

Thursday 18 May 2023

To Councillors – Cllr Helen Harrison (Chair), Cllr Chris Bloor, Cllr Danny Bonnett, Cllr Chris Davies, Cllr Fiona Deas, Cllr Kath Greenman, Cllr Simon Johnson, Cllr Phil O'Rourke, Cllr John Reynolds

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 23 May 2023** 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.



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*

**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. To consider any apologies for absence
2. To receive any members' declarations of interest
3. To elect a Vice Chair of the Committee
4. To receive any representations from the public
5. To approve and sign the minutes of the Open Spaces Committee meeting held on 21.03.23 (paper attached)
6. To receive an update on issues relating to the provision of a sandpit at the Mundy Playing Fields and consider quotes for installation (briefing attached)
7. Pay and Play system on the public tennis courts at the Mundy Playing Fields (courts 7 & 8) (briefing attached)
  - 7.1 To consider the results of the online consultation survey (paper attached)
  - 7.2 To consider recommendations to be made to the Finance and General Policy Committee regarding fees for the pay and play system
  - 7.3 To note granting of s106 funds to cover costs relating to the pay and play system, including path works (and new goal posts for Poulterbrook)
8. To consider quotes for various path works at the Mundy Playing Fields

9. To consider a request from St Marys Church Holy Mowers to purchase a composting bin (paper to follow)
10. To consider a request from Thornbury Town Football Club to install a storage shed by the Pavilion at the Mundy Playing Fields (briefing attached)
11. To consider a request from Thornbury Baptist Church to hold an afternoon Community Event on Oakleaze Green on Wednesday 26 July 2023 (paper attached)
12. To consider a request from the Thornbury Fireworks Committee to use the Mundy Playing Fields to hold their annual event on Saturday 4 November 2023 and to consider delegating authority to the Clerk to grant permission in future years (paper attached)
13. *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.*
14. To consider formalising licence arrangements relating to tennis courts 7 & 8 at the Mundy Playing Fields (*commercially confidential negotiations*) (confidential briefing attached)
15. To note date of next meeting – Tuesday 25 July 2023 (changed from previous date of Tuesday 18 July 2023)

Minutes of the Meeting of the Open Spaces Committee  
held on 21 March 2023 at 7:30pm  
in the Council Chamber, Town Hall

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Councillors present: Cllr Guy Rawlinson (chair)  
Cllr Chris Davies  
Cllr Jayne Stansfield  
Cllr Angela Symonds  
Cllr James Murray (arrived for item 7 onwards)

Officers present: Wendy Sydenham (Deputy Clerk)

Non-Councillors present: Mike Elcock (St Marys Churchyard)  
Judith Hurford (Tree Warden)

Absent: Cllr Bob Griffin  
Cllr Clive Parkinson

**OS2223.86 TO CONSIDER ANY APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Bob Griffin and Cllr Clive Parkinson.

**OS2223.87 TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST**

There were no members declarations of interest.

**OS2223.88 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC**

Members of the public were in attendance, but no representations were made to the Committee.

**OS2223.89 TO APPROVE AND SIGN THE MINUTES OF THE OPEN SPACES COMMITTEE MEETINGS HELD ON 17.1.23 AND 20.02.23 AND TO RECEIVE AN UPDATE ON ANY OPERATIONAL ISSUES OR MATTERS ARISING FROM THE MINUTES NOT CONSIDERED ELSEWHERE ON THE AGENDA**

It was **RESOLVED** to approve the minutes of the Open Spaces Committee meetings on 17.1.23 and 20.02.23.

**OS2223.90 TO RECEIVE A GENERAL REPORT ON ST MARYS CLOSED CHURCHYARD**

Mike Elcock provided an update to the Committee on issues relating to St Marys Churchyard.

**OS2223.91 TO RECEIVE A GENERAL REPORT FROM THE TREE WARDEN AND CONSIDER AN INTERIM PROPOSAL FOR TREE PLANTING**

Judith Hurford provided an update to the Committee on issues relating to tree planting on Town Council land. It was **RESOLVED** to agree suggested planting locations for trees recently purchased by Judith (replacing damaged trees and planting new memorial trees in the Cemetery).

**OS2223.92 TO CONSIDER FOR APPROVAL THE OFFICERS' RECOMMENDATIONS ON THE IMPLEMENTATION OF THE ECOLOGICAL SURVEYS**

The Committee **RESOLVED** the following:

- To adopt the officer recommendations for implementation of the proposals from the ecology surveys for managing Town Council's green spaces, including Alternative Management Plans where proposed.
- To delegate authority to the Officer to negotiate with the Football Club regarding a suitable space for a wildflower lawn in the Chantry Playing Fields, taking into account their current use of the space.
- That officers should continue to work on costing the proposals more fully, but the estimates were noted and appropriate authorisations would be sought at the relevant time.
- The officer recommendations would remain subject to ongoing review and future amendment e.g. recommendations could be made by the Climate and Nature Committee for consideration by the Open Spaces Committee.

**OS2223.93 TO CONSIDER A REQUEST FROM THORNBURY TOWN FOOTBALL CLUB (YOUTH) TO USE CHANTRY PLAYING FIELD FOR CAR PARKING DURING THEIR ANNUAL TOURNAMENT ON 20/21 MAY 2023 AND TO CONSIDER DELEGATING AUTHORITY TO THE CLERK TO GRANT PERMISSION IN FUTURE YEARS.**

It was **RESOLVED** that Thornbury Town Football Club could use the Chantry Playing Fields for parking in their tournament in May and that the Clerk be delegated authority to grant permission to similar requests in future years.

**OS2223.94 TO CONSIDER A REQUEST FROM THE CARNIVAL COMMITTEE TO USE THE MUNDY PLAYING FIELDS TO HOLD THE THORNBURY CARNIVAL ON 30 JUNE/1 JULY 2023 AND TO CONSIDER DELEGATING AUTHORITY TO THE CLERK TO GRANT PERMISSION IN FUTURE YEARS**

It was **RESOLVED** that Thornbury Carnival could use the Mundy Playing Fields to hold the Carnival event in June/July and that the Clerk be delegated authority to grant permission to similar requests in future years.

**OS2223.95 TO CONSIDER REPLACING TWO BENCHES OUTSIDE THE OLD NAT WEST BUILDING ON THE PLAIN**

It was **RESOLVED** to replace the two benches outside the old Nat West building and it was noted that it should be possible to use two of the benches that were being replaced by South Gloucestershire Council as part of the High Street pedestrianisation works.

**OS2223.96 TO CONSIDER OPTIONS FOR LOCATIONS OF ACCESSIBLE SEATING/BENCHES ON THE MUNDY PLAYING FIELDS**

It was **RESOLVED** to pursue Option 2 (a) suggested by officers for new accessible benches on Mundy Playing Fields which included the removal of a piece of play equipment which had reached end of life.

**OS2223.97 TO CONSIDER A PROPOSAL FROM CLLR GUY RAWLINSON REGARDING CONTACTING SOUTH GLOUCESTERSHIRE COUNCIL IN RELATION TO FOOTPATHS AND PEDESTRIAN "GAPS" BETWEEN THE PARK FARM ESTATE AND VICTORIA CLOSE**

It was **RESOLVED** that officers should write to South Gloucestershire Council to express their concerns regarding footpaths and access points between the Park Farm estate and Victoria Close.

**OS2223.98 TO CONSIDER A PROPOSAL FROM CLLR JAYNE STANSFIELD TO REQUEST A REDUCTION FROM SOUTH GLOUCESTERSHIRE FOR CHARGES FOR CUTTING GRASS VERGES**

It was **RESOLVED** that officers should write to South Gloucestershire Council to request a proposal from them regarding a reduction in grass cutting charges in light of the tarmacking of significant areas currently included in the contract.

**OS2223.99 TO RECEIVE AN UPDATE ON ACTIONS FROM THE MOST RECENT RoSPA REPORTS ON TOWN COUNCIL'S PLAY AREAS**

Progress against actions from the most recent RoSPA inspections was noted.

**OS2223.100 TO RECEIVE AN UPDATE ON THE DEVELOPMENT OF THE EASTLAND AVENUE PLAY AREA INCLUDING NOTING THE AWARD OF CONTRACT**

The Deputy Clerk provided an update on progress on the project and the award of the contract to Proludic for provision of the new play equipment was noted.

**OS2223.101 TO CONSIDER QUOTES FOR TREE WORKS IDENTIFIED IN THE MOST RECENT TREE SURVEY**

It was **RESOLVED** to accept the quote from Oldown Tree Surgeons for tree works on Town Council land.

**OS2223.102 TO NOTE DATE OF NEXT MEETING – TUESDAY 23 MAY 2023**

The date of the next meeting was noted.

## **OFFICER BRIEFING FOR OPEN SPACES COMMITTEE ON 23.05.23**

### **Item 6 – Provision of a Sandpit at the Mundy Playing Fields**

Full Council resolved on 13 November 2022 to progress and budget for the provision of a temporary sandpit for the Mundy Playing Fields for the summer of 2023. The CIL programme was last reviewed by the Finance and General Purpose Committee later in November 2022 and £8000 was earmarked therein for provision of the sandpit and was incorporated at budget setting under the 'Events and Innovations' cost centre in the final 2022/2023 budget.

Officers have researched options for provision and have established that there are very few companies that hire out/install sandpits on a temporary basis. We could find only one that would deliver to Thornbury and are having significant problems communicating with them, which effectively rules out a temporary hire. We have spoken to other organisations that provide sandpits and have learnt that it is common for them to build their own because it is a relatively straightforward structure and the costs are often cheaper than a long term hire.

Quotes have been sought for the building of the sandpit and one quote has been received from a local/known contractor for £TBC (awaiting written quote which should be available for the meeting, verbal quote given for £6000 plus £1000 for a cover). This quote will include labour and materials (sleepers, membrane, sand, cover, etc). There may be some additional costs involved in the future, such as topping up of the sand, but it is considered that the amount budgeted will be adequate.

The sandpit will be approximately 10 metres x 6 metres and will be positioned above the play area at the Mundy Playing Fields. This is a relatively flat and dry area, and will have less impact on the annual events that take place on site. A maintenance regime is being established and advice has been sought from other organisations that provide a similar facility. The aim would be to have this in place before the start of the summer school holidays towards the end of July.

The original plan to install this as a temporary facility was based on the assumption that we would be hiring a sandpit, rather than building it ourselves. Therefore, it is possible for us to have this as a (semi-) permanent facility. That would involve some minor additional costs in the form of topping up of sand and ongoing staff resources for maintenance, although Officers feel at the moment that this is manageable within existing staffing levels and the allocated budget. In addition, if we were to remove the facility at the end of the school holidays, we would incur additional costs for dismantling and having the sand removed (the latter could be significant).

As this facility has not previously been provided, Officers feel that it would be appropriate to install it as a (semi-) permanent feature, but that it is kept under review allowing us to monitor the impact on staff resources and the level of adverse occurrences which may include antisocial behaviour and animal activity. It will also allow us an opportunity to test out the desirability of a sandpit longer term, both in terms of whether the public value it and in terms of better establishing the operational viability/maintenance requirements.

***Officers recommend that the Committee considers agreeing to the following:-***

- We proceed with installation of a sandpit as described above (size, location, timing, etc) with contractor selection delegated to Officers***

Wendy Sydenham  
Deputy Clerk  
18.05.23

## **OFFICER BRIEFING FOR OPEN SPACES COMMITTEE ON 23.05.23**

### **Item 7 – Pay and Play System on Public Tennis Courts at Mundy Playing Fields (Courts 7 & 8)**

Council has previously agreed to proceed with the installation of a pay and play system on tennis courts 7 & 8 at the Mundy Playing Fields. A public online consultation was carried out and the results are provided to Committee in a separate paper. Overall, these show a clear preference for installing a pay and play system.

A recommendation needs to be made to the Finance and General Purpose Committee regarding a fee structure for use of the courts (all fees and charges are within the remit of the F&GP Committee). Key findings from the consultation regarding fees are as follows:-

- 55% feel that the proposed £6 fee is too expensive, compared to 44% who feel it is about right
- 54% feel there should be a lower booking fee for those on a lower income, compared to 27% who do not
- 45% feel that an annual membership option (which would reduce the “per use” cost) should not be provided, compared to 36% who think it should

It is also worth considering that those who would prefer a “membership-type” arrangement do have the option of joining the Tennis Club. The Lawn Tennis Association initially recommended £6 per court per hour and South Gloucestershire Council charge £6 for their courts.

***Therefore the Committee may wish to consider recommending the following to the F&GP Committee:-***

- ***The standard fee will be £5 per court per hour***
- ***The reduced fee for users with a lower income will be £3 per court per hour and the criteria for this will be receipt of a recognised benefit – staff will need to see evidence of this before bookings can be made available at the reduced fee***
- ***An annual membership will not be offered (more serious/frequent players can join the Tennis Club)***

Council has been successful in obtaining a s106 grant from SGC for £28,300 to cover path works to the courts, installation of gate technology, signage and ten years of maintenance costs for the gate technology. (£3168.48 was also awarded for the purchase of x2 sets of inset goal posts for Poulterbrook.)

Wendy Sydenham  
Deputy Clerk  
18.05.23

# Public Tennis Courts at Mundy Playing Fields - Proposed Changes

141

Responses

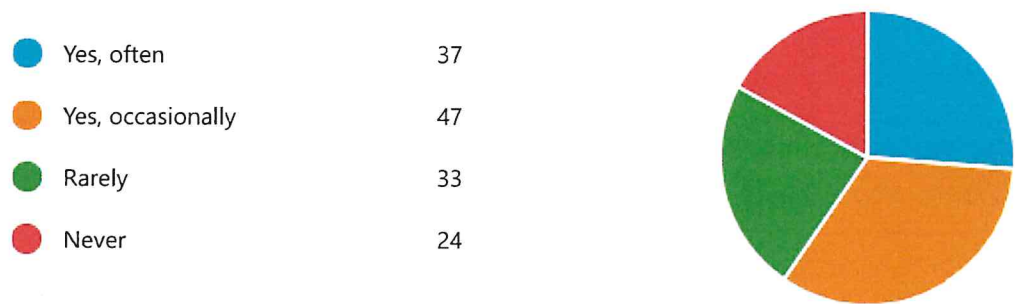
06:57

Average time to complete

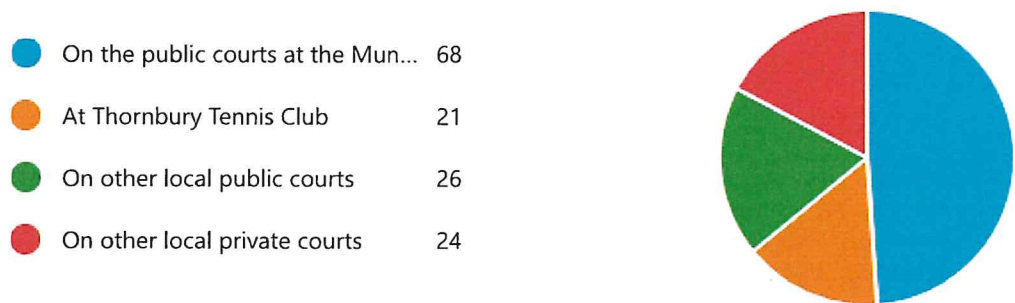
Active

Status

1. Do you play tennis at all at the moment?

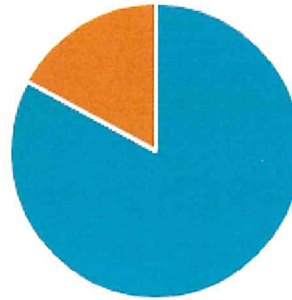


2. If you do play tennis, where do you play? (you can chose more than one option)

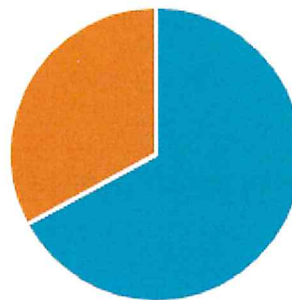




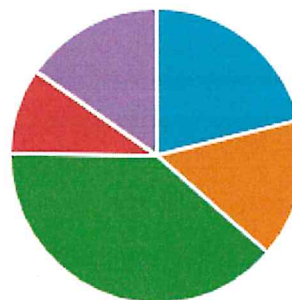
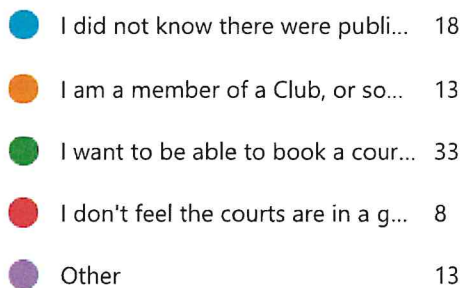
3. Did you know that there are public tennis courts at the Mundy Playing Fields?



4. Have you ever used the public tennis courts at the Mundy Playing Fields?



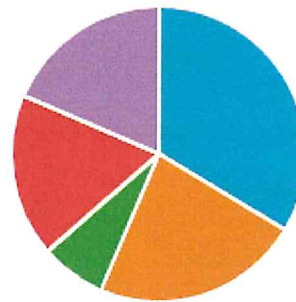
5. If you play tennis, but have never or rarely used the public courts at the Mundy Playing Fields, why is that? (you can chose more than one option)



6. To what extent do you agree or disagree with the following statement?

*It is a good idea to be able to book the public tennis courts, even if this involves paying a fee...*

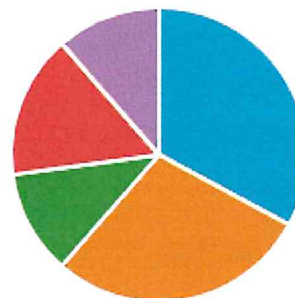
Strongly Agree	47
Agree	32
Neither Agree Nor Disagree	10
Disagree	25
Strongly Disagree	26



7. To what extent do you agree or disagree with the following statement?

*People would be more likely to use the courts if they are able to book them...*

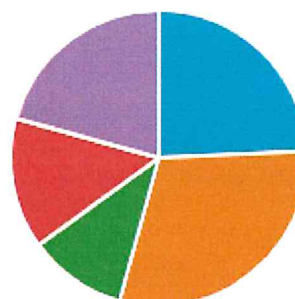
Strongly Agree	46
Agree	40
Neither Agree Nor Disagree	16
Disagree	22
Strongly Disagree	16



8. To what extent do you agree or disagree with the following statement?

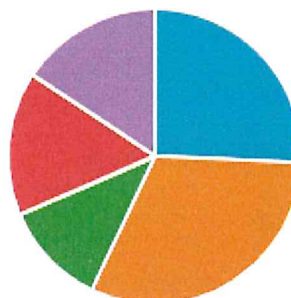
*It is reasonable to pay a fee to book and use a court...*

Strongly Agree	34
Agree	42
Neither Agree Nor Disagree	15
Disagree	20
Strongly Disagree	29



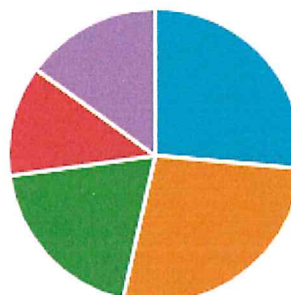
9. To what extent do you agree or disagree with the following statement?  
*It is reasonable for users of the courts to be expected to contribute towards their upkeep...*

Strongly Agree	36
Agree	44
Neither Agree Nor Disagree	16
Disagree	22
Strongly Disagree	22



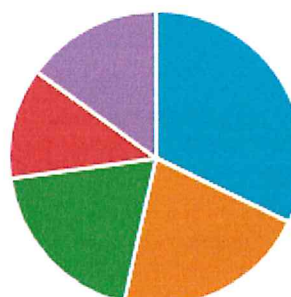
10. To what extent do you agree or disagree with the following statement?  
*I would be more likely to plan to play tennis myself if I could book a court...*

Strongly Agree	37
Agree	38
Neither Agree Nor Disagree	27
Disagree	17
Strongly Disagree	21



11. To what extent do you agree or disagree with the following statement?  
*Schemes to pay a lower booking fee should be available for those with a lower income...*

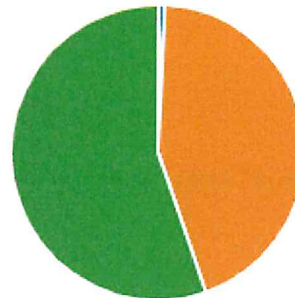
Strongly Agree	45
Agree	30
Neither Agree Nor Disagree	27
Disagree	17
Strongly Disagree	21



12. The Lawn Tennis Association recommend a fee of £6 per court per hour. They recommend this as a reasonable cost which is in line with other similar activities and is likely to generate a reasonable income to cover most of the costs of maintaining courts.

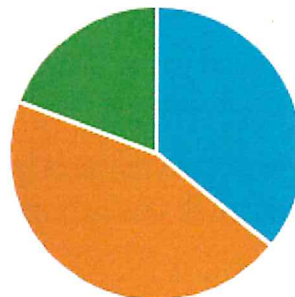
Do you think the proposed £6 fee (per court per hour) is...

Too Cheap	1
About Right	61
Too Expensive	77



13. Do you think there should be an annual membership option which could reduce the "per use" cost of booking courts if the member plays regularly?

Yes	50
No	63
Maybe	27



14. Please provide your postcode - this will allow us to ensure that local residents' views are heard.

136  
Responses

Latest Responses

"Bs35 2fh"

"BS35 2fh"

"BS35 2ju "

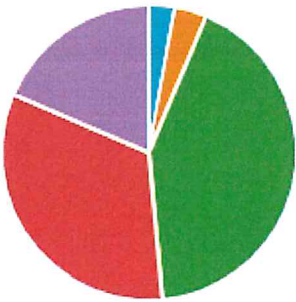
 Update

93 respondents (69%) answered BS35 for this question.



15. Please indicate your age group - this will allow us to see whether we have captured the views of all age groups

	0 - 15 years old	4
	16 - 25 years old	5
	26 - 45 years old	59
	46 - 60 years old	46
	61 + years old	26



16. Are there any other comments you would like to make about the proposed changes?

73  
Responses

Latest Responses

"How would it be marshalled. If someone is on court at your ...

"The tennis courts should be kept as a free facility for all to e...

31 respondents (42%) answered **paid** for this question.

A word cloud of responses to the question. The words are in various shades of teal and black. The most prominent words are 'paid' and 'people'. Other visible words include 'play', 'tennis club', 'courts should be free', 'bookable courts', 'access to these courts', 'courts have not', 'Parks Tennis', 'public courts', 'use of the courts', 'tennis court', 'people booking', 'courts p', 'free', 'use', 'pay', 'courts are bookable', and 'courts in Thornbury'.

access to these courts bookable courts  
tennis court courts should be free people booking  
courts have not play paid people courts p  
Parks Tennis public courts use of the courts tennis club free  
courts are bookable courts in Thornbury use pay





## **OFFICER BRIEFING FOR OPEN SPACES COMMITTEE ON 23.05.23**

### **Item 10 – Request from the Football Club to Install a Storage Shed at Mundy Playing Fields**

The Football Club has previously requested to be allowed to install a small storage shed behind the Pavilion at the Mundy Playing Fields. This will be 2.77m x 3.19m x 1.92m and will be installed on existing hardstanding. It is obviously a temporary structure and could be removed if necessary.

The Committee has previously turned down this request on the basis that it was still exploring options for the relocation of the Handyman's workshop. It is considered very unlikely that it would be relocated to that area, particularly recognising the requirement to maintain the Mundy Playing Fields for 'pleasure and recreation' in line with Violet Mundy's will. If by some small chance it was decided to locate a workshop on the site in the future, the shed, as a temporary structure, could simply be dismantled and relocated. The period of time since the last decision was made (November 2022) is in excess of six months and therefore this request can be reconsidered by Committee in line with Standing Orders.

From Council's point of view, there is a new driver for permitting the Club to install the shed. We have recently obtained grant funding for the purchase of two sets of inset goal posts for Poulterbrook. As these posts stay in place permanently, the nets would need to be put up and taken down for each match. The removal of the nets overnight is also in recognition of the fact that such nets pose a hazard to small creatures, in particular hedgehogs. As part of this change of protocol we will require the Football Club to install the nets and remove them each time they use them, but we will need to agree arrangements for the storage of the nets when not in use. If the football club were granted permission to install a shed, this would provide an ideal solution for net storage and access.

As the shed is a new structure, the permission for the installation cannot be granted under the Management Agreement between the Mundy Playing Fields Trust and the Town Council. Permission will need to be sought from the Mundy Playing Fields Trust.

***Officers recommend that the Committee resolves to:***

***Recommend to the Mundy Playing Fields Trust that Thornbury Town Football Club be permitted to erect a storage shed to fit on the existing hardstanding behind the toilet block at the Pavilion, subject to:***

- ***Football Club agreement to erect and take down nets on the new posts on Poulterbrook;***
- ***Football Club understanding that the Town Council may require the removal/relocation of the shed in the future, and;***
- ***That the installation is carried out in agreement with Town Council Officers.***

Wendy Sydenham  
Deputy Clerk  
18.05.23



## Applicant's details

Name of Applicant: Heather Scolah	Email: hev@thornburybaptistchurch.org.uk Daytime Tel/Mobile: XXX
Name of organisation: Thornbury Baptist Church	
Position within organisation (e.g., secretary): Pioneer Families Minister	
Full postal Address: Baptist Church Centre, Gillingstool, Thornbury, Bristol BS35 2EG	Address for invoice (if different):

## Premises details

Name of premises: Open space land along Oakleaze road, Thornbury. Approx postcode BS35 2LQ			Purpose of hire: To host a free community event for all ages to participate in if they wish.			
Date:	From: 26/07/23	To: 26/07/23	Times Required:	Start: 12pm	Finish: 4:30	Total number of hours: 4.5 hours including set up and pack down
Day(s) of the week:	Wednesday		Please estimate how many people will be attending:		Difficult to know but unlikely more than 100 in total during the course of the afternoon.	
Facilities Required: (e.g., whole site or a specific area, pavilion, visitors centre, bandstand, car park, access to water/power etc.) <i>The grassed area</i>						
Do you require the use of the kitchen (if available): <b>Yes/No</b> (please delete as appropriate) If yes, for what purpose? Are you using it for commercial purposes? NO						

## Event details

Please give a brief description of the type of event you will be holding and what activities are proposed. We are particularly interested in whether there will be a bouncy castle, a PA system, a stage, a marquee, a barbecue, food stalls, a fire, and fireworks.

If you are using any of the above, please provide a site plan of where you will be positioning your equipment.

We will adjust our event as required to make it viable with the town council. Ideally we would like to welcome local people to participate in a number of free activities that could include the following:

Dance workshops

Crafting

Hired inflatable

Forest school workshops with a qualified instructor who also works for local organisation KRUNCH.

Sports (football, rounders and the like.)

Face painting

Nail art

Story telling

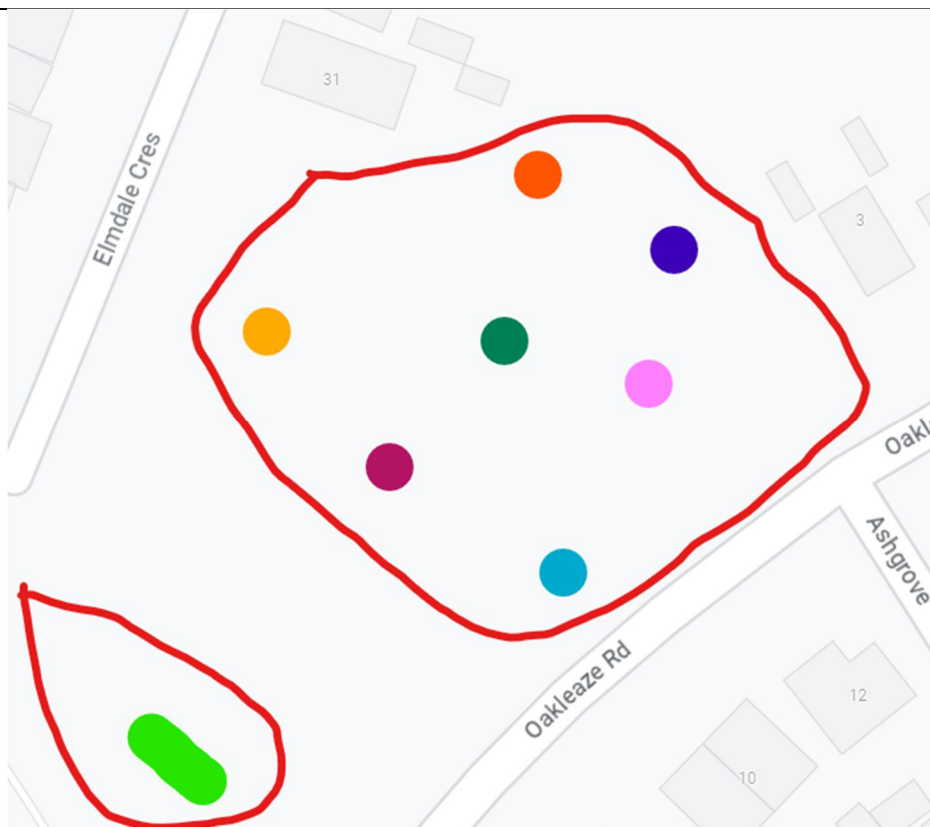
Pop up play space for pre schoolers

We have a history of welcoming local people to community fun days before covid and we would like to do so again. We do not charge for participation in any of the aspects of these events as they are paid for by the Church.

If inflatables are allowed then these will be insured per your guidelines by the hire company.

We have public liability insurance as a church and we will ensure that this is to the right amount per your guidance.

Please see a suggested lay at for the proposed event:



Light Green is sports

Yellow – Forest School

Orange – pop up play space for pre schoolers

Dark blue – Face painting

Lilac – Craft

Dark green – Story telling tent

Light blue – possible hired inflatables with convenient access for hire company parking along the road.

Purple – Dance workshops that will require a PA, audible for the workshops but not for the whole site.

## Insurance

Please put an X in the box next to the appropriate statement below:

☐

I am a private individual / representative of a group of friends / neighbours organising a small private event. I do not have public liability insurance, but I accept liability for the event.

☐

I am a private individual / representative of a group of friends / neighbours organising a public event and my public liability insurance policy details are stated below:

☒

I am a representative of a club/organisation and our public liability insurance policy details are stated below:

Name on Policy: The Elders of Thornbury Baptist Church	
Insured by: Baptist insurance	
Policy Number: 31/BPG/9140522	Limit of Indemnity: (Minimum £5,000,000) £5,000,000
Start Date: 25/03/23	Expiry Date: 24/03/24

- the information provided will be held in accordance with the Data Protection Act 1998.

Signed: YES	Print Name: Heather Scolah
Position: Pioneer Families Minister	Date: 27 April 2023
For and on behalf of (name of club or organisation if applicable): Thornbury Baptist Church	

**From:** Thornbury Round Table <thornbury@roundtable.org.uk>  
**Sent:** Saturday, May 13, 2023 10:49 AM  
**To:** Wendy Sydenham <w.sydenham@thornburytowncouncil.gov.uk>; Kath MacConnachie <clerk@thornburytowncouncil.gov.uk>  
**Subject:** [External]

Hi Wendy & Kath

Please could I formally make a request to book the Mundy playing fields on 4 November 2023 for our annual Fireworks and Bonfire evening.

I'm preparing all the usual documentation including the South Glos SAG submission and I will send it to you when ready.

Kind Regards  
Casey