

# THORNBURY TOWN COUNCIL

Council Offices: (01454) 412103  
Tourist Information Centre: (01454) 281638  
Mundy Playing Fields: (01454) 413645  
Fax: (01454) 281638



Town Hall  
35 High Street  
Thornbury  
Bristol BS352AR

---

Town Clerk: Clare Nelmes

**MEETING OF:** Thornbury Town Council  
**TO BE HELD ON:** Tuesday 30<sup>th</sup> August 2016 at the Town Hall  
**COMMENCING AT:** 7.30 pm

Please note that this meeting is open to the public, who are welcome to attend. Public participation will be taken at the beginning of the meeting and/or at the calling of an agenda item at the discretion of the Chairman.

## AGENDA

1. To receive any apologies for absence
2. To receive any members declarations of interest
3. To receive any Chairman's announcements
4. To receive any representations from the public
5. To consider and approve the [minutes of the council meeting held on 9<sup>th</sup> August 2016](#) and any matters arising from them
6. To consider the notes from the following meetings and any matters arising from them
  - a. [Site meeting on 18<sup>th</sup> August](#) with SGC and local residents concerning road safety on the Gloucester Road
  - b. [Meeting on 16<sup>th</sup> August](#) with the Tortworth Estate concerning the proposed Buckover Garden Village
7. To consider the following planning and licensing applications:  
(Please follow hyperlink to view details of the planning applications and associated documents)
  - a. [PT16/4534/F](#) 63 Cumbria Close  
Alteration to existing side elevation from flat roof to pitched roof and extension to front elevation to form porch area.
  - b. [PT16/4563/F](#) 25 Oakleaze Road  
Erection of front porch and single storey rear extension to form additional living accommodation.
  - c. [PT16/4658/F](#) 69 Gloucester Road  
Erection of two storey side and single storey rear extension to provide additional living accommodation.

## THORNBURY TOWN COUNCIL

- d. [PT16/4291/PNA](#) Yew Tree Farm, Upper Morton  
Prior notification of the intention to erect an agricultural building for the storage of machinery and animal food.
  - e. [PT16/4536/F](#) 2 Homefield  
Erection of a single storey side extension to form an attached garage.
  - f. [PT16/4572/F](#) Crossways Infants and Junior School, Knapp Road  
Erection of single storey pre-school building with enclosed external play area.
  - g. [PT16/4648/ADV](#) First Floor, 29A High Street  
Display of 1 no. non-illuminated fascia sign, 1 non-illuminated hanging sign and 1 no. non-illuminated wall sign.
  - h. [PT16/4726/ADV](#) Plots 10-13 Bramley Fields, Land off Butt Lane.  
Display of various signs as stated in the schedule submitted.
  - i. [PT16/4860/TCA](#) The Vicarage, 27 Castle Street.  
Works to fell 1no. Apple tree situated in the Thornbury Conservation Area
8. To consider the following consultations and Council's response:
    - a. [Proposed Post Office relocation](#) from the Co-op to the St Mary's Centre
    - b. [South Gloucestershire Council Policies, Sites and Places Plan](#) Proposed Plan Submission.
  9. To receive the Monthly Financial Management Report for July (attached) and approve Accounts for Payment (to be tabled).
  10. To consider quotations for electrical testing of the town hall (Details of quotations will be tabled at the meeting)
  11. To consider a proposal from Cllr Shirley Holloway to recognise the achievements of Thornbury Olympic bronze medallist in Judo, Sally Conway
  12. To consider the implications of the recently announced cancelation of the town's Food Festival
  13. To consider a proposal to licence the town hall as a venue for marriages (see attached report)
  14. To receive an update from the Clerk on the renewal of the lease for 67 High Street and consider and agree any matters arising from it.
  15. To consider the following staffing matters:
    - a. To approve the proposed job description for the Responsible Financial Officer post, including salary range and hours and authorise the Clerk to commence the recruitment process (see attached draft job description).
    - b. To note that a Staff committee meeting will be holding a meeting on 6 Sept at 6.30pm
    - c. To note the resignation of the Hall Supervisor
    - d. To note the recruitment of a new cleaner for the town hall
  16. To receive any correspondence and notices not referred to specific Committees or to be dealt with on grounds of urgency.

Signed



Town Clerk and Proper Officer

# THORNBURY TOWN COUNCIL

## BACKGROUND PAPERS

The following are circulated with or have been previously circulated and form part of this agenda:-

- a. Minutes of Town Council Meeting of 9.8.16
- b. Notes of site meeting on 18<sup>th</sup> August with SGC and local residents concerning road safety on the Gloucester Road
- c. Notes of meeting on 16<sup>th</sup> August with the Tortworth Estate concerning the proposed Buckover Garden Village
- d. Financial Statement for July
- e. Post Office Consultation
- f. Policies Site and Places Consultation
- g. RFO recruitment report
- h. Report on potential use of town hall as a wedding venue