

THORNBURY
TOWN COUNCIL

Minutes of the Meeting of the Town Council
held on Tuesday 22nd March 2016 in the Council Chamber

Present: Cllr. Guy Rawlinson (Chairman and Town Mayor)

Cllrs. Helen Harrison
Alan Carman
Benj Emmerson
Gail Whitehead
Shirley Holloway
Pam Shipp
Clive Parkinson
Martin Trueman
Maggie Tyrrell
Angela Symonds
Matthew Stringer
Clare Fardell

Mrs J M Payne (Town Clerk)
Mrs S Richardson (Deputy Town Clerk)

Apologies: Cllrs. Bob Griffin (Out of Thornbury)
Vincent Costello (Other Meeting)
Lesley Tuck (Out of Thornbury)

The Chairman opened the meeting and addressed the 22 members of the public that were in attendance and opened public participation.

PUBLIC
PARTICIPATION

Mr. Graham Lanfear raised a number of issues as follows:-

- (i) He asked for an update on the resurfacing of the car park at the Mundy Playing Fields, which he believed was agreed at a meeting of the Playing Fields and Cemetery Committee. Cllr Clive Parkinson informed Mr. Lanfear that the resurfacing work is in the budget and it will be done in the near future.
- (ii) Graham Lanfear also pointed out that the road to the car park needs some attention and if, in the future, the football club build a stadium, car parking will need to be carefully considered.
- (iii) Graham Lanfear asked if the one ton dumpy bags that can be seen over the Cemetery wall as you drive along Kington Lane can be moved.
- (iv) He also said he had received a complaint about the Town Council transit van being parked continuously outside the Pavilion.
- (v) Finally he expressed his disappointment in the planting on the Morton Way roundabout and asked if another solution could be found.

The Chairman informed Mr. Lanfear that all his comments had been noted.

Land at Vilner Wood

A number of members of the public were in attendance to express their concerns regarding South Gloucestershire Council's proposals to develop the land at the rear of the houses on Bristol Road adjacent to the Composting Site. A member of the public said this piece of land has acted as a buffer zone between the industrial estate and the houses on Bristol Road, many of them being hundreds of years old.

Mr. Brett Harrison said that no one living or working near the site appeared to have been consulted and there is a great deal of opposition to the plans. He felt the land should have been offered to the local community and made a community asset. He added that there are over 250 trees on the 1.75 acre site.

Cllr Maggie Tyrrell said that South Gloucestershire Council's Property Services department had made the original decision in 2013 to change the use of the land but no planning application has been made as yet.

Cllr Clive Parkinson informed the public that when this Council was consulted we responded that it needs to be kept as an environmental barrier. Cllr Clare Fardell suggested that the Clerk contacts South Gloucestershire Council to ascertain the current situation and Cllr Clive Parkinson said we should also reiterate Council's previous comments and inform that this Council supports the residents' views given this evening. It was also suggested that our South Gloucestershire Councillors can point residents in the right direction if they wish to make representation themselves.

CHAIRMAN'S REMARKS

58/16. Cllr Guy Rawlinson said he had attended the funeral service for Joyce Barnes on Friday 18th March with Cllr Shirley Holloway, Cllr Pam Shipp and the office staff. Joyce had been caretaker at the Town Hall for 22 years and only retired in January 2016. On behalf of Council, he sent condolences to Roger, who had also been a member of staff for a considerable period and all the family.

59/16. Cllr Guy Rawlinson gave details of the following Mayoral events he had attended since the last Council meeting:-

- (i) Thornbury Musical Theatre Group's production of Aladdin in the Armstrong Hall.
- (ii) Viewing the refurbished rooms at Thornbury Castle Hotel.
- (iii) Hosting a Mayor's Charity Tea Party in aid of Thornbury and District Stroke Support Group with the event raising over £1,000.
- (iv) Meeting a Fairtrade producer from Nicaragua as part of Fairtrade fortnight.
- (v) Opening of the Rotary Club 'Swimarathon' at the Leisure Centre.
- (vi) The St. Peter's Hospice annual Quiz at the Armstrong Hall.
- (vii) Opening of a new mobile phone store in St. Mary Centre.
- (viii) Attendance at the Fairtrade Breakfast at The Swan.
- (ix) Party to celebrate the 4th anniversary of Thornbury Memory Cafe.
- (x) Opening of the new Screwfix store in the town.

60/16. Cllr Guy Rawlinson drew attention to the fact that this is the last full Council meeting for Judith as Town Clerk and Responsible Financial Officer and paid tribute to her long service to Council, detailed in the appendix to these minutes.

MINUTES OF COUNCIL MEETING

61/16. The minutes of the Town Council meeting held on 9th February 2016 were proposed as a correct record by Cllr Clare Fardell, seconded by Cllr Benj Emmerson and signed by the Chairman.

MATTERS ARISING

- (a) Creating a Dementia Friendly Community

62/16. Cllr Clive Parkinson reported that two Dementia Awareness sessions have been held so far, which Councillors and staff have attended and they have been very illuminating. The group will now be discussing what can be done as a follow up.

MINUTES OF EXTRAORDINARY COUNCIL MEETING

63/16. The minutes of the Extraordinary Town Council meeting held on 23rd February 2016 were proposed as a correct record by Cllr Matthew Stringer, seconded by Cllr Benj Emmerson and signed by the Chairman.

**MATTERS
ARISING**

There were no matters arising from the Extraordinary Council Meeting.

CORRESPONDENCE None.

**APPOINTMENT
OF MAYOR-ELECT** 64/16. It was proposed by Cllr Guy Rawlinson and seconded by Cllr Matt Stringer that Cllr Helen Harrison be appointed Mayor-Elect for the year 2016-17. There being no further nominations; Cllr Helen Harrison was duly appointed.

**APPOINTMENT
OF DEPUTY
MAYOR-ELECT** 65/16. It was proposed by Cllr Helen Harrison and seconded by Cllr Benj Emmerson that Cllr Alan Carman be appointed Deputy Mayor-Elect for the year 2016-17. There being no further nominations; Cllr Alan Carman was duly appointed.

**ENVIRONMENT
COMMITTEE** 66/16. The report of the Environment Committee meeting held on 16th February 2016 was presented by the Chairman, Cllr Matthew Stringer.

67/16. It was proposed by Cllr Matthew Stringer, seconded by Cllr Martin Trueman and unanimously agreed that the report is adopted.

**PLAYING FIELDS
AND CEMETERY** 68/16. The report of the Playing Fields and Cemetery Committee meeting held on 18th February 2016 was presented by the Chairman, Cllr Clive Parkinson.

69/16. It was proposed by Cllr Clive Parkinson, seconded by Cllr Martin Trueman and unanimously agreed that the report is adopted.

**FINANCE &
POLICY** 70/16. The report of the Finance and Policy Committee meeting held on 3rd March 2016 was presented by Cllr Guy Rawlinson.

Matters Arising:-

(a) **South Gloucestershire Council – Queen Elizabeth 90th Birthday Celebration**

71/16. Cllr Clare Fardell referred to the Church Service that has been organised by Dame Janet Trotter in St. Mary's Church on 21st April to celebrate the Queen's 90th Birthday. Cllr Clare Fardell said it is an honour that Dame Janet has chosen Thornbury to hold the service but there have been some rumours that the Queen herself is coming to the town. Cllr Clive Parkinson asked the Clerk to pass a comment to the South Gloucestershire Officer that is organising the service about the misunderstanding by some members of the public.

72/16. It was proposed by Cllr Clive Parkinson, seconded by Cllr Shirley Holloway and unanimously agreed that the report is adopted.

**FINANCE &
POLICY
SPECIAL
MEETING** 73/16. The report of the Special Meeting of the Finance and Policy Committee meeting held on 10th March 2016 was presented by Cllr Guy Rawlinson.

74/16. It was proposed by Cllr Guy Rawlinson, seconded by Cllr Shirley Holloway and unanimously agreed that the report is adopted.

**TOWN
DEVELOPMENT** 75/16. The report of the Town Development Committee meeting held on 1st March 2016 was presented by the Chairman, Cllr Maggie Tyrrell.

Matters Arising:-

(a) Planning Application PT15/5528/RM – Land at Park Farm, Phases 2,3 & 4

76/15. A representative from the Sheiling School had attended the last committee meeting to highlight their concerns on the above planning application and the potential impact of the increased foot traffic along footpath OTH 19 in an area with vulnerable adults and children and the close proximity of the development to Camphill Community. Cllr Clare Fardell reported that she has spoken to a senior planning officer at South Gloucestershire Council to enquire what measures can be taken to mitigate the potential problems and she will do all she can to address the situation.

77/16. It was proposed by Cllr Maggie Tyrrell, seconded by Cllr Gail Whitehead and unanimously agreed that the report is adopted.

PLANNING APPLICATIONS

78/16. Council considered a number of planning applications and their comments for forwarding to South Gloucestershire Council are shown on the attached schedule.

APPOINTMENT OF TOWN CLERK

79/16. The Chairman informed members that the new role of Town Clerk only, has been advertised with a closing date of 29th March.

REVIEW OF FINANCIAL REGULATIONS

80/16. The Financial Regulations had been circulated to members for consideration as part of the internal audit controls. The Clerk stated that she would not recommend making any changes at the present time as Council will need to consider online banking in the near future. Cllr Clive Parkinson recommended taking the Clerk's advice and this was seconded by Cllr Maggie Tyrrell and unanimously agreed.

UNIVERSAL YOUTH BUDGET

81/16. South Gloucestershire Council's Universal Youth Budget was discussed at the Finance and Policy Committee meeting held on 3rd March 2016 and referred to Council. Cllr Clive Parkinson said that the reduction in funding will have a real impact in the next financial year and he proposed that the annual grant to Krunch is increased to £12,000 for the next financial year to cover their costs. This was seconded by Cllr Matthew Stringer and unanimously agreed.

FINANCIAL STATEMENT

82/16. The Financial Statement for February 2016 was received and noted.

ACCOUNTS FOR PAYMENT

83/16. The list of accounts for payment had been tabled. The Deputy Clerk also presented an invoice from Big Interactive for the I.T. maintenance contract and supply of domain name and hosting. This was agreed for payment to be made on 1st April 2016.

(a) Resolved that the following accounts paid out of meeting be approved:-

British Telecom plc	Telephone Bill – Town Hall & Playing Fields	385.15
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(b) It was proposed by Cllr Clive Parkinson, seconded by Cllr Matthew Stringer and unanimously agreed that the following accounts now due for payment be approved:-

Central Services

Petty Cash		50.00
Avon Local Councils Association	Annual Subscription	1205.64
Consortium	Stationery	13.31
Consortium	Cleaning equipment	19.89
Corona Energy	Gas Bill – TH	309.34
Danwood	Photocopier Meter Readings	73.63

EDF	Electricity – Town Hall	331.52
J.N.C (Fire Protection) Ltd	Fire Alarm / Extinguisher Servicing	325.44
Newey & Eyre	Light Fittings	24.76
Newey & Eyre	Light fittings	62.65
Pitney Bowes	Franking machine top-up	160.80
Society of Local Council Clerks	Advertisement	210.00

Playing Fields & Cemetery

Consortium	Cleaning equipment	94.85
Corona Energy	Gas Bill – PFC	171.02
Countrywide Farmers plc	Wellington Boots	44.99
Days Fleet	% Ford Transit Hire	3315.23
EDF	Electricity – MPF	129.89
EDF	Electricity – Chapel	17.48
GAP Supplies Ltd	Maintenance & repairs items	99.14
J.N.C (Fire Protection) Ltd	Fire Alarm / Extinguisher Servicing	191.22
Matrix BES Ltd	Investigation and repair to flood light	540.02
Matrix BES Ltd	Investigate faulty RCD	113.52
Thornbury MOT Centre	MOT & Repairs (50%)	112.57
Veolia	Waste Collection	255.00
Veolia	Waste Collection	139.03
TH White	Wash Brush	36.00

Environment

Days Fleet	% Ford Transit Hire	1105.07
Landcare	Supply Trees and Planting	427.21
Thornbury MOT Centre	MOT & Repairs (50%)	112.57

Grants & Contingencies

The Swan	Community Toilet Scheme	250.00
The Wheatsheaf (Steamers Ltd)	Community Toilet Scheme	150.00
Armstrong Hall	Community Toilet Scheme	250.00
EDF	Electricity – Armstrong Hall	447.77
Corona Energy	Gas Bill – Museum	90.24

REPORTS FROM REPRESENTATIVES ON OTHER BODIES

None received.

Appendix – Town Clerk and Responsible Financial Officer

I could not let this meeting pass; the last Judith will sit alongside the Mayor as the Town Clerk and Responsible Financial Officer for Thornbury Town Council, without saying a few words.

As you can see on the board behind me Judith became the Town Clerk in 2001. Prior to this she had been the Deputy Clerk since 1992. I have made some rough calculations that Judith, who is ever present at Town Council meetings, has supported 13 Mayors and many councillors at over 150 full and budget meetings over the last 15 years. Judith is also Clerk to Town Development, Finance and Policy and Playing Fields and Cemetery Committee. Each of these committees will have held the same number of meetings. I will let you all do the sums. If that is not enough Judith is also the Responsible Financial Officer for the Council and Manager of the Armstrong Hall.

But this tells only part of the story. At the moment we are endeavouring to find a new Town Clerk and Responsible Financial Officer. This is proving to be a challenge! In local government circles the role of Town Clerk is well known, but outside it is easily misunderstood. Having spent a career in plc's I have come across the role there and call it the Chief Executive Officer. That is the importance of the post to Thornbury Town Council.

I have been the Mayor for nearly two years and have enjoyed the support that Judith has provided over that time. The depth of knowledge that Judith has accumulated over the years is significant. Not just the internal rules of running a Town Council but also the weight of information that comes down from South Gloucestershire Council and Central Government. This information has to be understood so that when issues are discussed at Council Judith has the facts available to advise Councillors so that they make the best decisions possible for the town.

Judith has supported meetings with tact, diplomacy and a great deal of patience. Managing a diverse range of councillors over that time has been a significant challenge.

Judith can now look forward to a well deserved retirement and the spending time her husband Terry and with her beloved horses.

I would just like to add that Judith may be retiring from the role as Town Clerk and Sandra will be deputising, but that she will be around for a while longer in the capacity of Responsible Financial Officer.

So at the moment on behalf of the Town Council, I would like to extend our best wishes for a long and happy retirement, she is a truly hard act to follow!

Cllr Guy Rawlinson
Chairman and Town Mayor

THORNBURY TOWN COUNCIL

PLANNING APPLICATIONS considered on 22nd March 2016 (Circulated)

DATE	REF. NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
01.03.16	PT16/0691/F	12 Dovedale	Erection of two storey rear extension and single storey front extension to form additional living accommodation.	OBJECT to over development of the site with loss of amenity space at the rear of the property.	
01.03.16	PT16/0847/TRE	Park Farm Butt Lane	Works to 1 no. Willow tree to reduce the crown to a height of 9.1 metres and the radial spread to 5 metres. Covered by SGTPO/08/13 dated 15 October 2013.	No objection.	
07.03.16	PT16/1016/PNOR	Unit 8 Midland Way Business Park	Prior notification of a change of use from office (Class B1) to 6 no. self contained flats (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1985 as amended.	OBJECT to the loss of commercial premises and employment potential in the town, particularly with the new developments on the edge of town.	
08.03.16	PT16/0982/F	The Council Offices Castle Street	Demolition of existing buildings. Erection of 5 cottages and 57 sheltered apartments for the elderly including communal facilities, landscaping, parking, access and associated works.	Please see Appendix 2 for submission. <i>N.B. The address should read Stokefield Close, not Castle Street.</i>	

DATE	REF. NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
08.03.16	PT16/1024/ADV	14 High Street	Display of 2 no. sets of halo illuminated text, 1 no. externally illuminated projection sign, 1 no. internally illuminated window sign.	Withdrawn 14.03.16	withdrawn
08.03.16	PT16/1026/F	16 Sorrel Close	Erection of detached single garage.	No objection.	
10.03.16	PT16/0863/PDR	16 Sorrel Close	<i>Revised Proposals:-</i> Conversion of garage to form additional living accommodation with additional windows and rooflight.	No objection.	
11.03.16	PT15/5060/RM	Land at Morton Way, Phase 2	<i>Revised Proposals:-</i> Erection of 110 no. dwellings with landscaping (including a country park), car parking and associated works. (Approval of Reserved Matters to be read in conjunction with Outline Planning Permission PT14/2398/RVC formerly PT12/2395/O)	Please Appendix 3 for submission.	
11.03.16	PT16/0960/O	9 Clare Walk	Erection of 1 no. dwelling (Outline) with all matters reserved.	No objection.	

DATE	REF. NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
14.03.16	PT16/1129/F	51 Cumbria Close	Demolition of existing conservatory. Erection of a two storey rear extension to form additional living accommodation.	<i>Cllr. M. Tyrrell declared a non-pecuniary interest and left the room.</i> OBJECT to over development of the site.	
15.03.16	PT15/5295/F	Thornbury Leisure Centre	Installation of 4 no. windows to front elevation (retrospective).	No objection.	
15.03.16	PT16/0994/F	10 Midland Way	Change of use from Class B1 (Business) to Class B2 (General Industry) to facilitate installation of MOT station.	No objection.	
15.03.16	PT16/1169/F	23 High Street	Installation of replacement ATM and post box. Installation of new shop front with associated works to facilitate incorporation of platform lift.	No objection.	
15.03.16	PT16/1171/ADV	23 High Street	Display of 1 no. non-illuminated fascia sign, 1 no. non-illuminated projecting sign, 1 no. non illuminated nameplate wall sign, 1 no. ATM sign and 2 no. sets of non-illuminated vinyls.	No objection.	

THORNBURY TOWN COUNCIL
COMMENTS ON PLANNING APPLICATION PT16/0982/F
The Council Offices, Stokefield Close

Demolition of existing. Erection of 5 cottages and 57 sheltered apartments for the elderly including communal facilities, landscaping, parking access and associated works

Council would wish to **OBJECT** to the application for the following reasons:

- Loss of opportunity for employment with the change of use from business to residential particularly in view of the number of new developments that Thornbury is now having to accommodate (approx. 1,200 new residences at the present time but this could rise in the near future)
- There is major concern over the number of parking spaces provided within the development which are deemed to be insufficient and there is already evidence that not enough parking spaces have been provided with the Churchill Rock Street development. The address of the development should be Stokefield Close and not Castle Street and residents of the new building should not be entitled to apply for Residents' Parking Permits in Castle Street which are already over-subscribed.
- There is no reason to remove the trees which were planted to provide a buffer on the southern end of the site. This requirement for a buffer has not changed.
- The height and mass of the design is not appropriate and the small building at the end of the terraced section is of poor design and out of keeping with the rest of the development.
- Some concern was expressed about the positioning of the scooter battery recharging bays which appear to be an inconvenient distance from the main building.

My Council would also support the residents' comments (copy attached) which, I assume, you have had a copy. The Thornbury Chamber of Commerce also made comments on the development in a letter dated 11th January 2016 (copy attached) again, I assume, you were provided with a copy. My members support comments in paragraphs 1-4 of the Chamber's letter but would not support two storey parking in Rock Street car park.

My Council feels most strongly that South Gloucestershire Council should be considering car parking in the town centre as a matter of urgency particularly as all of the new developments will increase the need for extra provision to ensure the future viability and vitality of the town. Members consider that it is essential that South Gloucestershire Council should produce a strategy for car parking in Thornbury.

THORNBURY TOWN COUNCIL
COMMENTS ON PLANNING APPLICATION PT15/5060/RM
Land at Morton Way, Phase 2

Revised Proposals:-

Erection of 110 no. dwellings with landscaping (including a country park), car parking and associated works. (Approval of Reserved Matters to be read in conjunction with Outline Planning Permission PT14/2398/RVC formerly PT12/2395/O)

Although members agree that the revised street scene is acceptable and the sports facilities and allotments are welcomed, they would wish to make the following comments:-

There is an objection to the scaling down of the planting on the eastern boundary which originally was intended to be dense and now appears far less concentrated.

If football pitches are to be constructed then there must be provision for adequate parking. If parking is not provided, users vehicles will, inevitably, park in residential areas.

The designated green space areas must be safeguarded as a minimum. Extra play space would be an advantage.

THORNBURY TOWN COUNCIL

PLANNING APPLICATIONS considered on 22nd March 2016 (to be tabled)

DATE	REF. NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
16.03.16	PT16/1041/F	56 Wharfedale	Erection of 1 no. semi-detached dwelling with new access and associated works.	No objection.	
17.03.16	PT16/0714/PDR	24 Malvern Drive	Erection of single storey rear extension to provide additional living accommodation.	No objection.	
22.03.16	PT16/1310/PNVE	2 Cooper Road	Prior notification under Class T of Part 3 of the Town & Country Planning (General Permitted Development) (England) Order 2015, of a change from offices (Class B1) to registered nursery (Class D1) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).	No objection.	