

MINUTES OF ANNUAL TOWN COUNCIL MEETING HELD ON TUESDAY 10 MAY 2022 FROM 8.00PM – 8.30PM AT POOLE COURT, YATE.

P R E S E N T

Councillors Mike Drew, Tony Davis, John Ford, Cheryl Kirby, Alan Monaghan, Wully Perks, Ray Perry, Karl Tomasin and Chris Willmore. Town Clerk, Community Projects Manager (LC) and Finance Manager & RFO.

**Councillor Ruth Davis (Chair of South Gloucestershire Council)
Councillor Chris Zapata (Chair of Dodington Parish Council) and
Councillor Christine Howard (Vice-Chair of Dodington Parish Council).
X3 members of the public.**

1 ELECTION OF YATE TOWN COUNCIL CHAIR/TOWN MAYOR

Councillor Karl Tomasin welcomed everyone to the meeting. Councillor Tomasin thanked his fellow councillors and the staff team for their help and support during his 3-year term of office as Chair.

Thanks were extended to both the Chair and the Vice-Chair of the Council for their service during the 2021/2022 year.

RESOLVED Councillor Cheryl Kirby be elected Yate Town Council Chair and Town Mayor.

2 DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Kirby signed the Declaration of Acceptance of Office form for the role of Yate Town Council Chair/Town Mayor and said how she looked forward to the year ahead.

3 MAYOR'S EXPENSE OF OFFICE ACCOUNT

It was **NOTED** that there is a budget heading within the Town Council budget from which payments are made associated with the Mayor's term of office.

4 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors John Emms, Sandra Emms, John Gawn, Margaret Marshall (leave of absence) Ben Nutland, Jane Price, John Serle (leave of absence) and Penny Thoyts

5 DECLARATIONS OF INTERESTS UNDER THE LOCALISM ACT 2011

No Declarations of Interest were received.

6 ELECTION OF YATE TOWN COUNCIL VICE-CHAIR/DEPUTY TOWN MAYOR

RESOLVED Councillor Ben Nutland be elected Yate Town Council Vice-Chair and Deputy Mayor.

7 ELECTION OF CHAIR OF THE ENVIRONMENT AND COMMUNITY COMMITTEE, CHAIR OF THE FINANCE AND GOVERNANCE COMMITTEE AND THE CHAIR OF PLANNING AND TRANSPORTATION COMMITTEE

The following be **RESOLVED**:

- Councillor Alan Monaghan be elected Chair of the Environment and Community Committee;
- Councillor Mike Drew be elected Chair of the Finance and Governance Committee;
- Councillor Karl Tomasin be elected Chair of the Planning and Transportation Committee.

8 ELECTION OF COMMITTEES, SUB-COMMITTEES, WORKING GROUPS, PROJECT STEERING GROUPS, MANAGEMENT COMMITTEES AND JOINT COMMITTEES

RESOLVED Appointments to Committees, Sub-Committees, Working Groups, Project Steering Groups, Management Committees and Joint Committees be as Appendix 1.

9 APPOINTMENT OF TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED Town Council representatives on Outside Bodies be as detailed in Appendix 1.

10 CONFIRMATION OF TOWN COUNCIL APPOINTED TRUSTEES ON YATE HERITAGE CENTRE, WILLS DAVIS ATWELL CHARITY, YOSC LTD AND YATE UNITED CHARITIES

RESOLVED Town Council Appointed Trustees on Yate Heritage Centre, Wills Davis Atwell Charity, YOSC Ltd and Yate United Charities be as detailed in Appendix 1.

11 SCHEDULE OF INTERESTS

The Schedule of Town Council Interests was received and **NOTED** (Appendix 2).

12 STANDING ORDER ACTIONS

The following was **RESOLVED**:

- In accordance with Standing Orders (item 1.13), the following were adopted:
 - Terms of Reference to committees, sub-committees, project steering groups, working groups and employees (adopted 10th May 2022); [Click here for Terms of Reference](#)
 - Standing Orders (adopted 10th May 2022); [Click here for Standing Orders](#)
 - Financial Regulations (10th May 2022): [Click here for Financial Regulations](#)
 - the Council's Complaint's Policy (re-adopted on 10th May 2022)
 - the Council's Freedom of Information Policy (re-adopted on 10th May 2022).
 - the Council's policy for dealing with press/media (re-adopted on 10th May 2022)
 - Dates, times and place of Full Council and committees for the year ahead (approved 12th January 2022). [Click here for meetings calendar](#)

It was **NOTED** that arrangements for insurance cover in respect of all insured risks has been completed during 2021/22 and the cover is in place for 2022/2023.

13 TOWN COUNCIL LIABILITIES

RESOLVED *That in view of the confidential nature of the business about to be transacted, pursuant to the Public Bodies (Admission to Meetings) Act 1960, it is advisable in the public interest that any members of the press or public present be excluded and they be instructed to withdraw.*

Details of Town Council liabilities were received and **NOTED**. (Confidential Appendix 3)

RESOLVED The meeting return to open session.

Signed

Date

S:\Annual Town Council Meeting\Minutes\AnnualTCMins 10.5.22

YATE TOWN COUNCIL 2022/23

COMMITTEES, SUB-COMMITTEES, WORKING GROUPS, PROJECT STEERING GROUPS AND REPRESENTATIVES ON OUTSIDE BODIES

CHAIR – Cheryl Kirby
VICE-CHAIR – Ben Nutland
Full Council quorum = 6

NB: Meeting Papers for all meetings to be circulated to Chair and Vice-Chair of Council as ex-officio members

**ENVIRONMENT & COMMUNITY
COMMITTEE (QUORUM=4)**

Alan Monaghan (Chair)

Tony Davis
Sandra Emms
John Ford
John Gawn
Ben Nutland (tbc)
Wully Perks
Jane Price
John Serle
Karl Tomasin
Chris Willmore

**FINANCE & GOVERNANCE
COMMITTEE (QUORUM=4)**

Cheryl Kirby
Mike Drew (Chair)
John Ford
Margaret Marshall
Ben Nutland
Ray Perry
Jane Price
John Serle
Karl Tomasin
Chris Willmore

**PLANNING AND
TRANSPORTATION
COMMITTEE (QUORUM = 4)**

Karl Tomasin (Chair)

Tony Davis
Sandra Emms
John Ford
John Gawn
Cheryl Kirby
Alan Monaghan
Ray Perry
Chris Willmore
Tony Sharp (*c-opted non voting
member of committee*)

SUB-COMMITTEES		
<i>CHAIR AND VICE CHAIR OF COUNCIL ARE EX OFFICIO UNLESS NAMED</i>		
Allotments Sub-Committee <i>Reports to E&C</i>	Tony Davis Cheryl Kirby TOR – this Sub-Committee should include the Chair of E&C	Alan Monaghan Chris Willmore (MM and PH-Co-opted TBC)
Climate & Planet (formerly Carbon Net Zero) <i>Reports to E&C</i>	John Emms John Ford Alan Monaghan TOR – this Sub-Committee should include the Chair of E&C	Jane Price Chris Willmore
Events Sub-Com <i>Reports to E&C</i> Quorum=3	Mike Drew John Ford Alan Monaghan Cheryl Kirby TOR – this Sub-Committee should include the Chair of E&C	Wully Perks Karl Tomasin Jane Price
Grants & Finance Sub-	John Gawn Mike Drew John Ford Jane Price <i>Reports to F&G</i> <i>Quorum = 3</i>	Cheryl Kirby TOR – this Sub-Committee should include the Chair of F&G and Vice-Chair of F&G
Old Yate Sub Committee <i>Reports to E&C</i> Quorum=3	Tony Davis Cheryl Kirby Alan Monaghan Jane Price Karl Tomasin Chris Willmore	
Public Rights of Way, Commons, Greens Sub-Committee <i>Reports to E&C</i> Quorum=3	Sandra Emms John Ford Ramblers Association TOR – this Sub-Committee should include the Chair of E&C.	Alan Monaghan Chris Willmore
Staffing and Governance Sub-Committee <i>Reports to F&G or Full Council</i> Quorum = 3	Tony Davis Mike Drew John Ford TOR – this Sub-Committee should include the Chair of F&G	Cheryl Kirby Karl Tomasin Chris Willmore
Yate Ageing Better, Health	Sandra Emms	Karl Tomasin

and Wellbeing Sub Committee (Health and wellbeing added 2019) Green Community Travel be included in the consultation work / strategy <i>Reports to E&C</i> Quorum=3	Jane Price Penny Thoyts Chris Willmore
Website Review <i>Reports to F&G</i> Quorum = 3	Cheryl Kirby Ben Nutland Chris Willmore

REPRESENTATIVES ON WORKING GROUPS <i>(WORKING GROUPS CANNOT TAKE DECISIONS)</i> CHAIR AND VICE CHAIR OF COUNCIL ARE EX OFFICIO UNLESS NAMED	
Priorities and Strategy Scrutiny Working Group <i>Reports to F&G</i> Quorum = 3	Cheryl Kirby John Gawn Alan Monaghan Mike Drew Karl Tomasin Chris Willmore TOR – this Sub-Committee should include the Chair of F&G
Local Nature Action Plan (LNAP) <i>(See TOR under Climate & Planet)</i> <i>Reports to E&C</i>	Alan Monaghan Chris Willmore

PROJECT STEERING GROUP COMMITTEES <i>PROJECT STEERING GROUPS REPORT TO FULL COUNCIL AND ARE TASK LIMITED</i> CHAIR AND VICE CHAIR OF COUNCIL ARE EX OFFICIO UNLESS NAMED	
New North Yate Community Building	Mike Drew Jane Price Chris Willmore John Ford
Play Area and Properties Projects Quorum = 3	Tony Davis John Ford Cheryl Kirby Wully Perks Alan Monaghan John Serle Karl Tomasin Chris Willmore
YOSC Liaison Group (eg, site operations, legal agreement, general matters / discussion with YOSC Ltd) Quorum = 3	Tony Davis Mike Drew John Serle Karl Tomasin Chris Willmore YOSC Ltd: - Ellen Taylor, Julie Ann Parker, Stuart

YOSC Ltd	Nunn, John Ford (YTC nomination), Jeremy Dale and Martin Beard (updated 10.11.20) Councillor Ray Perry (YTC nomination), 05.01.22 <i>YOSC FM: Jeremy Dale, Ellen Taylor, Geoff Robson</i>
YOSC Facility Project Steering Group Committee <i>Quorum = 3</i> <i>Drainage</i>	Tony Davis Mike Drew John Serle Karl Tomasin Chris Willmore John Ford

DESIGNATED LEAD LIAISON	
Bowling Club	John Ford John Gawn
Peg Hill Skateboard and BMX Park	Mike Drew John Ford
Witches Hat Play Area	Tony Davis
Marketing and Social Media Social Media Newsletter <i>Nominated Members to work on process and to approve with Chair of Council with Delegated Powers to Town Clerk</i>	Ben Nutland Alan Monaghan Karl Tomasin Chris Willmore Town Clerk (Delegated Powers)
S106 Applications	Chris Willmore

TRUSTEES	
Heritage Centre Trust	Ian Blair <i>(ATC mtg 14.05.19, appointment expires 01.05.2024)</i> Cheryl Kirby <i>Approved to stand again at FC on 12.05.20</i>
Wills Davis Atwell Charity (2 appointments to be made by Council)	Mike Drew Alan Lawrance
YOSC Ltd	John Ford Ray Perry
Yate United Charities (2 appointments to be made by Council)	Karl Tomasin Cheryl Kirby

MANAGEMENT COMMITTEES		
Pop Inn Man Com <i>Reports to E&C</i>	Town Council representatives (2)	Vacancy Sub: Wully Perks
Yate Heritage Centre Man Com <i>Reports to E&C</i>	Town Council representatives (2)	Sylvia Eastwood John Gawn

Armadillo Management Committee was disbanded 15.5.18 – reports to E&C

JOINT COMMITTEES	
Joint Parishes Consultative Committee <i>Reports to E&C</i>	Chair (Ex-officio) Vice-Chair (Ex-officio) Mike Drew Chris Willmore
Joint Parishes Cycleway Group <i>Reports to P&T</i>	Chair (Ex-officio) Vice-Chair (Ex-officio) John Emms (Chair of JPCG) Karl Tomasin

REPRESENTATIVES ON OUTSIDE BODIES		
	REPORTS TO	
ALCA larger local Forum	F&G	Karl Tomasin
Avon Local Councils Association (South Gloucestershire Area Group) & Larger Councils	F&G	Vacancy Mike Drew (NALC rep) Town Clerk
Community Engagement Forum (formerly Safer Stronger Community Group)	E&C	Mike Drew Tony Davis
Fairtrade – Yate	ATCM & E&C	Chris Willmore Margaret Marshall (<i>Louise Harris – co-opted non member</i>)
Friends of Brimsham Fields	E&C	John Ford Chris Willmore Mike Drew Wully Perks Ben Nutland
Friends of the River Frome (Frome Forum)	E&C	Karl Tomasin
Friends of The Common	E&C	John Davis Estates Manager
Friends of Kingsgate Park	E&C	Cheryl Kirby Tony Davis Estates Manager John Ford
Friends of Ridge Woods	E&C	Mike Drew
Green Community Travel	P&T	Tony Davis & Karl Tomasin (Apr 19)

Hanson Liaison Committee	E&C	John Ford Karl Tomasin Subs: Mike Drew
Heritage Centre Extension Working Group	E&C	Cheryl Kirby John Gawn
Local Healthwatch South Gloucestershire (formerly Local Involvement Network (LINKs))	E&C	Karl Tomasin (if it meets daytime)
Local Nature Action Plan joint parishes liaison (Yate, Dodington, Sodbury & Westerleigh)	E&C	Alan Monaghan Chris Willmore
Priority Neighbourhoods – Yate/Dodington Community Lead Group	E&C	Cheryl Kirby Karl Tomasin
Shopmobility	E&C	Karl Tomasin <i>Wully Perks (Trustee)</i>
Station Road Partnership	E&C	Cheryl Kirby Chris Willmore
Sodbury and Yate Business Association	E&C	Cheryl Kirby Margaret Marshall
South Gloucestershire Dementia Alliance	E&C	Tony Davis
South Gloucestershire Museum and Heritage Partnership	E&C	Cheryl Kirby Wully Perks Heritage Officer
South Gloucestershire Youth Housing (SGYH)	E&C	Jane Price
South Gloucestershire Community Cohesion Steering Group (added 25.6.20)	E&C	Chris Willmore
South Gloucestershire & Learning Partnership West	E&C	Tony Davis Jane Price
Town and Parish Council Forum	E&C	Town Clerk Cheryl Kirby <i>Send agenda to Mike Drew also</i>
Yate Children's Centre Advisory Board/Cranleigh Court	E&C	Karl Tomasin
Yate and District Transport Forum Formerly know as Friends of Yate Station	P&T	Wully Perks Chris Willmore Karl Tomasin Mike Drew Alan Monaghan Tony Davis (Ruth Davis & Louise Harris)
Yate and District Twinning Association	E&C	Margaret Marshall Ben Nutland Wully Perks
Yate Community Association	E&C	Vacancy Alan Monaghan

Yate Community Plan	<i>E&C or FC</i>	Karl Tomasin
Yate Heritage Centre Events Committee <i>*Reports to Events Sub Committee</i>	*	John Gawn Cheryl Kirby
Yate Genieri Link	<i>E&C</i>	Margaret Marshall <i>(Send all councillors minutes)</i>
Yate Oral History Group	<i>E&C</i>	<i>Vacancy</i>
Yate Town Centre Strategy Group	<i>E&C or FC</i>	Cheryl Kirby Karl Tomasin Tony Davis Margaret Marshall Wully Perks Chris Willmore



YATE TOWN COUNCIL

SCHEDULE OF INTERESTS

2022 / 2023

As at 1 April 2022

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FOOTPATHS

1 STANSHAWES DRIVE FOOTPATH (FREEHOLD) ([Pathway - Title Number AV210197](#))

This pathway which forms part of the Yate Cycleway Link is owned by the Town Council. The area is also an important wildlife corridor within the Town. There are three litterbins and one dog bin along this pathway.

MEMORIALS

2 MEMORIALS (LYCH-GATE AND PARNALL (Grade II Listed)) (The Parnall War Memorial is unique in that it is a memorial to civilians being contemporaneous)

Yate Town Council has the power to maintain the two War Memorials; the Parnall Memorial situated in St Mary's church yard and the Lych-gate situated at the entrance to St Mary's Church yard.

As part of the Armistice Trail to mark 100 years since the end of WW1 a QR code board, produced in conjunction with St Mary's Church and South Gloucestershire Council, is fixed on the wall to the left of the Lych Gate at St Mary's Church, with links to information about the Lych Gate, Parnall and Commonwealth Grave Memorials at St Mary's Church as well as to information about the former Cottage Hospital.

OPEN SPACES

3 ABBOTSWOOD (FREEHOLD – LAND) ([Title Number AV174561](#))

Land surrounding Abbotswood Shopping Centre, including open space to the front of the shops laid to paving and grass, plus hard core tarmac access area to rear of shops and one garage. There are three litter bins plus one recycling bin and four seats, a sign has been attached to one of the seats to designate it a Happy To Chat bench. There is one Town Council noticeboard and a friends notice board on the land in front of the shops. There is also a low level wooden snake play sculpture with 5 wooden stepping stones and some grass matting located on the grassy area to the front of St Nicholas Church and Family Centre, beneath the trees. Solar powered lighting is positioned at the front of the shops. A new play area consisting of a timber rope climbing unit, a timber sculptured ant, boulders with a North, East, South, West dial, a timber snail and timber stepping logs are also to the front of the shops.

In 2021 the latest additions to the site include the installation of new paving, improving access and the aesthetic of the area. Additional natural play equipment has been installed including two bug hotels, a compass seating circle, a multi play unit with slide, a supersize ant sculpture, a wooden balance trail, a set of 'talking tubes', a ladybug

springer and wooden see saw. A defibrillator will be installed in 2022 and registered with the Ambulance Service.

The freehold reversion to 34 Abbotswood Yate was sold in June 2018.

The freehold reversion to 35 Abbotswood Yate was sold in June 2018.

4 LYE FIELD (FREEHOLD)
(Land lying east of Goose Green Way - Title Number AV204079)

Open space land situated on the corner of Goose Green Way and Station Road used for informal recreation. Part of the Yate Cycleway Link runs across this land. It contains two seats, one dog bin, three litterbins, two information signs, one noticeboard, a kickabout area and a shelter type seating area.

5 RODFORD FIELD (LAND OFF BARNWOOD ROAD) (LEASE)
(Title Number GR354500 AND AV179175)

Open space land situated on land at the former Rodford School site leased from South Gloucestershire Council as from 19 July 2017 for a period of 50 years until 18 July 2067. This site includes one information sign, one kissing gate and one litter bin.

An area of the field has been earmarked for allotments approx. 12 half sized plots and 9 quarter sized plots. An area for car parking is included upto a max of 12 spaces.

6 TYLERS FIELD (FREEHOLD)
(Open space north of Gravel Hill road - Title Number GR243045)

Open space with community woodland.

There are three wildlife interpretation boards and a beacon cage. One plaque, two dog bins, three litterbins, two information signs, one noticeboard and three drop bollards.

7 WELLINGTON ROAD (FREEHOLD LAND ACQUIRED 20.12.17) (OPEN SPACE OFF CAMBRIAN DRIVE)
(Title Number GR219262)

Land situated behind the Church of the Latter Day Saints on Wellington Road and to the side of the Wellington Road Kickabout area. There is a 50 year overage connected to this site. This site has one litter bin.

- 8 WESTERLEIGH ROAD (FREEHOLD)
(From March 2015 - Open space at the junction of Westerleigh Road and Rodford Way – Title Number AV1018)

Grassed open space next to the Witches Hat Play area at the end of Westerleigh Road. This area contains pathways, mature trees, shrubs, one litter bin and three benches.

PARKS

- 9 BRINSHAM PARK (LEASE)
(Title Numbers – GR286891 & GR231475)

Yate Town Council leases Brinsham Park from South Gloucestershire Council on a 50 year lease (from 7 June 2011 to 6 June 2061) at a peppercorn rent. Within the park is a lake including a pier/jetty and a children's play area. The play area contains play equipment, safety surfacing, five seats and one litter bin. There are two additional items of teenage play equipment outside the fenced children's play area. The park also contains two dog bins, nine litterbins, three recycle bins, eight seats, a barbeque stand, one notice board and a WWII memorial seat. There is also a dipping platform and two seats at the conservation pond. A sign has been attached to one of the seats to designate it a Happy to Chat bench. Five seats have been donated by the Friends of Brinsham. A defibrillator will be installed in 2022 and registered with the Ambulance Service. The car park barrier is open from 1st April – 30th September 06.00 to 21.30, and from 1st October – 31st March 06.00 to 19.30pm. The park remains open to pedestrians at all times.

A running route including x 5 posts with markers attached is around the large field.

- 10 KINGSGATE PARK (LEASE)
(Title Number GR274501) (Sq meterage: toilet block 24m2 storage depot 37m2)

Yate Town Council leases Kingsgate Park from South Gloucestershire Council on a 50 year lease (from 1 April 2003 to 29 March 2053) at a peppercorn rent. Within the park are public toilets upgraded in March 2019; these include two unisex cubicles, one disabled cubicle which also includes a baby changing unit and a staff toilet in the service corridor. There is a storage building (this refers to workshops) used by the Estates Staff, twelve lighting columns (thirteen lanterns) installed in 2016, two lakes, a conservation area and two children's play areas. The play area contains natural adventure play equipment (including an aerial runway), safety surfacing, six seats, five picnic benches and six litter bins with basketball/kickabout area, three shelter type seats and six information signs. There is a further area containing a water feature which is used by young people as a play area during the summer months. The wider park area also contains five dog bins, thirteen litterbins, eighteen seats, one notice board and one x 3 compartment recycle bin. A sign has been attached to one of the seats to designate it a

Happy to Chat bench. There is also a totem pole at this site. In 2020 an outdoor gym was installed and a defibrillator was installed by the Elmwood entrance.

The Friends of Kingsgate Park have installed a bug hotel, also donated a Steel Red bench and two interperataion boards (one to identify lake birds and one for tree identification).

Kingsgate Park has 6 gates which are locked each night by a security company. From 1st November until 31st March, the park opens at 06.00 is locked at 19.00 hrs. Toilets are also locked at the same time. From 1st April until 31st October, the park opens at 06.00 and is locked at 22.00 hrs but the toilets are locked at 19.00 hrs. The gate that leads to the Vintage Birdcage Cakery is unlocked/locked by them in line with their opening hours.

Events are held annually in the park which include: an Easter Egg Hunt, a Music Festival, known as Yate Rocks! Picnic in the Park and a Christmas Carol event. These events are manned by Friends, volunteers and Town Council staff. Each of these events can attract up to approximately 5,000 people.

The following agreements are currently in place for Kingsgate Park:

Catering Concession Contract with Tony Licata to sell Ice Cream – 1 July 2021 – 30 June 2022

11 TYNDALE PARK (LEASE)
(Title Number – GR334097)

1.347 acres are leased from South Gloucestershire Council on a fifty year lease from 25 March 2000 at a peppercorn rent. The area contains play equipment and safety surfacing (updated in 2014), two information signs, two seats, a picnic bench, three litterbins and a specifically designed decorative gate. Tyndale Park is locked at night. From 1st November until 31st March, the park opens at 06.00 is locked at 19.00 hrs. From 1st April until 31st October, the park opens at 06.00 and is locked at 22.00 hrs.

PLAY AREAS

12 HOWARD LEWIS PARK (FREEHOLD)
(Title Number – AV229474)

The Town Council owns the play area and tennis courts currently used as a kickabout area. There are six floodlights but these are currently disconnected.

The area contains play equipment (upgraded in 2020) with safety surfacing, four seats, one litter bin, one recycle bin and one information sign.

An area of unused land, which had been fenced off for some years, was sold in January 2019.

13 LONGS DRIVE PLAYZONE (LICENCE)

Yate Town Council acquired open space land at Longs Drive on a 50 year licence from South Gloucestershire Council commencing 3 January 2012 to 2 January 2062. There is teenage seating and play equipment on this piece of land. There are also two dog bins, one litter bin and one information sign on this site.

14 MILLSIDE PLAY ZONE (LEASE)

([Millside Playzone - Title Number GR3332015](#))

([Land at Randolph Avenue - Title Number GR286891](#) excluding [Title Number GR363099](#) adopted highway)

Leased from South Gloucestershire Council 50 years from 1 October 1997 to 30 September 2047 rent free. Contains children's play equipment including an aerial runway, one information sign, three litter bins, one recycling bin, five picnic tables and six seats.

Adjacent to this is an area known as Millside open space (Randolph Avenue). This area of land is leased to Yate Town Council from South Gloucestershire Council on a 50 year lease from 3 January 2012 – to January 2062 and contains two litter bins, two dog bins and a wooden decorative entrance. There are three bug hotels and eight sculptures. There is also a wetland habitat at this site. The car park is locked at 15.30 and opened at 08.00 Monday to Friday by the Estates Staff, and is kept locked on Saturdays and Sundays.

15 PEG HILL SKATE PARK (FREEHOLD)

([Title Number – GR236553](#))

A park situated at the top of Peg Hill containing a skatepark of concrete bowls, a street course and static ramps. The park also contains four litter bins, one dog bin and three information signs. This site has nine dedicated lights which come on at dusk and go off at 8pm. The site also benefits from six street lights.

16 ST MARY'S PLAY AREA (LEASE)

([Title Number – GR287183](#))

An area of land adjacent to St Mary's School providing two play areas, one for older children and one for children eight and under. This land is leased from South Gloucestershire Council on a twenty five year lease from 1 December 2003 to 31 November 2028 at a peppercorn rent.

The areas contain play equipment (refurbished in 2016) and safety surfacing, three seats, one litter bin, one recycling bin and two information signs.

17 WELLINGTON ROAD KICKABOUT AREA (LICENCE) (until determined)

This land is currently licenced from South Gloucestershire Council, commenced 1 May 2005 and shall run until either party gives three months' notice in writing at any time, with no fee payable. Contains one information sign, two teenage shelters, five litter bins, three seats, four dog bins and a kickabout area.

18 WITCHES HAT - WESTERLEIGH ROAD PLAY AREA (LEASE)
(Title Number – GR289091)

0.6 hectares of land used as a children's play area leased from South Gloucestershire Council on a 10 year lease from 1 October 2005 to 30 September 2015 at a peppercorn rent. Negotiations are ongoing to renew the lease with South Gloucestershire Council who have agreed a renewal will be granted.

The area was refurbished in 2015 and opened on 1st May 2015, with new sandpit, timber climber/bridge/slide, basket swings, rock/rope/timber trail, mini witches hat, teenage seating and extended woodchip pit. A new skate park area opened on 22 May 2015 with new concrete skate ramps, graffiti wall with wooden shelter over it, bitmac base, one litter bin, two wooden 'skateboard' benches, ropes structure, new paths, witches hat and trampoline, safety surfacing, three seats, two litter bins, two information signs and one picnic table. The site is fenced with 1.8m high plastic coated welded mesh fence with two wheelchair accessible pedestrian gates and one 4m wide access gate.

This play area is locked at night from dusk to dawn. From 1st November until 31st March, the park opens at 07.00 is locked at 19.00 hrs. From 1st April until 31st October, the park opens at 07.00 and is locked at 21.30 hrs.

19 YATE WEST KICKABOUT (LICENCE)

This land forms part of the Playing Fields at Tyndale Primary School in Cranleigh Court Road. There is a licence in place with South Gloucestershire Council for the use of this land which commenced 18 July 2007 and runs for 20 years until July 2027. The fee is £1 per annum. The kickabout area contains one sign, one litter bin, fencing and one noticeboard. This site is used by the adjacent school during school hours and is open to the general public after school hours, at weekends and during school holidays.

PROPERTIES

- 20 ARMADILLO YATE YOUTH VENUE AND CAFÉ, STATION ROAD, BS37 4FW
(FREEHOLD)
(Title Number – GR345038) (Sq meterage: ground floor 335m2, first floor 196m2)

This building houses a café provision for young people along with a cinema, plus rooms to let on a casual basis when the café is not in use by the young people. This venue is also used as a community café/cinema on a Saturday morning and is used as a senior citizens cinema club on a Thursday. There is a five year lease in place, for two of the rooms within the Aramdillo, with Off the Record from 4 May 2017 - 3 May 2022.

The garden area consists of three circular seating pods, two seating shelters with outdoor beanbags and cushions and a large paved patio area with a wooden rectangular table, chairs and benches. Sports equipment consists of basketball, badminton and football nets along with swing-ball and volleyball equipment.

The Armadillo (building and land) freehold was transferred in its entirety from South Gloucestershire Council to Yate Town Council on 8 April 2015.

The Armadillo must remain as community use until April 2045 in the first instance, in line with the conditions of the transfer of ownership to Yate Town Council.

A defibrillator was installed by the main entrance in February 2020 and is registered with the Ambulance Service.

- 21 EGGSHILL LANE/STATION ROAD HALLS, 100 - 104 STATION ROAD, BS37 4PQ
(FREEHOLD)
(Land containing Parish Hall, Community Association and land at the back of the YMCA Title Number GR332545) (Sq meterage: Parish Hall 207m2)
(Land containing YMCA Title number GR332911) (Sq meterage: floor area 113.04sqm)
(Play Area - Title Number GE332542)

This comprises the site of the Parish Hall, site of the Yate Community Centre, site of the YMCA and land at the rear used as children's grassed play area.

The Parish Hall appears on the 'Local List of Buildings of Interest.' It comprises of a main hall, committee room, kitchen, toilets and storeroom; it is hired out to local groups and organisations. A notice board is located at the front fo the building and car parking is available at the front and sides of the building. A defibrillator has also been installed and is registered with the Ambulance Service.

Yate Men's Shed have a lease in place to use the committee room within the Parish Hall for three years 6 months from 1 September 2021 until 31 March 2025.

The Community Centre site is let on a 99 year lease from 1 October 1965 at a fixed annual ground rent.

A small area to the rear of the YMCA building is also contained within this title number.

The YMCA building in Station Road, acquired by Yate Town Council on 19 December 2018. The building includes a kitchen, toilets and garden area including a shed and small outbuilding for storage. It is hired out to local groups and organisations.

The children's play area at Eggshill Lane comprises grassed area, play equipment with safety surfacing, three seats, one litter bin and one information sign.

22 POOLE COURT, POOLE COURT DRIVE, BS37 5PP (FREEHOLD)
(Title Numbers – AV179319 & AV224015) (Sq meterage: ground floor 267.5m², first floor 238m², second floor 120m²)

The Town Council owns Poole Court. The property appears on the 'Local List of Buildings of Interest'. The building is used for Town Council Offices and provides accommodation for meetings, functions and weddings. Rooms are let on a casual basis to local groups and organisations. There is a resident caretaker. Rooms are also leased to: -

- South Glos Parents/Carers 3 year lease from 1 April 2022 to 31 March 2025

The grounds at Poole Court include approximately half the pathway from Poole Court to Newman's Mound. There are two litter bins and two seats in the Poole Court grounds and one dog bin along the pathway. There is one notice board, one information sign, a salt bin, one flagpole, an entrance sign and a vehicle dual charging point. There are five car park lighting columns including one double light head unit. A defibrillator was installed in 2020 on the external wall near the disabled entrance and is registered with the Ambulance Service. There are five dedicated trees in the grounds including one to mark the councils commitment to Carbon Net Zero by 2030 and one to honour the local community heroes who committed their time during the Covid-19 pandemic. A bike store is located to the side of the building.

23 POP INN CAFÉ, WEST WALK, BS37 4AX (LAND LEASE)
(Title Number – GR247112) (Sq meterage: 110m²)

The Pop Inn Café for the over 50s is situated next to the Library in West Walk in Yate Shopping Centre. This building is constructed on land owned by South Gloucestershire Council, which is leased by Yate Town Council for a 25 year period from 17 December 2001 to 16 December 2026. The Pop Inn Café is operated with the assistance of volunteers and is let out of café hours on a casual basis. There is one Town Council notice board outside the property.

24 YATE HERITAGE CENTRE, CHURCH ROAD, BS37 5BG (FREEHOLD)
(Heritage Centre - Title Number AV285803) (Sq meterage: 85m2)

Yate Heritage Centre is situated on Station Road and was purchased in February 1998. This building was fully restored to provide a Heritage Centre for Yate. The Heritage Centre provides many events throughout the year including the annual St George's celebration event, International Day and Heritage Open Sunday events. The events are manned by volunteers and Town Council staff. The Heritage Centre is operated with the assistance of volunteers. Children's workshop events are also held at this location during the school holidays.

There is one noticeboard at this site located near the entrance. A defibrillator has also been installed and is registered with the Ambulance Service.

As part of the Armistice Trail to mark 100 years since the end of WW1 a QR code board produced in conjunction with St Mary's Church and South Gloucestershire Council, is fixed on the wall inside the Heritage Centre, with links to information about the Lych Gate, Parnall and Commonwealth Grave Memorials at St Mary's Church as well as to information about the former Cottage Hospital.

SPORTS FACILITIES

25 BROAD LANE (YOSC) (FREEHOLD)
(Title Number – GR325823) (Sq meterage: clubhouse 347m2, shower block B 205m2, shower block C 236m2, workshop 270m2)

The Town Council owns 16.42 acres of land at Broad Lane which forms part of the Yate Outdoor Complex Sports dual use facility.

The Town Council owns an all-weather pitch, and car park on the site. It also owns the main accessway to the site which is floodlit. The all-weather pitch and grassed athletic field event training area are both floodlit. There are also pitches for football and rugby.

The all-weather floodlit running track is incorporated within the complex, partially constructed on Town Council land and partially on South Gloucestershire Council land and includes 2 long jump pits, a pole vault area, 2 shot circles and 2 throw cages.

Yate Town Council has a lease with South Gloucestershire Council for the remainder of the land which runs until 31 October 2065 (50 years) at a peppercorn rent. A Transfer of Control Agreement between Yate Town Council, South Gloucestershire Council and Brinsham Green School detailing community use/school use of land and facilities runs for 5 years until 23 July 2023.

The site is managed by a charitable company limited by guarantee and run by volunteers.

The site comprises of a Clubhouse, including a Community Function Suite which incorporates a meeting room and functional lounge with a licensed bar as well as a kitchen for hire, a Changing Block and an Admin and Changing Block. There is one Yate Town Council noticeboard on the wall as you approach the clubhouse entrance.

There is a metal shed on the site for storage, and two converted containers allow site users, such as Yate Rugby and Yate Football to store their equipment.

A Multi Use Activity Building has been built on this site and was made available from 2021. This building will be used to provide indoor sports facilities (excluding ball games).

26 **SUNNYSIDE PLAYING FIELD (FREEHOLD)**
(Title Number – GR333270) (Sq meterage: bowling green pavilion 124m², workshop 83m², football pavilion 141m²)

This area comprises land currently in use as tennis courts, a bowling green and one principal football pitch. It includes a bowling pavilion and football changing rooms. Adjoining the bowling pavilion is the estates staff workshop, garage and compound. Car parking is available. A turning ‘hammer head’ exists at the end of Sunnyside Lane, hatched in yellow.

The bowling pavilion and the bowling green are let on an annual licence to the Yate and District Bowling Club. (Current licence period 1 April 2022– 1 October 2022)

There are two seats, three litter bins, one recycle bin, one dog bin, a notice board (adjacent to the bowling green) and two information signs on the Sunnyside playing field, seven seats and one litter bin within the bowling green, two seats and two litter bins within the tennis courts and three litter bins and one dog bin on the Common playing field. A defibrillator was installed on the front wall of the bowling pavilion in 2020 and is registered with the Ambulance Service.

A football pavilion serves the principal pitch on Sunnyside Playing Field and the three pitches on The Common, all of which are let to football clubs during the season. It was refurbished in 2018 to include womens and disabled changing rooms and has the added value of solar panels installed.

The tennis courts were re-surfaced and re-fenced in autumn 2014.

27 **YATE COMMON FOOTBALL PITCHES (LEASE)**
(Title Number – GR331976)

The Town Council provides three football pitches on Yate Common, let to various football clubs during the season. Leased from South Gloucestershire Council for 28 years from 1

October 1994 to 30 September 2022 at a peppercorn rent if demanded. The Yate Common pitches contain one dog bin and two litter bins.

A running route including x 9 posts with markers attached is placed around the football playing field.

VILLAGE GREENS

28 GOOSE GREEN (FREEHOLD) (VILLAGE GREEN STATUS) (Title Number – AV188091)

The Town Council owns the green area of land at Goose Green. There are two dog bins in this area, one litter bin, one seat and two signs. (Registered as village green: Village Green Number GVG5)

29 ST MARY'S GREEN (FREEHOLD) (VILLAGE GREEN STATUS) (Car Park at St Mary's – Title Number AV241866) (Village Green to the side of the Heritage Centre – Title Number GR202316) (Green area of land known as St Mary's Green adjacent to Church Road – Title Number AV188090)

The Town Council owns the green area of land known as St Mary's Green adjacent to Church Road together with the access road to the church and most of the car park (all of which is registered as village green: Village Green Number GVG194); there is one recycling bin (donated by McDonalds) and one litter bin on this area (one in the car park and one on the green), one dog bin, two seats and one information sign. A sign has been attached to one of the seats to designate it a Happy to Chat bench. There is a peace rose garden. There is an additional grassed area to the side of the Heritage Centre surrounded on three sides by Cotswold stone walling (registered as village green: Village Green Number VG 198), this has also been registered as part of the Green. The annual St Georges Day, Heritage Open Sunday and International Day events held by the Heritage Centre also make use of this space. Each of these events can attract up to approximately 1,500 people.

30 VERGES ADJACENT TO THE LAWNS INN, CHURCH ROAD. (FREEHOLD) (VILLAGE GREEN STATUS) (Title Number – AV241866)

The Town Council owns a section of the verge in Church Road adjacent to the Lawns Inn public house. (Village green reference G/VG30)

31 YATE ROCKS (FREEHOLD) (VILLAGE GREEN STATUS)
(Title Number – AV188092)

The Town Council owns the green area of land at Yate Rocks: there is one seat on the green.

STREET FURNITURE

32 BUS SHELTERS

Agreements exist with the Unitary Authority in relation to sites for bus shelters in the following area:

Church Road (Churchfarm Close)	1
Cranleigh Court Road (Celestine Road)	2
Cranleigh Court Road (Windsor Drive)	2
Eastfield Drive (Lower Moor Road)	1
Randolph Avenue (Randolf Avenue & Long Croft)	2
Station Road (The Ridge Sodbury Memorial Hospital - opposite)	1
Station Road (Sodbury Memorial Hospital in Station Road (adj)	1
Greenways Road (Halifax Road)	1
Greenways Rd (Rectory Close)	1
Greenways Rd (Dorest Way)	1
Greenways Rd (Hampsire Close)	1
Wellington Rd (Farmhouse)	1
Wellington Rd (Lancaster Road)	1
Wellington Rd (Cheshire Close)	<u>1</u>
	<u>17</u>

33 SEATS

In addition to having seats as previously listed, the Town Council has seats at the following locations:-

Corner of Westerleigh Road and Station Road	1
Cranleigh Court Road	2
Goose Green Way	2
Greenways Road	3
Orchard Close	1
Randolph Avenue	2
Scott Way/Heron way	1
Somerset Avenue	1
Station Road (by Hollisters)	<u>1</u>
	<u>14</u>

34 BINS

In addition to having litter bins as previously listed, the Town Council has bins at the following locations:-

Barnwood Road	2
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Beaufort Road	1
Broad Lane	3
Coopers Drive	3
Cranleigh Court Road	3
Eastfield Drive	1
Estoril	1
Gravel Hill	1
Gravel Hill/Peg Hill	1
Greenways Road	3
Halifax Road	2
Hampden Close	1
Kennedy Way	1
Leechpool Way, Brimsham Park	1
Milton Road	2
Moorland Road	1
Mow Barton	1
Randolph Avenue	2
Rodford Way	1
Scott Way	1
Somerset Avenue	1
Station Road (including 1 recycling bin donated by McDonalds)	8
Station Road (nr link road)	1
Sundridge Park	3
The Ridge Shops	1
Wellington Road	2
Wellstead Avenue	1
Westerleigh Road/Station Road	<u>1</u>
	<u>50</u>

35 DOG BINS

The Town Council also has dog bins at the following locations:-

Chedworth	1
Eastfield Drive	1
Greenways Road	1
Halifax Road	2
Leechpool Way, Brimsham Park	1
Peg Hill (located outside the skate park)	1
Scott Way	1
Sutherland Avenue	1
Thorns Farm	1
Woodmancote	<u>1</u>
	<u>11</u>

OTHER ARRANGEMENTS

- 36
- i Various Wayleave Agreements are in existence in relation to land owned by the Town Council.
 - ii Highway Authority consent exists for the planting of an Oak Tree to the front of Grace Church Yate.
 - iii The Town Council also has Notice Boards besides those previously listed on Wellington Road opposite the Farmhouse Pub and at Ladden Garden. There are also five Heritage Boards located around the town; Yate Railway Station, Yate Library, Cranleigh Court Road (Tyndale/Sure Start), Brinsham Fields and Kingsgate Park.
 - iv The Town Council also has a defibrillator besides those previously listed adjacent to the Westerleigh Road roundabout, near the 'Road to No Where'. This will be installed in 2022 and registered with the Ambulance Service.
 - v The Town Council undertakes annual spring cleans which include volunteers. To **NOTE:** this did not take place in 2020 or 2021 owing to the Covid-19 pandemic.
 - vi Yate Common is owned by South Gloucestershire Council. South Gloucestershire Council funded works undertaken on the Common by Yate Town Council in consultation with the Friends of Yate Common (volunteers) to the end of March 2013. No further funding has been extended.
 - vii The Town Council holds various other Civic Events besides those previously mentioned including the annual Civic Service, the annual Remembrance Service and the Volunteer Christmas and Grants Presentation evening. Events also take place when hosting the twinning exchange with Yate's twin town of Bad Salzdetfurth. To **NOTE:** the majority of events did not / will not take place in 2020 and 2021 owing to the Covid-19 pandemic.
 - viii The Town Council commissioned the Wellingtonia Tree Wood Sculpture, completed in February 2018, and Interpretation Board, completed in July 2019, with permission from South Gloucestershire Council. It is located on a small triangle of grassed open space adjacent to the traffic lights at the crossing on Station Road and Broadway.
 - ix In 1995 the Town Council commissioned the Yate Town Coat of Arms Mural to be located on the wall next to McDonalds in the Yate Shopping Centre (approx. size 1.8m x 3.6m).
 - x A raised flower bed on the junction of Station Road and Cranleigh Court Road owned by South Gloucestershire Council is maintained by the Town Council with the plants funded by Yate Community Plan.

xi The following Dog Bins are owned by South Gloucestershire Council but are maintained by Yate Town Council.

Stanshaws Drive	1
Estoril	1
Eggshill Lane	1
Longs Drive	1
Templar Road	2
Goose Green Way	1
Wavell Close	1
Chargrove	1
Highworth	1
Milton Road	1
Church Road	2
Rodford Way	<u>4</u>
	<u>17</u>

NB: Documents confirming ownership and land registry maps are kept within the document safe at Poole Court.

VEHICLES & EQUIPMENT

37 VEHICLES

Vehicle	Registration No	Owned / Leased	Anticipated Renewal Date	Purchase Value
Ford Ranger	EF18 XBM	Leased – 60 month term Acquired July 2018	July 2023	£26,000
Vauxhall Combo Van	FA16 YMR	Leased - 60 month term Acquired July 2016	July 2021	£12,500
Peugeot Boxer Tipper	WA66 EDX	Leased - 60 month term Acquired April 2016	April 2021	£14,000
Renault Kangoo Electric vehicle	BT18 DZL	Leased – 60 month term Acquired June 18	June 2023	£30,000
Ransomes Batwing Mower HR6010	WX15 KKC	Owned by YTC Acquired April 2015	August 2022	£40,000
Kutoba Mower	Y434 HEU	Owned by YTC Acquired April 2001	2022	£3,000
Ford 1520 Compact Tractor	J418 ODG	Leased – ongoing rental Acquired March 1992	2022	£4,000
Etesia Hydro 124 Ride on Mower	WN63 GLK	Owned by YTC Acquired Nov 2013	2021	£11,000
Peugeot Boxer Urbie	WA17 CCJ	Owned by YTC Acquired May 2017	2022	£38,000
Renault Kangoo Electric vehicle	WN71 ZGC	Leased 60 month term Acquired Nov 2021	2026	£30,000

38 EQUIPMENT

Equipment	Use	Owned /Leased	Anticipated Renewal Date	Purchase Value	Estimated Replace Value
Sisis Tractor Mounted Spiker	Aeration & drainage to grass pitches	Owned by YTC Acquired March 1992	2027	£700	£5,000
Tractor Mounted Roller 1.25m	Level grass pitches after use / end of season maintenance	Owned by YTC Acquired June 1999	2027	£300	£1,500
Kubota Tractor Mounted Rotovator	End of season grass pitch maintenance ready for seeding	Owned by YTC Acquired March 1992	2027	£2,000	£3,000
Accupro 2000 Fertiliser Spreader	Seasonal fertilising to grass pitches	Owned by YTC Acquired January 2014	2022	£500	£500
Jensen A350 Di D-1105T E 80km/h (Chipper)	Chipping of shrub/tree pruning cuttings etc.	Owned by YTC Acquired November 2018	2028	£19,500	£20,000
1x - Poly Highway Tow (110L) fitted with western Washer 200 Bar (3000psi) diesel engine pressure washer, c/w 9m hose, lance & electric start (green)	Cleaning to surfaces i.e. play area safer surface, paved areas, paths etc.	Owned by YTC Acquired April 2018	2028	£4,800	£5,000
SC3000 Steam Cleaner	Graffiti removal	Owned by YTC Acquired January 2020	2025	£3,750	£3,750