agenda.<br><b>Update 10.03.26</b> - Report received and will be discussed at this meeting.                                                                                                                                      |
| 09.09.25 | FC2526.91   | <b>Bus services in and around Thornbury</b> - regularly promote Y2C service and encourage promotion by other councils, identify an effective approach to progress discussions with relevant | 30.09.2026                  | CEO/ Comms Officer | <b>05.11.2025</b> - Promoting timetable through website and social media. HB has been in the Gazette promoting the service. Timetable printed and availed to collect from the Town Hall.<br><b>Update FC 13.01.26</b> - Poster being produced for promotion to other areas.                                                                                                                                                                                                                                                                                                                                                        |
| 14.10.25 | FGP2526.35  | External companies engaged to conduct <b>lease renewals</b> and <b>conduct valuations of TTC properties.</b>                                                                                | 31.03.2026                  | CEO                | <b>Update 10.03.26</b> - Valuation imminent and Heads of Terms being prepared.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 14.10.25 | FGP2526.36  | Contractor appointed to carry out <b>Town Hall decorating</b> works.                                                                                                                        | 16.01.26                    | Facilities Officer | <b>Update 18.12.25</b> Awaiting commencement date from appointed contractor<br>Update 08.01.26: Works due to commence on Wednesday 14th January<br><b>Update 03.03.26:</b> Contracted works were completed on 20th February '26 (Lux levels increased by 30% as a result of the colours selected).                                                                                                                                                                                                                                                                                                                                 |
| 21.10.25 | CN2526.19   | <b>Road Map to Net Zero</b> - agreed to proceed, with detailed discussed at the Thriving Nature working group.                                                                              | TBC                         | C&N Officer        | <b>Update 22.12.25</b> will set a deadline at the February committee (CN2526.33).<br><b>Update 03.03.26:</b> Dates agreed at February C&N meeting. Plan will be completed by the autumn<br><b>Update 06.05.26:</b> Site assessments carried out at all in-scope sites. Exploring option for decarbonisation at all in-scope sites.<br><b>Update 25.06.26:</b> Decarbonisation Road Map drafted, presented to C&N Committee and redrafted. Final version will be submitted to C&N on 1 September.                                                                                                                                   |
| 21.10.25 | CN2526.20   | <b>Refresh ecological surveys</b> and biodiversity management plans                                                                                                                         | TBC                         | C&N Officer        | <b>Update 22.12.25:</b> getting quotes in the new year for surveying next summer.<br><b>Update 03.03.26:</b> 3 x quotes received. Wessex ecology are best value and will repeat like for like from previous surveys.<br><b>Update 06.05.26:</b> Paper prepared for April C&N committee, but meeting was not quorate. Exploring options for getting paper agreed by end of May.<br><b>Update 25.06.26:</b> Ecological surveys in progress                                                                                                                                                                                           |
| 18.11.25 | OS2526.57   | <b>Streamside improvements linking with joined up travel around Thornbury,</b>                                                                                                              | 10.03.25                    | Deputy Clerk       | To be discussed further in January 13.01.25. SC to provide a map of planned projects, cost of play equipment upkeep. Recommendations to FC regarding project 10.03.25. C & N to discuss in next meeting.<br><b>Update 22.12.25</b> - Discussed at OS and C&N SCG setting up working group involving councillors.<br><b>Update 03.03.26</b> - Agreed change to plan: SGC are running a working group to discuss plans and will report back to Full Council with recommendations.<br><b>Update 29.04.26</b> - Awaiting update from SGC (from the working group).                                                                     |

|          |            |                                                                                                                                                                       |                                     |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 18.11.25 | OS2526.60  | <b>Seating on council land</b><br>- Replacement seat on rock street garden to proceed<br>- Installing seating on Oakleaze Green (litter levels to be monitored)       | Spring 2026                         | Deputy Clerk       | See FS2425.85 (line 35) & OS2425.39 (line 9)                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 09.12.25 | FGP2526.47 | <b>Main water and foul water treatment at MPF</b><br>- Aegaea Ltd to proceed with further investigation to identify most economical and long term solution.           | 31.03.26                            | Facilities Officer | <b>Update 23.12.25:</b> To be commissioned early 2026.<br><b>Update 08.01.26:</b> Awaiting confirmation and starting date from Aegaea<br><b>Update 03.03.26:</b> Ongoing<br><b>Update 29.06.26:</b> Combined tender for new Foul Water Treatment Plant and new potable water supply issued (Package 1) for returns to be opened 10 July 2026                                                                                                                                                |
| 16.12.25 | CN2526.31  | <b>TTC Watermark Town Scheme</b><br>- Submit expression of interest in participating in programme<br>- Work towards Watermark Town Status if offered the chance       | TBC                                 | C&N Officer        | <b>Update 22.12.25</b> - have a place on the programme and meeting booked with watermark on 27th January so will be able to update at the next working group meeting.<br><b>Update 03.03.26:</b> Launch event to coincide with Earth Day (22 April) being arranged. Ideas for Watermark projects will be gathered at this event.<br><b>Update 06.05.26:</b> Launch event held on 22 April. Ideas being gathered for Watermark Town projects. These will be shared at the June C&N Committee |
| 13.01.26 | FC2526.133 | <b>Transfer of Deeds Armstrong Hall Trust</b><br>Execution of transfer as custodian trustee subject to confirmation of CIO registration with a Town Council majority. | TBC - external organisation leading | CEO                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 17.02.26 | CN2526.41  | <b>Planning for decarbonisation</b>                                                                                                                                   | TBC                                 | C&N Office         | <b>Update 25.06.26:</b> Decarbonisation Road Map drafted, presented to C&N Committee and redrafted. Final version will be                                                                                                                                                                                                                                                                                                                                                                   |
| 20.01.26 | OS2526.64  | <b>Vehicle access on Oakleaze Green</b>                                                                                                                               | Autumn 2026                         | Deputy Clerk       | Will be progressed as soon as officer capacity allows (lower priority).                                                                                                                                                                                                                                                                                                                                                                                                                     |

## THORNBURY TOWN COUNCIL

### ACCOUNTS PAID OUT OF MEETING

|    |                                    |                                                                                    | GROSS     | NET       |
|----|------------------------------------|------------------------------------------------------------------------------------|-----------|-----------|
| 1  | UNITY TRUST BANK - CURRENT ACCOUNT | BANK CHARGES                                                                       | 1.20      | 1.20      |
| 2  | UNITY TRUST BANK - CURRENT ACCOUNT | BANK CHARGES                                                                       | 17.95     | 17.95     |
| 3  | UNITY TRUST BANK - WAGES ACCOUNT   | BANK CHARGES                                                                       | 7.45      | 7.45      |
| 4  | UNITY TRUST BANK - WAGES ACCOUNT   | BANK CHARGES                                                                       | 26.85     | 26.85     |
| 5  | UNITY TRUST BANK - STRIPE ACCOUNT  | BANK CHARGES                                                                       | 9.70      | 9.70      |
| 6  | THORNBURY TOWN COUNCIL             | PAYROLL - NET SALARIES                                                             | 27,712.93 | 27,712.93 |
| 7  | THORNBURY TOWN COUNCIL             | PAYROLL - HMRC                                                                     | 9,387.51  | 9,387.51  |
| 8  | THORNBURY TOWN COUNCIL             | PAYROLL - PENSION                                                                  | 4,029.78  | 4,029.78  |
| 9  | OCTOPUS ENERGY                     | ELECTRICITY - TOWN HALL (DD)                                                       | 436.56    | 363.80    |
| 10 | OCTOPUS ENERGY                     | ELECTRICITY - MPF (DD)                                                             | 437.60    | 364.67    |
| 11 | OCTOPUS ENERGY                     | ELECTRICITY - BAKERY ANNEX (DD)                                                    | 27.12     | 25.83     |
| 12 | OCTOPUS ENERGY                     | ELECTRICITY - CEMETERY (DD)                                                        | 47.82     | 45.54     |
| 13 | PWL B LENDING FACILITY             | THORNBURY TOWN COUNCIL LOAN REPAYMENT - OUTSIDE EQUIPMENT                          | 3,807.21  | 3,807.21  |
| 14 | LLOYDS CREDIT CARD                 | MONTHLY - CREDIT CARD STATEMENT BALANCE PAYMENT- JUNE 26 (Direct Debit @ £1304.92) | 0.00      | 0.00      |
| 15 | CGS DIRECT                         | CC1374 - SOAP DISPENSER                                                            | 180.07    | 150.06    |
| 16 | TECKNET                            | CC1375 - WIRELESS DOOR BELL - REF DISABLED ACCESS                                  | 21.99     | 21.99     |
| 17 | LEE DIRECT STORE                   | CC1376 - FLOODLIGHT COLOURED COVERS                                                | 10.25     | 8.54      |
| 18 | AMAZON                             | CC1377 - CLEANING PRODUCTS                                                         | 23.43     | 20.93     |
| 19 | AGRIGEM.CO.UK                      | CC1378 - EXTENDABLE WATERING LANCE                                                 | 177.58    | 141.99    |
| 20 | SOUTH GLOS COUNCIL                 | CC1379 - ROAD OCCUPATION FEE (TO BE REFUNDED IN FULL)                              | 73.50     | 73.50     |
| 21 | SOUTH GLOS COUNCIL                 | CC1380 - SGC CHERRY PICKER PERMIT FEE                                              | 97.10     | 97.10     |
| 22 | AMAZON                             | CC1381 - NOISE CANCELLING HEAD PHONES                                              | 19.54     | 16.28     |
| 23 | ROCKET GARDENS                     | CC1382 - EDIBLE PLANTS FOR TOWN HALL CONTAINERS                                    | 65.90     | 63.74     |
| 24 | AMAZON                             | CC1383 - CLEANING PRODUCTS                                                         | 127.82    | 106.51    |
| 25 | AMAZON                             | CC1384 - BIODEGRADABLE DISPOSABLE NITRILE GLOVES                                   | 79.92     | 66.60     |
| 26 | THE BIO-D COMPANY                  | CC1385 - CLEANING PRODUCTS                                                         | 48.28     | 40.23     |
| 27 | AMAZON                             | CC1386 - HOSE ATTACHMENT & PHONE ACCESSORIES                                       | 17.59     | 14.66     |
| 28 | GIFFGAFF                           | CC1387 - STAFF MOBILE PHONE TOP UP                                                 | 6.00      | 5.00      |
| 29 | GIFFGAFF                           | CC1388 - STAFF MOBILE PHONE TOP UP                                                 | 6.00      | 5.00      |
| 30 | GIFFGAFF                           | CC1389 - STAFF MOBILE PHONE TOP UP                                                 | 6.00      | 5.00      |
| 31 | GIFFGAFF                           | CC1390 - STAFF MOBILE PHONE TOP UP                                                 | 6.00      | 5.00      |
| 32 | HAYLOFT PLANTS                     | CC1391 - SHRUBS                                                                    | 27.95     | 27.95     |
| 33 | AMAZON                             | CC1393 - OFFICE CHAIRS X2, DIGITAL WALL CLOCKS X4                                  | 418.93    | 349.11    |
| 34 | NET WORLD SPORTS                   | CC1394 - LINE MARKING TAPE                                                         | 25.84     | 25.84     |
| 35 | SCREWFIX                           | CC1395 - DRAIN UNBLOCKED                                                           | 9.29      | 7.74      |
| 36 | HSQE VITAL SKILLS                  | CC1396 - ONLINE STAFF TRAINING                                                     | 172.80    | 144.00    |
| 37 | JDP PIPES LTD (YATE)               | CC1397 - PIPES - MPF SITE                                                          | 74.53     | 62.11     |
| 38 | AMAZON                             | CC1398 - BATTERIES                                                                 | 8.00      | 6.67      |
| 39 | SOUTH GLOS COUNCIL                 | CC1399 - PEST CONTROL (WASP NEST)                                                  | 172.00    | 172.00    |

|    |                                   |                                                                                   |           |           |
|----|-----------------------------------|-----------------------------------------------------------------------------------|-----------|-----------|
| 40 | ECO BAGS ONLINE                   | CC1400 - REFUSE SACKS                                                             | 44.94     | 37.45     |
| 41 | AMAZON                            | CC1401 - FANS, BATTERY CHARGER, ANTIBACTERIAL WIPES                               | 171.44    | 142.73    |
| 42 | MEI LOCI                          | LANDSCAPE ARCHITECTURAL SERVICES - MPF STAGE 3                                    | 1,776.00  | 1,480.00  |
| 43 | SOUTH GLOS COUNCIL                | INSTALL HANGING BASKETS - THORNBURY HIGH STREET                                   | 259.20    | 216.00    |
| 44 | SOUTH GLOS COUNCIL                | LOCALISM SERVICE CHARGES - APRIL TO JUNE 2026                                     | 3,266.28  | 2,721.90  |
| 45 | WORKNEST LTD                      | STAFF OCCUPATIONAL HEALTH ASSESSMENT                                              | 468.00    | 390.00    |
| 46 | ECOTRICITY                        | MONTHLY GAS SUPPLY - MPF PAVILION                                                 | 80.50     | 76.67     |
| 47 | ECOTRICITY                        | MONTHLY GAS SUPPLY - TOWN HALL                                                    | 314.83    | 299.84    |
| 48 | EDGE IT SYSTEMS LIMITED           | EPITAPH ANNUAL CONTRACT - CEMETERY SOFTWARE                                       | 1,064.28  | 886.90    |
| 49 | ANDERSONS WASTE MANAGEMENT        | MPF - SEPTIC TANK EMPTY                                                           | 195.00    | 195.00    |
| 50 | ALEXANDRA                         | STAFF WORKWEAR                                                                    | 41.99     | 34.99     |
| 51 | THORNBURY MOTORS                  | FUEL EXPENDITURE                                                                  | 494.77    | 412.31    |
| 52 | T H WHITE GROUND CARE             | RANSOME RIDE-ON MOWER - PARTS & REPAIRS                                           | 321.92    | 268.27    |
| 53 | AVON DISPLAYS LTD                 | SIGNAGE - "POISONOUS PLANT"                                                       | 120.00    | 100.00    |
| 54 | OLDOWN TREE SURGEONS              | EMERGENCY CALL OUT TO CLEAR FALLEN WILLOW                                         | 1,100.00  | 1,100.00  |
| 55 | CLIVEDEN CONSERVATION             | CONSERVATION & REPAIR WORKS TO MONUMENT AT ST MARY'S CHURCHYARD (INTERIM INVOICE) | 31,603.20 | 26,336.00 |
| 56 | SOUTH WEST HYGIENE                | MPF SANITARY/NAPPY BIN DISPOSAL UNIT - RENTAL/SERVICE 13/07/26 - 12/10/26         | 222.21    | 185.18    |
| 57 | SOUTH WEST HYGIENE                | T/HALL SANITARY BIN DISPOSAL UNITS - RENTAL/SERVICE 23/07/26 - 22/10/26           | 93.93     | 78.27     |
| 58 | ABBAY LOOS LTD                    | PORTABLE TOILET HIRE - CHANTRY FIELD SITE                                         | 252.00    | 210.00    |
| 59 | JCW WINDOW CLEANING               | WINDOW CLEANING AT TOWN HALL                                                      | 55.00     | 55.00     |
| 60 | T H WHITE ENERGY, FIRE & SECURITY | NEW MPF MACHINE STORE ALARM INSTALL                                               | 3,470.77  | 2,892.31  |
| 61 | RELYON GUARDING AND SECURITY      | MONTHLY SECURITY SERVICES AT MPF SITE                                             | 554.40    | 462.00    |
| 62 | GAP SUPPLIES LTD                  | MAINTENANCE SUPPLIES                                                              | 45.42     | 37.85     |
| 63 | GAP SUPPLIES LTD                  | MAINTENANCE SUPPLIES                                                              | 102.79    | 85.66     |
| 64 | GAP SUPPLIES LTD                  | MAINTENANCE SUPPLIES                                                              | 21.10     | 17.58     |
| 65 | DRAGON COURTS                     | DEEP CLEAN & JET WASH 2 TENNIS COURTS AT MPF SITE                                 | 1,380.00  | 1,150.00  |
| 66 | ALMONDSBURY GARDEN CENTRE         | SUMMER BEDDING PLANTS - THORNBURY CEMETERY                                        | 333.60    | 278.00    |
| 67 | DIRECT IT SERVICES                | MONTHLY PHONES, BROADBAND AND IT SUPPORT                                          | 919.18    | 765.98    |
| 68 | FALON NAMEPLATES                  | BRONZE PLAQUE                                                                     | 84.35     | 70.29     |
| 69 | FALON NAMEPLATES                  | BRONZE PLAQUE                                                                     | 84.35     | 70.29     |
| 70 | SLCC ENTERPRISES                  | PROCUREMENT ADVISE - REF WATER & SEWAGE TENDER                                    | 474.00    | 395.00    |
| 71 | CPS GROUNDS LTD                   | MPF OVERSEEDING - SUPPLY & APPLY ON X2 JNR FOOTBALL PITCH & RESERVES PITCH        | 2,858.40  | 2,382.00  |
| 72 | GREEN FARM NURSERY                | SELF WATERING HANGING BASKETS                                                     | 1,641.60  | 1,368.00  |
| 73 | SIGMA OCCUPATIONAL HEALTH LTD     | ON SITE HEALTH SURVEILLANCE                                                       | 540.00    | 450.00    |
| 74 | KN OFFICE                         | MONTHLY METER READING - OFFICE PHOTOCOPIER                                        | 118.50    | 98.75     |
| 75 | HORDERS THORNBURY PRESS           | X4 A1 LAMINATED SIGNS                                                             | 319.20    | 266.00    |
| 76 | HORDERS THORNBURY PRESS           | 2500 X A4 ENVIROCOPY OFFICE PAPER                                                 | 31.30     | 26.08     |
| 77 | DANTEK ENVIRONMENTAL SERVICES LTD | LEGIONELLA RISK ASSESSMENT REF EASTBURY CLOSE                                     | 450.00    | 375.00    |
| 78 | ALEXANDRA                         | STAFF WORKWEAR                                                                    | 28.13     | 23.44     |
| 79 | ALEXANDRA                         | STAFF WORKWEAR                                                                    | 43.68     | 36.40     |
| 80 | THE SWAN THORNBURY                | CATERING SUPPLIES FOR THE OPENING OF THE CEMETERY CHAPEL - 16.06.2026             | 240.00    | 240.00    |
| 81 | THE ROOFING COMPANY (BRISTOL) LTD | FINAL INVOICE FOR THE INSTALLATION OF ROOF LIGHTS ON THE POLICE BUILDING          | 9,042.00  | 7,535.00  |
| 82 | FALON NAMEPLATES LTD              | BRONZE PLAQUE                                                                     | 84.35     | 70.29     |
| 83 | OLDOWN TREE SURGEONS              | TREE WORKS OVER FOUR DAYS                                                         | 1,090.00  | 1,090.00  |
| 84 | OLDOWN TREE SURGEONS              | TREE WORKS - REMOVAL OF STORM DAMAGE AT PRIVET DRIVE                              | 350.00    | 350.00    |
| 85 | GB SPORT & LEISURE UK LTD         | STAFF PLAYGROUND INSPECTION TRAINING COURSE INCLUDING EXAM                        | 906.00    | 755.00    |

|     |                                                      |                                                                                          |          |          |
|-----|------------------------------------------------------|------------------------------------------------------------------------------------------|----------|----------|
| 86  | T H WHITE ENERGY, FIRE & SECURITY                    | ANNUAL FIRE ALARM MONITORING AT TOWN HALL 26/27                                          | 230.40   | 192.00   |
| 87  | T H WHITE GROUP                                      | LOLER TRACTOR INSPECTION, PARTS ORDERED FOR REPAIRS                                      | 782.54   | 652.12   |
| 88  | BRIGSTOW MEDIA                                       | HALF PAGE ADVERT IN THE THORNBURY VOICE                                                  | 216.00   | 180.00   |
| 89  | TTC STAFF                                            | STAFF EXPENDITURE CLAIM                                                                  | 29.25    | 29.25    |
| 90  | T&J OWEN FLORIST                                     | PLANTING AT TOWN HALL                                                                    | 1,146.00 | 955.00   |
| 91  | BIFFA WASTE SERVICES                                 | WASTE DISPOSAL - CEMETERY SITE                                                           | 538.88   | 449.07   |
| 92  | BIFFA WASTE SERVICES                                 | WASTE DISPOSAL - MPF SITE                                                                | 1,115.44 | 929.53   |
| 93  | BIFFA WASTE SERVICES                                 | WASTE DISPOSAL - BAKERY ANNEX SITE                                                       | 1,227.44 | 1,022.87 |
| 94  | BIFFA WASTE SERVICES                                 | WASTE DISPOSAL - TOWN HALL SITE                                                          | 29.57    | 24.64    |
| 95  | BIFFA WASTE SERVICES                                 | WASTE DISPOSAL - TOWN HALL SITE                                                          | 377.94   | 314.95   |
| 96  | HORDERS THORNBURY PRESS                              | 4 X A3 FOAMEX SIGN BOARDS                                                                | 44.40    | 37.00    |
| 97  | HORDERS THORNBURY PRESS                              | INVITATION FLYERS                                                                        | 24.50    | 24.50    |
| 98  | ST MARY THE VIRGIN CHURCH, THORNBURY                 | ANNUAL ELECTRICITY & GREEN BIN COLLECTIONS                                               | 472.36   | 455.87   |
| 99  | GRENKE LEASING LTD                                   | QUARTERLY FEE FOR OFFICE PHOTOCOPIER                                                     | 271.15   | 45.19    |
| 100 | NEWS TEAM GROUP                                      | MONTHLY SUPPLY / DELIVERY OF THORNBURY GAZETTE                                           | 12.05    | 12.05    |
| 101 | DIRECT IT SERVICES                                   | MONTHLY LANDLINE PHONES, BROADBAND AND IT SUPPORT                                        | 813.58   | 677.98   |
| 102 | TRUE ADVENTURE                                       | DONATION FOR REFRESHMENTS - EVENT HELD BY THE CASTLE SCHOOL, THORNBURY                   | 50.00    | 50.00    |
| 103 | ABBAY LOOS LTD                                       | HIRE OF PORTABLE TOILETS - CHANTRY FIELDS SITE                                           | 264.00   | 220.00   |
| 104 | GAP SUPPLIES LTD                                     | MAINTENANCE SUPPLIES                                                                     | 22.57    | 18.81    |
| 105 | GAP SUPPLIES LTD                                     | MAINTENANCE SUPPLIES                                                                     | 114.16   | 95.13    |
| 106 | GAP SUPPLIES LTD                                     | MAINTENANCE SUPPLIES                                                                     | 34.91    | 29.09    |
| 107 | MEI LOCI LIMITED                                     | FINAL STAGE THREE DEVELOPMENT DESIGN - MPF SITE                                          | 5,328.00 | 4,440.00 |
| 108 | CPS GROUNDS LTD                                      | LEVELLING WORKS - SUPPLY & APPLY 20 TONNES OF 50/50 DRESSING AND SEED AREAS              | 2,721.60 | 2,268.00 |
| 109 | ECOTRICITY                                           | MONTHLY GAS SUPPLY - TOWN HALL                                                           | 189.32   | 180.30   |
| 110 | ECOTRICITY                                           | MONTHLY GAS SUPPLY - MPF PAVILION SITE                                                   | 61.19    | 58.25    |
| 111 | MATRIX BES LTD                                       | SUPPLY & INSTALL 3 X 5FT LIGHT FITTINGS IN GENTS TOILETS - MPF SITE                      | 482.40   | 402.00   |
| 112 | ALMONDSBURY FORGE WORKS LTD                          | MODIFY RAILINGS AND INSTALL NEW GALVANISED, POWER COATED GATE WITH LOCK - TOWN HALL SITE | 1,101.60 | 918.00   |
| 113 | ICCM- INSTITUTE OF CEMETERY & CREMATORIUM MANAGEMENT | MEMORIAL MANAGEMENT - INSPECTION WORKSHOP ONSITE STAFF TRAINING                          | 420.00   | 350.00   |
| 114 | SLCC ENTERPRISES                                     | ASSOCIATE SUPPORT - REVIEW OF CHAPEL HIRE AND AGREEMENT FOR MOBILE VENDOR PILOT SCHEME   | 948.00   | 790.00   |
| 115 | HOUSE OF FLAGS                                       | ANNUAL MAINTENANCE OF TOWN HALL FLAG POLES                                               | 2,035.68 | 1,696.40 |

Approved by Cllr:

Date:

Seconded by Cllr:

Date:

Authorised By:

Date:

Authorised By:

Date:

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

**Report Title: Amendments to Thornbury Town Council's Standing Orders and Financial Regulations in Relation to the Tendering Process**

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

**Date: 14 July 2026**

**Status: For Action**



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### **1. Background**

We have recently received the advice below from an Associate at Local Council Consultancy (LCC) which is a consultancy service provided through the SLCC to help town and parish councils improve their operations and governance. (This general advice was received while they were responding to a query regarding a specific tender.)

*"If your Council would like to accept electronic tender returns, then it will need to amend its Standing Order 18(c)(iv) which currently states that tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer. Unless that Order is changed, the Council will be in breach of its Standing Orders if it accepts electronic submissions - which would be an unfortunate position in the very unlikely event of any challenge e.g. by an unsuccessful bidder. At the same time, you may also want to recommend amending Order 18(c)(iii) to remove the invitation to tender shall be advertised in a local newspaper."*

Officers would fully support making these changes in order to make the tendering process more efficient and cannot envisage a scenario where we would work with a company on a high value contract who could not submit documentation electronically. Officers also agree that the newspaper advertising requirement is antiquated (note – this relates just to the advertising of the opportunity, not the proper posting, which is done through the Government's Find a Tender website). Officers request approval for the following amendments to the Standing Orders:

*Existing:*

*18(c)(iii) the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;*

*18(c)(iv) tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;*

*Change to:*

*18(c)(iii) the invitation to tender shall be advertised on social media and in any other manner that is appropriate;*

*18(c)(iv) tenders are to be submitted electronically to the dedicated "Tenders@" email address and marked for the attention of the Proper Officer;*

Corresponding amendments would also be needed to "Appendix 1 – Tender Process" of the Financial Regulations.

### **2. Officer Request**

Full Council is asked to agree to suggested amendments to the Standing Orders and to officers making the corresponding amendments to Appendix 1 of the Financial Regulations.

# DOCUMENT 1: Invitation to Quote (Cover Letter)

**Document type:** Invitation to Quote

**Date:** ...

**Project:** Mundy Playing Fields – Package 2: Pavilion Refurbishment & Reorganisation Works

**Reference:** MPF-P2-2026-2

**Deadline for responses:** ...

You are invited to submit a quotation for the above works as set out in the attached Specification.

## 1. Procurement details

| Item                    | Detail                                                                                                                                                                                                    |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contract value estimate | £250,000 – £295,000 excluding VAT (target contract value range; tenderers must identify any exclusions, assumptions, optional items and value engineering proposals required to remain within this range) |
| Procurement process     | Formal tender (below threshold – open procedure)                                                                                                                                                          |
| Advertising             | This opportunity has been published on the UK Government's Central Digital Platform (Contracts Finder).                                                                                                   |

## 2. Affordability and value engineering requirement

The Council's target contract value for the base tender is £250,000–£295,000 excluding VAT. Tenderers are required to submit a compliant base tender within, or as close as reasonably practicable to, this range while preserving statutory compliance, safe operation and the core functional requirements of the pavilion.

Tenderers must identify any value engineering proposals, assumptions or scope qualifications necessary to achieve the target value. Proposals must not compromise Building Regulations compliance, CDM duties, safe public use, accessible WC provision, essential staff welfare requirements or the provision of suitable football changing accommodation.

Tenderers should distinguish clearly between the base tender and separately priced optional items. The Council may omit, defer or vary optional items to maintain affordability.

**Base tender priority:** Home and Away changing accommodation, public WC reprovision including accessible WC, essential staff welfare compliance, necessary surveys and approvals, essential mechanical/electrical/drainage modifications, safe durable finishes, commissioning and certification.

**Optional or provisional items:** external timber cladding, enhanced thermal upgrades, wider first-floor office/ICT improvements, full legacy services replacement beyond affected areas, photovoltaic or battery storage enabling works, premium anti-vandal fixtures, enhanced acoustic upgrades and additional cosmetic improvements.

### 3. Mandatory declarations (Procurement Act 2023)

By submitting a response, you confirm that:

| Declaration                                                                                                                                                                                                                          | Yes/No                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Neither your organisation nor any person with significant control is subject to an exclusion ground under Schedule 6 of the Procurement Act 2023 (e.g., convictions for corruption, fraud, terrorism, or poor performance debarment) | <input type="checkbox"/> |
| You are not aware of any circumstances that would call into question your reliability or suitability to perform this contract                                                                                                        | <input type="checkbox"/> |
| You will comply with the Council's reasonable requests for information to evidence the above                                                                                                                                         | <input type="checkbox"/> |

### 4. Your response must include

| Item                                                                                                                                                                                                                                                                                                                                                        | Tick when enclosed       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Lump sum base tender pricing schedule excluding VAT, targeted at £250,000–£295,000 and identifying design, survey, preliminaries, refurbishment, services, commissioning, assumptions, exclusions and optional items separately                                                                                                                             | <input type="checkbox"/> |
| Programme bar chart or tabulated programme showing key milestones                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> |
| <b>Method statements for demolition, structural alterations, services replacement/rerouting, temporary works, fire stopping, working in a live public recreation ground environment and maintaining safe public access where practicable</b>                                                                                                                | <input type="checkbox"/> |
| <b>Developed and technical design proposals, including architectural, structural, mechanical, electrical, drainage and Building Regulations compliance strategy</b>                                                                                                                                                                                         | <input type="checkbox"/> |
| <b>Refurbishment and Demolition Asbestos Survey proposal, measured verification approach, structural investigation methodology and approach to managing existing concealed services</b>                                                                                                                                                                     | <input type="checkbox"/> |
| <b>Evidence of relevant Design and Build refurbishment experience, including at least two comparable sports pavilion, public sector or community building refurbishment projects completed in the last five years</b>                                                                                                                                       | <input type="checkbox"/> |
| Certificate of insurance: Public liability (£5m minimum), Employer's liability (£10m), Professional Indemnity (£2m minimum)                                                                                                                                                                                                                                 | <input type="checkbox"/> |
| Signed declaration of non-exclusion (Section 7 of the Specification).<br><b>Signed declaration of non-exclusion and confirmation that the tenderer can meet the insurance requirements stated in the Technical Specification Framework</b>                                                                                                                  | <input type="checkbox"/> |
| <b>Social value and environmental statement, including proposed waste management, energy efficiency, local supply chain and disruption mitigation measures</b><br>Value engineering schedule identifying proposed cost reductions, optional items, deferred items and any effect on specification, programme, lifecycle maintenance or statutory compliance | <input type="checkbox"/> |

### 5. Evaluation

| Criterion                                                                                                                      | Weighting |
|--------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Price and affordability, including ability to deliver a compliant base tender within the £250,000–£295,000 target range</b> | 50%       |

|                                                                                                                                                                       |     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Technical proposal, value engineering approach, design approach, statutory compliance, refurbishment methodology, services strategy, risks and environmental approach | 25% |
| <b>Programme, phasing and ability to achieve completion by July 2027</b>                                                                                              | 15% |
| Relevant experience                                                                                                                                                   | 10% |
| Total: 100%                                                                                                                                                           |     |

Social value and environmental considerations will be assessed as part of the technical proposal.

A minimum quality threshold applies: Tenders scoring an average of less than 3 out of 5 across the combined quality criteria (technical + programme + experience) will be considered non-compliant and will not proceed to price evaluation.

## 6. Transparency and publication

The Council will publish:

- A Contract Award Notice on the Central Digital Platform following award
- A redacted copy of the final contract on the Central Digital Platform within 30 days of signing

Commercially sensitive information will be redacted.

## 7. Return instructions

Responses to be returned by email to: [tenders@thornburytowncouncil.gov.uk](mailto:tenders@thornburytowncouncil.gov.uk)

Please use the subject line: 'MPF-P2-2026 – [Your Company Name]'

Alternatively, hard copy submissions may be delivered to:  
Thornbury Town Council, Town Hall, 35 High Street, Thornbury, BS35 2AR  
Marked: *"TENDER – MUNDY PLAYING FIELDS PACKAGE 2 – PAVILION  
REFURBISHMENT – DO NOT OPEN BEFORE 10 JULY 2026"*

Late responses will not be accepted.

## 8. Key dates summary

| Item                                 | Date                                                                                                                                               |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tender issue</b>                  | TBC                                                                                                                                                |
| <b>Deadline for questions</b>        | TBC                                                                                                                                                |
| <b>Tender return deadline</b>        | TBC                                                                                                                                                |
| <b>Award decision</b>                | TBC                                                                                                                                                |
| <b>Site possession (anticipated)</b> | To be agreed following award, subject to completion of surveys, design development, approvals and coordination with Package 1 infrastructure works |
| Required completion                  | TBC                                                                                                                                                |

## 9. Site visit

A site visit is strongly recommended. To arrange access, contact Alan Stealey at [facilities@thornburytowncouncil.gov.uk](mailto:facilities@thornburytowncouncil.gov.uk). Please provide at least 48 hours' notice.

Alan Stealey  
Facilities Officer  
Thornbury Town Council

Enclosures:

- DOCUMENT 2: Technical Specification Framework – Pavilion Refurbishment & Reorganisation Works
- Site plan
- Bristol Water connection licence

DRAFT

# DOCUMENT 2: Technical Specification

Framework

MUNDY PLAYING FIELDS – PACKAGE 2

Technical Specification: Pavilion Refurbishment & Reorganisation Works

Document type: Design and Build Tender Specification

Date: ...

Project: Mundy Playing Fields – Package 2: Pavilion Refurbishment

Reference: MPF-P2-2026-2

## 1. Section 1: Introduction

### 1.1 Project background

Thornbury Town Council is undertaking phased improvements to the pavilion and supporting infrastructure at Mundy Playing Fields. Package 2 comprises the refurbishment, reorganisation and partial decompartmentalisation of the existing pavilion building to provide modernised football changing accommodation, public WC provision and operational staff welfare facilities.

The works are intended to remain substantially within the existing building envelope and are currently developed to RIBA Plan of Work Stage 2 (Concept Design). The successful Contractor shall complete the developed and technical design as part of a Design and Build procurement route.

The current Architect is expected to be novated to the successful Contractor. The Contractor shall assume responsibility for coordination of all disciplines necessary to achieve Building Regulations approval, statutory compliance and practical completion.

### 1.2 Scope summary

| Element                                    | Description                                                                                                                                                                                                 |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A – Changing accommodation</b>          | Conversion of existing public WC accommodation into FA-compliant Home and Away changing rooms including showers, benches, sanitary facilities and associated ventilation.                                   |
| <b>B – Public WC reprovision</b>           | Refurbishment of part of the existing Home changing room to provide publicly accessible unisex WC accommodation with full-height cubicles, accessible WC and baby changing facilities.                      |
| <b>C – Staff and welfare accommodation</b> | Decomartmentalisation and refurbishment of existing first-floor accommodation to provide compliant welfare accommodation for six staff including mess room, food preparation area, drying room, lockers and |

|                                     |                                                                                                                                                                      |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                     | WC facilities.                                                                                                                                                       |
| <b>D – Internal reconfiguration</b> | Removal and alteration of non-structural partitions to provide new circulation routes, staircase access, plant/service corridor and kitchenette provision.           |
| <b>E – Services replacement</b>     | Removal, rerouting and replacement of existing inaccessible legacy services with accessible and maintainable service installations coordinated with Package 1 works. |

### 1.3 Procurement and contractor responsibilities

1. Design and Build procurement following Concept Design stage.
2. Contractor-developed design to achieve Building Regulations compliance.
3. Coordination with Package 1 potable water supply and sewage treatment works.
4. Principal Contractor responsibilities under CDM 2015.
5. Coordination and management of subcontract designers and specialist suppliers.
6. Preparation of construction sequencing to maintain safe operation of the recreation ground where practicable.

## 2. Section 2: Pavilion Refurbishment Requirements

### 2.1 Football changing accommodation

7. Provide Football Association compliant Home and Away changing accommodation.
8. Changing rooms to include benches, coat hooks, shower provision, WC accommodation and slip-resistant flooring.
9. Shower and changing areas shall be designed for heavy-use sporting environments.
10. Mechanical extract ventilation shall be provided to all shower and WC accommodation.
11. Finishes shall be durable, moisture resistant and suitable for intensive public use.

### 2.2 Public WC accommodation

12. Provide publicly accessible unisex WC accommodation including disability facilities.
13. Cubicles shall be full-height floor-to-ceiling construction for privacy and durability.
14. Provide accessible WC accommodation compliant with Approved Document M.
15. Provide baby changing facilities.
16. Provide vandal-resistant sanitaryware and fittings.

### 2.3 Staff accommodation

17. Refurbish and reorganise first-floor welfare accommodation for six operational staff.
18. Provide mess room and kitchenette/food preparation facilities.
19. Provide drying room and lockers.
20. Provide fully enclosed male and female WC cubicles.
21. Provide suitable office accommodation and ICT connectivity.

## **2.4 Services and plant coordination**

- 22. Existing services currently concealed within floors and walls shall be replaced or rerouted where practicable.
- 23. New service installations should remain accessible for maintenance and lifecycle replacement.
- 24. Provide centralised service corridor/plant zone for utility meters, water systems and solar inverter equipment.

Coordinate all foul drainage and potable water systems with Package 1 infrastructure works.

- 25. Provide revised electrical distribution and emergency lighting systems.

## **3. Section 3: Design Requirements**

- 26. The Contractor shall complete all developed and technical design required for construction.
- 27. The Contractor shall undertake measured verification of all existing dimensions and conditions.
- 28. Structural investigations shall be undertaken where walls or existing structural elements are proposed to be altered.
- 29. The Contractor shall coordinate architectural, structural, mechanical, electrical and drainage design.
- 30. The Contractor shall obtain Building Regulations approval.
- 31. The Contractor shall ensure all works comply with CDM 2015.

## **4. Section 4: Additional Requirements and Risks**

- 32. Undertake a Refurbishment and Demolition Asbestos Survey prior to intrusive works.
- 33. Review means of escape, fire compartmentation and fire alarm requirements.
- 34. Provide acoustic separation between staff and changing accommodation where required.
- 35. Assess thermal upgrades and condensation risks associated with retained building fabric. Timber cladding to the exterior of the building as necessary should be considered in order to enhance the appearance as well as improving thermal efficiencies.
- 36. Confirm that works remain within permitted development tolerances and do not require planning permission.
- 37. Provide temporary welfare and operational arrangements during construction.
- 38. Allow for phased working to minimise disruption to football operations and public access.
- 39. Review drainage capacity associated with revised sanitary loading.

## **5. Section 5: Contractor Deliverables**

- 40. Developed and technical design drawings.
- 41. Construction Phase Plan under CDM 2015.
- 42. Building Regulations approvals and completion certification.

- 43. As-built drawings and O&M manuals.
- 44. Electrical certification and commissioning records.
- 45. Manufacturer warranties and maintenance information.
- 46. Programme and phasing information.
- 47. Fire stopping and compartmentation certification.

## **6. Section 6: Tender Return Requirements**

- 48. Lump sum pricing schedule excluding VAT.
- 49. Programme identifying key milestones and sequencing.
- 50. Method statements for demolition, structural alterations and services works.
- 51. Evidence of relevant Design and Build refurbishment experience.
- 52. Professional indemnity insurance minimum £2m.
- 53. Public liability insurance minimum £5m.
- 54. Relevant references for sports pavilion or public sector refurbishment projects.

## **7. Section 7: Key Omissions/Matters Identified by Council**

- 55. Legionella risk management and hot water demand calculations.
- 56. Ventilation rates for showers, WC and drying facilities.
- 57. Security and access control between public and staff areas.
- 58. CCTV and ICT/data infrastructure provision.
- 59. Future maintainability of all services.
- 60. Coordination of photovoltaic systems and future battery storage.
- 61. Temporary works and structural sequencing.
- 62. Accessibility strategy and Equality Act compliance.
- 63. Coordination of external drainage alterations with sewage treatment plant installation.

**Officer Report to Thornbury Town Council – Full Council**  
**Recommendations from the Capital Strategy Working Group**

**Report Title:** Next Steps Regarding the Bakery Annexe and Thornbury Museum

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

**Date:** 14 July 2026

**Status:** For Action



---

**1. Background**

The Capital Strategy Working Group has been considering next steps for the Bakery Annexe. At its April meeting, it resolved to seek approval from Full Council to allocate the budgeted £25,000 towards feasibility studies. The funds will be allocated to 190/4545 Capital Projects with a transfer from EMR 342 Capital Projects. At that point, the Capital Strategy Working Group also produced a draft business plan and had originally intended to forward this to Full Council.

Since then, the Capital Strategy Working Group has received a request from Thornbury District and Heritage Museum for a formal commitment from the Town Council for the Bakery Annexe to be the preferred site for the Museum, and to agree to a working group made up of Museum representatives, the consultant appointment by the Museum, Town Councillors and officers that will be involved in progressing the project.

At the July Capital Strategy Working Group meeting, it was agreed to recommend acceptance of the Museum's requests to Full Council. This would include feasibility studies taking place in partnership with the Museum, with them also bringing funds to the process to explore feasibility of their use of the Bakery Annexe.

It was also agreed that the original draft business plan would need to be amended to reflect the change in emphasis towards use by the Museum. This will be carried out by the suggested new working group and will cover:

- Objectives/strategic alignment
- Existing building condition and site context
- Refurbishment vs redevelopment
- New build feasibility
- Tenant arrangements – business model, tenant responsibilities, lease strategy, etc
- Financial case – current position, use of initial funding, future funding requirements, funding options, etc
- Procurement and delivery strategy
- Risk management
- Implementation plan

**2. Recommendations from the Working Group**

The Capital Strategy Working Group therefore recommends the following to Full Council:

1. To formally declare that the Bakery Annexe be the preferred site for Thornbury Museum and agree that they will be the key partner in developing and delivering the project.

2. To approve the spend of £25,000 to conduct feasibility studies for the Bakery Annex (which will sit alongside resources that Thornbury Museum has been given to allocate to their own feasibility studies on the development of the Museum service).
3. To agree to the formation of a feasibility working group (with the membership being made up of Town Councillors, officers, representatives from Thornbury Museum, and potential external experts) and to agree Councillor and officer members. (Terms of reference for the working group to be brought to Full Council in September for approval and will include delegation to spend the feasibility study funds.)
4. To approve the spend from 190/4545 Capital Projects with a transfer from EMR 342 Capital Projects.



## MUNDY PLAYING FIELDS

ML2609\_MLOC\_WB\_9XXX\_\_CONSULTATION\_SUMMARY\_Po1

June 2026

Rev\_01



  
**Landscape  
Institute**  
Registered  
Practice

# MEI LOCI

# Community Consultation

# PUBLIC CONSULTATION AT THORNBURY PRIDE

Mei Loci created consultation boards presenting the concept design for Mundy Playing Fields, including the proposed deculverting of the Poulterbrook Stream, strategy zones, water play proposals, biodiversity enhancements and a soft landscaping palette.

The consultation event was held on Saturday 6th June 2026 at the Love Thornbury Pride Event, which was well attended by members of the public. The event was supported by Thornbury Town Councillors and advertised through social media, leaflets, the Town Council website, and Thornbury FM radio. Attendees were invited to share their feedback through written comment notes and discussion with the project team.

The project team held valuable discussions with attendees and the overall response to the proposals was positive, with particularly strong enthusiasm for the stream restoration, water play and biodiversity elements of the scheme. Responses were grouped into eight themes, each representing a minimum of three separate mentions, indicating significant common interest among consultation participants.

## Wildlife, biodiversity and ecology — 17 responses

Ducks, herons, frogs, fish, sticklebacks, crayfish management, owlboxes, Hawk and Owl Trust, grass for fish habitat, cattle counting, species management, more shade trees, grass for fish to live in, duck food dispenser, ducks (multiple mentions)

### Water play and active engagement — 11 responses

Water play, waterslide, bucket and rope pulley, water flowing over wellies, water kitchen on the island, rope swing, water pump and active play, splashpad closure noted

### Seating, shade and comfort — 9 responses

Benches, picnic seats, seating by the river, shade at water play area, picnic in the shade, bins by seats, somewhere to sit and watch wildlife

## Nature education and citizen science — 7 responses

QR codes for interpretive trails, citizen science, signs and pictures about natural cycles, cattle counting, school reserved lunch area, interpretive signage for species

### Events and community use — 7 responses

Performance space, stage for music and dancing, stalls (mentioned twice), events, shows, managing large crowd events (e.g. bonfire night), phased implementation

### Access and safety — 6 responses

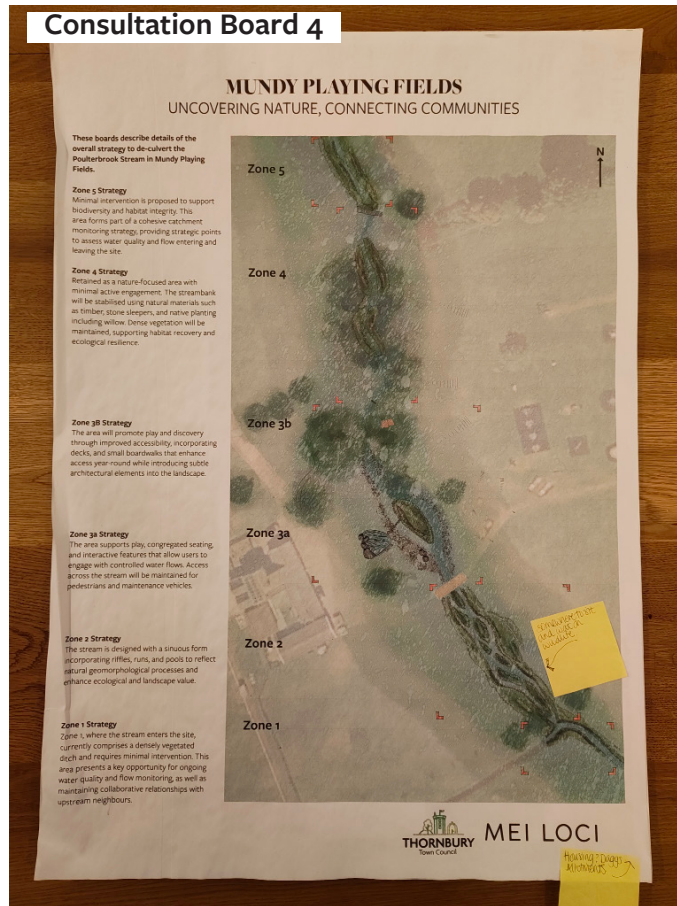
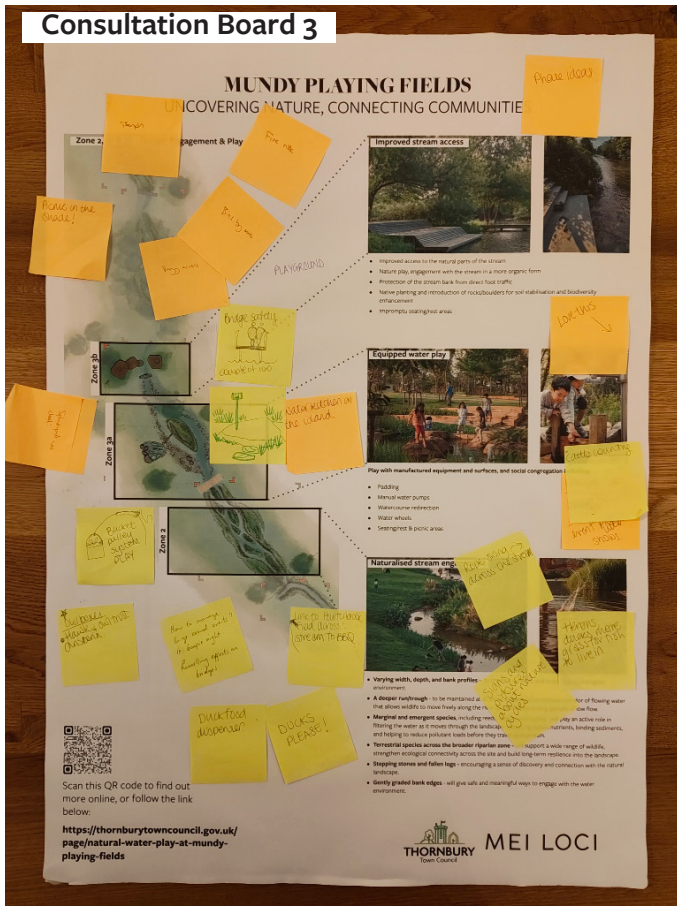
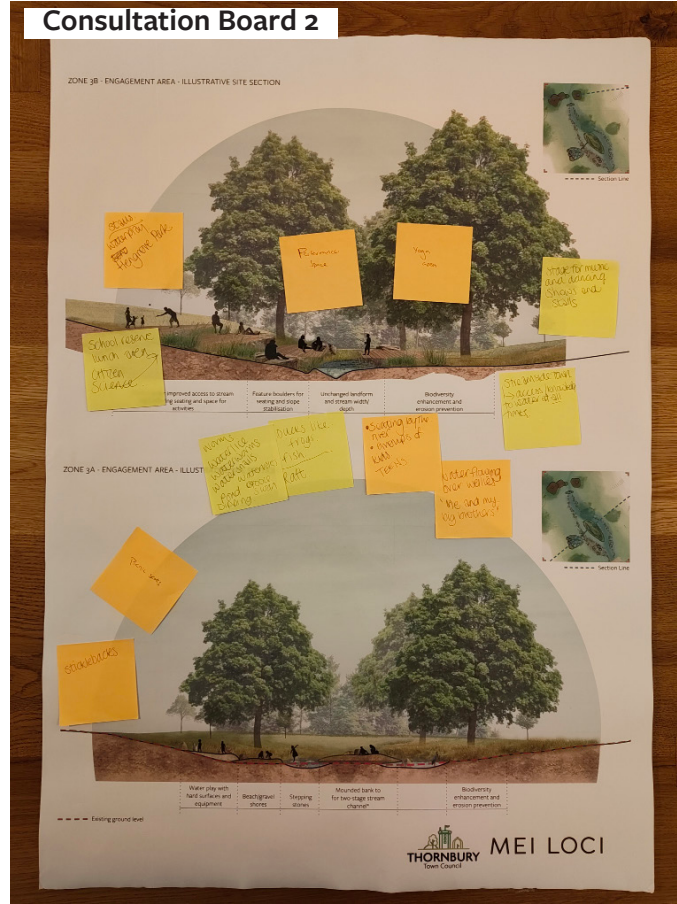
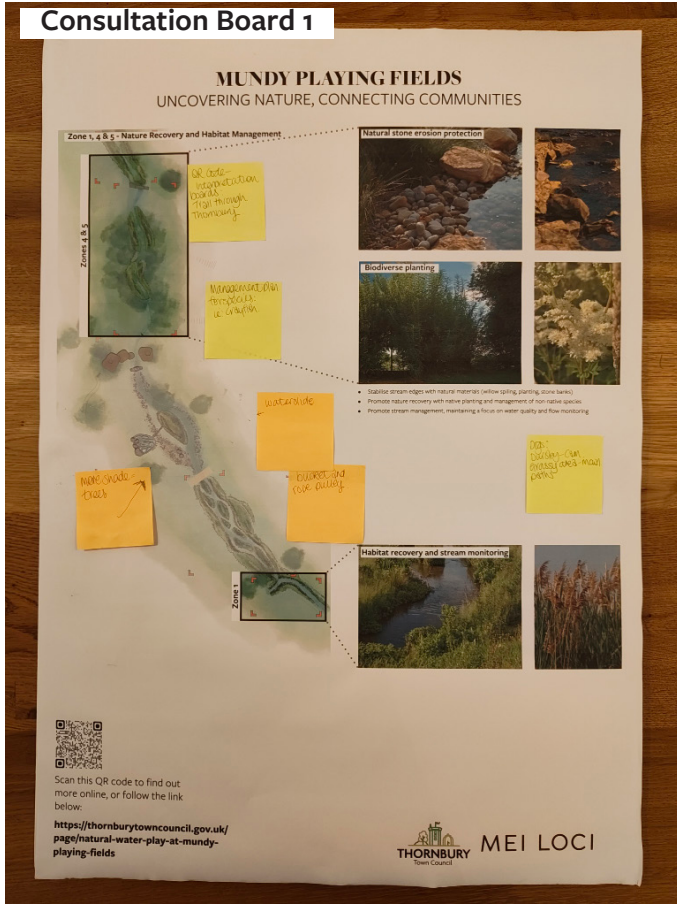
Buggy access, bridge safety and balustrades, funnelling effects on bridges, mown paths, timber fire risk, litter picking

## Connection to the stream — 4 responses

Reminiscing about playing in the stream, link to Poulterbrook from the BBQ field, seating by the river, somewhere to sit and watch wildlife

### Dogs and informal recreation — 3 responses

Dogs, grassy area, yoga area



# MEI LOCI

# Community Consultation

## PUBLIC CONSULTATION SUMMARY

Attendees were invited to leave feedback notes at the event. A summary of the sentiment in these notes is as follows:

### Overall summary

The feedback is strongly supportive of the proposed plans, with particular enthusiasm for water play, wildlife and community events. Respondents welcomed the ambition of the deculverting proposals and the restoration of the site's historic relationship with water. Key areas for further consideration include access and safety, maintenance, shade and seating provision and the management of large events.

### Key themes

#### What people like:

**Wildlife and water:** Strong interest in supporting wildlife - ducks, herons, fish, frogs and invertebrates were frequently mentioned, alongside requests for owlboxes and species management. The restoration of the stream as a visible, accessible feature was widely welcomed.

**Water play:** Significant enthusiasm for interactive water play, including water pumps, rope swings, paddling, and water kitchens. The closure of the former splashpad was noted by several respondents who are keen to see water-based play reinstated.

**Nature education:** Strong appetite for interpretive signage, QR code trails, citizen science activities, and school use of the site.

**Community events:** The site is seen as a natural venue for performances, markets, and community gatherings, with multiple requests for a stage or performance space.

#### Concerns and suggestions:

**Access and safety:** Requests for buggy-friendly paths, bridge balustrades, and careful management of pinch points and funnelling at crossing points. Timber structures noted as a potential fire risk.

**Seating and shade:** Multiple requests for additional benches, picnic tables, and shaded areas, particularly near the water play zone.

**Events management:** Questions raised about how large-scale events such as bonfire night would be managed on site.

**Dogs:** Several respondents raised the importance of the site remaining dog-friendly, with suitable routes and facilities.

### Sentiment analysis

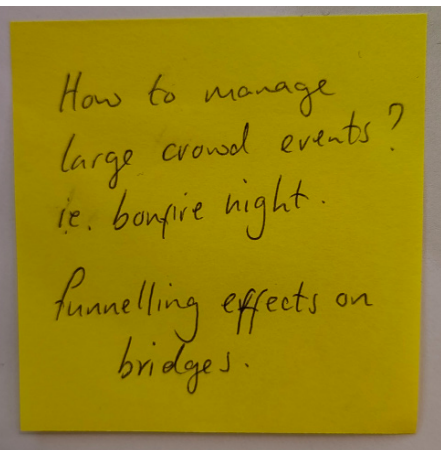
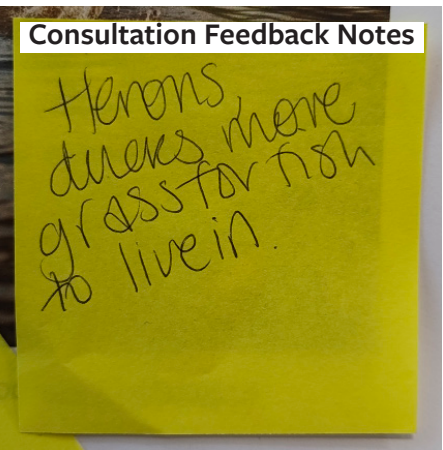
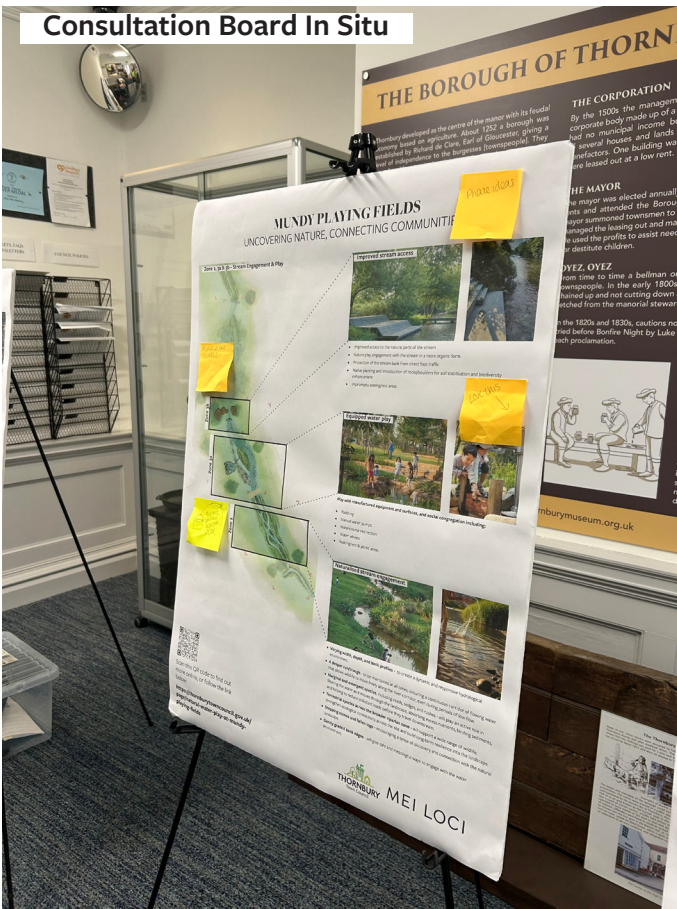
Positive: ~78% (words and phrases including love, great idea, excited, bring back the water, fantastic)

Neutral / Constructive: ~18% (practical suggestions around safety, maintenance, shade, and access)

Negative: ~4% (concerns around fire risk, bridge safety, and event management)

#### Overall sentiment

Very positive and encouraging, with feedback focused on how to enhance the proposals rather than whether to proceed. The community has a clear emotional connection to the site and its relationship with water, and is enthusiastic about seeing the Poulterbrook Stream restored as a central feature of Mundy Playing Fields.



# Community Consultation

## PUBLIC CONSULTATION DESIGN INTERPRETATION

The design will consider consultation feedback in a variety of ways, aiming to respond directly and sensibly to the wants and needs of the community.

**Wildlife, biodiversity and ecology — 17 responses (site wide implementation)**

The restored stream, native riparian planting, and habitat features such as owlboxes and wetland scrapes will create rich conditions for fish, amphibians, invertebrates and birds throughout the site.

**Water play and active engagement — 11 responses**

Interactive features including water pumps, archimedes screws, stepping stones and paddling edges in Zones 3a and 3b will reinstate the site’s tradition of water-based play.

**Seating, shade and comfort — 9 responses**

Benches, picnic tables, and canopy tree planting will be distributed throughout the site, with seating and bins co-located at key points along the stream corridor.

**Nature education and citizen science — 7 responses (site wide implementation)**

An interpretive trail with QR codes, species signage, and dedicated space for school groups could be included to extend the site’s educational value across all ages.

**Events and community use — 7 responses (site wide implementation)**

Open grassland areas will be configured to accommodate community events and performances, with phased implementation keeping the site active throughout construction.

**Access and safety — 6 responses**

Surfaced buggy-friendly paths, balustrated bridge crossings, considered material choices, and strategically placed bins will ensure the site is safe, accessible and well-managed.

**Connection to the stream — 4 responses (site wide implementation)**

Informal seating along the stream edge and multi-use areas for watersite relaxation and activities or performance spaces by the restored Poulterbrook will strengthen the community’s relationship with water on the site.

**Dogs and informal recreation — 3 responses (site wide implementation)**

Open grassland and mown path networks will maintain generous space for informal recreation and dog walking alongside the protected riparian habitat corridors.



A wordcloud of the consultation feedback - larger words show the most prominent themes



REVISIONS

| No.    | Status       | Date       | Issued by |
|--------|--------------|------------|-----------|
| Rev_01 | Draft Issued | 22/06/2026 | JP        |

# Landscape Strategy Consultation Report - Comments From

## Please use the comment box below to submit your comments on the proposed

It's Great :)

I think the idea is great. Children love paddling in the stream and i think using that is a great idea, with a water wall and maybe different water features. Places to paddle etc.

It looks interesting, its not clear if its a welly play with children getting minimally wet or the opportunity to run through to cool off. I'm looking forward to more images of the play aspect. I'm imagining wellyboot land  
Waste of funds! We want a splash pad or bring back the pool!

Our children and grandchildren love the splash pad and hope there will something equally as fun for children  
As much as it would be great to have a water play for kids, making that the stream is not good. Think of all the sunscreen and the micro plastics that will enter the water

It looks very interesting but I cannot help but think that this might become an insurance nightmare for the Town Council as children (and adults) with wet feet slip on mud pebbles and stepping stones. Promoting nature is important but I cannot help but think that providing a safe wet play area should be the priority. This is not the same as a splash pad. The natural stream is already in place and NOT a suitable replacement for a splash pad. Young children cannot use it and it is not inclusive for all abilities. Just listen to people and I love the use of the stream with play through nature!! The plans look amazing!

Yes do it. Looks lovely and natural

Much rather have a fun splash pad style facility. There is already plenty of nature walks and streams throughout thornbury that we can already engage with.

What is the plan for when the water supply dries up in the summer.

I personally don't think this is a very good idea from a health/hygiene point of view. No one knows what or who uses the stream eg: vermin, wild animals, humans.

A working water play area would be a great asset. The stream is not featured enough, would be great to be able to sit by it and enjoy it more.

I'd just love to see some outdoor gym equipment, but this looks like a fun idea with the water

This looks really good. I think that it will enhance the playing field.

I'm very much looking forward to a new well maintained splash pad

Sounds great. Really would value the return of a water activity at the mundy's. It's a great park, brilliant open space and the sandpit has been a really positive addition. It is a reason to pull people to the town as there is no other water play for a reasonable drive - only Cribbs and it's pop up water play. Would totally support

A splash pad or similar is what is missing at Mundys playing field. During hot or even mild days, children loved this feature and played a huge part in their wellbeing and development. This will draw in more people to the playing fields and improve their overall experience of the park.

Sounds boring and unsafe featuring the stream

Just make a great splash pad for kids!

Getting children in wheelchairs is no easy thing to do. I'd rather we installed a proper, fully accessible place where everyone can enjoy being with friends. Newport have a fabulous water play park, really popular and fantastic fun for all the family, was packed everyday last summer. Mundys is a very boring bland space. It needs energy, vibrancy in order to get footfall back to the park. A stream widening won't do that.

Yes we need a water play facility back at the mundys

Love the idea

---

In general the current proposals do not go far enough to promote play. The design should and could go much further than currently proposed.

There should be greater opportunities for play provided within the design. think wellyboot land at

There should be greater opportunities for play provided within the design- think welly boot land at slimbridge- this is a great example of water play with an albeit man made stream- there are vary depths and slopes to access the water and varying ways to walk through/balance over/climb into the water. I have a 2yr old toddler and he loves it there

Children and water can be a greater learning through play environment. The proposals need some semi guided play elements to help parents that are less confident around water and to encourage the initial play spark for some families. Not thinking bright coloured elements like the old splash pad, but the use of buckets, more rhylls and gullies, greater variation of textured and types of materials- grate that water flows through etc

Having more visible play opportunities would also make the contrast between the areas proposed for biodiversity and ecological enhancement less attractive to play and therefore more ecologically successful as play is focussed on the areas where it is proposed

Currently the proposals all look very similar along the length of the stream - I work in the planning and design industry and feel the current proposals have lots of catchy buzzwords attached to them but will ultimately lead to a slightly widened stream and a muddy patch

There is no accessible seating near the stream, what about families with young children with accessibility needs/wheelchairs/young families with babies and toddlers at different ages with prams that need benches to overlook older kids/toddlers playing? Have you done any research into those who use the parks and their needs?

---

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

**Report Title: Recommendations for Councillor Representatives on Turnberries Trust Board**

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

**Date: 14 July 2026**

**Status: For Action**



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### **1. Background**

The Town Council, South Gloucestershire Council and CVS are working with the current Turnberries Trust Board to progress the Turnberries project. Full Council has been asked to appoint three Town Councillors as Town Council representatives on the reconstituted/reformed Board. CVS is also working with other key stakeholders regarding representation on the Board to ensure that it is balanced and that there is no majority.

The Capital Strategy Working Group discussed this matter at their meeting in July and agreed to recommend to Full Council that the three Town Councillors who are put forward remain on the Board for four years to ensure continuity and stability, irrespective of whether they are re-elected next year (similar to the Town Councillor representatives on the Town Trust).

### **2. Officer Request**

To agree three Town Councillors to be put forward as Town Council representatives on the reconstituted/reformed Turnberries Trust Board, with those Councillors remaining on the Board for four years, irrespective of whether they are re-elected.

**Officer Report to Thornbury Town Council – Full Council**  
**Recommendation from the Capital Strategy Working Group**

**Report Title:** Request from Thornbury Town Football Club to  
Install a New Bar Structure

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

**Date:** 14 July 2026

**Status:** For Action



---

**1. Background**

Thornbury Town Football Club installed a bar into the general room at the Pavilion in 2024, with Full Council's permission. In order to improve compliance with licensing regulations, the Club wish to install a new, more permanent and secure bar, in the same position in the general room, which will have lockable shutters. Details are provided in the appendix to this report.

Officers fully support the installation of this new bar:

- It will reduce risks to Council. As the Club do not currently hold a lease, and are therefore just hirers of the premises, the Council are responsible for their activities to a much greater extent. Anything that ensures better compliance with licensing requirements will reduce liability to the Council.
- It will have no impact on planned refurbishment of the Pavilion.
- There are no concerns regarding the installation plans and officers will ensure that all relevant documentation is obtained.
- The new bar will not involve any significant change to Club activities and will be contained completely within the general room.

The Mundy Playing Fields Trust have noted the request and have no objections. The Capital Strategy Working Group support the request.

**2. Recommendation from the Working Group**

The Capital Strategy Working Group recommends that Full Council support the installation of the new, more permanent and secure bar structure, as requested by Thornbury Town Football Club.

## APPENDIX – REQUEST FROM THE FOOTBALL CLUB, INCLUDING SUPPORTING IMAGES

**From:** Chris **Sent:** 11 June 2026 16:28

**To:** Fiona Deas <f.deas@thornburytowncouncil.gov.uk>; Wendy Sydenham  
<w.sydenham@thornburytowncouncil.gov.uk>; Alan Stealey  
<facilities@thornburytowncouncil.gov.uk>

**Subject:** Permanent Bar Drawings

Hi All,

Further to our meeting this morning, please find attached our visuals for a new permanent bar to be located in the clubhouse.

As discussed, this is being installed to create a new safe and secure bar facility so we can meet the requirements and regulations of grassroots football at the club. We would like to have this bar installed this summer and before the start of the 1<sup>st</sup> team fixtures, which are approx. 1<sup>st</sup> Aug, so if you could please let me know urgently if you require any more information?

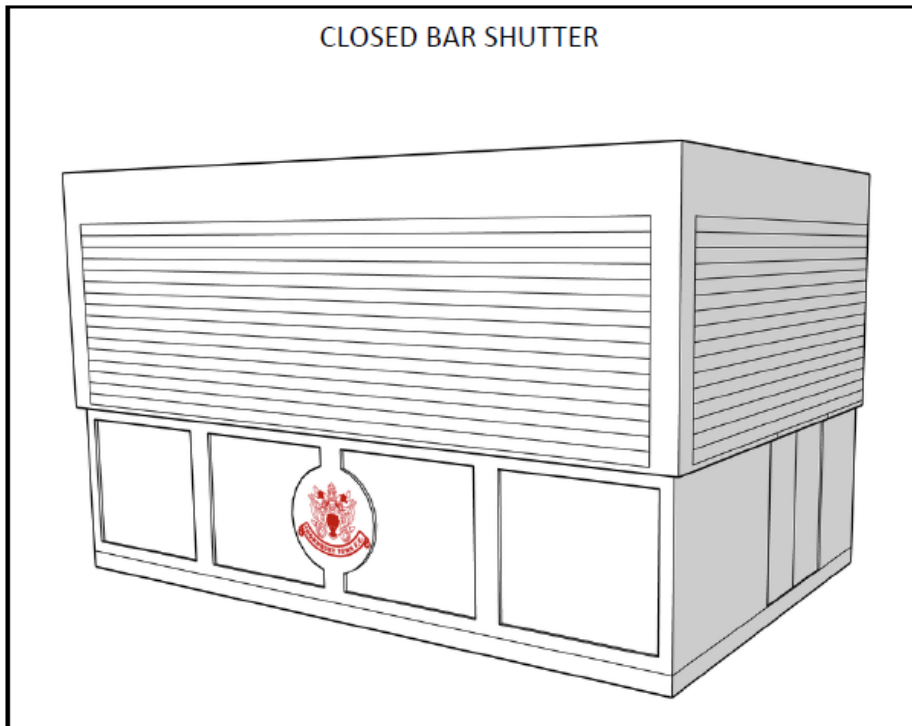
The bar has been designed, and will be built, by the same team who designed and installed the new bar at the Armstrong Hall.

Regards  
Chris

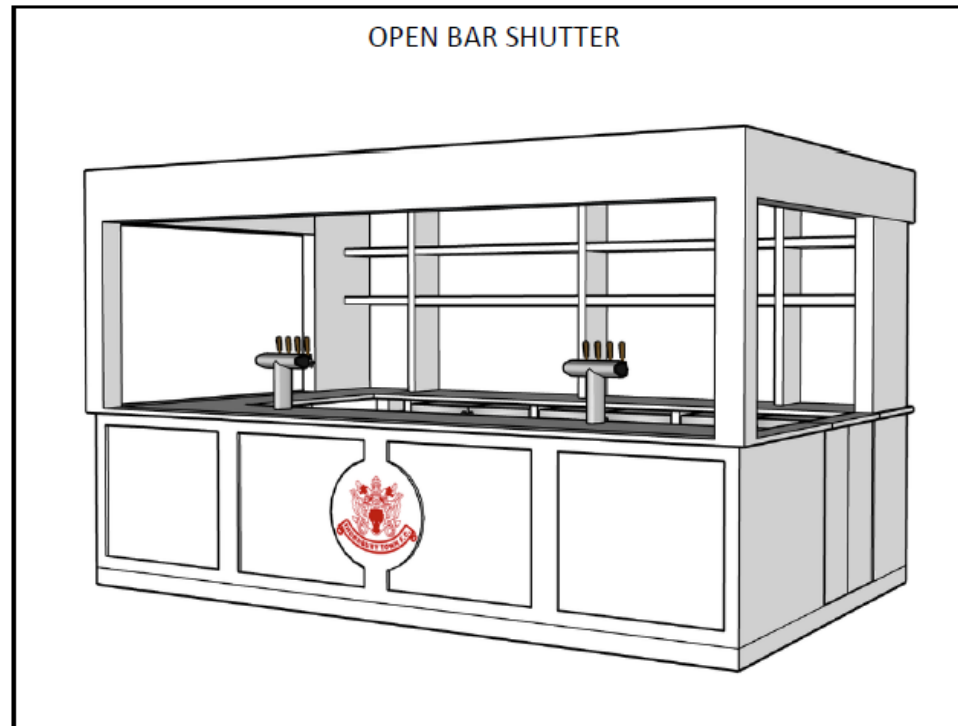
Commercial Director  
Thornbury Town Football Club



CLOSED BAR SHUTTER



OPEN BAR SHUTTER



### TTFC BAR

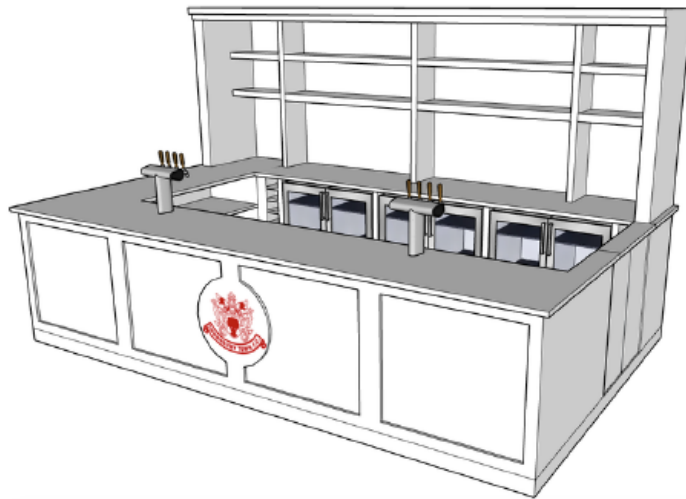
3D IMAGE SHOWING THE BAR SHUTTER CLOSED AND OPEN.

PLEASE NOTE: BAR GATE TO RIGHT WILL BE LOCKABLE WITH KEY.

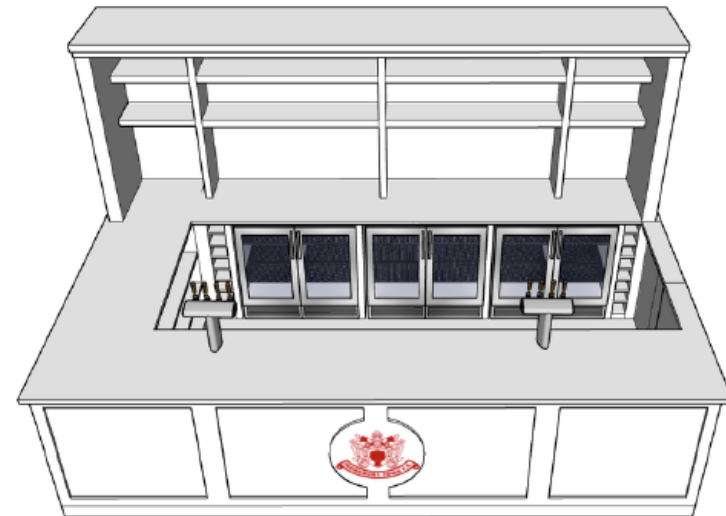
LOCKABLE SECURITY SHUTTER SHOWN IN PRINCIPLE. FINAL SHUTTER TYPE, OPERATION, SIZE AND FINISH TO BE CONFIRMED AT DETAILED DESIGN STAGE. CORNER POSTS MAY BE REMOVABLE.

NATHAN  
SAGE  
CARPENTRY

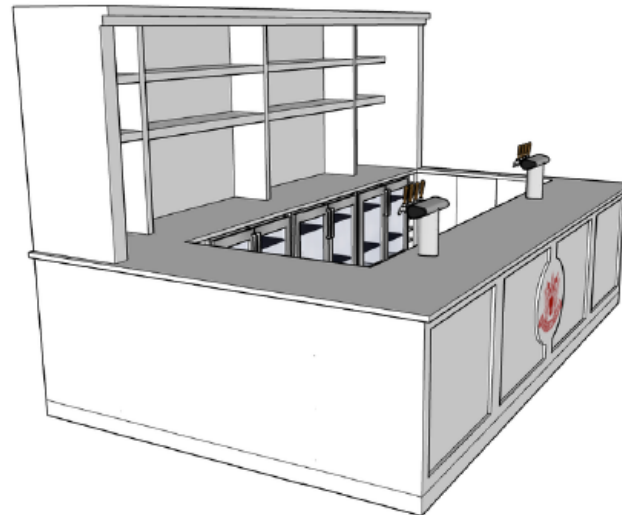
OVERALL BAR



ABOVE BAR

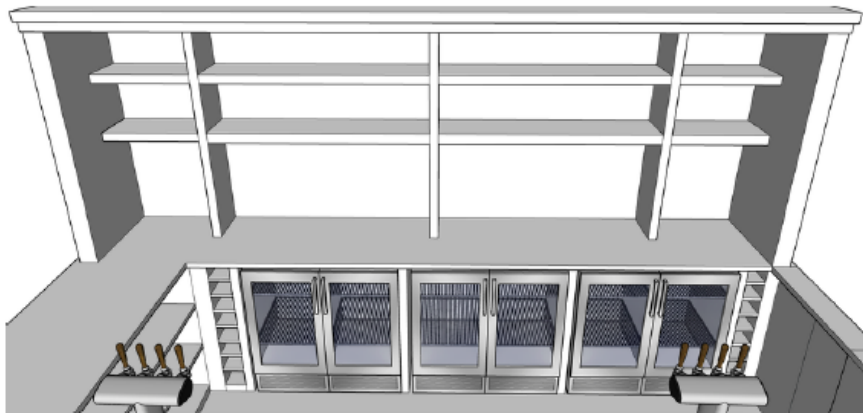


LEFT SIDE - NO GATE

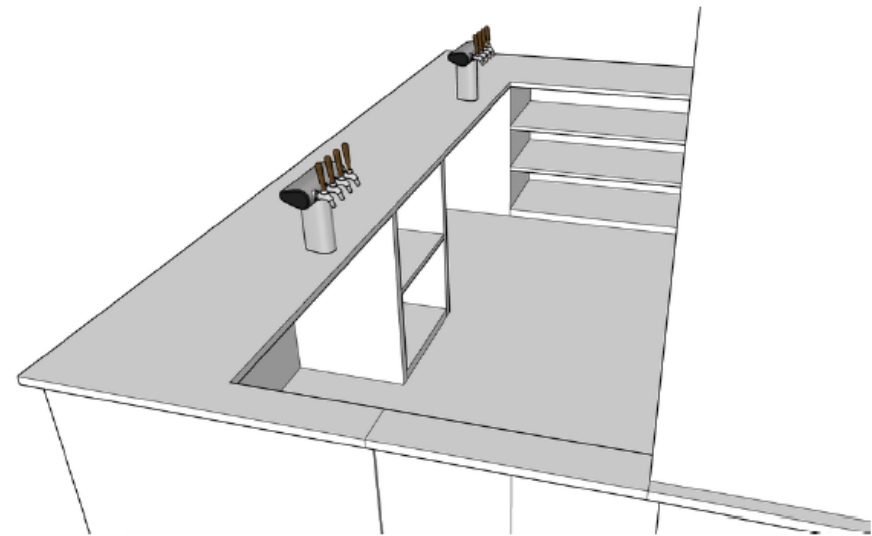


NATHAN  
SAGE  
CARPENTRY

BEHIND BAR



BEHIND FRONT BAR



3D IMAGE SHOWING THE BAR

PLEASE NOTE: BAR GATE TO RIGHT WILL BE LOCKABLE WITH KEY.

SIZE AND FINISH TO BE CONFIRMED AT DETAILED DESIGN STAGE.

NATHAN  
SAGE  
CARPENTRY

## **Officer Report to Full Council**

**Report Title:** Wayfinding and Signage Framework for Town Council Sites

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

**Date:** 14 July 2026

**Status:** For Action

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

The purpose of this report is to:

- a. confirm the requirement for replacement signage throughout the Town Council's assets, both buildings and open spaces
- b. outline the benefits of engaging a specialist consultant to develop a comprehensive wayfinding and signage framework
- c. outline proposals for funding
- d. recommend next steps, including starting with implementation in the Mundy Playing Fields and the Town Hall

### **2. Background**

The Council owns and manages a range of buildings, open spaces and facilities which are used by residents and visitors for a variety of purposes. Over time, signage at these locations has often been installed in response to individual requirements, resulting in cluttered, outdated and duplicated signage, different styles and formats and materials, suboptimal positioning and a missed opportunity to create a more welcoming environment or to provide information on Council's enhancements of its spaces. The Council has already confirmed that it wishes to improve and rationalise signage across Council sites. There is also an opportunity to help promote Thornbury by including the welcome/gates signage at entrance points to the town, which are outdated. Officer would strongly recommend engaging a specialist contractor to ensure that investment in all new signage is coordinated and delivers maximum benefit.

### **3. Reasons to Engage a Specialist Consultant**

The proposed approach should align with established wayfinding practice for public-sector sites in South Gloucestershire, including consistency with existing local signage, legibility for pedestrians and drivers, inclusive access, rationalisation of clutter, durable materials, and a clear hierarchy of information. South Gloucestershire Council has already invested in coordinated town-centre wayfinding in Thornbury, including wider wayfinding measures intended to connect key destinations and improve pedestrian and cyclist navigation. The Town Council strategy should therefore be developed with reference to that wider context so that signs at Council-managed sites feel connected to the broader local system rather than operating as isolated site-by-site interventions.

Although signage may appear straightforward, effective wayfinding and information systems require specialist expertise. A professionally prepared framework would ensure that signage is based on a detailed understanding of how people actually use the Council's sites and facilities.

A consultant would undertake the following work:

- a. *Site Assessments* – access points, arrival points, pedestrian and vehicle routes, decision points requiring guidance, accessibility considerations, etc.
- b. *Existing Signage Audit* – location, condition, effectiveness, consistency, compliance with regulations, opportunities for consolidation and removal and resulting reduction in future maintenance costs, etc.
- c. *Understanding User Needs* – how to best support often quite different users, including visitors, residents, families, older people, disabled users, event attendees, sports clubs, contractors, etc.
- d. *Development of a Wayfinding System and Framework* – rather than considering signs individually, the consultant would develop a complete wayfinding system that determines what information should be provided, where it should be located, hierarchy/types of signs, consistency of design, durable materials, inclusivity, etc. The consultant can also provide clear cost estimates and implementation plans.

#### **4. Additional Benefits Beyond Purely Directional Signage**

A key principle of the strategy should be to provide sufficient information at each location without over-signing. Signs should work as a connected sequence, with each sign giving the user enough confidence to reach the next decision point. This avoids duplication, reduces visual clutter and supports a domino effect in which arrival signs, directional signs, interpretive signs and site-specific notices each perform a distinct role within the wider wayfinding system.

A signage framework could help to achieve other Council objectives by providing information and interpretation that enhances public understanding and engagement. For example:

- a. Environmental and Biodiversity Information - helps residents understand why changes are being made and can increase support for environmental improvements.
- b. Rules and Responsible Use – e.g. parking, dog control, opening times, safety, etc – this can reduce misunderstandings and improve compliance.
- c. Heritage and Community Information – help to celebrate local identity e.g. historical, community and artistic information, or local landmarks and points of interest, wayfinding to adjacent established walking routes, etc.
- d. Creating More Welcoming Spaces – improve first impressions, reinforce a sense of pride and enjoyment of a space, encourage use, etc; including the town's welcome/gateway signage within the scope of this project would help promote Thornbury.

#### **5. Overall Benefits of Starting the Project with the Development of a Framework**

- a. Consistency – help users recognise Council facilities, navigate them easily and increase understanding of the range of facilities that the Council supports.
- b. Better Value for Money – investment in signage based on need and impact, rather than responding to isolated requests and requirements.
- c. Reduced Signage Clutter – improve the effectiveness of signage and reduce future maintenance and replacement costs.
- d. Future-Proofing – provides a strategy that can continue to be followed whatever changes and additions are made.

- e. Accessibility – specialist design will ensure compliance with information accessibility principles e.g. font, text size, colour contrast, sign positioning, etc.

## **6. Phased Delivery Approach**

To ensure affordability and allow lessons to be learned before wider implementation, a phased approach is recommended. This would allow for expenditure to be spread across more than one financial year.

*Phase 1 – Framework Development*

*(the consultant prepares the overarching strategy, focusing initially on implementation in the Mundy Playing Fields and the Town Hall – these are the most used external and internal assets and where signage is currently outdated, non-compliant, ineffective, cluttered and unwelcoming; the Town Hall in particular is often used by people for whom accessible and inclusive signage is particularly important, and of all our buildings, is our main opportunity to interact positively with visitors and in a way that connects to High Street wayfinding )*

*Phase 2 – Pilot Sites Implementation*

*Phase 3 – Rollout Across Remaining Sites*

## **7. Financial Implications**

Officers have sought indicative quotes which show that costs are likely to be in the region of £4500 for scoping and delivering a framework for the Mundy Playing Fields, and £3000 for the Town Hall. Design and production of artwork are likely to be around £70 per sign, with the cost of the sign printing being dependent on size and materials. Scoping and design costs will be far lower for the remaining sites.

Consultants' fees would need to come from Professional Fees (110/4085) and would likely need an overspend to be authorised, which can be drawn from General Reserves. Production fees would need to come from Signage (160/4460) and will require an agreed overspend which can then be covered by a virement from Street Furniture (130/4595) and the remainder from EMR 329 – Land and Property Maintenance.

## **8. Officer Recommendations**

Full Council is asked to:

- a. Acknowledge the need to improve, rationalise and modernise signage across Council-managed buildings and open spaces.
- b. Approve in principle, the commissioning of a suitably qualified wayfinding and signage consultant to undertake a comprehensive review and prepare a wayfinding and signage framework.
- c. Authorise officers to obtain quotes in accordance with the Council's procurement procedures, to be brought back to a future meeting for consideration.
- d. Approve a phased approach, with an initial pilot project at the Mundy Playing Fields and the Town Hall, followed by implementation across other Council sites in line with the adopted strategy.
- e. Note funding proposals in principle, as set out in Section 7 of this report.

## **Officer Report to Full Council**

**Report Title:** Car Park/Access Issues at the Mundy Playing Fields

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

**Date:** 14 July 2026

**Status:** For Action



***Recommendation: Full Council is asked to agree that officers obtain quotations from suitably qualified traffic and parking consultants for an independent assessment of parking, access and emergency vehicle risks at Mundy Playing Fields and Mundy Lane. The assessment should include practical short-, medium- and long-term options, indicative costs, and recommendations for managing parking demand generated by general park use, organised clubs, hirers and events.***

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

This report informs Councillors of ongoing parking and access issues at Mundy Playing Fields (MPF) car park and along the access lane to Kington Lane. It highlights associated health and safety, operational and reputational risks, and seeks approval for officers to obtain quotations from suitably qualified traffic and parking consultants. The intention is not for Council to determine the final parking solution at this stage, but to agree that external professional advice is required so that a workable and evidence-based set of recommendations can be brought back for consideration.

### **2. Background and Current Situation**

The Town Council manages the Mundy Playing Fields on behalf of the Mundy Playing Fields Trust under a Management Agreement. The vehicular access lane which leads from Kington Lane to the MPF car park is private land owned by the Town Council ('Mundy Lane', Conveyance 1965), with established access rights for properties and facilities served by it (Wellfield, The Coppins, adjacent agricultural land and the Tennis Club).

The adjacent Tennis Club is privately operated. While the Club does not hold a formal legal



*Figure 1: Extract from 1965 Conveyance overlaid with road names and places for this paper*

right to use the MPF car park, tennis users have historically parked there by 'custom and practice'. The MPF car park currently provides 74 standard spaces plus 3 disabled parking bays. During periods of high demand, the car park frequently reaches full capacity. This can occur during FA National League Step 5 football matches and other football activity, but also during other organised events, bookings and periods of high general park use. On these occasions, visitors have routinely parked along the access lane, which has effectively become an informal overflow area, despite there being no formal permission to park on the lane.

High parking demand also arises, though less frequently, on hot days in school holidays and on bank holidays, when the play area attracts high numbers of families. The park is also hired or used for organised events by other organisations, for example the annual fireworks display, and the access lane and car park are also used by the Tennis Club and other site users. During some large, organised events, parking and access are controlled by event organisers, with pre-planned closure of the car park and access lane to general traffic.

The access lane is relatively narrow and, when vehicles are parked on one side, the remaining carriageway width is constrained, particularly where larger vehicles are involved, or cars are not parked tightly against the edge.

The Town Council has raised access lane parking issues with Thornbury Town Football Club. Officers acknowledge that the Football Club is not the only user of the car park or access lane, and that vehicles parked on the lane may relate to football activity, Tennis Club use, general park use or other organised events and bookings. However, where any club, hirer or event organiser creates or significantly increases parking demand, that organisation should make appropriate arrangements to manage the parking impact of its activity, including stewarding where necessary, so that vehicles are not directed to, encouraged to use, or permitted to obstruct the access lane. Uncertainty about the precise user group responsible for individual vehicles does not provide a sufficient basis for accepting or condoning parking on the lane.

### **3. Issues/Risks Identified and Responsibilities**

Officers have recently received a written complaint from a stakeholder regarding the current parking situation, particularly the potential for vehicles parked along the access lane to restrict access for emergency services. This concern was raised in response to an update on the proposed MUGA, with the stakeholder noting that the facility may attract additional visitors and increase demand for parking.

Councillors will be aware that further improvements to MPF are planned in the near future, including the installation of a water play facility and the refurbishment or enhancement of existing play equipment. While the Town Council can encourage visitors to park off-site and walk to MPF, the availability of free parking on site, compared with charged parking within the town, means that demand for on-site parking is likely to increase. In light of this, it is essential that the risks and issues around parking and access are considered.

#### **3.1 *Emergency Access***

The primary concern arising from vehicles parking along the access lane is the potential restriction of access for emergency vehicles. The likelihood of an incident at MPF is reasonably high due to visitor numbers and activities such as football matches, organised events and use of play equipment. In the event of an accident or medical emergency, it is essential that emergency services are able to access the site quickly and without obstruction. Vehicles parked along the lane could hinder this access, particularly by delaying or preventing access for the larger vehicles used

by the ambulance service and the fire and rescue service. To date, staff and officers are aware of instances where access to the site by emergency services has been subject to minor delay. While these delays have been limited, there remains a clear risk that continuing obstruction of the access lane could result in a more significant delay in the future.

### **3.2     *Public Safety***

Parking along the narrow lane can also create safety concerns for pedestrians accessing the MPF. Reduced visibility and limited space for vehicles to pass may increase the risk of accidents.

### **3.3     *Site Management Responsibility***

As the access lane is owned by the Town Council, it has a responsibility to ensure that it remains safe and accessible for its intended purpose. However, this does not mean that unmanaged parking generated by organised activity should be treated as acceptable or absorbed as a routine site-management issue. Clubs, hirers and event organisers also have a responsibility to consider and manage the parking and access impacts of their activities, particularly where those activities are likely to generate high demand. Unmanaged parking on the lane may present legal, reputational and operational risks if not addressed.

### **3.4     *Community and Stakeholder Relationships***

The site is used by many groups, including organised clubs, hirers, event organisers and the general public. Any measures taken by the Council will need to manage parking safely and consistently while maintaining positive working relationships with stakeholders where possible. Clear expectations will also be needed so that all regular users and hirers understand that the access lane must remain available for access and emergency vehicles and must not be treated as informal overflow parking.

## **4. Need for External Assessment**

Officers have considered the issue sufficiently to conclude that the current situation is not sustainable, but the site constraints and range of users mean that the most appropriate solution is not straightforward. There are a number of possible approaches but selecting or debating a preferred option without specialist assessment risks focusing on individual remedies rather than the overall management of parking, access and emergency vehicle risk.

- The consultant should assess the current car park layout, access lane use, peak demand patterns and the impact of organised activities, clubs, hirers and events.
- The consultant should consider whether additional capacity, layout changes, signage, restrictions, stewarding, enforcement arrangements or changes to user/event management would form part of a practical solution.
- The consultant should identify which measures are realistic, proportionate and enforceable, and provide indicative costs and implementation priorities.
- The consultant should provide officers and Councillors with an evidence-based recommendation, rather than asking Council to determine the solution without specialist advice.

For this reason, officers are seeking authority only to obtain quotations and progress the appointment of a suitably qualified consultant. The consultant's findings would then be reported back to Council, enabling Councillors to make a future decision on any recommended measures with appropriate professional evidence, cost information and risk assessment.

It is anticipated that the commission would include a site visit, review of current parking and access arrangements, assessment of peak demand and emergency access risks, and a written report setting out practical short-, medium- and long-term recommendations with indicative costs. The cost of this work is expected to be in the region of £3,500-£5,000, subject to quotations.

## **5. Implications**

### *Legal*

The Council has a legal obligation to ensure that the facilities it manages are safe and that it addresses any concerns around organisations not carrying out their activities on those facilities in a safe manner. The current situation is not sustainable and needs addressing.

### *Financial*

- a. Officers require external expertise to assess this complex situation effectively and anticipate that the initial consultant assessment will cost in the region of £3,500-£5,000, subject to quotations. This will need to be an overspend against Professional Fees 110/4085 covered by general reserves.
- b. There may be significant insurance and financial implications if the Council does not address the matter in a timely and evidence-based manner.

### *Reputational*

There are reputational risks to Council if this situation is not addressed, both in relation to users' experience of the playing fields, but more significantly, in relation to potential future problems with emergency vehicles accessing the site.

## **6. Recommendations**

Full Council is asked to note the health and safety, access and emergency vehicle risks highlighted in this report and agree that officers obtain quotations from suitably qualified traffic and parking consultants for an independent assessment of parking and access at Mundy Playing Fields and Mundy Lane. The purpose of the commission is to obtain professional advice on practical options, indicative costs and recommended measures, with the consultant's findings to be brought back to Council for consideration before any substantive parking or access solution is implemented.

## **Officer Report to Thornbury Town Council Climate and Nature Committee**

**Report Title:** Memorial Woodland Concept Design Supplier Quotations

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

**Meeting Date:** 14 July 2026

**Status:** For Action



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### **1. Detail**

In February, the Climate and Nature Committee agreed to lead the project to design and build/plant a memorial woodland/wellbeing garden adjacent to the existing cemetery (Minute No. CN2526.43). Following this meeting, companies were sought to provide quotations for producing a detailed design.

The memorial woodland/wellbeing garden will create an area adjacent to the existing cemetery that will support the community and improve species abundance and diversity in the area. When searching for suitable designers, those with experience in working alongside communities on shared spaces, particularly spaces which serve multiple purposes (i.e., balancing the need for memorial, recreation, reflection, biodiversity promotion) were prioritised. The importance of working sympathetically with the existing cemetery space and chapel, as well as fitting in with the wider landscape was also emphasised. Local companies were prioritised, alongside a designer we had worked with previously at the cemetery.

Initial conversations were held with each company outlining the priorities for the site. These include the importance of providing an accessible and welcoming community space that can also serve as a focus for remembrance, either through ashes scattering, interment, or just as a site for quiet reflection. From a habitat and planting perspective, designers that were experienced in balancing nature and utility were preferred. It was particularly important to the C&N Committee that potential designers were familiar and supportive of a community-led approach to designing the space, so this aspect was strongly considered.

The designers were asked to provide quotes for a design that would enable us to:

- Understand the overall layout of the site, including the different zones that will be in place for planting (trees, wildflowers, native bulbs), ashes interment and scattering, and hard landscaping.
- Work with the topography, soil composition, hydrology and aspect of the site to maximise planting and use of space.
- Cost each phase of the project and seek quotations for installation of hard landscaping features.
- Engage the community in the finer details of the design, as well as planting and implementation.
- Begin planting in the 2026-27 tree planting season to take advantage of possible support from [the Forest of Avon project](#).
- Begin installation of a pond area to support participation in the Watermark Town scheme.

Following on from conversations with the various designers, the following quotations were received:

| Supplier  | Services Provided                                                                                                                                                                                                                                                   | Cost (Incl. VAT)                                                                                                                                             | RIBA Stage (if stated)            | Project Phases Supported | Experience/Other Considerations                                                                                                                                                                                                                                                                                           |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Company 1 | Stage 1: Initial site visit and discussion about project outcomes<br>Concept sketch/layout with illustrations, mood board and materials<br>Amendments following feedback<br>Stage 2: Topographical survey<br>Quantity Surveyor to give outline cost of materials    | Stage 1: £1498 plus expenses<br>Stage 2: £600 topographical survey<br>Quantity Surveyor - £1600 (detailed report) or £950 for summary report<br>Total: £3698 | Not specified                     | 1                        | Municipal Play Space - includes SuDS<br>Museum Walled Garden restoration<br>Town Council Gardens<br>B Corp<br>RIBA Certified<br>Chartered Landscape Architect<br>Experience of community gardens, working with local authorities, public spaces.<br>Emphasis on nature-friendly design<br>Based in Gloucestershire        |
| Company 2 | Stage 1: Preparation and brief - site analysis, emerging concept<br>Stage 2: Concept design: Sketch masterplan, hydrology and planting strategy, space definition, proposed landscape characters, materials specification                                           | Stage 1: £2500<br>Stage 2: £7000                                                                                                                             | Stage 1 = S1<br>Stage 2 = S1 - 2+ | 1&2                      | Memorial/Community Woodland co-created with the community.<br>Ecclesiastical/cemetery design<br>Experience with community spaces, integrating with existing historic structures, and working with local authorities.<br>Emphasis on nature-friendly design.<br>Focus on nature connection and wellbeing.<br>Based in Bath |
| Company 3 | Stage 1: Concept design with up to 3 layout options, outline drawings and layout plans<br>Stage 2: Outline specification and budget estimate - high level specification and indicative budget costs<br>Optional (?) Stage: Site drainage design - full or localised | Stage 1: £2800<br>Stage 2: 1200<br>Optional Stage: Full £4800<br>Localised £1900                                                                             | Not specified                     | 3                        | Cemetery mausoleum experience<br>Specialist designer of cemeteries and crematoria with hard landscaping<br>Less focus on planting/gardens<br>Have worked on Thornbury Cemetery previously<br>Based in London                                                                                                              |

At the Climate and Nature Committee meeting in June, the committee were asked to consider the quotes received and the officer comments on each, which were as follows:

Company 1 provided a competitive quote and had a good understanding of the objectives of the project. However, their experience was less well-aligned with the needs of this project and the RIBA stages. Furthermore, they could not provide the entire service 'in house', necessitating procurement of the services of a separate quantity surveyor.

While Company 3 have worked successfully with Thornbury Town Council previously and have a good deal of experience in cemetery and mausoleum design, they have less of a focus on nature, garden design or community engagement. As this space is a multi-functional one which will need to balance memorialisation with community wellbeing, accessibility, and promoting biodiversity, Company 3 is considered less suitable for this stage of the project. Should future

phases of the project wish to include features such as memorial walls, niches or other built features, this company may be more suitable to assist.

The officer recommendation is, therefore, that Company 2 be commissioned to undertake the design work for the memorial woodland/wellbeing garden.

The recommendation to commission Company 2 is based on:

- Their experience working with communities to co-design multi-use spaces, specifically those supporting memorialisation.
- Their strong focus on biodiversity and nature-friendly design.
- Their quotation being the most suitable for providing an early, comprehensive view of overall layout, planting, hydrology, topography and costs for the overall project.
- That they clearly follow the RIBA stages, which underpin project work at TTC.

While Company 2's design will proportionately use the largest percentage of the phase 1 project budget, it was felt that this would be a 'once and done' procurement, enabling us to plan, cost and implement the overall project early on, providing the greatest chance of long-term success. Furthermore, the thoroughness of the service provided by Company 2, their understanding of the multiple needs of this relatively small space, and their experience in engaging communities to design and plant memorial/community spaces, makes them the strongest candidate for this commission.

The Climate and Nature Committee accepted the officer recommendation that Company 2 be commissioned to undertake the work and resolved to recommend this course of action to the Full Council (Minute No. CN2627.09).

The project will likely need to be delivered in several phases. The precise content of each phase will be determined by budgetary constraints, detailed designs and the time available. The space will be designed to be usable by the public at the earliest stage possible, but we may not be able offer ashes interment, scattering or memorial trees until the planting is settled and established. Illustrative project phases are outlined in the Appendix.

## **2. Implications**

### Environmental

The current biodiversity of the site is relatively low. The baseline for the site will be confirmed by ecological surveying this summer. All works proposed should balance the needs of nature and people. Designer supplier selection should consider the supplier's experience of projects that seek to balance these two requirements.

Tree planting and habitat creation in this area offers the potential to accrue biodiversity net gain credits and to offset TTC's carbon emissions.

### Financial

A budget of £25,000 has been allocated to the memorial woodland project. It is important to get a good, detailed design at this stage of the project, so early phases are implemented in light of the requirements of the overall project. Spend at this stage of the project will minimise unexpected costs further down the line.

### 3. Recommendations

The Council is asked to consider the Climate and Nature Committee's recommendation to commission Company 2 to design the memorial woodland/wellbeing garden and:

- Approve procurement of the services of Company 2 to undertake the work to design the memorial woodland/wellbeing garden (£9500 + VAT).
- Approve expenditure of £9500 from 190/4545 Capital Projects, with transfer from EMR 342 Capital Projects.

### 4. Appendix – Illustrative Project Phases

| Project Phase | What                                                                                                                                                                                                                                                                                                    | When                            | Design Stage                                     |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------------------------|
| 1             | Concept Design<br>Cost Phase 1<br>Planting Plan<br>Tree planting (whips and some standards) with support of Forest of Avon<br>Bulb planting<br>Path layout and laying (latter dependent on cost)<br>Pond positioning, installation/development<br>Some wildflower planting<br>Quantify and Cost Phase 2 | Financial Year<br>2026-27       | Concept<br>Quantity Surveying<br>Detailed design |
| 2             | Further hard landscaping features (e.g., seating, sculptures, sensory features)<br>Accessible pathways throughout site<br>Link between memorial woodland and chapel<br>Further planting - bulbs, trees, wildflowers<br>Further hedge works<br>Quantify and cost stage 3                                 | Financial Year<br>2026-28       | Implement full detailed design                   |
| 3             | Buildings<br>Hard landscaped memorial features (for example plaque wall)<br>Opportunities for further ashes interment/more formal memorials                                                                                                                                                             | Financial Year<br>2026-29 (TBC) | Further detailed design/architecture             |

| RAW SCORES/10                                                                                                                                                                  |                                                                                                                                                                 |                               |                                                                                                                                                                            |                                                  |                                 |                                                               |                                                                        | WEIGHTED SCORES          |                                                  |                                 |                                                           |                                                                     | WEIGHTED<br>TOTAL<br>SCORE/10 | FUNDING<br>RECOMMENDATION |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------------|---------------------------------------------------------------|------------------------------------------------------------------------|--------------------------|--------------------------------------------------|---------------------------------|-----------------------------------------------------------|---------------------------------------------------------------------|-------------------------------|---------------------------|
| ORGANISATION NAME                                                                                                                                                              | REASON FOR GRANT<br>APPLICATION                                                                                                                                 | Funding<br>sought from<br>TTC | ALIGNMENT<br>TO STRATEGY                                                                                                                                                   | PROPORTIONATE<br>BENEFIT AGAINST<br>PROJECT COST | ENVIRONMENTAL<br>CONSIDERATIONS | DELIVERY OF<br>SOMETHING<br>NEW/<br>WIDENING<br>PARTICIPATION | EVIDENCE OF<br>FUNDRAISING<br>EFFORTS FROM<br>WIDE RANGE OF<br>SOURCES | ALIGNMENT<br>TO STRATEGY | PROPORTIONATE<br>BENEFIT AGAINST<br>PROJECT COST | ENVIRONMENTAL<br>CONSIDERATIONS | DELIVERY OF<br>SOMETHING<br>NEW/WIDENING<br>PARTICIPATION | EVIDENCE OF<br>FUNDRAISING<br>EFFORTS FROM WIDE<br>RANGE OF SOURCES |                               |                           |
| <u>1st Thornbury Scouts</u>                                                                                                                                                    | Seeking funds towards the installation of an accessible toilet.                                                                                                 | £3,000.00                     | 10                                                                                                                                                                         | 10                                               | 7                               | 10                                                            | 10                                                                     | 2                        | 2.5                                              | 1.75                            | 2                                                         | 1                                                                   | 9.25                          | £3,000.00                 |
| <u>Rockhampton Cricket Club</u>                                                                                                                                                | New (second-hand) heavy roller for the pitch at the Common.                                                                                                     | £3,000.00                     | 10                                                                                                                                                                         | 9                                                | 7                               | 10                                                            | 10                                                                     | 2                        | 2.25                                             | 1.75                            | 2                                                         | 1                                                                   | 9                             | £3,000.00                 |
| <u>The Inspire Arts Trust</u>                                                                                                                                                  | Delivery of fitness sessions for women, taught by qualified instructors, with the aim of improving their physical and mental health.                            | £750.00                       | 9                                                                                                                                                                          | 10                                               | 7                               | 10                                                            | 10                                                                     | 1.8                      | 2.5                                              | 1.75                            | 2                                                         | 1                                                                   | 9.05                          | £750.00                   |
| <u>Thornbury Community and Arts CIO</u>                                                                                                                                        | Installation of Class A acoustic absorption panels                                                                                                              | £3,000.00                     | 8                                                                                                                                                                          | 8                                                | 8                               | 9                                                             | 3                                                                      | 1.6                      | 2                                                | 2                               | 1.8                                                       | 0.3                                                                 | 7.7                           | £3,000.00                 |
| <u>Thornbury Media Community Interest Company (Thornbury Radio)</u><br>Grant approval is conditional upon the applicant providing evidence of the source of remaining funding. | Purchase of a Colorado Exhibition Trailer                                                                                                                       | £3,000.00                     | 8                                                                                                                                                                          | 8                                                | 8                               | 3                                                             | 0                                                                      | 1.6                      | 2                                                | 2                               | 0.6                                                       | 0                                                                   | 6.2                           | £2,000.00                 |
| <u>Thornbury Wayfinders</u>                                                                                                                                                    | To provide information boards outlining how to access walks in and around Thornbury and showing walking routes.                                                 | £380.00                       | 10                                                                                                                                                                         | 10                                               | 9                               | 8                                                             | 5                                                                      | 2                        | 2.5                                              | 2.25                            | 1.6                                                       | 0.5                                                                 | 8.85                          | £380.00                   |
| <u>Jigsaw</u><br>Ineligible for grant funding due to being in receipt of an SLA.(5.1)                                                                                          | Redeveloping the Jigsaw website                                                                                                                                 | £3,000.00                     |                                                                                                                                                                            |                                                  |                                 |                                                               |                                                                        |                          |                                                  |                                 |                                                           |                                                                     |                               |                           |
| <u>Core Wellness Collective CIC</u><br>Ineligible for grant funding as ongoing rather than a one off project. (5.1)                                                            | Stronger Bodies, Smaller Footprints. Funding for a 20-week programme of subsidised postnatal fitness sessions delivered across two weekly classes in Thornbury. | £2,980.00                     |                                                                                                                                                                            |                                                  |                                 |                                                               |                                                                        |                          |                                                  |                                 |                                                           |                                                                     |                               |                           |
|                                                                                                                                                                                |                                                                                                                                                                 | <b>£13,130.00</b>             | Grant budget for 2026/2027 = <b>£33,500</b> - if Full Council awards as per working group recommendations, there will be <b>£21,370</b> available for Autrmn/Winter grants |                                                  |                                 |                                                               |                                                                        |                          |                                                  |                                 |                                                           |                                                                     |                               | <b>£12,130.00</b>         |

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

**Report Title:** Request from Over 60s Tea Room Regarding Draft New Lease

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

**Date:** 14 July 2026

**Status:** For Action



### **1. Background**

The existing lease between the Town Council and the Over 60s Tea Room is a five-year lease which ran from 01.04.21 to 31.03.26 and is therefore due for renewal. The current lease confirms an annual rent of £5,800. There is also a Service Level Agreement in place (dated 01.04.23 to 31.03.26) which confirms the Town Council's support of the Over 60s Tea Room by way of a discount on the rent, which equates to 80%. The Tea Room currently therefore pay the remaining 20%, which is £1160. (Note – the SLA is also due for renewal, and it was planned to do this once the terms of the new lease were agreed.)

As part of the lease renewal process an updated market valuation was sought on all Town Council properties for which there are current leases in place which are due for renewal. The market value for the premises occupied by the Tea Room was confirmed as £9,500 per annum. That figure was included in the new draft lease and has been shared with the Tea Room.

If the existing 80% rent reduction is continued, the Tea Room's rent will increase from £1160 to £1900 per annum (a difference of £740, which is a 63% increase). The Tea Room has expressed concern regarding this increase and asked the Town Council to reconsider – see appendix.

### **2. Options and Implications**

There are a number of options that Full Council can consider:

- a. Maintain the existing discount arrangement and charge the market value rent (other leases are being produced on the basis of the market value of the property they cover).
- b. Charge the market value and amend the SLA for its full term to provide an increased reduction of (i) 87%, which would leave a rent of £1235, which constitutes a small increase on the previous rent (£1160), or (ii) 100% reduction, leaving no rent due, or (iii) some other percentage.
- c. Charge a rent in the lease that is lower than market value and keep the 80% reduction in place\*.
- d. Aim to move towards market value rent but increase it in increments over a set number of years e.g. three.

\*In deciding on how to progress, Full Council could bear in mind that the premises used by the Tea Room is the way into the Town Hall for all users of the accessible ramp. This could be justifiable grounds for charging (slightly) less than market value.

### **3. Request to Full Council**

Full Council is asked to consider the options outlined above and agree how it wishes to proceed. Officers do not have a specific recommendation but would ask Council to note that, in reaching a decision, it should consider the rationale for any differences in approach between groups that hold leases with the Town Council.

**Over 60s Tea Room - proposed increase in rent.**

We were surprised and disappointed about the rent increase proposed - some prior warning at least would have been nice.

When we reopened after Covid, we did retain some funds, which included donations, in case we didn't see a return of sufficient visitors to cover our costs. As it happened, the visitors were pleased that we had re-opened and happily returned.

Over the past few years we have seen a steady flow of visitors and we have been able to generate a surplus (helped by the sale of donated home baked cake). This surplus has enabled us to put on 'free' events such as music, afternoon tea and lunches etc. These are always well attended with 30-50 people depending which room we use.

Over the past year we have seen a decline in visitor numbers - we are not sure if this is because of car parking charges or other reasons. Many of our regulars are 80 plus and it is inevitable that we will lose some as time goes on.

Recently I asked some of our regulars what the Tea Room means to them - 'Life Saver' was a very common theme. Many do visit us a few times a week and some daily and we do have a couple that stay practically all day. Clearly if we were unable to remain open on a viable basis this would be a hammer blow to people like that.

Whilst you would expect that most could afford an extra 10/20p for their drink, it may mean that they would visit less often.

Last year we made a surplus of £300, and whilst we do have reserves to cover the proposed extra rent for a couple of years, it may mean that we would have to raise prices and/or curtail extra events.

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

**Report Title:** To Agree an Overspend on Restoration Works at St Marys Churchyard

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

**Date:** 14 July 2026

**Status:** For Action



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### **1. Background**

The Town Council is responsible for the closed churchyard at St Mary's Church, including the maintenance of a number of monuments and boundary walls. In recent years, it became apparent that restoration works were required to ensure these structures remained safe. Issues included ivy growth infiltrating tombs and walls, affecting their stability.

A specialist survey was commissioned to identify the necessary works, and a specialist conservation company was subsequently appointed through a full tender process to undertake the majority of the recommended restoration works. All companies that submitted tenders highlighted a degree of uncertainty regarding project costs, particularly in relation to the condition of monuments and walls that would only become apparent once ivy and other vegetation had been removed.

Cliveden Conservation commenced works in late spring under a contract valued at £67,799 for the identified works. As the project has progressed, two packages of additional works have been identified.

The first related to three monuments and totalled £6,995. Works to the remaining 60-plus monuments were completed as anticipated within the original quotation. The Open Spaces Committee approved these additional works, with costs met from the project budget and the Open Spaces Maintenance budget.

Following the removal of a significant amount of ivy from the west wall, a second package of additional works was identified at a cost of £8,930. The condition requiring these works was not visible at the time of tendering. Works to all other walls have proceeded as anticipated within the original quotation.

The conservation company has now confirmed that all ivy and vegetation removal, together with other preparatory works, has been completed and that no further additional costs are expected. Officers have met with the contractor on site to review the works and are satisfied that the additional repairs could not reasonably have been identified at the time of tendering and that they are necessary. Officers are also satisfied that the costs represent value for money, as they are consistent with the costs of comparable works being undertaken elsewhere within the project and compare favourably with prices submitted by other contractors during the tender process.

The additional works may be authorised under the Financial Regulations as they constitute both "specialist services" (5.12(i)) and "works, goods or services that constitute an extension of an existing contract" (5.12(iv)).

The cost of the second package of additional works (£8,930) cannot realistically be met from the Open Spaces Maintenance budget, and it would be better practice to accurately reflect all of the

additional project expenditure through an agreed overspend of the project budget. Officers therefore request approval for an overspend of £15,925 on the Open Spaces/St Mary's Churchyard budget.

## **2. Officer Request**

Full Council is asked to approve an overspend of £15,925 against the Open Spaces/St Marys Churchyard budget (130/4490 + EMR 340) as an extension of an existing specialist contract.

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

**Report Title:** Request to Ratify Award of Contract for Multi-Use Games Area (MUGA)

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

**Date:** 14 July 2026

**Status:** For Ratifying



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### **1. Background**

In July 2025, Full Council approved the use of CIL funds for the installation of a MUGA into the Mundy Playing Fields, up to £150,000, and delegated authority to the Open Spaces Committee to run the procurement, appoint contractors and authorise payments, with any single contract exceeding £100,000 to be ratified by Full Council.

Due to the value of the contract, the Open Spaces Committee oversaw a full tendering process via the Government “Find A Tender” website and publicised on the Town Council’s website. Five tender returns were received and the scoring and awarding of the contract was carried out in line with relevant legislation and within the stipulations of the Town Council’s Financial Regulations.

The contract was awarded to Play Innovation at the value of £109,801.00. As this exceeds £100,000, Full Council is asked to ratify the award, as per Appendix 2: Delegated Authority of the Financial Regulations (“Any individual commitment over £100,000 requires Full Council ratification”).

### **2. Officer Request**

Full Council is asked to ratify the award of the contract for the installation of the MUGA to Play Innovation at the value of £109,801.00.

Full Council is asked to note that the fuel budget for the current financial year was not carried through into the summary sheet and, as a result, was not included in the calculation of the precept. The omission has occurred due to relocating the budget line from 4420 - Open Spaces to 120 - Vehicles and Machinery.

This omission has created a budget shortfall in respect of fuel expenditure. It is therefore necessary to recognise an overspend for the current year.

The Committee is required to approve a request to Full Council, of an amount of **£3,000** be met from the General Reserve to cover this overspend.

#### Budget Breakdown

|            | Year                             | 2025/26            | 2025/26            | 2026/27            | 2027/28            | 2028/29            | 2029/30            |
|------------|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>120</b> | <b>Vehicles and Machinery</b>    |                    |                    |                    |                    |                    |                    |
| 4405       | Vehicle Tax, MOT & Service       | £ 9,960.00         | £ 9,960.00         | £ 10,258.80        | £ 10,566.56        | £ 10,777.90        | £ 10,993.45        |
| 4412       | Mower 5 year servicing           | £ -                | £ -                | £ -                | £ -                | £ -                | £ -                |
| 4411       | Maintenance & Repairs            | £ 5,000.00         | £ 7,875.00         | £ 5,000.00         | £ 5,000.00         | £ 5,000.00         | £ 5,000.00         |
| 4420       | Fuel                             | £ -                | £ -                | £ 3,000.00         | £ 3,000.00         | £ 1,000.00         | £ 1,000.00         |
| 4485       | Contract Hire - New Vehicle      | £ -                | £ -                | £ -                | £ -                | £ -                | £ -                |
| 4487       | New Vehicle or Machinery (large) | £ 40,000.00        | £ 41,970.00        | £ 15,000.00        | £ 15,000.00        | £ 45,000.00        | £ 15,000.00        |
| 4595       | Street Furniture (inc bins)      | £ 17,000.00        | £ 15,030.00        | £ -                | £ -                | £ -                | £ -                |
|            | <b>Total</b>                     | <b>£ 71,960.00</b> | <b>£ 74,835.00</b> | <b>£ 33,258.80</b> | <b>£ 33,566.56</b> | <b>£ 61,777.90</b> | <b>£ 31,993.45</b> |

#### Master Accounts - Approved at January Full Council Meeting

|            |                                                                    | 2026/27            |                        |                    |
|------------|--------------------------------------------------------------------|--------------------|------------------------|--------------------|
|            |                                                                    | BUDGET             | TRANSFER FROM RESERVES | TRANSFER TO EMR    |
| <b>120</b> | <b>Vehicles and Machinery</b>                                      |                    |                        |                    |
| 4405       | Vehicle Maintenance/Tax (Rename to Tax, Service & MOT)             | £ 10,258.80        | £ -                    | £ -                |
| 4412       | Mower 5 year servicing                                             | £ -                | £ -                    | £ -                |
| 4411       | Maintenance & Repairs                                              | £ 5,000.00         | £ -                    | £ -                |
| 4485       | Contract Hire - New Vehicle                                        | £ -                | £ -                    | £ -                |
| 4487       | New Machinery (large)                                              | £ 15,000.00        | £ -                    | £ 15,000.00        |
| 4595       | Street Furniture (inc bins) (relocate to open spaces from 2025/26) | £ -                | £ -                    | £ -                |
|            | <b>Total Vehicles and Machinery</b>                                | <b>£ 30,258.80</b> | <b>£ -</b>             | <b>£ 15,000.00</b> |

|            |                    |             |     |     |
|------------|--------------------|-------------|-----|-----|
| <b>130</b> | <b>Open Spaces</b> |             |     |     |
| 4150       | Maintenance        | £ 25,000.00 | £ - | £ - |
| 4400       | Septic Tank        | £ -         | £ - | £ - |

|      |                                                                               |                     |                    |                   |
|------|-------------------------------------------------------------------------------|---------------------|--------------------|-------------------|
| 4401 | Security                                                                      | £ 5,768.00          | £ -                | £ -               |
| 4410 | Play Equipment Maintenance                                                    | £ 85,000.00         | £ 35,000.00        | £ -               |
| 4420 | Fuel                                                                          | £ -                 | £ -                | £ -               |
| 4425 | Splash Pad Operation                                                          | £ -                 | £ -                | £ -               |
| 4430 | Tennis Courts                                                                 | £ 6,749.92          | £ 3,032.55         | £ 3,137.42        |
| 4432 | Sports Pitches                                                                | £ 7,931.00          | £ -                | £ -               |
| 4435 | Portable Toilet                                                               | £ 1,829.28          | £ -                | £ -               |
| 4440 | Skatepark Maintenance                                                         | £ 500.00            | £ -                | £ -               |
| 4445 | Tree Inspection & Works                                                       | £ 5,000.00          | £ 5,000.00         | £ -               |
| 4490 | St Mary's Churchyard                                                          | £ 1,500.00          | £ 1,500.00         | £ -               |
| 4495 | Bedding Plants                                                                | £ 824.00            | £ -                | £ -               |
| 4500 | Memorial Plaque Service                                                       | £ 1,402.68          | £ -                | £ -               |
| 4501 | War memorial repairs                                                          | £ -                 | £ -                | £ -               |
| 4550 | Tree Planting                                                                 | £ 3,000.00          | £ -                | £ -               |
| 4555 | Hanging Baskets                                                               | £ 1,452.30          | £ -                | £ -               |
| 4560 | Town Hall Planting                                                            | £ 1,500.00          | £ -                | £ -               |
| 4580 | Grass Cutting SGC                                                             | £ 2,936.95          | £ -                | £ -               |
| 4581 | Dog Waste Bin Collection SGC                                                  | £ 7,950.00          | £ -                | £ -               |
| 4585 | Floral Displays SGC                                                           | £ -                 | £ -                | £ -               |
| 4595 | Street Furniture (inc bins) (relocate from assets & maintenance from 2025/26) | £ 14,500.00         | £ -                | £ -               |
|      | <b>Total Open Spaces</b>                                                      | <b>£ 172,844.13</b> | <b>£ 44,532.55</b> | <b>£ 3,137.42</b> |