



Wednesday 6 September 2022

To Councillors – Cllr Guy Rawlinson (Chair), Cllr Chris Davies, Cllr Bob Griffin, Cllr Helen Harrison, Cllr Paul Le Riche, Cllr James Murray, Cllr Clive Parkinson, Cllr Pam Shipp, Cllr Jayne Stansfield, Cllr Angela Symonds

Please take notice that a meeting of the **Open Spaces Committee** of Thornbury Town Council will be held in the **Council Chamber of the Town Hall** on **Tuesday 13 September 2022** at **7.30pm**.

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

A handwritten signature in purple ink, appearing to read 'W Sydenham'.

Wendy Sydenham, Deputy Town Clerk

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

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

AGENDA

1. Emergency evacuation procedure
2. To consider any apologies for absence
3. To receive any members declarations of interest
4. To receive any representations from the public
5. To approve the minutes of the Open Spaces Committee meeting held on 12.07.22 and to receive an update on any operational issues or matters arising from the report not considered elsewhere on the agenda (paper attached)
6. To receive a general report on St Mary's Closed Churchyard and to discuss specific grounds maintenance issues
7. To consider issues relating to trees on Town Council land
 - 7.1 To receive a general update from the Tree Warden
 - 7.2 To consider issues relating to Ash die back in Thornbury (paper attached)
 - 7.3 To consider a draft policy on memorial tree planting and memorial benches on Town Council land (paper to follow)
 - 7.4 To consider suggestions from the Tree Warden regarding the planting of a small number of memorial trees in Thornbury Cemetery

8. To consider a request for the provision of more seating in Town Council green spaces (paper attached)
9. To consider concerns raised by a resident about antisocial behaviour on Oakleaze Green (paper attached)
10. To consider a request from Jigsaw/South Gloucestershire Council to hold part of the Fun Palaces event on Saturday 1 October 2022 at the Mundy Playing Fields (paper attached)
11. To consider a request from Thornbury Lawn Tennis Club to allow them to install floodlights on Courts 5 and 6 (paper attached)
12. To consider changing Town Hall planting to perennial planting instead of annual bedding planting
13. To identify additional items related to open spaces to be considered for the 2023/2024 budget
14. *To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting during consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
15. To receive an update from the Tennis Courts Working Group and to consider recommendations regarding proposals from Thornbury Lawn Tennis Club (paper attached)
16. To receive an update on issues relating to the Cemetery extension and consider approving relevant expenditure and delegations as per the Officer Briefing (paper to follow)
17. To consider quotes for works to gates at Thornbury Cemetery (paper attached)
18. To note the date of next meeting: 15.11.22

Minutes of the Meeting of the Open Spaces Committee
held on 12 July 2022 at 7.30pm
in the Council Chamber, Town Hall

Councillors present: Cllr Guy Rawlinson (Chair)
Cllr Chris Davies
Cllr Bob Griffin
Cllr Paul Le Riche
Cllr Jayne Stansfield
Cllr Angela Symonds

Officers present: Wendy Sydenham (Deputy Clerk)

Non-Councillors present: None

Absent: Cllr Helen Harrison
Cllr Clive Parkinson
Cllr Pam Shipp
Cllr James Murray

OS2223.1 EMERGENCY EVACUATION PROCEDURE

The procedure was outlined.

OS2223.2 TO CONSIDER ANY APOLOGIES FOR ABSENCE

Apologies were noted from Cllr Helen Harrison, Cllr James Murray, Cllr Clive Parkinson, Judith Hurford (Tree Warden) and Mike Elcock (St. Mary's Churchyard).

OS2223.3 TO RECEIVE NOMINATIONS FOR VICE CHAIR OF THE COMMITTEE

One nomination was received. It was **RESOLVED** to elect Cllr James Murray to the position of Vice Chair.

OS2223.4 TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

There were none.

OS2223.5 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC

There were no members of the public present.

OS2223.6 TO APPROVE THE MINUTES OF THE OPEN SPACES COMMITTEE MEETING HELD ON 03.05.22 AND TO RECEIVE AN UPDATE ON ANY OPERATIONAL ISSUES OR MATTERS ARISING FROM THE REPORT NOT CONSIDERED ELSEWHERE ON THE AGENDA

It was **RESOLVED** that the minutes be approved.

OS2223.7 TO RECEIVE A GENERAL REPORT ON ST MARY'S CLOSED CHURCHYARD

In Mike Elcock's absence, the Chair confirmed that there were no issues to be raised regarding St Marys other than to note that the Churchyard would be included in the proposed ecological surveys.

OS2223.8 TO CONSIDER ISSUES RELATING TO TREES ON TOWN COUNCIL LAND

- To note that quotes have been sought for a review of potential tree planting locations on Town Council land (to be considered further under 18)

This was noted.

- To consider setting up a working group to identify locations for tree planting on Town Council land

It was **RESOLVED** to defer the setting up of the working group until after the proposed report on tree planting was available.

- To receive a general report on tree planting from the Tree Warden and consider a small amount of tree planting at the Cemetery in this financial year

The Tree Warden's report was noted. It was **RESOLVED** that 'Ash Die Back' would be on the agenda for the next Committee meeting. 'Database of Trees' would be put on the next suitable agenda. The Tree Warden would be asked to come to the next meeting with plans for some limited memorial tree planting at the Cemetery but that other planting would most likely need to wait until the proposed tree planting report was available. A memorial tree policy should be produced for the Cemetery, to include suitability of different species of tree in that location to avoid affecting graves, memorials, etc.

- To note progress on tree works identified in the tree survey and note additional spend

The Committee noted the additional spend outlined in the Schedule of Tree Works.

OS2223.9 TO CONSIDER ISSUES RELATING TO THE TOWN COUNCIL'S PLAY AREA

- To consider the results of the Eastland play area pre-consultation and to agree next steps

It was **RESOLVED** to proceed with producing the tender documents for the play area, to include results of the pre-consultation and to look into a potential issue with an access path in the play area.

- To receive an update on issues relating to the Chantry Road play area

The update was noted.

- To note actions from the latest RoSPA inspections and progress so far against those actions

The schedule of actions was noted.

- To consider enhancing CCTV coverage in the Mundy Playing Fields

It was **RESOLVED** to obtain quotes for enhancing CCTV coverage and to investigate a potential option regarding electrical supply.

OS2223.10 TO CONSIDER A REQUEST FROM THORNBURY TOWN FOOTBALL CLUB TO INSTALL A PA SYSTEM ON TO THE PAVILION

It was **RESOLVED** to ask the Football Club to submit a report covering all requirements of their current league and to note that a decision on any change to facilities may need to wait until the Council strategy process is concluded.

OS2223.11 TO CONSIDER A REQUEST TO ALLOW THE ROTARY CLUB WALKATHON ROUTE TO INCLUDE TO INCLUDE THE MUNDY PLAYING FIELDS

It was **RESOLVED** to allow the Walkathon routes to include the Mundy Playing Fields.

OS2223.12 TO CONSIDER ADDITIONS TO THE CEMETERY FEES AND CHARGES FOR 2022/2023

It was noted that this item would be considered by Full Council at its next meeting, in line with Town Council Financial Regulations.

OS2223.13 TO NOTE OFFICER DECISIONS MADE UNDER DELEGATED POWERS

Officer decisions were noted as per the circulated schedule.

OS2223.14 TO RESOLVE UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 THAT THE PUBLIC AND PRESS BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEMS OF BUSINESS AS PUBLICITY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED

This was **RESOLVED**.

OS2223.15 TO CONSIDER A BURIAL ISSUE AT THORNBURY CEMETERY AND AGREE ACTIONS

It was **RESOLVED** to follow Officer advice in the Officer Briefing

OS2223.16 TO CONSIDER A LAND ISSUE RELATING TO THORNBURY CEMETERY AND AGREE ACTIONS

It was **RESOLVED** that Officers should make contact with relevant parties as per the Officer Briefing.

OS2223.17 TO CONSIDER QUOTES FOR AN ECOLOGICAL SURVEY OF TOWN COUNCIL'S GREEN SPACES AND QUOTES FOR A SURVEY OF POTENTIAL LOCATIONS FOR TREE PLANTING ON TOWN COUNCIL LAND

It was **RESOLVED** to proceed with the ecological surveys of all green spaces outlined in the documentation, and also the tree planting survey, using the least expensive contractor.

OS2223.18 TO CONSIDER QUOTES AND ISSUES RELATING TO THE INSTALLATION OF TRAFFIC BARRIERS ON OAKLEAZE GREEN

It was **RESOLVED** that Officers should proceed with obtaining the detailed utilities report in order to establish whether bollards are feasible, and if so, to come back to a future meeting with quotes for installation of bollards.

OS2223.19 TO CONSIDER QUOTES/OPTIONS FOR CHANGES TO SURFACING AROUND SLIDES AT MUNDY PLAYING FIELDS PLAY AREA

It was **RESOLVED** to proceed with the more comprehensive remedial works to the area around the slides at the Mundy Playing Fields.

OS2223.20 TO CONSIDER QUOTES/OPTIONS FOR CREATION OF DISABLED CAR PARKING SPACES AT THE MUNDY PLAYING FIELDS

It was **RESOLVED** in principle that the works should take place, confirmed the contractor to use, and that the new spaces are to be created on the green area at the end of the existing car park. It was **RESOLVED** to recommend to the F&GP Committee that CIL funds should be used for this expenditure. It was noted that quotes were being obtained for the railing/barrier works that would be necessary around the new section and that the Deputy Clerk would bring these quotes to the next Committee meeting.

OS2223.21 TO CONSIDER QUOTES/OPTIONS FOR NEW PATHS AND VARIOUS REPAIRS TO SURFACING AT THORNBURY CEMETERY

It was **RESOLVED** in principle that the works should take place and also the contractor to use. The works should include repair of an existing concrete path with concrete rather than tarmac. It was further **RESOLVED** to recommend to the F&GP Committee that CIL funds be used for the new paths that would be laid and that the Land & Property/Maintenance budget be used for the repair works.

OS2223.22 TO NOTE THE DATE OF NEXT MEETING: 13.09.22

From: Josh Davis <Josh.Davis@southglos.gov.uk>

Sent: 12 July 2022 15:05

To: Maggie Tyrrell <Maggie.Tyrrell@southglos.gov.uk>; Jayne Stansfield <Jayne.Stansfield@southglos.gov.uk>; Shirley Holloway <Shirley.Holloway@southglos.gov.uk>; Thornbury TC - Info <info@thornburytowncouncil.gov.uk>; Bob Griffin <b.griffin@thornburytowncouncil.gov.uk>; Benj Emmerson <b.emmerson@thornburytowncouncil.gov.uk>; James Murray <j.murray@thornburytowncouncil.gov.uk>; Fiona Deas <f.deas@thornburytowncouncil.gov.uk>; Clive Parkinson <c.parkinson@thornburytowncouncil.gov.uk>; Paul Le Riche <p.leriche@thornburytowncouncil.gov.uk>; Jayne Stansfield <j.stansfield@thornburytowncouncil.gov.uk>; Matthew Stringer <m.stringer@thornburytowncouncil.gov.uk>; Pam Shipp <p.shipp@thornburytowncouncil.gov.uk>; Helen Ball <h.ball@thornburytowncouncil.gov.uk>; Helen Harrison <h.harrison@thornburytowncouncil.gov.uk>; Guy Rawlinson <g.rawlinson@thornburytowncouncil.gov.uk>; Christopher Davies <c.davies@thornburytowncouncil.gov.uk>; Angela Symonds <a.symonds@thornburytowncouncil.gov.uk>; Maggie Tyrrell <m.tyrrell@thornburytowncouncil.gov.uk>

Subject: [External] Ash Dieback and Canopy increase Project

Dear Stakeholder

You may already be aware of Ash dieback; it is a disease of Ash trees caused by a fungus called *Hymenoscyphus fraxineus*. The disease causes leaf loss, crown dieback and bark lesions in affected trees, around 90% of Ash trees are expected to die as a result of infection.

Ash dieback has now spread throughout the County and South Gloucestershire Council are in the process of surveying and mapping trees in their ownership currently infected with the disease. Using this data, a proactive management system has been adopted and the removal of affected trees will take place over the coming years. In some instances, the removal of infected trees may generate enquiries from various stakeholder groups.

In 2021 All trees growing on South Gloucestershire Council land within the ward of Thornbury North were surveyed. At the time of this survey 291 Ash trees were showing signs of Ash Dieback. We also identified 321 potential planting sites for new tree assets. A second survey of all Ash trees and planting locations was conducted in 2022 to confirm the presence of Ash Dieback and the suitability for replacement planting.

South Gloucestershire council have instructed Midland Forestry to carry out the following works:

- 18th July 2022- 31st March 2023 Remove all 291 infected Ash
- 1st October- 31st March 2022/23, plant replacements.

-As a commitment to our declared climate emergency it is the intention of SGC to plant twice as many trees as we remove, this will result in increased canopy cover for future generations, and with it bring all the associated benefits.

-I am unable to give an accurate figure at this time as we will need to conduct service searches for underground utilities prior to planting. We aim to plant 321 new trees.

-Where possible we will plant in the same location, however each site has been individual assessed for suitability. All new tree planting locations have been assessed to ensure that any new tree can grow onto its full mature potential without conflicting with persons or property, therefore removing the need for unnecessary, detrimental and expensive remedial works. Where possible we will plant replacement trees within the ward where Ash trees have been removed. If this is not possible due to a lack of suitable locations we will plant elsewhere within South Gloucestershire.

- The trees we are planting are heavy/extra heavy standards. This means the trees will have a positive impact from planting.

- 1st April- 30th September 2023, regular watering, and maintenance visits to ensure establishment.

SGC are informing you as these works are likely to generate enquires. We will be placing felling notices on some of the significant Ash trees and informing residents through some of our media outlets.

Last year we conducted similar works in the wards of Dodington and Staple Hill, attached is a power point explaining the work we carried out in Dodington. I have also attached a map showing the locations of the infected Ash trees, a map of the proposed new planting locations and a map showing the locations of two trees we planted in Thornbury North last year. The trees we planted last year are examples of what to expect this planting season.

Kind regards

Josh Davis

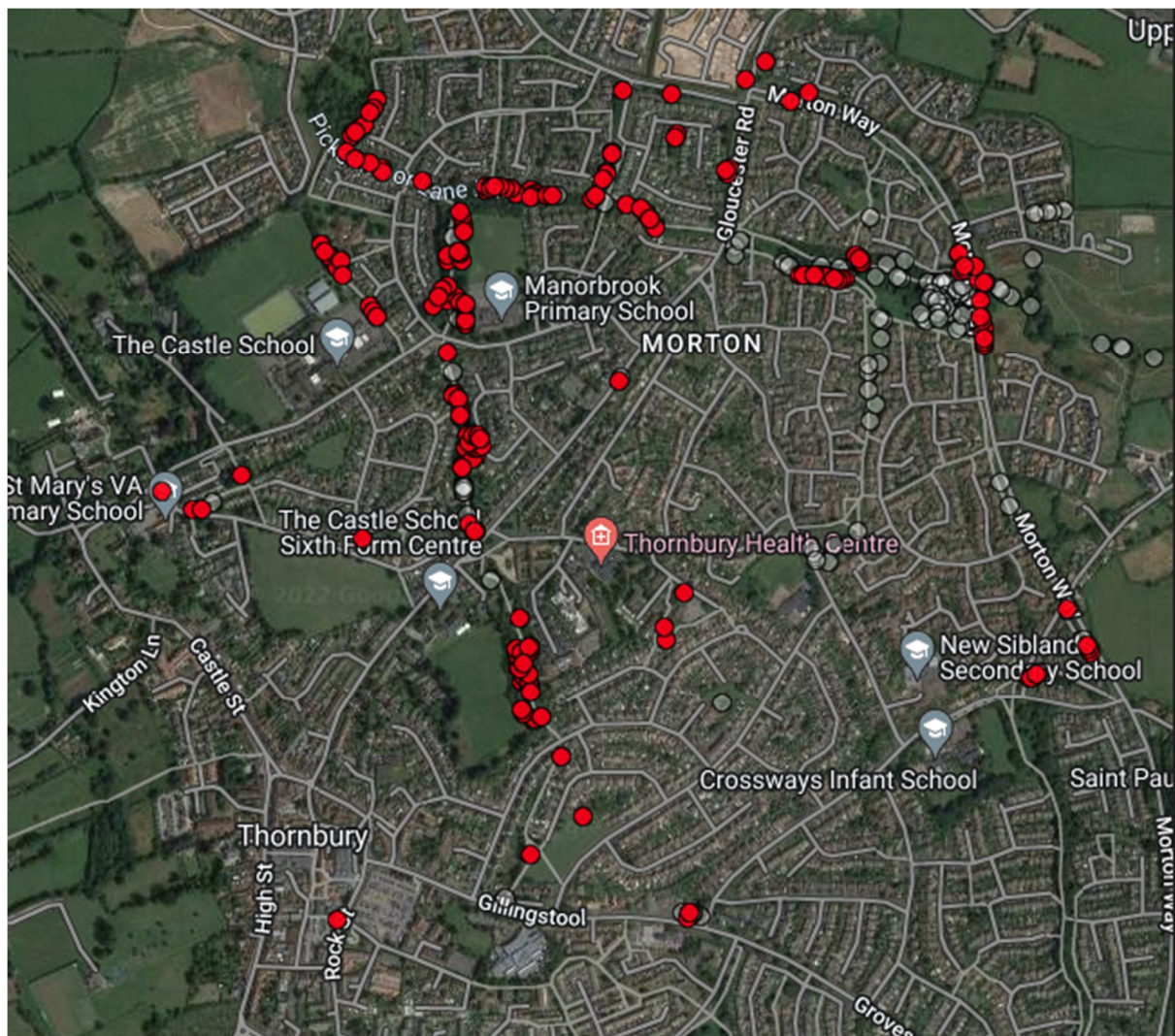
Ash Dieback Officer, South Gloucestershire Council

01454 863757

07712 530004

Josh.davis@southglos.gov.uk

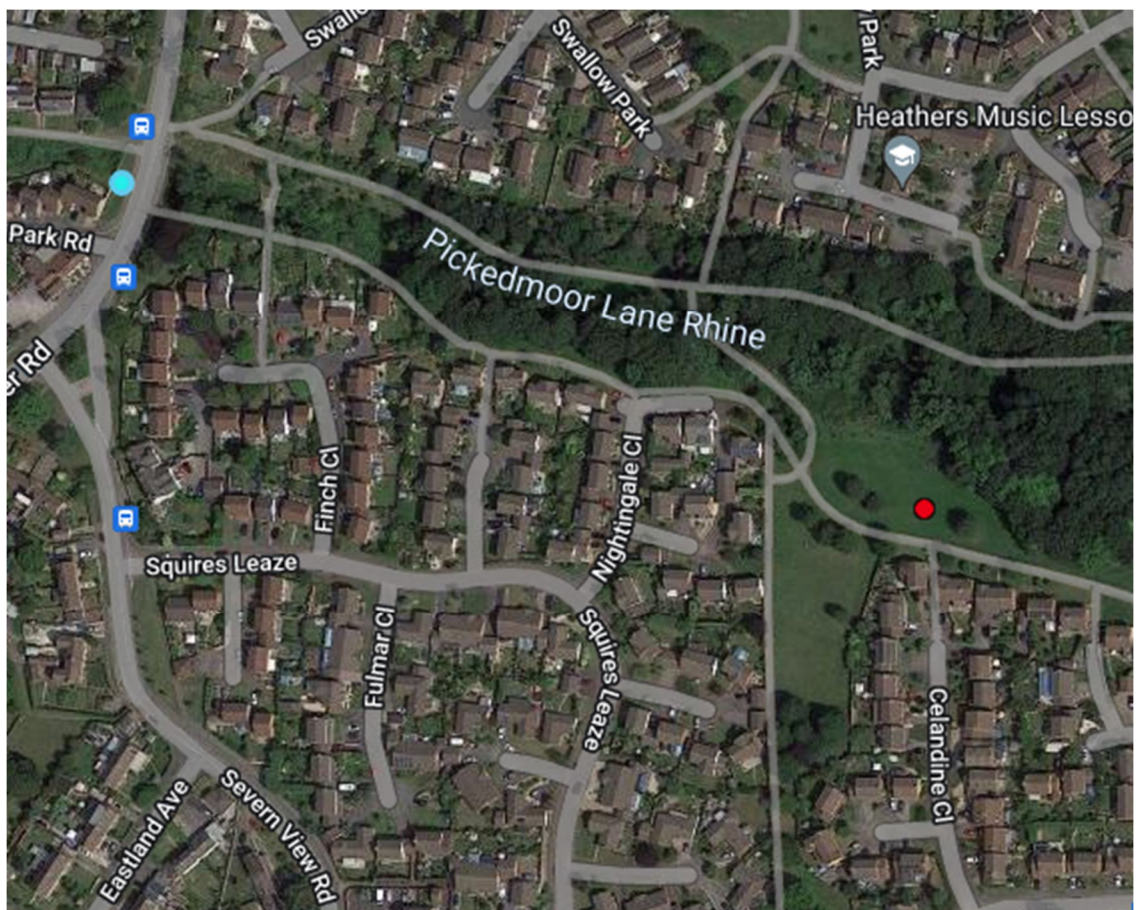
ASH WITH ADB THORNBURY NORTH



POTENTIAL PLANTING LOCATIONS THORNBURY NORTH



NEW PLANTING THORNBURY NORTH 2021/2022



Dear Focus Team

We read with interest in your Focus Magazine issue 149 Summer 2022 the article about Thornbury play areas being updated. While we are pleased that the younger generation is being looked after, we feel that the elderly, like us, have been overlooked. While we have the wonderful streamside walks, we have no parks as such for the elderly especially on the level.

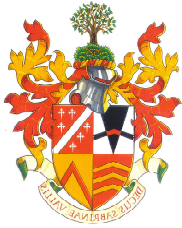
We found that in lockdown there was nowhere for us and many others to go and sit in a nice garden area. We have often thought that Oakleaze green or similar would be an ideal place to go and sit with some seats (with backs on please) and flower borders.

What about a bandstand where our own Thornbury Town Band and other forms of entertainment could come at weekends for us to see and hear.

With so much land now being given over to new housing developments - could we have a slice please ?

Your comments would be appreciated.

Thankyou



THORNBURY TOWN COUNCIL

Officer Briefing for Open Spaces Committee on 13.09.22

COMPLAINT OF ANTI-SOCIAL BEHAVIOUR ON OAKLEAZE GREEN

The email below has been received from a resident of Elmdale Crescent:-

From: XXX

Sent: 01 September 2022 11:40

To: Wendy Sydenham <w.sydenham@thornburytowncouncil.gov.uk>

Subject: [External] Drugs on Oakleaze Road Green

Morning Wendy,

We have an increasing issue with gathering's, rubbish and drug taking in the corner of the Oakleaze Road Green where the gardens of Elmdale Crescent back onto the green.

Ourselves and neighbours are continually experiencing the smell of the cannabis which is intrusive to our wellbeing and we are unable to enjoy our gardens and as a result and we are having to close our windows.

XXX at XXX Elmdale Crescent is very concerned about the situation as her garden backs directly onto the green and XXX at XXX Elmdale Crescent has had his wall pushed over and bottles and cans thrown into his garden.

An incident has been raised with the Police last Thursday 25th August and we have been advised to contact Thornbury Town Council to enquire if measures could be put in place to help deter the problem.

As you will be aware one of the large trees has been felled in that corner which the stump is now being used as a seat and is directly in line with where XXX's wall has been pushed over. Therefore, it would be appreciated if this could be completely removed and grassed over and maybe prickly shrubs planted to round the corner off?

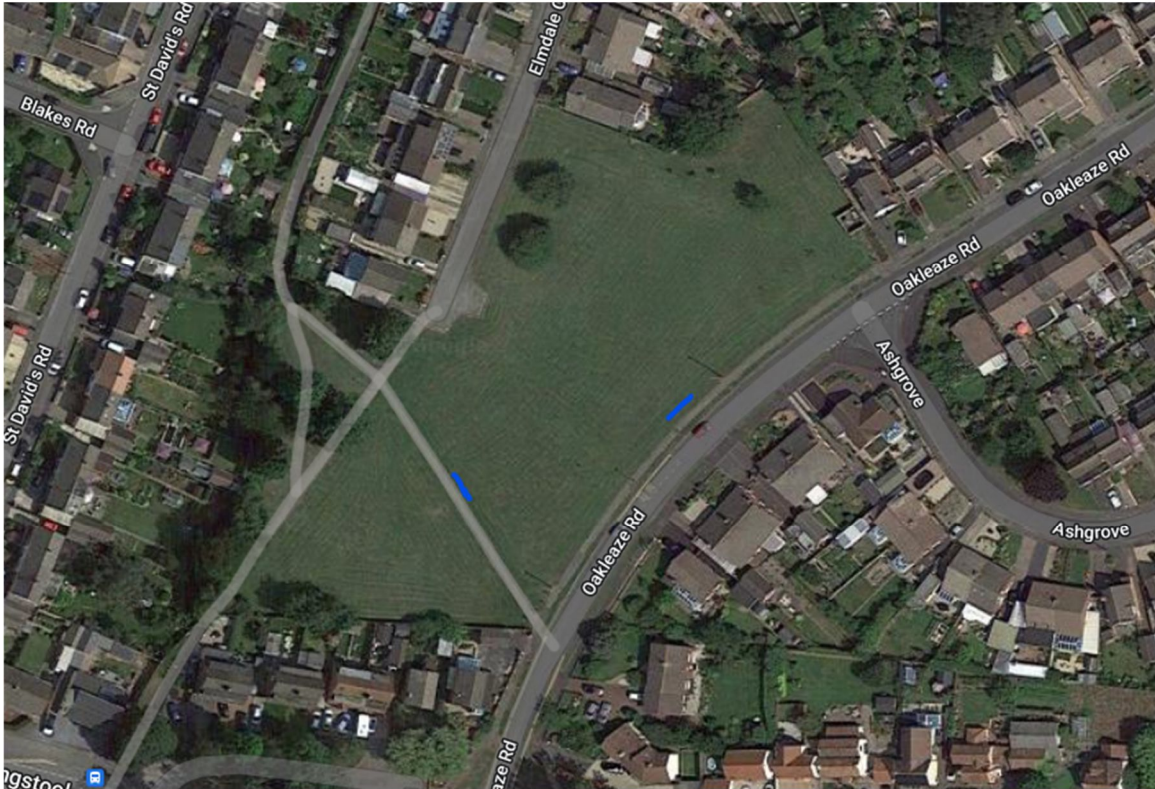
It would be appreciated if this could be implemented as soon as possible and thank you for your support.

Parish and town councils have a duty to consider the impact of all their functions and decisions on crime and disorder in their local area, under Section 17 of the Crime and Disorder Act 1998. There have been reports of anti-social behaviour in this area, on and off, over many years.

At the same time, there are an increasing number of young people in the area and the Town Council should also give due regard to their needs. Particularly following the Covid 'lockdown years', it is positive that young people want to spend time outdoors meeting with friends. It is suggested that the Town Council may wish to consider providing alternative seating located more appropriately so as not to cause issues for local residents.

Options for consideration:-

- The tree stump could be removed/reduced to ground level
- Prickly shrubs could be planted in that corner. A carefully chosen shrub, such as Pyracantha, would also benefit local nature as it would provide habitat, and food (blossom and berries).
- Provide a bench at an appropriate alternative location on the Green, further away from residential housing (possible locations indicated below)



Wendy Sydenham
Deputy Town Clerk
07.09.22

Request to hold part of the Fun Palaces event on Saturday 1 October 2022 on Mundy Playing Feilds

From: Verity Britton <Verity.Britton@southglos.gov.uk>
Sent: 28 July 2022 14:23
To: Kath MacConnachie <clerk@thornburytowncouncil.gov.uk>
Subject: [External] Thornbury Community Event

Good afternoon,

I hope you are well.

I wanted to get in touch with you about a community event which South Glos Council are supporting JIGSAW Thornbury to run. It is called 'Fun Palaces' and is due to take place on Saturday 1 October. The idea behind the event is that it is a free event where the community comes together to share skills.

We had our first planning meeting on Tuesday, and it was suggested that a good location to host outdoor sports opportunities would be the Mundy Playing Fields. How do JIGSAW seek permission to use this space for the event?

In addition, I had wondered if the Town Council would like to get involved in this event?

Please do let me know if this is of interest to you.

Kind regards,

Verity Britton

Regeneration Engagement Manager
South Gloucestershire Council
verity.britton@southglos.gov.uk
01454 863684

From: Hattie Clayton
Sent: 28 July 2022 16:53
To: Verity Britton <Verity.Britton@southglos.gov.uk>; 'clerk@thornburytowncouncil.gov.uk' <clerk@thornburytowncouncil.gov.uk>
Cc: thornburyfunpalaces@jigsawthornbury.org.uk
Subject: RE: Thornbury Community Event

- Visit the event on 1st Oct and get to know your community by taking part in fun activities and workshops.
- Be a Fun Palace Maker - Lead an activity or workshop at the event to share your skills, passions, and interest with your community.
- Join the co-production team - Get involved in planning the event and helping to bring everything together ready for the big day.
- Be a host place - Open up your space for the community and host some Fun Palace activities.

Our event page is now set up and more details will be added as we progress the planning, link below:
[Fun Palace - Fun Palaces](#)

We have also set up an event email address, which I have copied in so that if anything comes up and I am unavailable, then one of the team will be able to respond.

Best wishes,
Hattie

Hattie Clayton

Interim CEO

JIGSAW Thornbury

Telephone Number: 01454 567508

Website: www.jigsawthornbury.org.uk

Supporting families with children and young people with any additional needs.



Registered Charity Number: 1172953

Thornbury Lawn Tennis Club Courts 5-6 Improvement Programme

Overview

The block of two courts have a macadam surface which is in good condition and were last resurfaced in 2012.

The overall dimensions of the four-court playing surface is 30.85m x 34.5m (1064m²).

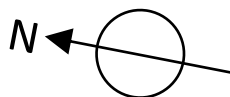
There are currently no floodlights on these courts.

Ducting has been provided from the centre point of the surface (between the two central net posts) to just outside the mid-point of the northern fence.

The chain-link fencing is 2.75m high and is in very good condition. A practice wall is located at the side of court 6. This has recently been renovated. This will potentially constrain the location of one of the floodlight columns.



Aerial view of Thornbury Tennis Facilities. Courts 5-6 on bottom right of image.



Court 5-6 Lighting

The switch gear for the lighting on Courts 1-4 is located in a cupboard in the clubhouse. Switch gear for Courts 5-6 should ideally be located within the same cabinet. This clubhouse is approximately 50m from the edge of Courts 5-6.

The intention is to provide LED lighting to increase the available playing time on these two courts. The lighting levels should meet the LTA recommended illumination levels (500 Lux maintained at 0.7 uniformity). All lighting columns, light heads and exterior electrical enclosures shall be painted in RAL 6005 to match fences, etc. on site.

The outer floodlighting columns may be located either just outside the perimeter fence or on the edge of the court surface, providing the specified illumination levels are met.

It is assumed that any central floodlighting column would utilise the pre-installed ducting.

In addition to the floodlighting, some courtesy lighting will be needed to illuminate the path leading from the clubhouse to the court gate (north-east corner).

It is envisaged that an armoured underground cable will be installed connecting between the clubhouse and a new external cabinet located between Courts 5-6 & Courts 7-8.

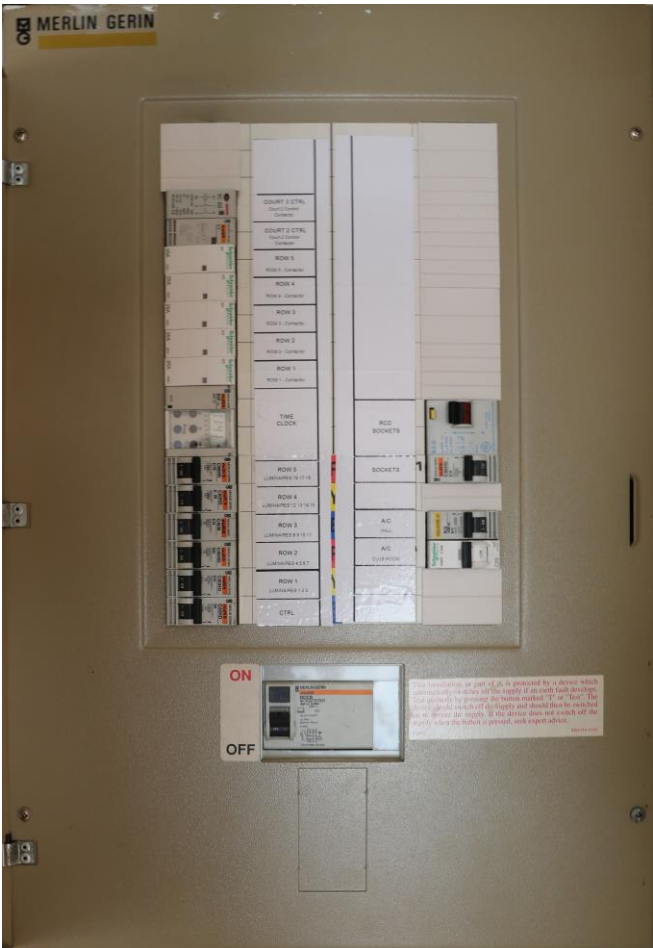
Sufficient spare capacity should be provided within the new underground cable and external electrical cabinet for powering LED floodlights on Courts 7-8 and LTA recommended Access Gates. Furthermore, the floodlights shall be controllable via the LTA recommended system, Clubspark, once Access gates have been installed.

Planning Permission will be required. However, this should not be a problem:-

- Planning Permission was granted in 2021 for the existing floodlights to be upgraded to 6.5m tall LEDs on adjacent courts.
- Recently the adjacent football club has had 6 floodlighting columns installed, each 15m high.
- The nearest residential property is 140m from the nearest part of the courts.



Aerial view of Thornbury Tennis Facilities.



Electrical Panel, located in Clubhouse.

Brian Jordan
Thornbury Lawn Tennis Club
September 2021

Proposed Works to Cemetery Gates/Barriers

1. Main Gate into Car Park

The existing gates were installed in the 1970s and were gifted to the Town Council. They have dropped on their hinges and can no longer be closed or locked.

Their condition is currently fair, and they are anticipated to still have a reasonable lifespan but would benefit from preservation works to make them last longer. We have been advised that they could be shot blasted, repaired, galvanised and powder coated, and refixed to the stone pillars by manufacturing a new hinge plate so that they can be closed.



2. Barrier at End of Footpath

The kissing gate that was in place at the end of the footpath (that runs alongside the car park and onto Kington Lane) had been vandalised and was removed some time ago. Something needs to be put in its place to slow users down before they come out straight onto the road. The kissing gate was relatively inaccessible and instead it is proposed to install a small barrier railing at the exit point which would close off some of the entrance, slowing people down whilst still being accessible around the edge

