

Thursday 3 July 2025

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 8 July 2025** at **7.30pm**.

All Councillors are hereby **summoned** to attend the above meeting for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.



Hannah Bowden, Chief Executive

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

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

Emergency Evacuation procedure: Please familiarise yourself with the emergency evacuation procedure on display in the Council Chamber and acquaint yourself with the nearest emergency exit. The assembly point, in the event of any evacuation, is the 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 approve the minutes of:
 - 3.1 Annual Full Council meeting held on 13 May 2025
 - 3.2 Extraordinary Full Council meeting held on 1 July 2025
4. To receive any representations from the public relating to items on the agenda
5. To receive the minutes (approved or draft) from the following Committees:
 - 5.1 Open Spaces Committee meeting held on 27 May 2025
 - 5.2 Finance & General Purpose Committee meeting held on 10 June 2025
 - 5.3 Planning Committee meeting held on 1 July 2025
6. To receive the notes from Working Groups:
 - 6.1 Events and Innovations Working Group meeting held on 9 June 2025
 - 6.2 Capital Strategy Working Group meeting held on 29 May 2025
 - 6.3 Capital Strategy Working Group meeting held on 26 June 2025
7. To receive an update from the South Gloucestershire Council Councillors

8. To note Project Monitoring updates
9. To approve the accounts for payment and ratify payments made out of meeting (to be tabled)
10. To receive report for the upgrade of the Marley Garage and approve recommendations
11. To approve the request to delegate authority for CIL spend for the MUGA project
12. To receive report on heritage assets in the town and agree action
13. To receive update from the anti-social behaviour meeting and agree any actions
14. To receive update on the PHASE Service Level Agreement
15. To pass a resolution to exclude members of the public and press for the remaining agenda items due to the PERSONALLY CONFIDENTIAL and SENSITIVE nature of the business to be transacted
16. To consider a request for letter of support and agree response
17. To review and approve the tender documentation for the water play redevelopment
18. To review and approve the Loan Agreement for the Bier including the annual fee
19. To receive report and supporting documents related to the skate park and approve recommendations
20. To receive updates from councillor representatives
21. To note agenda items for the next meeting to be sent to the Chief Executive by 9am Monday 1 September 2025
22. Date of next meeting - 7.30pm on Tuesday 9 September

END OF AGENDA

Minutes of the Meeting of the Full Council

**held on Tuesday 13 May 2025 at 7:30pm
at Games Room, Turnberries**

Members present: Cllrs James Murray (Chair for item 1)
Helen Ball (Chair for items 2 - 44)
Chris Davies
Phil O'Rourke
Fiona Deas
Jayne Stansfield
Gil Gilroy
Danny Bonnett
Maggie Tyrrell
Kath Greenman
Chris Woodhouse
John Reynolds
Chris Bloor
Emma Shepherd
Christine Carter

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

Absent: Cllr Chris Rowe

FC2526.1. To elect Town Mayor and Chair for the 2025-26 civic year

It was **RESOLVED** to elect Cllr Helen Ball as Town Mayor and Chair for the 2025-26 civic year.

FC2526.2. To receive the Town Mayor's Declaration of Acceptance of Office

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

FC2526.3. To elect Deputy Town Mayor and Deputy Chair for the 2025-26 civic year

It was **RESOLVED** to elect Cllr Chris Woodhouse as Deputy Town Mayor and Deputy Chair for the 2025-26 civic year.

FC2526.4. 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.

FC2526.5. To note any apologies for absence

Apologies from Cllr Chris Rowe were noted.

FC2526.6. To receive any declarations of interest or requests for dispensation from members

Cllr Kath Greenman declared an interest in 'Thornbury In Bloom', in relation to item FC2526.42 (and left the room during discussion of this item).

FC2526.7. To receive any representations from the public relating to items on the agenda

There were no members of the public present.

FC2526.8. To approve the minutes of the meeting of the Full Council held on 11 March 2025

With an amendment to include Cllr Ball's name to the list of members present, it was **RESOLVED** to approve the minutes of the meeting of the Full Council held on 11 March 2025, as an accurate record.

FC2526.9. To review and adopt Standing Orders

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

FC2526.10. To review and adopt Financial Regulations

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

FC2526.11. To review and adopt Code of Conduct

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

FC2526.12. 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
- Events and Innovations Working Group
- Capital Strategy Working Group
- Service Level Agreement Working Group
- Grant Review Working Group

It was proposed that the Chair of Council be given the choice to sit on the Staffing Committee if they wish to, which would be a change from the current Terms of Reference which forbids the Chair being a member of the Staffing Committee. The proposal failed, 5 votes for and 10 votes against.

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 and Grant Review Working Group.

It was requested that, potentially connected to the Climate and Nature Committee, the Clerk investigates a method of recording environmental incidents, similar to an accident book.

FC2526.13. 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**

Cllr Helen Ball, Cllr James Murray, Cllr Fiona Deas, Cllr Chris Bloor, Cllr Chris Woodhouse (Chair), Cllr Maggie Tyrrell, Cllr John Reynolds, Cllr Chris Davies, Cllr Jayne Stansfield, Cllr Chris Rowe

- **Open Spaces Committee**

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

- **Planning Committee**

Cllr Helen Ball, Cllr Fiona Deas, Cllr Gil Gilroy, Cllr Emma Shepherd, Cllr Maggie Tyrrell (Chair), Cllr John Reynolds, Cllr Chris Davies, Cllr Jayne Stansfield

- **Staffing Committee**

Cllr Gil Gilroy, Cllr Chris Bloor, Cllr Chris Woodhouse (Chair), Cllr Kath Greenman, Cllr Jayne Stansfield, Cllr Chris Rowe

- **Climate and Nature Committee**

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

FC2526.14. 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**

Cllr Helen Ball, Cllr Christine Carter, Cllr Gil Gilroy, Cllr Chris Bloor, Cllr Emma Shepherd, Cllr John Reynolds, Cllr Chris Davies

- **Capital Strategy Working Group**

Cllr Helen Ball, Cllr James Murray, Cllr Fiona Deas, Cllr Gil Gilroy, Cllr Kath Greenman, Cllr Maggie Tyrrell, Cllr John Reynolds, Cllr Chris Davies, Cllr Jayne Stansfield, Cllr Chris Woodhouse, Cllr Chris Bloor

- **Service Level Agreement Working Group**

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

- **Grant Review Working Group**

Cllr Helen Ball, Cllr James Murray, Cllr Fiona Deas, Cllr Emma Shepherd, Cllr Chris Woodhouse, Cllr Kath Greenman, Cllr Jayne Stansfield, Cllr Gil Gilroy

FC2526.15. 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:

Representatives of Outside Bodies	Councillor Representative for 2025-2026
Town Trust - Appointment of 3 people as a Nominative Trustee for a 4 year term	Chris Davies (2022), Angela Symonds (Aug 2022, Councillor when elected, since reached end of term and not stood for re-election. Will keep 'councillor' place until term as Trustee

	expires), Fiona Deas (2024)
Chantry Community and Arts Centre	Emma Shepherd
4 Towns and Vale Link Community Transport	Jayne Stansfield
Thornbury & District Heritage Trust	Chris Bloor
Oldbury Nuclear Power Station Stakeholders Group	Chris Bloor
Thornbury in Bloom	Chris Rowe
Town Centre Partnership	James Murray, John Reynolds, Helen Ball
Community Engagement Forum	Vacant
Krunch	Gil Gilroy
Avon Local Councils Association	Jayne Stansfield
Thornbury Christmas Lights Association	John Reynolds
Over 60's Tea Room	Fiona Deas
Volunteer Link	Emma Shepherd
Tytherington Quarry Liaison Group	Chris Bloor
Park Farm CIC observer position	Chris Woodhouse
Neighbourhood Plan Steering Group	Disbanded – purpose fulfilled
Youth Engagement Forum	James Murray, Gil Gilroy
Love Thornbury	Christine Carter
Plastic Free Thornbury Steering Group	James Murray
Fair Trade	Gil Gilroy
Citizens Advice Bureau	Helen Ball
Thornbury Town Football Club	Fiona Deas
Town and Parish Council Forum	Fiona Deas

FC2526.16. 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.

FC2526.17. To elect a Mace Bearer for the 2025-26 civic year

It was **RESOLVED** to elect Cllr Jayne Stansfield to the position of Mace Bearer, for the 2025-26 civic year.

FC2526.18. To agree the schedule of meeting dates for the civic year 2025-26

It was **RESOLVED** to approve the schedule of meeting dates for the civic year 2025-26, as presented.

FC2526.19. To review the schedule of policies and procedures and delegate responsibility of review to the Finance and General Purpose Committee

Council reviewed the schedule of policies and procedures, and **RESOLVED** to delegate the responsibility of all future schedule, and individual policy and procedure reviews, to the Finance and General Purpose Committee.

FC2526.20. To confirm subscriptions and memberships for 2025-26

It was **RESOLVED** to confirm subscriptions and memberships for 2025-26 as presented, with the addition of a subscription to Canva, for 3 users, at a rate of £270 per year.

FC2526.21. To receive quotes for insurance and appoint insurer

The Chief Executive Officer had not yet been able to obtain quotes, due to delays with the insurance providers. She presented the list of assets and cover required, which was reviewed by Council. It was **RESOLVED** to delegate to the Chief Executive Officer the task of choosing an appropriate insurance provider and appointing them, with the outcome to be brought back to a meeting of the Full Council for ratification.

FC2526.22. To review and assess the Risk Register

Council reviewed and assessed the Risk Register, **RESOLVING** to approve it as presented.

FC2526.23. To review the Asset Register and agree the following:

- Value of fixed assets compares to general consumables

It was **RESOLVED** to agree the value of fixed assets compared to general consumables.

- The grouping of assets

It was **RESOLVED** to agree the grouping of assets, as presented.

FC2526.24. Review and agree the bank mandate

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

FC2526.25. To redeclare the General Power of Competence and meeting the eligibility:

- Two thirds of the Council are elected members
- The Town Clerk is qualified in CiLCA

It was **RESOLVED** to redeclare the General Power of Competence, and that the Council meets the eligibility criteria as two thirds of the Council are elected members and the Town Clerk is qualified in CiLCA.

FC2526.26. Review the expenditure incurred under the General Power of Competence

Expenditure incurred under the General Power of Competence was reviewed by Council, and it was **RESOLVED** to approve it, as presented.

FC2526.27. Review and agree the Internal Controls

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

FC2526.28. To consider whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council

Council considered whether any litigation, liabilities or commitments, events or transactions occurring either during or after the year-end, have a financial impact on the Council, and it was **RESOLVED** to agree that there were none that would have a financial impact on the Council.

FC2526.29. To agree end of year earmarked reserve movement for 2024-25 as recommended by Finance and General Purpose Committee

It was **RESOLVED** to agree the end of year earmarked reserve movement for 2024-25, as recommended by the Finance and General Purpose Committee.

FC2526.30. Review and agree the Annual Accounts for 2024-25

Having been reviewed, it was **RESOLVED** to agree the Annual Accounts for 2024-25 and they were signed by the Chair.

FC2526.31. Review and agree the Internal Audit Report and Annual Governance Statement for 2024-25

Having been reviewed, it was **RESOLVED** to agree the Internal Audit Report and Annual Governance Statement for 2024-25, and it was signed by the Chair.

FC2526.32. Review and agree the Accounting Statements for 2024-25

Council reviewed the Accounting Statements for 2024-25 and **RESOLVED** to agree them as presented. They were then signed by the Chair.

FC2526.33. To confirm the dates for the Notice of Public Rights and publicity methods

The dates for the Notice of Public Rights were **RESOLVED** for the announcement to be made on Tuesday 3 June 2025, commencing Wednesday 4th June and ending on Tuesday 15 July. The Notice of Public Rights will be published on the Town Council's website and High Street noticeboard.

FC2526.34. 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.

Cllr Tyrrell thanked staff for their work on keeping the finances in good order, and this was echoed by other members.

FC2526.35. To review and agree schedule for flag flying in 2025-26

It was **RESOLVED** to agree the schedule for flying flags from the Town Hall flagpoles, as outlined in the report presented.

FC2526.36. To receive report on Meet Your Councillor sessions and agree schedule for 2025-26

The report on Meet Your Councillor sessions was received, and it was **RESOLVED** to agree the schedule for 2025-26.

FC2526.37. To receive the minutes (approved or draft) from the following Committees:

- Open Spaces Committee meeting held on 18 March 2025
- Finance and General Purpose Committee meeting held on 8 April 2025
- Planning Committee meeting held on 3 April 2025
- Climate and Nature Committee meeting held on 15 April 2025
- Annual Town Meeting held on 29 April 2025
- Extraordinary Finance and General Purpose Committee meeting held on 6 May 2025

The minutes of the Open Spaces Committee meeting held on 18 March 2025, Finance and General Purpose Committee meeting held on 8 April 2025, Planning Committee meeting held on 3 April 2025, Climate and Nature Committee meeting held on 15 April 2025, Annual Town Meeting held on 29 April 2025 and Extraordinary Finance and General Purpose Committee meeting held on 6 May 2025, were received by Council.

FC2526.38. To receive the notes from the following working groups:

- Capital Strategy Working Group meeting held on 25 March 2025
- Events and Innovations Working Group meeting held on 1 May 2025

The notes from the Capital Strategy Working Group meeting held on 25 March 2025 and Events and Innovations Working Group meeting held on 1 May 2025 were received.

FC2526.39. To approve the accounts for payment and ratify payments made out of meeting

It was **RESOLVED** to approve the accounts for payment and ratify payments made out of meeting, as listed in Schedule 1 to these minutes.

FC2526.40. Consider matters related to the Town Council Footpath Warden

- To agree the Footpath Warden Roles and Responsibilities as recommended by the Open Spaces Committee

It was **RESOLVED** to agree and adopt the Footpath Warden Roles and Responsibilities, as recommended by the Open Spaces Committee.

- **To consider adding 'Walkers are Welcome' to the list of external bodies who have a Councillor representative and to agree who will act as that representative**

It was **RESOLVED** to add 'Walkers are Welcome' to the list of external bodies who have a Councillor representative, and that Cllr Kath Greenman will be this representative.

FC2526.41. To pass a resolution to exclude members of the public and press for the remaining agenda 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 remaining agenda items due to the personally confidential and sensitive nature of the business to be transacted.

FC2526.42. To review and agree Service Level Agreements and appoint councillor representatives

It was **RESOLVED** to sign a Service Level Agreement with Thornbury in Bloom. Cllr Chris Rowe was confirmed to be the Councillor representative. *[Cllr Kath Greenman left the room for discussion of this item, having declared an interest.]*

It was **RESOLVED** to sign a Service Level Agreement with Thornbury and District Heritage Trust. Cllr Chris Bloor was confirmed to be the Councillor Representative.

FC2526.43. To note agenda items for the next meeting to be sent to the Chief Executive Officer by 9am on Monday 30 June 2025.

It was noted that agenda items for the next meeting must be sent to the Chief Executive Officer by 9am on Monday 30 June 2025.

FC2526.44. Date of next meeting: 7:30pm on Tuesday 8 July 2025

It was noted that the next meeting would be held at 7:30pm on Tuesday 8 July 2025.

[Meeting closed at 21:12]

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

ACCOUNTS PAID OUT OF MEETING		GROSS	NET
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	19.20	19.20
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	6.45	6.45
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	26.94	26.94
UNITY TRUST BANK - STRIPE ACCOUNT	BANK CHARGES	7.80	7.80
THORNBURY TOWN COUNCIL	PAYROLL - NET SALARIES	27,168.61	27,168.61
THORNBURY TOWN COUNCIL	PAYROLL - HMRC	9,121.84	9,121.84
THORNBURY TOWN COUNCIL	PAYROLL - PENSION	4,882.54	4,882.54
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (APRIL DD)	657.31	547.76
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (APRIL DD)	101.04	96.23
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (APRIL DD)	49.62	47.26
OCTOPUS ENERGY	ELECTRICITY - MPF (APRIL DD)	460.10	383.42
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD TRANSACTION PAYMENT (APRIL DD @ £2745.80)	0.00	0.00
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD TRANSACTION PAYMENT (MAY DD @ £2685.66)	0.00	0.00
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (MAY DD)	482.16	401.80
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (MAY DD)	47.03	44.79
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (MAY DD)	46.46	44.25
OCTOPUS ENERGY	ELECTRICITY - MPF (MAY DD)	441.23	367.69
AMAZON	CC994 - STRIMMER CORD, UBS CABLE, STRIMMER REPLACEMENT, CADDY	54.58	47.39
AMAZON	CC995 - SPADES, CABLES, CLEANING PRODUCTS	152.25	128.87
AMAZON	CC996 - TABLET CHARGER PLUG	9.99	8.32
SOUTH GLOS COUNCIL CORPORATE	CC997 - CHERRY PICKER LICENCE - TOWN HALL SITE	92.50	92.50
AMAZON	CC998 - WIRED MOUSE	10.59	8.83
AMAZON	CC999 - CLEANING MATERIALS AND SIGNAGE	121.27	101.07
ROYAL MAIL	CC1000 - POSTAGE STAMPS	55.90	55.90
AMAZON	CC1001 - OFFICE MOBILE PHONE	169.00	140.83

GIFFGAFF	CC1002 - STAFF MOBILE PHONE MONTHLY TOP UP	6.00	5.00
THE GARDEN FURNITURE	CC1003 - TEAK PROTECTOR	27.98	27.98
AMAZON	CC1005 - LARGE COMBINATION KEY CABINET	26.99	22.49
AMAZON	CC1006 - WOOD STAIN, SANDING DISCS AND WORKWEAR	54.19	45.15
REED.CO.UK	CC1007 - STAFF TRAINING	60.00	50.00
TUDOR ENVIRONMENTAL	CC1008 - STOCK FENCE	186.00	155.00
HSQE	CC1009 - STAFF ONLINE TRAINING PACKAGES	525.00	437.50
AMAZON	CC1010 - PHONE CASE AND WHITE SPIRITS	17.16	14.29
AMAZON	CC1011 - WATER SAVER PACK	18.98	15.82
BRITISH SAFETY COUNCIL	CC1012 - STAFF TRAINING COURSE	117.60	98.00
GIFFGAFF	CC1013 - STAFF MOBILE TOP UP	10.00	8.34
GIFFGAFF	CC1014 - STAFF MOBILE TOP UP	10.00	8.34
AMAZON	CC1015 - MONTHLY PRIME MEMBERSHIP - REF FREE POSTAGE	8.99	8.99
GIFFGAFF	CC1016 - STAFF MOBILE TOP UP	8.00	6.67
AMAZON	CC1017 - STATIONERY	41.46	36.21
SGC PLANNING PORTAL	CC1018 - PAYMENT FOR PLANNING APPLICATION REF STORAGE CONTAINER AT MPF	383.00	368.83
AMAZON	CC1019 - BATTERIES	12.89	10.73
AMAZON	CC1020 - CLEANING PRODUCTS	115.46	96.21
AMAZON	CC1021 - RIBBON, CLEANER AND CABLE	60.84	52.68
NET WORLD SPORTS	CC1022 - TENNIS POST WINDER	110.94	92.45
SUREGREEN	CC1023 - FENCE POSTS	381.00	316.00
AMAZON	CC1024 - TAP SAFE & DISPENSER KEYS	100.99	84.16
TREE MARKER	CC1025 - TREE MEASURING TAPE	36.54	30.45
AMAZON	CC1026 - PAINT & PAINT SPRAYERS	149.09	124.23
AMAZON	CC1027 - STAFF UNIFORM & RIBBON	31.42	29.03
ORDER-CARD-COM	CC1028 - STAFF SECURITY BADGE	36.37	36.37
HOBS REPRO	SCANNING TOWN COUNCIL DOCUMENTS	389.16	324.30
INDEPENDENT SAFES LTD	2 PHOENIX FIRE SAFES & REMOVAL/DISPOSAL OF 2 OLD SAFES	7,560.00	6,300.00
TURNBERRIES COMMUNITY TRUST	ROOM HIRE - 12.04.2025	115.00	115.00
PARSONS LANDSCAPES LTD	SURFACING REPAIRS AT MPF & STREAMLEAZE PLAY AREAS	4,776.00	3,980.00
PARSONS LANDSCAPES LTD	REPAIRS TO ROUNDABOUTS AT STREAMLEAZE AND OSPREY PARK	1,486.80	1,239.00
PARSONS LANDSCAPES LTD	REPAIRS TO ROUNDABOUTS AT MPF	2,172.00	1,810.00
MATRIX BES LTD	REPLACE EXISTING LUMINAIRES WITH LED LIGHTS ON ALL TOWN COUNCIL PROPERTIES	1,617.60	1,348.00

HGM PLUMBING SERVICES LTD	REPLACE TWO BROKEN PLASTIC MANHOLES IN MUNDY PLAYING FIELDS	1,413.01	1,177.51
BOWCOM	BOWGRASS SUPREME PLUS 10L	660.00	550.00
YATE SUPPLIES LTD	COMPACTOR BLACK SACKS	444.72	370.60
SAFETY CHAIR INTERNATIONAL LTD	ANNUAL SERVICING OF THE TOWN COUNCIL EVACUATION CHAIR	118.80	99.00
IRONMAN METAL RECYCLING	COMMERCIAL CLEARANCE - COLLECT AND DISPOSE OF MIXED WASTE	72.00	60.00
OLDOWN TREE SURGEONS	WORKS ON FALLEN TREE	350.00	350.00
OLDOWN TREE SURGEONS	FELL REMAINING CONIFER TO GROUND LEVEL AT THE CEMETERY SITE	550.00	550.00
OLDOWN TREE SURGEONS	WORKS AT ST MARYS CHURCH	500.00	500.00
ZURICH MUNICIPAL	INSURANCE CERTIFICATE FOR NEW VEHICLE	127.40	113.75
FACE - FOUNDATION FOR ACTIVE COMMUNITY	YOUTHWORX PROVISION 2025-26 (APRIL 2025-SEPTEMBER 2025)	40,898.00	40,898.00
BRASS FOUNDERS	REFURBISHMENT OF MEMORIAL PLAQUE	72.00	60.00
AVON DISPLAYS LTD	FLAG FOR TOWN HALL	132.00	110.00
PEGASUS WASTE MANAGEMENT LTD	ACM ANALYSIS OF CHAPEL FLOOR	90.00	75.00
BRIGSTOWE MEDIA LTD	ADVERTISING ON VOICE PAPERS - APRIL 2025	216.00	180.00
SOUTH GLOUCESTERSHIRE COUNCIL	PAYROLL CHARGES FOR PERIOD JAN - MAR 2025	218.04	181.70
T H WHITE GROUP	AMAZONE PROFIHOPPER	50,364.00	41,970.00
FASTFIX DRAINAGE AND PLUMBING LTD	CLEAR DRAIN BLOCKAGE AT TOWN HALL	636.00	530.00
FASTFIX DRAINAGE AND PLUMBING LTD	CLEAR DRAIN BLOCKAGE AT TOWN HALL (ADDITIONAL WORKS)	186.00	155.00
TURNBERRIES COMMUNITY TRUST	ROOM HIRE - 29.04.2025	357.00	357.00
ALCA AVON LOCAL COUNCIL ASSOCIATION	TRAINING COURSE	35.00	35.00
ST MARY THE VIRGIN CHURCH, THORNBURY	ANNUAL RECHARGE FOR LIGHTING AND BINS 2024/25	488.28	470.75
SOUTH GLOS COUNCIL	FIT SWIFT BOXES	262.50	218.75
SOUTH GLOS COUNCIL	CONTRIBUTION TOWARDS STAFFING FOR THORNBURY LIBRARY - 2025-26	4,474.00	4,474.00
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL	424.26	353.55
ECOTRICITY	MONTHLY GAS SUPPLY - PAVILION	89.53	85.27
DIRECT IT SERVICES	PHONES, BROADBAND AND IT SUPPORT	859.18	715.98
THORNBURY MOTORS	MONTHLY FUEL EXPENDITURE	291.94	243.28
ABBEY LOOS LTD	PORTABLE TOILETS - CHANTRY FIELD	264.00	220.00
NEWS TEAM GROUP	WEEKLY DELIVERY OF THORNBURY GAZETTE	6.95	6.95
THORNBURY TOWN COUNCIL - SALES CUSTOMER	REFUND FOR DUPLICATE INVOICE PAYMENT MADE IN ERROR	55.00	55.00
AVON MINIBUSES	HIRE OF MINIBUS - 16.05.2025	210.00	210.00
TTL GROUND SERVICES	ASSEMBLY OF PARK BENCH	898.92	749.10

ACCOUNTS NOW DUE FOR PAYMENT - 13 MAY 2025			
ALCA AVON LOCAL COUNCIL ASSOCIATION	CLLR TRAINING COURSE - 14.05.25	20.00	20.00
ALCA AVON LOCAL COUNCIL ASSOCIATION	X2 CLLR TRAINING COURSE - 14.05.25	40.00	40.00
ALCA AVON LOCAL COUNCIL ASSOCIATION	CLLR TRAINING COURSE - 22.04.25	45.00	45.00
RELYON GUARDING & SECURITY	ANNUAL KEYHOLDING CHARGES - TOWN HALL (APRIL 25 - April 26)	180.00	150.00
RELYON GUARDING & SECURITY	ANNUAL KEYHOLDING CHARGES - MPF (APRIL 25 - April 26)	180.00	150.00
HOUSE OF FLAGS	MAINTENANCE ON FLAG POLES AT TOWN HALL	2,030.88	1,692.40
COMPLETE WEED CONTROL	SUPPLY AND APPLICATION OF FERTILISER AND HERBICIDE AT MPF	948.00	790.00
FALON NAMEPLATES	BRONZE PLAQUE	151.34	126.12
ROSPA PLAY SAFETY	ANNUAL INSPECTIONS OF PLAY AREAS	801.60	668.00
FALON NAMEPLATES	BRONZE PLAQUE	75.67	63.06
T H WHITE ENERGY, FIRE & SECURITY	EMERGENCY LIGHTS MAINTENANCE - THORNBURY CEMETERY SITE	88.99	74.16
T H WHITE GROUP	VEHICLE MAINTENANCE - TRACTOR WHEELS	3,418.80	2,849.00
RIALTAS BUSINESS SOLUTIONS	YEAR END 2025 OMEGA SILVER SCHEME CLOSE DOWN	1,062.00	885.00
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	157.73	131.44
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION	416.24	346.87
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	755.02	629.18
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	50.18	41.82
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	327.80	273.17
GAP SUPPLIES LTD	MAINTENANCE MATERIALS	50.59	42.16
KN OFFICE SUPPLIES LTD	OFFICE PHOTOCOPIER - MONTHLY METER READING	60.35	50.29
ALEXANDRA	STAFF WORKWEAR	76.64	63.87
RELYON GUARDING & SECURITY	SECURITY SERVICES FOR MPF - APRIL 2025	537.60	448.00
WOTTON TREE CONSULTANCY	TREE CONDITION SURVEY ACROSS 10 SITES	2,640.00	2,200.00
SUPREME CLEAN SERVICES LTD	FULL RENDER CLEAN OF NORTH SIDE OF TOWN HALL BUILDING (INC ADDITIONAL WORKS)	1,800.00	1,800.00
HAMPSHIRE FLAG COMPANY LTD	UNITED KINGDOM PRINTED FLAG	76.99	64.16
YATE SUPPLIES	COMPACTOR BLACK SACKS	41.74	34.78
GLASDON UK LTD	X3 BENCHES	2,779.78	2,316.48
T W HAWKINS AND SONS GROUND CARE	KRESS COMMERCIAL EQUIPMENT	8,617.99	7,181.67

DD = direct debit

CC[n] = credit card payment

MPF = Mundy Playing Field

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

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

Officers present: Wendy Sydenham (Deputy Clerk)

Councillors absent: Cllr James Murray
Cllr Emma Shepherd

There were no members of the public present

OS2526.01 TO CONSIDER ANY APOLOGIES FOR ABSENCE

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

OS2526.02 TO RECEIVE ANY MEMBERS' DECLARATIONS OF INTEREST

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

OS2526.03 TO ELECT A VICE CHAIR OF THE COMMITTEE

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

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

There were no members of the public present.

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

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

OS2526.06 TO RECEIVE AN UPDATE ON HEDGE MAINTENANCE WORKS

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

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

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

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

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

It was **RESOLVED** to:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**MINUTES of the meeting of the Finance and General Purpose Committee
held on Tuesday 10th June 2025, at the Town Hall**

Present: Cllr Chris Woodhouse (Chair)
Cllr John Reynolds
Cllr James Murray
Cllr Chris Rowe
Cllr Helen Ball
Cllr Fiona Deas
Cllr Jayne Stansfield
Cllr Chris Bloor
Cllr Chris Rowe

Hannah Bowden (Chief Executive)
1 member of administration staff (minutes)

Non members present: Cllr Gil Gilroy

Absent: Cllr Maggie Tyrrell
Cllr Chris Davies

F&GP2526.1. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllrs Chris Davies and Maggie Tyrrell

F&GP2526.2. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

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

F&GP2526.3. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA

There were no members of the public present. The non-committee member did not address the Council.

F&GP2526.4. TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSE COMMITTEE MEETING HELD ON 8 APRIL 2025

It was **RESOLVED** unanimously to approve the minutes of the Finance and General Purpose Committee meeting held on 8 April 2025 and the minutes were signed by the Chair.

F&GP2526.5. TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSE COMMITTEE EXTRAORDINARY MEETING HELD ON 6 MAY 2025

It was **RESOLVED** unanimously to approve the minutes of the Finance and General Purpose Committee meeting held on 6 May 2025 and the minutes were signed by the Chair.

F&GP2526.6. TO ELECT A VICE CHAIR OF THE FINANCE AND GENERAL PURPOSE COMMITTEE FOR THE 2025-26 CIVIC YEAR

It was **RESOLVED** unanimously to elect Cllr Chris Rowe to the position of Vice Chair of the Finance and General Purpose Committee for the 2025-26 civic year.

F&GP2526.7. TO APPROVE THE ACCOUNTS FOR PAYMENT AND RATIFY PAYMENTS MADE OUT OF MEETING

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

F&GP2526.8. TO AGREE THE BUDGET MONITORING REPORTS FOR Q1 BE SENT VIA EMAIL

It was **RESOLVED** unanimously for the Q1 budget monitoring report to be sent to Councillors by email for review. The report will formally recorded at the next scheduled meeting in October.

F&GP2526.9. TO NOTE OFFICER DECISIONS MADE UNDER DELEGATED POWERS

There were no officer decisions made under delegated powers to be noted.

F&GP2526.10. TO RECEIVE MARKET UPDATE FROM CCLA FOR APRIL AND MAY

The Committee received the update from CCLA for April and May. Ratings of the organisation will be monitored.

F&GP2526.11. TO APPOINT AN INTERNAL AUDITOR INCLUDING REVIEW OF INDEPENDENCE AND COMPETENCE

It was **RESOLVED** unanimously to appoint Town and Parish Council Auditors to be the internal auditor for Thornbury Town Council, for the next 3 years. The Council determined the company to be competent and independent of the Council.

F&GP2526.12. TO RATIFY THE APPOINTMENT OF THE INSURER AND NOTE THE POLICY SCHEDULE

It was **RESOLVED** unanimously to ratify the appointment of Zurich as Thornbury Town Council's insurer as per the policy schedule, for a 1 year period, at a cost of £18,610.01.

The Chief Executive reported that officers are exploring software solutions to support the management of the Council's assets, insurance valuations, and facility maintenance.

F&GP2526.13. TO APPROVE THE DD MANDATE

It was **RESOLVED** unanimously to approve the Direct Debit mandate.

F&GP2526.14. TO RECEIVE REPORT AND RATIFY BANKING OF CASH FOUND IN SAFE

The Committee **RESOLVED** unanimously to ratify banking the cash found in the safe and for this to be allocated to 100/1090 - Miscellaneous Income.

F&GP2526.15. TO RECEIVE AND APPROVE REPORT ON CHANGING THE WEBSITE PROVIDER

It was **RESOLVED** unanimously to change website provider when our existing contract runs out in September 2025, to Town and Parish Council Websites, for a set up cost of £799, and an annual cost of £499 thereafter.

F&GP2526.16. TO RECEIVE AN UPDATE ON THE COMMUNITY TOILET SCHEME

The Chief Executive Officer gave an update on the Community Toilet Scheme – 4 venues had been selected; Hawkes House, Papilio at Heritage, The Swan and The Royal George. The Communications Officer is preparing the promotional material including window stickers for advertising the premises participation. The Town Council's website will be updated by the end of the week.

F&GP2526.17. TO RECEIVE AND APPROVE REPORT ON IMPROVING PUBLIC TOILET FACILITIES AT THE PAVILION

A report was received from the Facilities Officer, outlining the background and proposed necessary works to improve the public toilet facilities at the Pavilion. It was **RESOLVED** unanimously to appoint Fastfix Drainage to undertake the works, for a value of £3,400.31 + VAT.

F&GP2526.18. TO RECEIVE REPORT ON ROOFING WORKS FOR BUILDINGS AND APPROVE EXPENDITURE

The Committee received the report on roofing works for the Bakery Annex, Police quarters and porch of the Town Hall. It was **RESOLVED** by a majority, with 1 voting against, to appoint The Roofing Company Bristol to complete with works, for a total value of £22,342 + VAT.

F&GP2526.19. TO RECEIVE UPDATE ON PLANNED PROPERTY MAINTENANCE FOR 2025-26

The Committee received an update on planned property maintenance for 2025-26, including CCTV and security upgrade on 3 sites, roofing works, the start of a 10-20 year refurbishment schedule for the Town Hall which included signage and improving accessibility, the storage container at the Mundy Playing Fields, improving the toilets at the Mundy Playing Fields, and the Chapel refurbishment.

F&GP2526.20. TO RECEIVE ANNUAL REPORTS AS PER TERMS OF SERVICE LEVEL AGREEMENTS FOR:

- **Thornbury and District Heritage Trust**
- **Thornbury Volunteer Centre**

Annual reports, as per terms of service level agreements, were received from the Thornbury and District Heritage Trust and Thornbury Volunteer Centre.

F&GP2526.21. TO REVIEW AND ADOPT THE ANNUAL INVESTMENT STRATEGY

The Committee agreed to amend 5.1 of the policy to: *Long term investments are defined in the Guidance as investments where the Council has no contractual right to repayment within*

12 months, either through the expiry term of the investment or through a non-conditional option. With this amendment, it was **RESOLVED** unanimously to adopt the updated Annual Investment Strategy.

F&GP2526.22. TO REVIEW AND ADOPT THE FOLLOWING POLICIES:

- **Uniform Policy**
- **Mayor's Allowance Policy**
- **IT Usage and Security Policy**
- **Training and Development Policy**
- **Body Worn Cameras Policy**
- **Drone and Model Aircraft Policy**

With minor amendments to the wording of two policies, it was **RESOLVED** unanimously to adopt the Uniform Policy, Mayor's Allowance Policy, IT Usage and Security Policy, Training and Development Policy, Body Worn Cameras Policy and Drone and Model Aircraft Policy.

F&GP2526.23. TO NOTE THAT THE DEADLINE FOR SUBMISSION OF ITEMS TO THE CHIEF EXECUTIVE FOR INCLUSION IN THE NEXT AGENDA IS 9AM ON MONDAY 6 OCTOBER 2025

It was noted that the deadline for submission of items to the Chief Executive for inclusion in the next agenda is 9am on Monday 6 October 2025.

F&GP2526.24. TO NOTE THE DATE OF THE NEXT MEETING: 14 OCTOBER 2025, TO BE HELD IN THE COUNCIL CHAMBER OF THE TOWN HALL

It was noted that the date of the next meeting is 14 October 2025, to be held in the Council Chamber of the Town Hall.

[Meeting closed 20:56.]

SCHEDULE 1 – ACCOUNTS

ACCOUNTS PAID OUT OF MEETING			
		GROSS	NET
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	19.05	19.05
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	6.45	6.45
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	26.80	26.80
UNITY TRUST BANK - STRIPE ACCOUNT	BANK CHARGES	8.25	8.25
THORNBURY TOWN COUNCIL	PAYROLL - NET SALARIES	25,498.81	25,498.81
THORNBURY TOWN COUNCIL	PAYROLL - HMRC	9,215.12	9,215.12
THORNBURY TOWN COUNCIL	PAYROLL - PENSION	4,969.83	4,969.83
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	485.08	404.23
OCTOPUS ENERGY	ELECTRICITY - MPF (DD)	403.02	335.85
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	44.53	42.41
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	51.88	49.41
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD TRANSACTION PAYMENT (DD £1846.42)	0.00	0.00
EQUALS MONEY PLC	TOP UP FUNDS FOR PRE-PAID PETTY CASH CARDS	500.00	500.00
SCREWFIX	CC1029 - BATHROOM EXTRACTOR FAN PLUS PARTS	190.84	159.01
AMAZON	CC1030 - GAZEBO LIGHTING & CABLE TIES	32.98	27.48
AMAZON	CC1031 - TOILET SEAT, BEAN BAG, BANNER AND SASH	45.67	38.03
AMAZON	CC1032 - ANNUAL PRIME MEMBERSHIP - (FROM 20.05.2023) REF FREE POSTAGE	95.00	95.00
TUDOR ENVIRONMENTAL	CC1033 - WOVEN GEOTEXTILE FABRIC	283.14	235.95
AMAZON	CC1034 - KEY SAFE AND TANK COVER	16.98	14.14
AMAZON	CC1035 - STATIONERY AND HOOVER BAGS	21.54	17.95
AMAZON	CC1036 - METAL PAINT	17.99	14.99
AMAZON	CC1037 - BRACE BRACKETS	27.78	23.14
AMAZON	CC1038 - PAINT AND CLEANING PRODUCTS	69.11	57.58
AMAZON	CC1039 - PAINT AND STATIONERY	50.76	42.29

AMAZON	CC1040 - PAINT	89.95	74.95
GIFFGAFF	CC1041 - MOBILE PHONE MONTHLY TOP UP	6.00	5.00
GIFFGAFF	CC1042 - MOBILE PHONE MONTHLY TOP UP	10.00	8.34
GIFFGAFF	CC1043 - MOBILE PHONE MONTHLY TOP UP	10.00	8.34
GIFFGAFF	CC1044 - MOBILE PHONE MONTHLY TOP UP	8.00	6.67
AMAZON	CC1045 - ACCIDENT REPORT BOOK AND METAL PAINT	191.86	159.86
AMAZON	CC1046 - CLEANING PRODUCTS AND STRIMMER LINE WIRE	150.00	126.23
PDFSAM	CC1047 - ANNUAL PDFSAM SOFTWARE PLAN	57.50	57.50
AMAZON	CC1048 - SIGNAGE AND METAL PAINT	192.68	160.55
AMAZON	CC1049 - OUTDOOR STAFF PROTECTIVE SUNSCREEN	95.38	79.48
AMAZON	CC1050 - CLEANING MATERIALS	49.68	41.40
CHANDOS DELICATESSEN LTD	CATERING - 16.05.2025	180.00	150.00
TURNBERRIES COMMUNITY BUILDING	ROOM HIRE - 13.05.2025	91.00	91.00
SOUTH WEST IN BLOOM	ENTRY FEE FOR PRIDE IN PARKS AWARDS 2025	30.00	30.00
ICCM INSTITUTE OF CEMETERY & CREMATORIUM MANAGEMENT	ANNUAL MEMBERSHIP FEE	105.00	105.00
R W KEMP	PLUMBING WORKS CARRIED OUT AT TOWN HALL	126.75	126.75
AVON DISPLAYS LTD	CUSTOM MADE STICKERS FOR TOILET SCHEME	72.00	60.00
ZURICH MUNICIPAL	ANNUAL INSURANCE FOR TOWN COUNCIL	18,610.01	18,536.46
FOREST OF DEAN STONE FIRMS LIMITED	DEPOSIT FOR MIXED COLOUR SANDSTONE PAVING - CEMETERY CHAPEL	2,185.60	1,821.33
ACCOUNTS NOW DUE FOR PAYMENT - 10 JUNE 2025			
T H WHITE GROUP	REPAIRS TO NEW HOLLAND TRACTOR (OIL LEAK)	1,159.36	966.13
AVON DISPLAYS LTD	SIGNAGE	48.00	40.00
ALAN PRICE GRAVE DIGGER	GRAVE DIGGING - CREMATED REMAINS FILL IN ONLY	50.00	50.00
T H WHITE GROUP	REPAIRS TO RANSOME MOWER - NEW RELAY	290.72	242.27
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	157.73	131.44

BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY (ADDITIONAL LOOSE REFUSE)	540.00	450.00
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION	812.99	677.49
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	670.78	558.98
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	281.33	234.44
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL (FOOD WASTE)	33.78	28.15
ABBEY LOOS LIMITED	PORTABLE TOILET HIRE - CHANTRY FIELD SITE	264.00	220.00
SOUTH GLOUCESTERSHIRE COUNCIL	LOCALISM SERVICE CHARGE FOR DOG/WASTE BINS/REWILDING - (APRIL, MAY, JUNE)	3,043.19	2,535.99
WYBONE LTD	ANTI VANDAL LITTER BIN	347.99	289.99
AVON LOCAL COUNCILS ASSOCIATION	CLLR TRAINING - 01.07.25025	45.00	45.00
AVON LOCAL COUNCILS ASSOCIATION	CLLR TRAINING - 01.07.2025	45.00	45.00
AVON LOCAL COUNCILS ASSOCIATION	CLLR TRAINING - 17.07.2025	20.00	20.00
AVON LOCAL COUNCILS ASSOCIATION	CLLR TRAINING - 17.07.25025	20.00	20.00
AVON LOCAL COUNCILS ASSOCIATION	CLLR TRAINING - 17.07.2025	20.00	20.00
RELYON GUARDING	FIRE ALARM RESPONSE - MPF	45.00	37.50
NEWSTEAM GROUP	WEEKLY DELIVERY OF THE THORNBURY GAZETTE - MAY 25	12.50	12.50
HAWKINS GROUND CARE	REPAIRS TO MASPORT MOWER	37.20	31.00
HOLY MOWERS	HAND SHEAR SHARPENING	4.75	4.75
FOREST OF DEAN STONE FIRMS LIMITED	BALANCE PAYMENT FOR MIXED COLOUR SANDSTONE PAVING - CEMETERY CHAPEL	5,099.72	4,249.77
HELYN HAND PAINTED	SIGN WRITING FOR NEW THORNBURY MAYOR	130.00	130.00
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL SITE	303.01	288.58
ECOTRICITY	MONTHLY GAS SUPPLY - MPF PAVILION SITE	64.89	61.80
GLASDON UK LIMITED	CLIFTON PICNIC TABLES X2	1,585.22	1,321.02
GLASDON UK LIMITED	CLIFTON PICNIC TABLES X3	2,377.84	1,981.53
RECYCLED WASTE DOT COM LTD	RECYCLING COLLECTION	90.00	75.00
GLASDON UK LIMITED	CLIFTON PICNIC TABLES X3	2,377.84	1,981.53
KN OFFICE	MONTHLY PHOTOCOPIER METER READING	54.95	45.79
RELYON GUARDING & SECURITY	MONTHLY SECURITY SERVICES AT MPF	552.00	460.00

THORNBURY MOTORS LTD	MONTHLY FUEL EXPENDITURE	354.69	295.58
LOVE THORNBURY	LANTERN FOR VE DAY CELEBRATIONS	360.00	360.00
TOTAL		21,299.48	17,911.23

CC[n] = credit card payment

DD = direct debit

MPF = Mundy Playing Fields

				Equals Pre- Paid Cards			For Month No: 1	
Date	Payee Name	Ref	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/04/2025	Sullivans Garden Machinery	771	48	8	4450	160	40	5l Engine Oil
02/04/2025	Thornbury Discounts	772	5.99	1	4100	108	4.99	Gorilla Glue
03/04/2025	Horders Thornbury Press	773	4	0.67	4100	108	3.33	Stationery
03/04/2025	SumUP Anne McAlliste	783	18	0	4548	190	18	Thank you Cards - Mayor Awards
07/04/2025	Coop Thornbury	774	3.8	0	4205	108	3.8	Milk
10/04/2025	L E Riddifords	775	20.9	3.48	4541	190	17.42	Refreshments for Green Event
10/04/2025	W H Smith	776	40.8		4105	108	40.8	Stamps
11/04/2025	Hawkins of Thornbury	777	34.47	5.74	4700	160	28.73	Various Paints
15/04/2025	Lees Mend a Shoe	778	19.5	3.25	4450	160	16.25	Keys
16/04/2025	Hawkins of Thornbury	779	17.99	3	4700	160	14.99	Fence Paint
16/04/2025	Hawkins of Thornbury	780	13.66	2.28	4700	160	11.38	Maintenance Supplies
17/04/2025	Coop, Thornbury	781	3.8	0	4205	108	3.8	Milk
30/04/2025	Hawkins of Thornbury	782	11.59	1.93	4700	160	9.66	Various Maintenance supplies
Total Payments for Month			242.5	29.35			213.15	

Balance Carried Forward			548.1					
Cashbook Totals			790.6	29.35			761.25	

		Equals Pre-Paid Cards					For Month No: 2	
Date	Payee Name	Ref	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/05/2025	Coop Thornbury	784	3.8	0	4205	108	3.8	Milk
12/05/2025	Coop Thornbury	785	6.5	0	4205	108	6.5	Milk
12/05/2025	Thornbury Discount Superstore	786	15.99	2.66	4450	160	13.33	Tools
13/05/2025	Hawkins of Thornbury	787	30.98	5.16	4700	160	25.82	Woodworm Treatment
14/05/2025	Lee's Mend a Shoe	788	10.5	1.75	4700	160	8.75	Key Cutting
14/05/2025	Hard Pressed for Time	789	90	15	4140	110	75	Cleaning Mayoral Robes
15/05/2025	Hawkins of Thornbury	790	80.13	13.36	4700	160	66.77	Maintenance Supplies
19/05/2025	Hawkins of Thornbury	791	38.87	6.48	4700	160	32.39	Maintenance Supplies
21/05/2025	Coop Thornbury	792	6.5	0	4205	108	6.5	Milk
23/05/2025	Highfield Garden Centre	793	189.93	31.66	4150	130	158.27	Plants & Compost
23/05/2025	Thornbury Discount Superstore	794	3.09	0.52	4150	130	2.57	Maintenance Supplies
29/05/2025	Hawkins of Thornbury	795	3	0.5	4150	130	2.5	Bolts for Hanging Baskets
	Total Payments for Month		479.29	77.09			402.2	
	Balance Carried Forward		568.81					
	Cashbook Totals		1048.1	77.09			971.01	

**Minutes of the Meeting of the Planning Committee
held on Tuesday 1 July 2025 at Council Chamber, Town Hall at 6:30pm**

Members Present: Cllr Jayne Stansfield (Chair)
Cllr Helen Ball
Cllr John Reynolds
Cllr Fiona Deas (present for part of item 7)
Cllr Gil Gilroy

Officers Present: Hannah Bowden (Chief Executive Officer)
Administration Officer (Minutes)

Members Absent: Cllr Maggie Tyrrell
Cllr Chris Davies
Cllr Emma Shepherd

There were no members of the public in attendance

PC2526.01 TO RECEIVE ANY APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Maggie Tyrrell, Chris Davies, and Emma Shepherd. Cllr Fiona Deas also sent apologies for absence, but would be present for some of the meeting.

PC2526.02 TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

There were no members' declarations of interest.

PC2526.03 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC

There were no members of the public present.

PC2526.04 TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 3 APRIL 2025

It was **RESOLVED** unanimously to approve the minutes of the Planning Committee meeting of 3 April 2025 as an accurate record, and the minutes were signed by the Chair.

PC2526.05 TO ELECT A VICE CHAIR OF THE PLANNING COMMITTEE

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

PC2526.06 TO NOTE AND RATIFY COMMENTS MADE UNDER DELEGATED AUTHORITY

It was **RESOLVED** unanimously to note and ratify comments regarding planning applications considered out of meeting and submitted under delegated authority.

PC2526.07 TO CONSIDER 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.

PC2526.08 TO NOTE THE SCHEDULE OF PLANNING AND LICENSING APPLICATION DECISIONS MADE BY SOUTH GLOUCESTERSHIRE COUNCIL

Consideration of the schedule of planning and licensing application decisions made by South Gloucestershire Council, would be deferred to the next meeting.

PC2526.09 TO RECEIVE UPDATE ON THE POLICE HOLDING ENGAGEMENT SESSIONS AT THE TOWN HALL

The update on the police holding engagement sessions at the Town Hall, to be deferred to the next meeting.

PC2526.10 TO RECEIVE MINUTES FROM THE TOWN CENTRE PARTNERSHIP MEETING ON 25.06.25

The receiving of the minutes from the Town Centre Partnership meeting on 25.06.25, to be deferred to the next Planning Committee meeting.

PC2526.11 TO NOTE THAT THE DEADLINE FOR SUBMISSION OF ITEMS TO THE CHIEF EXECUTIVE FOR INCLUSION IN THE NEXT AGENDA IS THURSDAY 11 SEPTEMBER 2025.

It was noted that the deadline for submission of items to the Chief Executive for inclusion in the next agenda is Thursday 11 September 2025.

PC2526.12 DATE OF THE NEXT MEETING: 7:30PM ON THURSDAY 18 SEPTEMBER 2025, TO BE HELD AT THE TOWN HALL

The date of the next meeting was noted to be 7:30pm on Thursday 18 September 2025 at the Town Hall.

Meeting closed: 19:28

THORNBURY TOWN COUNCIL

PLANNING APPLICATIONS considered at the Planning Committee meeting on 1 July 2025

DATE	REF NO	LOCATION	PROPOSAL	COMMENT
12.06.25	P25/01387/ADV	29 High Street Thornbury South Gloucestershire BS35 2AR	Display of 9no. Vinyl glazing signs, 4no. non illuminated Fascia signs and 1no. Hanging sign.	
08.06.25	P25/01419/F	14 St Mary Street Thornbury South Gloucestershire BS35 2AB	Change of use of ground floor unit from dog groomers (Class E) to Betting Office (sui generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended), and installation of wall mounted 610mm diameter satellite dish to rear / side elevation.	
17.06.25	P25/01411/ADV	14 St Mary Street Thornbury South Gloucestershire BS35 2AB	Display of 1no. Non illuminated fascia sign.	
17.06.25	P25/01339/HH	94 Jubilee Drive Thornbury South Gloucestershire BS35 2YJ	Erection of a single storey front extension to form storage area.	
18.06.25	P25/01347/LB	The Barn Park Farm Butt Lane Thornbury South Gloucestershire	Internal and external alterations to erection a single storey rear extension/pavilion, and create 1no. doorway and install door on rear wall.	
18.06.25	P25/01346/HH	The Barn Park Farm Butt Lane Thornbury South Gloucestershire	Erection of a single storey rear extension to form covered pavilion.	

19.06.25	P25/01406/RVC	Vilner View Sibland Thornbury South Gloucestershire BS35 2EX	Variation of condition 4 (list of plans) attached to planning permission P24/01953/HH to substitute approved drawing no's ref 1316.03.01, 1316.03.02 and 1316.03.04 with drawing no 924-3 to reduce the slope with a more gentle ramp, and lower the internal ground level of the garage.	
20.06.25	P25/01483/HH	2 Homefield Thornbury South Gloucestershire BS35 2EW	Erection of front porch.	
25.06.25	P25/01369+/O	Land At Vattingstone Lane Alveston South Gloucestershire	Erection of up to 130no. dwellings, including associated open space, landscaping and heritage corridor, creation of new vehicular access off Vattingstone Lane, provision of new pedestrian and cyclist links, surface water drainage infrastructure, and associated works (outline) with access to be determined, and all other matters reserved.	
26.06.25	P25/01534/PNH	6 Barley Fields Thornbury South Gloucestershire BS35 1AJ	The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 5m, for which the maximum height would be 3.9m, and for which the height of the eaves would be 3.5m.	
26.06.25	P25/01439/HH	7 Tyndale View Thornbury South Gloucestershire BS35 2BW	Erection of first floor side extension to form additional living accommodation. Creation of new vehicular access.	
27.06.25	P24/02413/RM	Land West Of Park Farm Butt Lane Thornbury	Erection of 182no dwellings with appearance, landscaping, layout and scale to be determined (approval of reserved matters to be read in	

		Bristol South Gloucestershire	<p>conjunction with PT18/6450/0 (approved under appeal ref APP/P0119/W/21/3288019). Discharge of conditions 6 (phase details) , 10 (electric vehicle charging scheme), 21 (energy statement) 31 (Landscape and Ecological Management Plan (LEMP)) and 32 (lighting design strategy) attached to appeal decision APP/P0119/W/21/3288019.</p> <p>Amendments received by SGC: Description of development changed.</p>	
30.06.25	P25/01327/HH	15 Trent Drive Thornbury South Gloucestershire BS35 2XE	<p>Erection of single and two storey rear extensions to form additional living accommodation. Erection of porch canopy to main entrance door. (Amendment to previously approved scheme P24/00129/HH)</p>	

Action Notes of the Events and Innovations Working Group – Monday 9th June 2025

Present: Gil Gilroy, John Reynolds, Chris Davies, Chris Bloor, Emma Shepherd, Christine Carter, Helen Ball, Vicky Bailey

CC Hannah Bowden

1. Report back from VE Day

Overall, the council's contribution to the event was successful. The Beacon was well received and there was a good attendance from councillors.

Feedback: beacon will continue to be stored by Love Thornbury and payment for construction made

2. Report back on Pride Day

This was unfortunately cancelled due to poor weather forecast. May be re-arranged. This is to be confirmed. However Town Hall was decorated, as were a range of other shops and St Mary's Centre. Good coverage in Thornbury Gazette

3. Arrangements for Cleve Woods outreach

Helen went over arrangements on the day (already circulated by email).

Agreed to go ahead, even if some rain. Chris Bloor will attend to promote Walkers are Welcome, and walking route from estate to town centre

Action: Vicky to confirm location of picnic and circulate to everyone as soon as possible. Agreed to purchase of pencils that can grow as further freebie for the carnival.

4. Carnival 5th July

Agreed to have council gazebo running from 10am- 4pm. The same activities/ posters/ freebies will be available as at Cleeve Wood. Council staff will again put up and take down the gazebo.

Action: Vicky to double check that gazebo space booked. Council receives 4 free entry tickets as part of the booking

Action: Helen will email all councillors to get volunteers to man the gazebo

5. Heritage Open Day – 13th Sept

Vicky has set up formal arrangements with national organisers. Work has been done to create audio- trail for Town Hall – this may be ready for Sept, but if not will be available for the longer term. Agreed to have town hall open 10am – 2pm, with 2 sessions.

Action: Vicky to continue to work on audio trail. Vicky to check if Meg is going to be available to talk about exhibits on ground floor (this was done last year)

Action: Helen will circulate to councillors for volunteers on the day. (Emma offered the services of her son who is very keen on history)

6. Tourist Information

Leading on from the above discussion, there was an initial discussion around offering a tourist information web page/ link on the council web page promoting Thornbury and immediate environment. First reaction was that this would be a good development, in principal

Action: Item for next meeting for fuller discussion, and to look at practicalities. This can be incorporated in the new website. Helen to raise on next Town Centre Partnership meeting to gauge support

7. Town Signage

Action: Chris Davies agreed to follow up with S Glocs the possibility of funding for new Thornbury town signs at the entrance roads to Thornbury (James had taken photos of existing signs, which were inconsistent)

8. Mayor's Award

Previous meeting had agreed that planning for this would be on the agenda for the next meeting, however there was some debate about what timeframe had actually been agreed- intervals of 2 year or 4 years.

Action: On the next agenda for decision

9. Music in the Park

This was discussion at the Capital Strategy Working Group about the possible appetite and practicalities for this. After discussion Emma agreed to explore an option of a music day/weekend hosted in pubs/ cafes who already held music licences- possible date 27th Sept. If this was popular, then take forward idea of music in park for following year

Action – Emma, to report back on progress at next meeting

10. Older People's Day

Kath Greenman had circulated a poster about such an event in Yate. Helen agreed to circulate email – and this will be on agenda of next meeting to explore possibilities and timescales. In principal, general support

Action: Helen to circulate information

11. Budget Monitor

Action: Hannah B requested to circulate budget monitor as soon as practicable

12. Annual Newsletter

Vicky reminded people about supplying contributions to the annual newsletter. Agreed that whoever distributed the newsletter needed to give assurance re delivery to every household (this has not happened in pas 2 years)

Date of next meeting: Monday 21st July at 10am

Draft Agenda

1. Update re Thornbury Beacon
2. Update on Pride Day (if re-scheduled)
3. Report back on Cleve Wood outreach
4. Report back on Carnival
5. Planning for Heritage Open Day – 13th September
6. Tourist Information – options
7. Report back on Town Signage
8. Mayor's Award – agreement on timescales and planning
9. Music in Thornbury – update from Emma
10. Older People's Day – options
11. Re-instatement of Bunting in High Street – James Murray request
12. Budget monitor

13.AOB

14.Date of next meeting



CAPITAL STRATEGY WORKING GROUP

Thursday 29th May 2025 at 1pm in the Pavilion, Mundy Playing Fields

Members - Councillors James Murray (Chair), Helen Ball, Kath Greenman, Jayne Stansfield, Chris Davies, Chris Woodhouse, Fiona Deas, Maggie Tyrell, Chris Bloor, Gil Gilroy & John Reynolds

MINUTES

1. To appoint the Chair for the 2025-26 civic year

Members agreed to appoint Cllr James Murray

2. To receive apologies for absence

Apologies were received from Cllr Jayne Stansfield

3. To agree minutes from the meeting held 25.03.25

Members agreed the minutes

4. To receive condition survey (incl. in papers) for the Marley Garage and presentation on solution (at the meeting)

Members received a presentation which provided a 3 phased solution for the Marley Garage and other facilities at the MPF. Members agreed for officers to investigate the phases further.

5. To receive verbal update on the following projects:

i. Storage container at Mundy Playing Fields

Members noted the implications of the Marley Garage and that this may be relocated to the nursery garden.

ii. Chapel restoration

Members noted the chapel had been emptied, and flooring disposed of which did incur an additional charge for the disposing of hazard waste. New flooring ordered with a delivery lead time of 16 weeks. Contractor to install flooring now being sourced. Pews have been restored along with the Bier Cart. An agreement for loan of the Bier will be considered at the July Full Council meeting. Current spend is within budget.

iii. Tennis Store

Members noted the Tennis Club have not formally responded

iv. Water play

Members noted costs have been sought for water testing at the Mundy Playing Fields. The tender documents for a Landscape Architect are being prepared with the intention for them to be presented to Full Council in July for agreement. The specification will require the costs to include all RIBA stages including estimates for external services, advisors, consultant's client team, and design team.

Advice on the preparation of the tender is being sought.

v. Bakery Annexe

Members noted the request from TCA for access through the Bakery Annexe land and asked for officers to appraise options for the next meeting.

vi. Skate Park Redevelopment

Members agreed to recommend Cllr James Murray to be the Town Councils representative for director on the CIC. Agreed to progress a Tenancy at Will with SGC for the land as an interim solution will be recommended to Full Council. Members agreed to recommend that the Town Council be an Asset Locked Body for the CIC.

vii. Turnberries

No update from SGC.

6. AOB

Project Monitoring was raised for projects allocated to other committees and the consensus was that this is managed through Project Monitoring updates to Full Council.

Mundy Playing Fields Parking - Drone to map the area and assist with identifying the topography – will ask for feedback from the football club using the land for their tournament this weekend.

Chantry Playing Fields - Officers are sourcing estimate costs for the feasibility study and this will need to include BNG.



CAPITAL STRATEGY WORKING GROUP

Thursday 26th June 2025 at 1pm in the Council Chamber, Town Hall

Members - Councillors James Murray (Chair), Helen Ball, Kath Greenman, Jayne Stansfield, Chris Davies, Chris Woodhouse, Fiona Deas, Maggie Tyrell, Chris Bloor, Gil Gilroy & John Reynolds

MINUTES

1. To receive apologies for absence

Apologies received from Cllr Kath Greenman

2. To agree minutes from the meeting held 29.05.25

Members agreed the minutes

3. To receive report on the Bakery Annexe

Members agreed to:

- identify process for registering 67 High Street with Land Registry including the review of any access rights.
- Request CIL commitments from South Glos Council (SGC) S106 Officer & confirm value implications for the whole site of 67 High St.
- Identify costs for rental valuation for 67 High St to include options for future proofing
- Scope the options and implications of apportioning land for fire exit access for the neighbouring property

4. To receive update on the following projects:

i. Chapel restoration

Members noted current spend of £18,399 against budget of £24,970. Electrical and rainwater works to be scoped and actioned.

ii. Tennis Store

Members noted response not received from the Tennis Club

iii. Water play

Members requested that the statement on the website and FAQs are shared via social media channels. It was confirmed that an update will be included in the Thornbury Voice. The same information to be made available for the stall at the Carnival.

Members agreed the following changes to the **Invitation to Tender:**

Specification – Include the Build with Nature standards only
Project Objectives - include reference to multi-sensory play.

Members agreed the following changes to the **Instructions to Tender:**

Criteria weighting

Proceed with the tender timeline that awarded the contract at the scheduled Full Council (FC) meeting in September.

Members agreed to recommend to the council:

- Agree the tender as amended
- Agree to electronic submission process
- Appoint members to the evaluation panel – 3 Councillors, Chief Executive and the Facilities Officer
- Notify the MPF Trust

iv. Skate Park Redevelopment

Draft Articles of Association being prepared with the request that this is available by the 4th July for consideration at the FC meeting.

Legal firm have advised the council cannot be an Asset Locked Body and this will need to be another Trust.

SGC have confirmed a Tenancy at Will is being progressed and it has been requested this also be ready for the 4th July.

v. Turnberries

No update from SGC

vi. Marley Garage

Members agreed to recommend the report to Full Council with an amendment to include reference to the phased approach, subject to agreement by MPF Trust. Solar panel installation to be considered as part of the build.

5. AOB

None

Project Monitoring

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

Date	Minute Ref	Project Description	Target Completion Date	Lead Officer	Comments
14.03.23	FC2223.144	Relaunch the community toilet scheme for 2023-2024, buy A frames and delegate provider selection to F&GP	Early Summer 2024. 01.04.2025	Clerk	Not yet progressed (on hold during issues with recruiting a permanent Clerk - now within backlog of projects to be progressed). Update 07.05.24: no progress. Update 01.07.24 - still with HB to progress. Update 29.08.24 Feedback suveys have been completed by participants and public. Update 31.10.24 costs and structure agreed by F&GP at the October meeting and promotion delegated to the Communications and Engagement Officer. New date set 01.04.2025 (by the start of the new financial year). Update 24.02.25 - applications closed, with Clerk to determine which premises to move forwards with. Update 27.06.25 complete.
21.03.23	OS2223.92	Adopt Officer recommendations for implentation of proposals from the Ecology Surveyys	2025	Deputy Clerk/Climate & Nature Officer	Being progressed/large project. Many aspects have been implemented and plans in place to implement others. Main remaining issue to overcome is a contractor/new equipment for grass removal - currently being worked on. Update 07.05.24: seeking advice from SGC on most appropriate equipment. Update 01.07.24 - office plan is to seek contractor for 2024 works, doing options appraisal on new equipment for future years. Update 29.08.24 2024 works done. Still looking at future options. Update 31.10.24 – outside contractor arranged for cuts in 2024, options appraisal for 2025 currently being prepared and will go to F&GP on 10.12.24, provision for new equipment is currently included in draft 2025/2026 budget. Update 07.01.25 grass cutting machinery options will go to F&Gp in Feb. Update 5.3.25 options now going to FC in March. Update 24.04.25 grass cutting machine has arrived. Some items are now on hold, as they relate to biodiversity net gain works. Removing this line after next meeting.
25.07.23	OS2324.26	St Marys Closed Churchyard Works - all urgent and necessary, boundary wall and desirable works that involve the removal of ivy affecting structures. Totalling £75,240	31.12.2024	Facilities Officer / Deputy Clerk	Progress is being made, but officer capacity has been an issue, particularly being without a Facilities Officer for a period of time. We have started liaison with the Diocese regarding the Faculty. The Church has been contacted about the works and have requested additional items to be added to the Faculty which will need to be looked at. Once finalised, the Faculty application can be completed. The Castle have been made aware of works needed to the North Wall. Update 01.11.24: The conservation contractor has requoted for the works, due to the delay since the first quote. Update 07.01.24 on review officers now need to go through Contract Finder to award contract. Update 5.3.25 gone through Contract Finder - returns are opened and will go to OS in March. OS2425.87 resolved to accept quote from Cliveden Conservation for fixed structure works, F&GP have agreed EMR spend. Update 27.06.25 HC has started works to obtain Faculty.
10.10.23	F&GP2324.40	Enter SLAs with Museum up to 12K, Xmas Lights up to 5K, Arts Festival up to 5K and Phase up to 5K	30.04.2024. Date update 31.03.2025	Clerk	Being progressed, working group set up, proposals from WG to go to Full Council at its March meeting. Update 07.05.24: interim payments agreed for this year, with work progressing on getting SLAs in place for 2025/6. Update 01.07.24 - working group continuing to explore options for best ways of supporting these services. 05.08.24 update: draft policy to be submitted to F&GP in October. 31.10.24 policy adopted. Draft SLA's to be drawn up in line with the policy and reviewed by a solicitor. Grant policy reviewed & agreed at the February F&GP Commitee meeting. SLA's agreed at the May Full Council meeting.
09.01.24	FC2324.128	Thornbury In Bloom SLA for up to £3700	30.04.2024. Date update 31.03.2025	Clerk	See line 8.

13.02.24	F&GP2324.70	Install electric charging points at Pavilion	30.04.2024 31.03.2025. Date moved due to review 31.10.25	Facilities Officer	FO progressing - quotes and further info being sought. Update 07.05.24 - going to F&GP in June. Update 01.07.24 funding agreed, awaiting the start of the newly appointed Facilities Officer to progress. 02.09.2024 Facilities Officer in post. 05.11.24 - Added complexities due to the pavilion extension. Electrical surveys completed and a new quote being sought for a new fuse board. New deadline set of 31.03.2025 ongoing. Update 06.03.25 fuseboard installed. Update 25.4.25 FO now looking at organisation and layout of wider area before proceeding. Update 30.06.25 still ongoing
16.04.24	CN2324.39	Improve energy efficiency at Town Hall: -adopt the action plan for no-cost measures. -Adopt the action plan for low-cost measures with priorities assigned to the insulation of roofs, the cleaning of solar panels, and the installation of water volume adjusters, all subject to receiving quotes and confirming feasibility. -Adopt the action plan for capital-cost measures.	31.03.25: Date moved to review 31.10.25	Climate & Nature Officer. Updated 24.4.25 to Facilities Officer	Update 29.08.24 loft insulation done at Town Hall. All other items on hold until the Facilities Officer starts. Update 31.10.24: have completed-C-emissions accounting, PV generation monitoring, internal energy saving guidelines, loft insulation, radiator valve checks, urinal flush controls, radiator reflectors, works to chamber ceiling. Still to do-solar panel cleaning, water volume adjusters, further chamber ceiling works, window glazing, heat zoning, heat pump and solar panel battery installation. Update 7.1.25 - solar panels cleaned in December. Update 06.03.25 AS ordering water volume adjusters where possible to fit. Chamber ceiling works are done as far as is possible. Looking into window glazing in over 60's TR. Investigating heat zoning and pump but would be substantial projects. Looking at where solar panel batteries could be installed safely. Update 25.4.25 FO has ordered water volume adjusters, awaiting fitting. Seeking contractor for Over 60's TR glazing. Contractor booked to look at batteries. Heat zoning and pumps would need to be part of whole building refurbishment not currently planned. Update 30.06.25 Battery contractor coming within 2 weeks. Water volume adjusters fitted. Everything else still ongoing.
21.05.24	OS2425.11	Replace Box hedging at cemetery, max. budget £3500	31.12.24. New date 31.03.25	Deputy Clerk	Update 29.08.24 - some of the hedging has started to recover, but remains very poorly. Situation under review and may still require full budget spend. Update 31.10.24 continuing to monitor. Update 07.01.25 new date set 31.3.25. Update 05.03.25 being replaced - currently being put in. Update 24.4.25 complete
21.05.24	OS2425.14	Create new set of Thornbury Walks	ASAP	Footpath Warden	Update 29.08.24: no update from footpath warden. Update 31.10.24 ongoing. Update 07.01.25 no update from Footpath Warden. No update received as of 24.4.25. No update 27.06.25.
09.07.24	FC2425.62 & OS2425.25	Delegation to the Open Spaces Committee to scope the demand for benches in around Thornbury, with the inclusion of community engagement/consultation.	26.11.24	Deputy Clerk	Update 29.08.24 survey is going to be included in annual newsletter, scheduled to go out end of Sep. Update 31.10.24 survey is open and responses are coming in. Update 07.01.25 survey completed results going to OS in Jan. Update 5.3.25 finalising recommendations to go to OS in March. Update 24.4.25 complete
09.07.24	FC2425.63 & F&GP2425.24	Delegate to the Finance and General Purpose Committee investigation into placing shipping container at MPF	Spring 2025	Clerk & Facilities officer	F&GP agreed the cost now waiting for planning permission. Update 31.10.24 PP 21 day consultation period currently open and decision due 10th December 2024. 07.01.24 - planning decision delayed and now due 09.01.24. Update 06.03.25 got planning permission. Ground works due to start mid April with view to container being installed by early summer. Update 25.4.25 awaiting date. Update 30.06.25 discharge of conditions on planning required and got today.
09.07.24	FC2425.66	Consider options for emergency contacts for Pavilion hirers	01.05.2025	Clerk	Ongoing
17.09.24	OS2425.39	Purchase steel covered seating	31.03.27	Deputy Clerk	Update 31.10.24 - awaiting progression of MUGA plans. Update 07.01.25 MUGA plans progressing. See line 20.
17.09.24	OS2425.42	Implement new hedge cutting regime on Town Council land	31.12.24. Moved date to 31.04.25	Deputy Clerk & Administrator	31.10.24 - 2 contractors have done site visits, awaiting quotes. Update 07.01.25 quote accepted for 2025 works. Update 05.03.25 first round of works have been completed, with more to follow. Update 24.4.25 - revising plans over the summer, ahead of next round of cutting in the winter. 30.06.25 No update
17.09.24	OS2425.45	Review all signage at MPF	31.03.27	Deputy Clerk	No update expected imminently, dependent on larger items happening on site first.
10.09.24	Capital Strategy & OS2425.53	Install MUGA at MPF	31.03.27	Deputy Clerk	01.11.24 Progress report will be made to Open Spaces Committee on 26.11.24. Update 07.01.25 main features agreed at last OS meeting. WS to seek quotes and bring back in due course. Update 5.3.25 quotes for planning consultant going to OS in March. OS2425.86 recommendation going to FC in May for which architect to use. Update 27.06.25 planning application is being put together by View Architects and surveys are being carried out

10.09.24	Capital Strategy	Improve water play at MPF	31.03.27	Clerk	07.01.24. Community engagement planned for Q1 2025. Update 04.03.25 - survey closed and analysing results. 03.07.2025 - Tender proposed to July Full Council meeting.
10.09.24	Capital Strategy	Skatepark redevelopment	31.03.27	Clerk	Progressing business plan with Krunch & SGC. 07.01.24 - Business plan to be discussed at the Janaury FC meeting. 03.07.2025 - Registration of a CIC and supproting docuemntation to be considered at the July FC meeting.
10.09.24	Capital Strategy	Cinder running track at Chantry field	31.03.33	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Create a pump track in Thornbury	31.03.33	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Playground improvement at MPF	31.03.33	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Install memorial woodland and wellbeing garden at cemetery	31.03.33	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Install a 4G pitch	31.03.34	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Support Thornbury's Heritage	2025+	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Bakery Annex options appraisal	31.03.25-31.07.2025	Facilities Officer	Agreed to secure the building once vacated. Anticpate this work being completed June/July 2025. Update 25.04.25 - works now expected Sep/Oct. Update 30.06.25 roofing works now under purchase order
10.09.24	Capital Strategy	Tennis hut options appraisal	31.03.25	Facilities Officer	Conditon survey prepared and shared with the Tennis Club. Update 25.04.25 information now with Tennis Club, awaiting their response. Update 30.06.25 still with tennis club
10.09.24	Capital Strategy referral: FC2425.174	Refurbish the chapel facilities: eplacement of the flooring with 50mm Pennant stone <ul style="list-style-type: none"> • Removal of the hazardous galvanized rainwater tank from the site and excavate a dry well or an alternative drainage solution • Adaptation of the pews • Reconfiguration of the lighting circuit • Investigation of possible infrared panels or electric radiators for heating sources and implementation of the suitable solution. 	31.03.27	Facilities Officer	Options appraisal considered at January CSWG meeting. Renovation works and budget to be agreed at Full Council 11.03.2025. Update 25.04.25 floor has b. een taken up. FO currently reviewing samples for replacement. Update 30.06.25 stone ordered, 16 week lead time, expecting delivery end Sep. contractor needed for late Sept.
10.09.24	Capital Strategy	Demolition of small holding at Cemetery	31.03.27	Facilities Officer	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Turnberries options appraisal	31.03.27	CSWG	Agreed to secure the building once vacated. Anticpate this work being completed June/July 2025. Update 25.04.25 - works now expected Sep/Oct. Update 30.06.25 roofing works now under purchase order
10.09.24	Capital Strategy	Improvement of staff facilities at the Cemetery	31.03.30	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Welfare unit at Chantry Playing Field	31.03.30	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Public toilet facilities at the Cemetery	31.03.30	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	67 & 67A High Street options appraisal	2027+	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Improve changing facilities and toilets at MPF	31.03.30	CSWG	Monitoring through the Capital Strategy Working Group

10.09.24	Capital Strategy	Improve staff facilities at MPF	31.03.30	CSWG	Monitoring through the Capital Strategy Working Group
26.11.24	OS2425.52	Formalise agreement between TTC and TiB over Rock Street Garden, to be brought back to next meeting. Find alternative location for RBL garden	21.01.25	Deputy Clerk	Update 07.01.25 agreement drafted and with solicitor for checking. Meeting scheduled with the RBL to discuss locations. Update 04.03.25 OS agreed contents of draft agreement with TiB OS2425.69. Talks with RBL on alternative locations are ongoing. Update 24.4.25 arrangements are being progressed. Update 27.06.25 new location agreed, RBL discussing with SGC to complete written agreement
26.11.24	OS2425.54	Proceed with redevelopment of Streamleaze Play Area	31.03.27	Deputy Clerk	Update 07.01.25 works in draft budget for 2025/26. Update 24.4.25 - works to paid for from 25/26 and 26/27 budget. No plans expected until 2027.
04.02.25	SC2425.39	Investigate having an anti-bullying champion, review Councillor-Officer Protocol and annual engagement between councillors and employees	01.10.2025	Clerk	Ongoing
25.02.25	CN2425.39.2	Blister packs - publish a summary of the trial, contact local companies and pharmacies to encourage them to collect, write to Claire Young to request BP recycling to be part of regular collections, explore alternative funding sources to continue to provide service in future	TBC	Climate & Nature Officer	Update 24.4.25 completed
25.02.25	CN2425.40	Tiny forest - investigate locations and funding sources, for further scoping	TBC	Climate & Nature Officer	07.05.25 Currently recruiting a Climate and Nature Officer. Update 27.08.25 C&N Officer started in last few days.
25.02.25	CN2425.41	Implement plan for community nature reserve	TBC	Climate & Nature Officer	Update 24.4.25 - CNR now implemented

THORNBURY TOWN COUNCIL

ACCOUNTS PAID OUT OF MEETING			
		GROSS	NET
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	17.85	17.85
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	2.40	2.40
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	6.45	6.45
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	26.80	26.80
UNITY TRUST BANK - STRIPE ACCOUNT	BANK CHARGES	7.95	7.95
THORNBURY TOWN COUNCIL	PAYROLL - NET SALARIES	25,811.72	25,811.72
THORNBURY TOWN COUNCIL	PAYROLL - HMRC	8,899.84	8,899.84
THORNBURY TOWN COUNCIL	PAYROLL - PENSION	4,685.50	4,685.50
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	TBC	TBC
OCTOPUS ENERGY	ELECTRICITY - MPF (DD)	TBC	TBC
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	TBC	TBC
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	TBC	TBC
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD TRANSACTION PAYMENT (DD @ £ TBC)	0.00	0.00
PWLB LENDING FACILITY	PUBLIC WORKS LOAN - OUTSIDE EQUIPMENT	3,807.21	3,807.21
SOUTH GLOS COUNCIL	BUSINESS RATES - GRND FLOOR FOOTBALL PAVILION (ANNUAL DD) PARTIAL RELIEF CANCELLED FOR 25/26	219.56	219.56
HSQE LTD	CC1051 - STAFF ONLINE TRAINING COURSES	36.00	30.00
BRITISH SAFETY COUNCIL	CC1052 - STAFF ONLINE TRAINING COURSES	117.60	98.00
AMAZON	CC1053 - SIGNAGE AND SHREDDER	40.67	33.88
AMAZON	CC1054 - HAMMARITE METAL PAINT	37.47	31.22
AMAZON	CC1055 - RAPID DRY METAL PAINT X10	179.90	149.90
RUBBER MATTING ONLINE	CC1056 - WET WEATHER MATTING	50.40	42.00
AMAZON	CC1057 - STATIONERY, BATTERIES, ANT SPRAY	50.69	42.23
AMAZON	CC1058 - CLEANING PRODUCTS , METAL PAINT	58.05	48.38
AMAZON	CC1059 - CLEAR COMPACTOR BAGS	68.38	56.98
HSQE LTD	CC1060 - STAFF ONLINE TRAINING COURSES	36.00	30.00
HSQE LTD	CC1061 - STAFF ONLINE TRAINING COURSES	452.40	377.00
AMAZON	CC1062 - SAFETY GLASSES	6.71	5.59
SCREW FIX	CC1063 - SAFETY BOOTS	41.97	40.30
HIGH SPEED TRAINING	CC1064 - STAFF ONLINE TRAINING	30.00	25.00
HSQE LTD	CC1065 - STAFF ONLINE TRAINING	48.00	40.00
SCREWFIX	CC1066 - GRAFFITI CLEANER	14.38	11.98
AMAZON	CC1067 - STATIONERY FILES AND MONO HEADSET	113.35	98.30
GIFFGAFF	CC1068 - MOBILE PHONE MONTHLY TOP UP	6.00	5.00
GIFFGAFF	CC1069 - MOBILE PHONE MONTHLY TOP UP	10.00	8.34
GIFFGAFF	CC1070 - MOBILE PHONE MONTHLY TOP UP	10.00	8.34
GIFFGAFF	CC1071 - MOBILE PHONE MONTHLY TOP UP	8.00	6.67
AMAZON	CC1072 - STATIONERY AND STRIMMER HANDLE BARS	20.04	16.69
AMAZON	CC1073 - 4-PACK GAZEBO WEIGHT BAGS	12.99	10.82
EVENTBRITE	CC1074 - CLLR STALL HOLDER CHARGE REF THORNBURY CARNIVAL	54.14	54.14
B&Q MARKET PLACE	CC1075 - ADDITIONAL PLANTS FOR NEW PLANTERS AT SIDE OF TOWN HALL	15.68	15.68
EQUALS MONEY PLC	TOP UP FUNDS FOR PRE-PAID PETTY CASH CARDS	500.00	500.00
ARMSTRONG HALL	FUNDS TRANSFERRED FROM CUSTODIAN TRUSTEE HOLDING ACCOUNT	102,741.16	102,741.16
GRENKE LEASING LTD	QUARTERLY LEASING FEE FOR OFFICE PHOTOCOPIER	271.15	225.96
BRIGSTOWE MEDIA LTD	HALF PAGE ADVERT IN THORNBURY VOICE - JULY 25	216.00	180.00
EDGE IT SYSTEMS LTD	ANNUAL FEE FOR EPITAPH CONTRACT - REF CEMETERY SOFTWARE	1,025.70	854.75
ACCOUNTS NOW DUE FOR PAYMENT - 8TH JULY 2025			
CPS GROUNDS LTD	OVERSEEDING OF MPF FOOTBALL PITCHES AT (X4)	4,212.00	3,510.00
GREEN FARM NURSERY	COLLECT AND FILL SELF WATERING HANGING BASKETS	1,687.20	1,406.00
KATH GREENMAN	PLANTS PURCHASED FOR OVER 60'S PATIO AREA	36.40	36.40
CPA HORTICULTURE	HARDWOOD PLAY GRADE CHIPPINGS FOR MPF PICNIC AREA	2,719.20	2,266.00
ANTHONY BROOKES SURVEYS LTD	SURVEY WORKS CARRIED OUT AT THE MUNDY PLAYING FIELDS (BURIED SERVICES TRACE)	1,788.00	1,490.00
ANTHONY BROOKES SURVEYS LTD	SURVEY WORKS CARRIED OUT AT THE MUNDY PLAYING FIELDS (TOPOGRAPHICAL)	1,776.00	1,480.00
SOUTH WEST HYGIENE	QUARTERLY SANITARY/NAPPY BIN SERVICE AT MPF SITE	209.62	174.68
SOUTH WEST HYGIENE	QUARTERLY SANITARY BIN SERVICE AT TOWN HALL SITE	88.59	73.83
ELSERV LTD	PROVIDE ACCESS FOR T H WHITE INSTALLATIONS (REF TOWN HALL LIFT)	126.00	105.00
PARSONS LANDSCAPES LTD	SUPPLY AND FIT BASKETBALL HOOP AT CHANTRY ROAD PLAY AREA (15.04.2025)	420.00	350.00
T H WHITE GROUP	CARRY OUT ANNUAL LOLER INSPECTION (NEW HOLLAND)	382.50	318.75
T H WHITE ENERGY, FIRE AND SECURITY	ROUTINE FIRE ALARM MAINTENANCE - TOWN HALL SITE	222.62	185.52
T H WHITE ENERGY, FIRE AND SECURITY	ROUTINE FIRE ALARM MAINTENANCE - MPF PAVILION AND FLAT SITE	237.45	197.88
T H WHITE ENERGY, FIRE AND SECURITY	ROUTINE EMERGENCY LIGHTS MAINTENANCE - TOWN HALL	225.44	187.87
FALON NAMEPLATES	BRONZE PLAQUE	75.67	63.06
JAYDEE LIVING LTD	LITTER BINS X2	429.48	357.90
ELSERV LTD	BASIC LIFT MAINTENANCE 4 X SERVICE VISITS PER ANNUM	360.00	300.00
CPS GROUNDS LTD	VERTI-DRAINING: WORKS TO HELP ALLEVIATE WATERLOGGING AND AERATES GROUND - SPORTS PITCHES	1,500.00	1,250.00
EDGE IT SYSTEMS LTD	ANNUAL FEE FOR EPITAPH CONTRACT - REF CEMETERY SOFTWARE	1,025.70	854.75
JCW WINDOW CLEANING	3 MONTHLY WINDOW CLEAN AT TOWN HALL	55.00	55.00
AVON LOCAL COUNCILS ASSOCIATION	STAFF TRAINING COURSE	14.00	14.00
ACORN RECRUITMENT LTD	STAFF PLACEMENT FEE	2,416.90	2,014.08
FALON NAMEPLATES	BRONZE PLAQUE	157.34	131.12
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	197.16	164.30
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION	897.22	747.68
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	929.04	774.20
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	351.66	293.05
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL (FOOD WASTE)	27.02	22.52
T H WHITE ENERGY, FIRE AND SECURITY	ANNUAL FIRE ALARM MONITORING FOR PERIOD 01/08/2025 - 31/07/2026	217.35	181.13
ABBAY LOOS LTD	PORTABLE TOILET HIRE - CHANTRY FIELD SITE	252.00	210.00
T & J OWEN	SUMMER PLANTING AT VARIOUS TOWN COUNCIL AREAS	1,120.20	933.50
		TOTAL	24,156.76
			20,148.22

Approved by Cllr:

Date:

Seconded by Cllr:

Date:

Authorised By:

Date:

Authorised By:

Date:

Report to Capital Strategy Working Group

Report Title: Replacement of the Marley Garage

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

Meeting Date: 08.07.2025

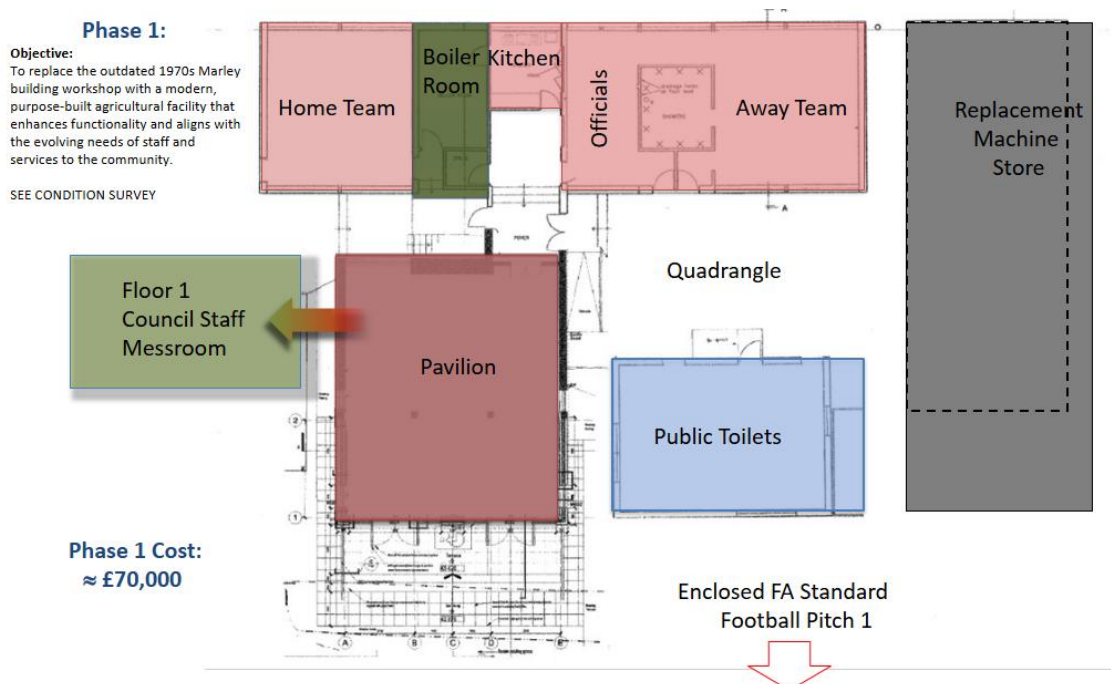
Status: For action



1. Background

A condition survey has been conducted for the Marley Garage at the Mundy Playing Fields. The conclusion is: *The Marley Building is no longer fit for purpose in its current form. Its continued use poses operational, safety, and legal risks. A replacement structure or extensive refurbishment is essential to ensure compliance, improve functionality, and provide a safe, efficient working environment.*

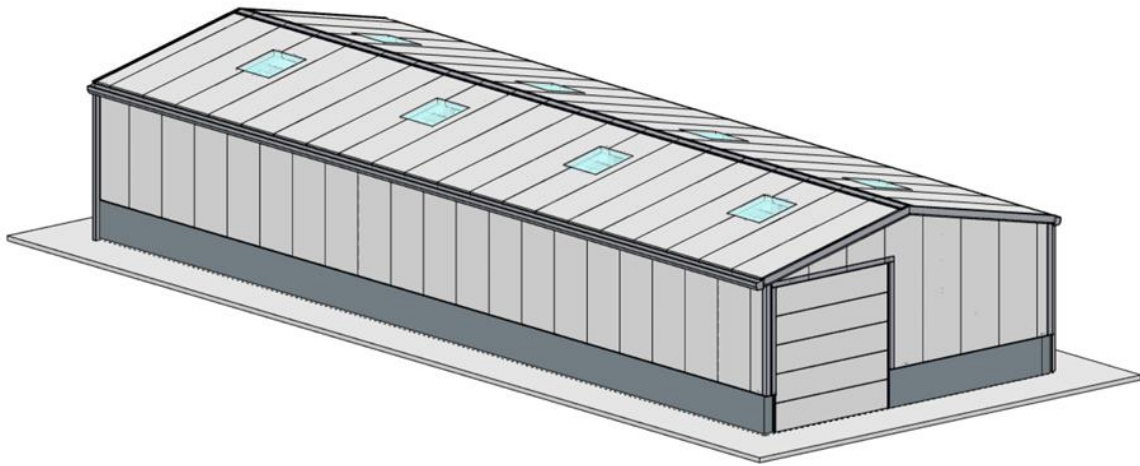
This survey has informed a suggested phased approach to improve the facilities and buildings at the Mundy Playing Fields. Phase 1 prioritises the replacement of the Marley Garage, Phase 2 addresses the challenges of the toilet facilities and Phase 3 will look to consolidate staff facilities and the facilities hired by Thornbury Town Football Club.



2. Building Specification

Officers have identified an agricultural building to be the appropriate replacement building for the Marley Garage. Insulated Steel Building & Beam Steel Frame Insulated Panelling - Walls & Roof Automatic Roller Shutter (3m x3m) FRAME ONLY NO DOOR 2 x Personnel Door 8 x Skylight Panels

Measurements: 20.4m x 7.4m x 3.1m x 3.9 L x W x E x A (Eaves height x Apex height). The new building will see the footprint increase in length by 4.4m and width 1.4m.



The planning application for the Marley Garage will incorporate the proposed relocation of the storage container (where planning permission has been granted) to the north side of the Pavilion, currently occupied by a gravel plant nursery. This approach would utilise the existing planning approval and — subject to further calculations — could deliver the necessary mitigation to satisfy Biodiversity Net Gain requirements.

The agricultural building will retain the same orientation as the existing Marley Garage to minimise visual impact and expedite the planning process. This approach reuses 100% of the current 96m² concrete floor, supplemented by a 54.96m² concrete pour, ensuring continuity with the existing structure and supporting a planning decision within 8 to 12 weeks of submission.

An alternative proposal to reorient the building by 90 degrees would be classified as a Major Application by South Gloucestershire Council, extending the decision timeline to 13 to 16 weeks and increasing the likelihood of public scrutiny and potential rejection. This option would utilise only 44.4m² of the existing concrete floor, necessitating Biodiversity Net Gain calculations for a larger 106.56m² area, thereby increasing environmental and procedural complexity.

3. Solar Panels

Although currently out of scope for this project, the opportunity for solar panels will be explored for the Pavilion complex as part of the phased approach to improve the facilities and buildings at the Mundy Playing Fields. In the current phase, the opportunity to utilise this SSE orientated roof has been recognised but must be measured against other factors before being determined.

4. Financial

Budget estimate is £70,000 to include all costs associated with the replacement as identified below. These estimates are net of VAT.

Costs for this project are to be allocated to Capital Projects 4545/190 and funds transferred from the Capital Projects Earmarked Reserve 342.

Capital Projects 4545/190 has a budgeted balance of £313,029.

Capital Projects Earmarked Reserve 342 currently has a balance of £207,950.98.

MARLEY GARAGE PROJECT AND BUDGET MONITORING:

TASK	ASSIGNED TO	COST ESTIMATE	METHOD
Plan of Works 1: Planning			
Surveys (BNG, Bat, Topography?)	Contractor	£2,000	Estimate
Planning Application	Contractor	£1,500	Quote
	South Gloucestershire Council	£600	Set Fee

Plan of Works 2: Decommission Marley Building			
Decommission Services	Electrician	£4,000	Estimate
Remove and Store Reusable Items	Electrician and Inhouse (3rd Party storage)	£3,000	Estimate
Deconstruct Marley building and remove	Contractor	£10,000	Estimate
Purchase of building	Contractor	£30,000	Quote
Plan of works 3: Build Machine Store			
Groundworks	Contractor	£6,000	Estimate
Installation of building	Contractor	£6,000	Quotes
Installation of Positive drain	Contractor	£3,900	Estimate
Reinstall Salvaged Equipment			
Phase 4 Commissioning No costs	Electrician and Inhouse	£3,000	Estimate
Plan of works 4: Commissioning			
Snagging, signing off and Documentation	Contractor	£0	Quote (part of the main contract)

5. Timeline

Phase	Description	Duration
1	Planning & Tender (surveys, prep, planning)	12–16 weeks total
2	Decommissioning of Marley Garage	2 weeks
3	Groundworks, build, equipment reinstall	5 weeks
4	Commissioning	2 weeks
Total (after planning phase):		9 weeks

Key Timeline Milestones

- Week of 7 July 2025: Begin Planning & Tender process
- Up to 16 weeks for surveys and planning (by late October to mid-November 2025)
- Award contract at September Full Council (assumes tender runs in parallel with planning)
- Start on-site works: After lead time (12–18 weeks from award)

Completion Estimate Based on Lead Time

Assuming contract awarded September 2025:

- 12-week lead time → Site work begins mid-December 2025, completes by late February 2026
- 18-week lead time → Site work begins mid-February 2026, completes by late April 2026

6. Recommendations

To achieve compliance and support the timely delivery of the project, it is recommended that Full Council:

6.1 Project approval & budget –approve the replacement of the Marley Garage at Mundy Playing Fields and allocate **up to £70 000** for the works within **Capital Projects 4545/190** and the funds transferred from **Capital Projects EMR 342**.

6.2 Delegation to the Chief Executive – That authority be delegated to the Chief Executive to:

- prepare the specification and tender documents
- publish a **Below-Threshold Tender Notice on the Find a Tender Service (central digital platform)**, in line with the Procurement Act 2023 and Financial Regulations 5.6-5.7
- evaluate bids and produce a recommendation
- manage the contract and authorise payments once the award has been ratified
- maintain the project Gantt chart and budget monitor

6.3 Contract-award checkpoint – the Chief Executive shall refer the tender-evaluation report to the **Finance & General Purpose Committee (or Full Council)** for formal ratification of the preferred contractor before any contract is entered into.

6.4 Transparency notices – That the Chief Executive shall, as soon as practicable, publish the required **Contract Details Notice** on the Find a Tender Service after award, meeting Procurement Act 2023 transparency duties.

6.5 Project monitoring – The Capital Strategy Working Group receive monthly progress updates, and that summary progress and spend reports be presented to Finance and General Purpose Committee.

6.6 Tender record – That the tender process and outcome be recorded in the minutes of the appropriate meeting in accordance with Standing Order 18(c)(vi).

Implications

Financial: As detailed above.

Environmental: Biodiversity Net Gain will be considered during the Planning Application.

Legal: The recommendations comply with Standing Orders, Financial Regulations and the Procurement Act 2023.

Officer Report to Thornbury Town Council - Full Council Meeting

Report Title: Delegate authorisation for spending CIL Funds for the Multi-Use Games Area (MUGA) Project

Prepared By: Wendy Sydenham, Deputy Clerk

Meeting Date: 8 July 2025

Status: For Action



1. Detail

Full Council have agreed to the installation of a Multi-Use Games Area (MUGA) at the Mundy Playing Fields, using Community Infrastructure Levy (CIL) to fund it. Full Council requested the Open Spaces Committee progress and oversee the installation. The project is progressing, with the planning application currently being finalised before submission to SGC.

The Town Council's Financial Regulations state that CIL funds need to be authorised by Full Council. In order to allow the Open Spaces Committee to complete the installation, and to avoid delays due to CIL funding requests being made to Full Council, officers recommend that Full Council delegates authority to the Open Spaces Committee to spend CIL funds up to the estimated budget for the MUGA of £150,000 in line with Financial Regulations and within the allocated budget.

In addition, officers recommend that Full Council delegates authority to the Open Spaces Committee to authorise the purchase of the MUGA which may exceed £100,000 subject to the expenditure being incurred in line with Financial Regulations and within the allocated budget. Any expenditure agreed by the committee shall be referred to Full Council for ratification in accordance with Financial Regulation 1.7 and the Delegation Schedule.

To date, £7,154 has been spent on the project, which has been coded to Capital Projects (190/4545).

External support to submit planning application	£1,690
Topographical survey	£1,480
Underground services survey	£1,490
Ecological surveys	£1,778
Additional bat surveys	£716
Total	£7,154

Officers request authorisation to transfer funds from:

330 - Earmarked Reserve CIL 19/20 – current balance of £6,823.52 – transfer full amount

334 - Earmarked Reserve CIL 20/21 - current balance of £125,408.24 - transfer full amount

338 - Earmarked Reserve CIL 21/22 - current balance of £138,412.92 - transfer £17,768.24

to Capital Projects (190/4545) to cover expenditure already incurred and future expenditure associated with the MUGA project subject to the budget cap of £150,000.

2. Recommendations

Officers recommend that Full Council resolves the following:

- 2.1 **Budget & funding source** – Allocation of **up to £150,000** from the CIL EMR for the supply and installation of a **Multi-Use Games Area (MUGA)** and associated equipment at Mundy Playing Fields.

2.2 **Delegation to committee** – Authority be delegated to the **Open Spaces Committee** to:

- run the procurement,
- appoint contractors, and
- authorise all payments,

provided that the total project cost does **not** exceed the limit set in (3.1) and that all actions comply with the Committee's Terms of Reference.

2.3 **£100,000 safeguard** – Where the contract award **exceeds £100,000**, the final award (or any variation pushing the value over that threshold) shall be referred back to **Full Council for ratification** in accordance with Financial Regulation 1.7 and the Delegation Schedule.

2.4 **Reporting & oversight** – The Open Spaces Committee shall submit progress updates, contract-award details and a regular schedule of payments to the **Finance & General Purpose Committee** (which monitors the agreed CIL programme) and to Full Council until project completion.

3. Implications

There is likely to be a delay to the project if authority to spend CIL on this project is not delegated to the Open Spaces Committee.

Financial implications – these have been considered and addressed above.

Legal – compliance to Financial Regulations, Terms of Reference and audit requirements.

Environmental implications - low.

Report to Full Council

Report Title: Heritage Assets in Thornbury Town

Prepared by: Hannah Bowden, Chief Executive

Meeting Date: 08.07.2025

Status: For action



1. Detail

There are four monuments located around the town where ownership is undetermined, and records indicate the Town Council have been responsible for the maintenance of the monuments in the past.

The information on record is as follows:



The Town Clock

Located on the front of 14 High Street, now owned by Tesoro Lounge. The property was registered as a Grade II Listed Building in September 1952 however the clock is not. The responsibility and maintenance of the clock is with Town Council, and this is evidenced with the commissioning of a renovation in 1980's. Additional historical information can be found at: <https://www.thornburyroots.co.uk/high-street/market-hall/>

The MacLaine Memorial Fountain

Located 2 yards to southeast of number 1, Castle Street was registered as a Grade II listed historic asset in December 1984. The memorial was raised by public funds by the people of Thornbury in memory of Lt. Hector MacLaine. A letter dated the 24th June 1985 from the Clerk to Northavon District Council it advised that efforts had been made to establish ownership of the memorial when it was moved to its present location and restored in 1980. Advice was that the memorial rested with the heirs and successors of the MacLaine Family and of all those who subscribed to the cost of its erection. On the advice of the Department of Environment it was deemed to be a war memorial, and the Town Council met the cost of the restoration. In summary ownership is undefined but responsibility for maintenance has been accepted by the Town Council. Additional historical information can be found at:

<https://www.thornburyroots.co.uk/services/water-from-maclaine-fountain/>



The Pump

The current pump located on The Plain was formally inaugurated on 28th April 198, who funded the new pump is unknown. It is not registered as a listed historic asset on Historic England. Maintenance works have historically been actioned by the Town Council.

Additional historical information can be found at:

<https://www.thornburyroots.co.uk/services/water-the-pump/>

War Memorial

The War Memorial was erected in 1919 in St Mary's Church and was registered as a Grade II Listed Building in August 2015. The Parochial Church Council have informed that the Churchyard was closed by Order in Council on 4 February 1879 and 24 November 1891. Meaning no burials have taken place since then and the responsibility for the Churchyard passed to the State, in this case Thornbury Town Council. The full responsibility includes walls, gates, graves, monuments, war memorial, trees, bushes, grass, shed and its contents, all within the Churchyard. Additional historical information can be found at:

<https://www.thornburyroots.co.uk/war/wwi-st-marys/>



2. Ongoing management

Incorporating these historic assets into our facilities management programme is a straightforward process, and the Facilities Officer can carry out a condition survey for each historic asset as part of routine asset monitoring.

The Council can consider legally registering for ownership of the historical assets which may include adverse possession and the requirement for first registration with HM Land Registry. There would be legal fees as well as land registry fees and to progress this, these would need to be identified.

To protect against legal claims or unforeseen damage, the Council should consider arranging adequate insurance however, the insurance implications are more complex. Coverage typically requires proof of ownership or, alternatively, evidence that ownership cannot be determined.

A valuation for insurance re-instatement will be required if Council is to insure any of the historic assets. A valuation may also assist in identifying if there is an option to budget for any re-instatement such as in an earmarked reserve. For the fountain, the pump and the war memorial the costs is estimated at £1,500-£1,950 +VAT. The clock requires a different expertise, and this cost is to be confirmed. The valuations costs would be allocated to Professional Fees budget 110/4085.

3. Recommendations

- 3.1 For the Council to confirm responsibility and to include the monuments in the Council's facilities management.
- 3.2 For the council to consider whether to progress registering as owners of the heritage assets.
- 3.3 For the Council to approve the costs for insurance re-instatement valuations to be allocated to Professional Fees

4. Implications

Financial: As detailed above.

Environmental: Maintenance to be actioned in line with the Council's environmental commitments and objectives.

Legal: Ownership and insurance as detailed above. Maintenance may need to comply with Building regulations as well as Historic England guidelines.