

**REPORT of the Meeting of the Playing Fields and
Cemetery Committee held 8th September 2016**

Present: Cllr: Clive Parkinson (Chairman)

Cllrs: Alan Carman
Helen Harrison
Bob Griffin
Angela Symonds
Gail Whitehead
Martin Trueman
Lesley Tuck

Jack Hainsworth (St. Mary's Church)
Clare Nelmes (Town Clerk)
Sandra Richardson (Deputy Town Clerk)

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

Cllr Pam Shipp (out of Thornbury)

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

Cllr Martin Trueman as a member of Thornbury Town Football Club

3. **TO RECEIVE ANY CHAIRMAN'S ANNOUNCEMENTS**

None

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

None

5. **TO RECEIVE A PRESENTATION FROM DAN POTTER ON PROPOSALS
TO DEVELOP FACILITIES AT THORNBURY SKATE PARK**

Dan Potter & Penny Baker, supported by four young people gave a presentation on their proposals for the development of Thornbury Skatepark.

Dan outlined how there is a user group that meets weekly who have met with different designers and undertaken a tour of other facilities in the South West.

From their research they have identified that key facts to consider are the style, layout, additional facilities and the robustness of materials used. Concrete would be preferable due to its robust nature and ease of maintenance.

They outlined how they envisage development being broken down into phases depending on funding. Phase 1 would include signage, improved access, hedge maintenance, bins, benches and lighting (on timer and solar to minimise need for

supply) and the provision of a container to provide a base for repairs, maintenance, youth work staff and refreshments.

Phase 2 would involve expansion of the skatepark footprint and extension to the facilities. Later phases could include a bmx 'pump' track, mountain bike trail, a staffed facility and base for other complimentary activities and play area.

Krunch and Youth workers are looking to provide some staffed sessions on site for supervision and to give the facility a safer feel.

Cllr Bob Griffin asked about the number of users that the youth workers were in contact with. Dan answered that it depends but they have had contact with over 100 young people in staffed sessions.

It was AGREED that a working group be formed to develop the project including Dan, Penny, the Clerk and Cllrs Carman, Whitehead and Parkinson.

7. **TO CONSIDER A REPORT FROM THE CLERK CONCERNING PROPOSED FACILITIES FOR FOOTBALL ON THE MUNDY PLAYING FIELDS**

Following the conclusion of the consultation on football developments on the Mundy playing fields, the Clerk's report which included the consultation results and other related issues was considered.

R Shorey and T Watola representing Thornbury Town Football Club were also in attendance and they outlined the proposals and rationale behind the proposed developments which included the facilities being necessary for the club to play in higher leagues, should they be promoted. There was a desire to see the hard standing around the pitch and proposed stand developed irrespective of promotion.

Cllrs asked whether the football club have any girls or women's teams. The football club responded by stating that they do not have any female teams currently, but they have a desire too and are working on trying to get some established.

Cllrs asked whether these proposed developments could be moved to Poulterbrook. The club answered that Poulterbrook would not meet the league requirements as the pitches were too far from the changing facilities, the cost of connecting services would be prohibitive and the site was not big enough for a full size adult pitch.

Some concerns were raised about loss or restricted access to the Mundy Fields by the public due to the clubs proposed developments. It was stated that the fenced area would only have restricted access during match times and that the rest of the time public would be able to access the pitches. There were also some concerns about whether the proposals would have any impact on the pitch maintenance and the quality of the playing surface.

Both Cllrs and the club wanted to see greater usage of the facilities to provide better value for the works involved in the proposed development. The anticipated spectator attendance would be between 50 and 70 depending on the match. Car parking for players and spectators was a concern, but it was expected that visiting teams would

mostly arrive by minibus.

It was AGREED that in principle the committee supported the clubs aspirations and proposals and would recommend to council that permission is granted to apply for planning permission, when the detail of the application would be available.

It was also AGREED that the Committee authorises the Clerk to investigate a revised usage agreement which covers matters such as fees & charges, maintenance, responsibilities and liabilities, maintaining public access and staffing implications of this proposal and usage of the Poulterbrook site and that a further report is prepared if any planning permission is granted that considers the usage agreement, delivery plan and seeks final approval to proceed.

17. TO RECEIVE AN UPDATE ON ANY OTHER OPERATIONAL ISSUES OR MATTERS ARISING FROM REPORT OF MEETING OF 23.6.16:

- a. It was agreed to move this item up the agenda to allow Jack Hainsworth (St. Mary's Church) to provide a general report.
Mr Hainsworth asked about progress on the works to the war memorial. The Clerk apologised that there had been a mix up by the office and that we would look to get the works completed ASAP and ideally before Remembrance Sunday.
He also requested that the following works were undertaken by town council staff.
Removal of low hanging branches blocking access at the school house end to the east side of the church and maintenance between the wall. Need to check whether trees are subject to a preservation order.
Mr Hainsworth also reported that there are a number of tree saplings in the graveyard that maybe suitable for transplanting elsewhere. It was agreed to check with the Allan Burberry whether they would be beneficial in Filmore Woods.
The mowers and strimmers are working well and have helped with ongoing maintenance by the volunteers.
- b. Dog Control measures and signage - Mundy Playing Fields
New signage was on order to complement the existing signs. Staff would start requesting dogs on leads once they receive uniforms and ID badges. The Clerk was investigating with SGC how we could further reinforce and enforce this using legislation and further staff training.
- c. Installation of a defibrillator in the Mundy Playing Fields.
This has now been installed and community training arranged. The Clerk is to investigate whether we can hold a release code in case there is an issue.
- d. Resurfacing of Car Park – Further Consideration (Wellfield Lane repairs).
Only one quotation had been received to date for the repairs to Wellfield Lane, it was agreed that further quotations be sought and the Clerk in liason with the Chair of the committee could authorise the works.
- e. Renewal of Pavilion Roof
Works are due to start shortly and are anticipated to be completed before the firework display.
- f. Any other urgent operational matters or updates
It was noted that the Playing Fields Operative had resigned. The Clerk had initiated

a recruitment process for a replacement.

6. **TO CONSIDER A REQUEST FROM PHIL LUCKER TO USE THE OLD TENNIS COURT AREA ON THE CHANTRY FIELD FOR ATHLETICS**

Unfortunately Mr Lucker was unable to attend the meeting in person. It was AGREED that we would support this use of the Chantry Field for athletics training and that a fee equivalent to hiring a junior pitch would be charged. A meeting would be set up to finalise arrangements and neighbouring residents would be informed.

8. **TO RECEIVE AN UPDATE FROM THE CLERK ON THE PROGRESS OF DEVELOPING PITCHES AT POULTERBROOK**

Unfortunately the planned site meeting has been postponed. The Clerk would provide an update following the re-arranged meeting.

9. **TO CONSIDER A CONDITION REPORT FROM THE CLERK ON THE COUNCIL'S PLAY AREAS AND RECOMMENDATIONS FOR PRIORITISING THEIR IMPROVEMENT**

The Clerk's report was discussed and it was agreed that this would be considered as part of the council's budget setting process. The Clerk was requested to arrange a site visit for the committee to view the sites contained within the report.

10. **TO APPROVE A REQUEST FOR PLAY EQUIPMENT INSPECTION TRAINING FOR STAFF**

The Clerk outlined the need for grounds staff to receive training in how to undertake regular safety and maintenance inspections of play equipment. It was AGREED that the necessary training be organised.

11. **TO CONSIDER QUOTATIONS FOR THE PROVISION OF STAFF UNIFORMS AND ID BADGES**

Quotations from three uniform suppliers were tabled, samples were also available to view prior to the meeting. It was AGREED that Alexandra Workwear be selected as our uniform supplier and Customcard as the supplier for ID badges.

12. **TO CONSIDER A REQUEST FROM THORNBURY LAWN TENNIS CLUB TO DISCHARGE TREATED WATER INTO THE STREAM BETWEEN THE MUNDY PLAYING FIELDS AND THE TENNIS CLUB (SEE ATTACHED REQUEST)**

Following a short discussion it was AGREED that the committee supports this in principle and asks the Clerk to seek assurances about any impact on health, flooding, the environment and testing before giving final approval.

13. **TO RECEIVE A REPORT FROM THE CLERK ON SUGGESTED ADDITIONS TO THE CURRENT PLAYING FIELDS FEES AND CHARGES AND ASSOCIATED BOOKING CONDITIONS.**

The committee considered the report from the Clerk on suggested additions to the current playing fields fees and charges and associated booking conditions.

Following some discussion it was AGREED that the following fees, charges and conditions be introduced with immediate effect:-

Introduction of a £500 damage deposit for events and day hire, which would be refunded if the ground is left in a satisfactory condition.

Introduction of a £150 +VAT charge for hiring our sites by the day for events and commercial activity. Groups could apply for a grant to waive this fee for charitable purposes. Community groups and schools use is not charged but groups are asked to book in advance and provide a copy of risk assessments and public liability insurance.

For small group and 1 to 1 personal training sessions (less than 8 people), organisers are asked to seek permission in advance and provide a copy of insurance and risk assessments.

For large groups and commercially operated aerobics and fitness classes (over 8 people) a charge of £10 +VAT per session be charged.

It was also AGREED that clubs are given notice of our intention to introduce a charge of half the match fee for training use of pitches to be introduced from April 2017 as part of a wider review of charges. They would also be formally requested not to use pitches for training in the meantime and that free access to non pitch areas for training use would still be provided.

It was also AGREED that the Clerk would undertake a market assessment and review of fees, charges and booking conditions in time for implementation next financial year.

14. TO RECEIVE AN UPDATE FROM THE CLERK REGARDING THE LEASE FOR VILNER LANE AND CONSIDER APPROPRIATE NEXT STEPS

The Clerk outlined the current position regarding usage arrangements for the Skatepark and land at Vilner Lane.

Following some discussion it was AGREED that the Clerk be asked to investigate taking on a lease for the whole site with South Gloucestershire Council and report back to a future committee meeting on progress.

15. TO CONSIDER EXTENDING THE CREMATED REMAINS GARDEN AT THE CEMETERY

The Clerk outlined the current usage pattern of the cremated remains garden and the number of available plots remaining, potential options and likely costs.

It was AGREED that the Cremated Remains Garden be extended towards the car park and doubled in space to meet future demand, with the works to be undertaken from within existing staff resources this winter.

16. TO CONSIDER ANY REQUESTS FOR EQUIPMENT

It was AGREED to purchase a secondhand Field and Brush mower from Tytherington Parish Council for the cost of £1600

18. TO RECEIVE ANY CORRESPONDENCE

- a. Request to hold a fundraising exercise class on the Mundy Playing Fields and family funday on Oakleaze Green. This was noted and as it was for charity the fee would be waived.
- b. Complaint about overgrown trees in Chantry Field (Stafford Crescent) has been dealt with
- c. Western Power Distribution works to reduce height of trees interfering with power lines adjacent to 13 Gloucester Road will be undertaken shortly
- d. Request for additional litter bins and additional no dog signage at Chantry Field would be explored
- e. Requests to use the Mundy Playing Fields for a buggy exercise class and fitness boot camp was approved and the new fees applied