

Report of the meeting of the Playing Fields and Cemetery Committee  
held on 19 January 2021 at 7.00pm via video conference

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Present: Cllr Clive Parkinson (Chair)  
Cllr Martin Trueman (Vice Chair) *(joined at item 6)*  
Cllr Chris Davies  
Cllr Bob Griffin  
Cllr Pam Shipp  
Cllr Jayne Stansfield  
Cllr Angela Symonds

Mr Mike Elcock – St Mary’s Churchyard *(joined at item 5)*  
Wendy Sydenham (Deputy Clerk)

(Note: Items 5 and 6 were taken out of order due to IT issues affecting meeting participation.)

**1. TO RECEIVE ANY APOLOGIES FOR ABSENCE**

Cllr Helen Harrison – work commitment

**2. TO RECEIVE ANY MEMBERS’ DECLARATIONS OF INTEREST**

Cllr Martin Trueman declared an interest in issues relating to Thornbury Town Football Club as a member of the Club (this was declared when Cllr Trueman joined the meeting at item 6).

**3. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC**

A member of the public was welcomed to the meeting. It was established that they were representing Thornbury Town Football Club and in attendance in relation to item 6 of the agenda.

**4. TO RECEIVE AN UPDATE ON ANY OPERATIONAL ISSUES OR MATTERS ARISING FROM THE REPORT OF THE MEETING HELD ON 19.11.20 NOT CONSIDERED ELSEWHERE ON THE AGENDA**

The Report was noted. There were no matters arising not considered elsewhere on the agenda.

**6. TO RECEIVE AN UPDATE ON MATTERS RELATING TO THORNBURY TOWN FOOTBALL CLUB**

6.1 Effect of second COVID-19 lockdown on fixtures

The representative from TTFC confirmed that no fixtures were currently being played due to the lockdown. Some of the junior side leagues had been abandoned for the season, some of the senior sides would not be replaying missed fixtures, and there were

a number of options relating to the first team's league. Further information would be provided when it was available.

*(Cllr Martin Trueman joined the meeting at this point.)*

#### 6.2 To consider a request for a storage shed behind the Pavilion

This request had been discussed at the last meeting and several Councillors had visited the site to consider how a shed would fit into the proposed location. Cllr Jayne Stansfield proposed that in theory the Committee agree to the principle of TTFC having some storage at the Pavilion. The proposal was seconded by Cllr Bob Griffin and unanimously agreed (with Cllr Martin Trueman abstaining due to the previously declared interest).

The Deputy Clerk reported that a situation had recently arisen which may affect whether the storage shed could be placed on the proposed site. The imminent closure of another Council building would mean that the Pavilion area would need to be assessed in order to find a suitable location to relocate a member of staff, including assessing the area where it was proposed to place the storage shed. The Chair confirmed to the representative of TTFC that this would be investigated and they would be kept informed. The issue of relocation of the staff member would be considered next by the Finance and Policy Committee and then come back to the Playing Fields and Cemetery Committee.

The Chair thanked the TTFC representative for attending and he then left the meeting.

### 5. TO RECEIVE A GENERAL REPORT ON ST MARYS CLOSED CHURCHYARD

Mr Mike Elcock updated the Committee on issues relating to St Mary's closed churchyard. He thanked the Committee for the work that had been done by the outdoor staff to the left of the gate. The Deputy Clerk confirmed that the Outdoor Spaces Supervisor would service the mowers used by the Holy Mowers. The Chair thanked Mr Elcock for joining the meeting and for providing an update. Mr Elcock left the meeting.

### 7. TO CONSIDER MATTERS RELATING TO COUNCIL'S PLAY AREAS

#### 7.1 To note progress on actions from the latest RoSPA Play Safety Inspection Report

The schedule of actions had been circulated prior to the meeting. The Deputy Clerk reported that no progress had been possible since the last meeting due to both the Christmas break and to staff shortages including one senior member of staff currently self-isolating. It was noted that none of the outstanding actions are urgent or high risk.

#### 7.2 To consider issues relating to the skatepark including painting and works identified in the RoSPA report

The Deputy Clerk provided a report on several issues relating to the skatepark. One area of the park had been painted but it was found that the very cold weather was

affecting the application of the specialist paint and it had been agreed to paint the remaining areas when the weather was warmer.

Two quotes had been received for works to the skatepark identified in the last RoSPA report. A third quote was being sought.

The issue of flood lighting of the skatepark had been raised. It was noted that this had been discussed in the past and issues relating to costs, etc, had been raised at that time. It was agreed that this should be put on the agenda for the next Committee meeting and that further information on costs and plans should be requested from the person who had raised the issue. It was also agreed that we should seek references from other skateparks who had flood lighting to see what issues they may have encountered.

7.3 To consider issues relating to the play areas replacement programme, including a grant application and the effects of COVID-19 on the timing of the programme

The Deputy Clerk reported that she had been contacted by the National Lottery Community Fund to say that they were currently considering our application but that they were also considering a similar application for a nearby location. They had confirmed that it was unlikely that both applications would be successful and had suggested the possibility of working with the other applicant on a joint application. This issue was discussed and it was agreed that the Chair and the Deputy Clerk should meet with the other applicant to find out more about their application.

7.4 To consider doing additional RoSPA checks recommended in the General Health and Safety Risk Assessment

The Deputy Clerk reported that the last General Health and Safety Risk Assessment identified that we should be considering having our other open spaces checked, similar to the RoSPA checks done on our play areas. They had recommended that these only needed to be checked every 4-5 years, unlike the play areas which were checked annually. A quote had been obtained from RoSPA for these additional checks. This issue was discussed and it was agreed in principle that these areas should be checked, but that a quote should also be sought from the Gloucestershire Playing Fields Association.

**8. TO RECEIVE AN UPDATE ON OUTDOOR STAFFING**

The Deputy Clerk reported that we currently had one member of staff self-isolating. Another member of staff had left our employment on 8 January 2021 and interviews for his replacement were taking place at the end of this week.

**9. TO CONSIDER MATTERS RELATING TO THE CEMETERY**

9.1 To consider a proposal to redesign sections of the Cemetery in light of the recent groundwater risk assessment

The Deputy Clerk reported that the recent groundwater risk assessment carried out on the meadow next to the Cemetery had confirmed that there were some areas within the existing Cemetery that were within 30 metres of a river and therefore were not suitable for coffin burials. In light of this information, a proposal for redesigning the remaining sections of the Cemetery had been produced which maximised the number of plots that

could be created from the usable space. A document had been circulated detailing the areas affected by the 30 metre limit, the proposal for the redesign and a summary of the number of plots affected and the number of plots available with the redesign. The document was noted and Cllr Bob Griffin proposed that the Committee agree to the proposed redesign of the remaining sections of the Cemetery. The proposal was seconded by Cllr Martin Trueman and unanimously agreed.

9.2 To receive an update on the recent groundwater risk assessment on the adjacent meadow

The groundwater risk assessment of the meadow next to the Cemetery had been circulated and was noted. The Deputy Clerk reported that the advice of the Environment Agency had been sought, the costs of which had been agreed with the Chair of the Committee outside of the meeting. The Environment Agency had recommended that boreholes should be installed in order to monitor groundwater levels over a 12 month period. The CDS Group, who had carried out the risk assessment, were able to install these boreholes and teach staff how to take readings. They were also able to proceed with pre-planning application advice and produce a site location plan during this 12 month period. The cost of these works was £6600 and could come from the CIL monies allocated to this project. The Chair confirmed that this Committee, if it agreed to recommend that these works proceed, needed to seek the approval of the Finance and Policy Committee for this expenditure. Cllr Martin Trueman proposed that we recommend proceeding with the works and seek authorisation from the Finance and Policy Committee. Cllr Bob Griffin seconded this proposal and it was unanimously agreed.

**10. TO CONSIDER INSTALLATION OF FURTHER BOLLARDS ON OUR GREEN SPACES**

A letter from a local resident requesting further bollards on Oakleaze Green had been circulated to the Committee. A request had also been received from one of the Councillors asking for the Committee to consider bollards being installed on other green spaces. This issue was discussed and it was agreed that members of the Committee should visit Oakleaze Green to consider whether additional bollards should be installed. It was also agreed that the Deputy Clerk should check with outdoor staff as to where they access Oakleaze Green with their vehicles. The issue will be put on the agenda for the next meeting.

**11. TO CONSIDER THE EFFECTS OF THE COVID-19 SITUATION ON THE COMMITTEE'S BUDGET**

There were no issues to consider under this standing item.

**12. TO CONSIDER ANY MATTERS ARISING FROM COUNCILLOR SURGERIES**

It was noted that Councillor Surgeries were not currently taking place due to COVID-19 restrictions and therefore there were no issues to consider under this standing item.

**13. TO RECEIVE ANY MATTERS ON THE GROUNDS OF URGENCY**

A quote had been received for works to the tractor to repair an oil leak. These works could be carried out at the same time that new tyres were fitted. It was agreed that we should proceed with the works to repair the oil leak.

The Chair reported that he had approved the purchase of new tyres for the tractor out of meeting as it was established that the existing tyres were causing problems with the tractor's brakes. It was agreed that the Deputy Clerk should pursue recouping the cost of the existing tyres. Cllr Martin Trueman offered to help with this process if necessary.

**14. TO RESOLVE UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 THAT THE PUBLIC AND PRESS BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEMS OF BUSINESS AS PUBLICITY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BECAUSE OF THE NATURE OF THE BUSINESS TO BE TRANSACTED**

Resolved.

**15. TO RECEIVE AN UPDATE ON MATTERS RELATING TO THE SPLASH PAD**

Cllr Martin Trueman provided an update on a recent meeting at a site adjacent to the Mundy Playing Fields. The outcome of the meeting was discussed along with another possible options to take this matter forward. An action was agreed for the Deputy Clerk to carry out.

**16. TO CONSIDER QUOTES FOR REPLACEMENT WINDOWS AT THE CEMETERY (TOILET AND MESS ROOM)**

The Deputy Clerk outlined three quotes for replacement windows for the toilet and mess room at the Cemetery. These were currently in a bad state of repair. The cost of the windows could be covered within the PF&C property maintenance budget. It was agreed that the Deputy Clerk should proceed with the cheapest quote.

**17. TO CONSIDER QUOTES FOR REPLACEMENT MOWERS AT THE CEMETERY**

The Deputy Clerk outlined three quotes for three replacement mowers for the Cemetery. The current mowers were between 10 and 12 years old and at the end of their life. The cost of the mowers could be covered within the PF&C machines, tools and workwear budget. It was agreed that the Deputy Clerk should proceed with the cheapest quote.