

Yate Town Council

Planning and Transportation Committee

12th January 2021 from 6.30pm to 7.30pm

Minutes

Meeting Held via Zoom Video Conferencing

This remote meeting was held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, permitting the holding of remote meetings, with conditions.

The agenda was published in a timely manner on the Yate Town Council website and members of the public were invited to attend the meeting.

Present via Video Link

Councillor John Gawn – Chair

Councillors John Emms, Cheryl Kirby, Alan Monaghan, Jane Price, John Serle, Chris Willmore

Service Support Assistants (KH, LB)

Minute 1. Apologies for Absence

Apologies for absence were received from Councillors Tony Davis, John Ford and Karl Tomasin.

Minute 2. Members' Declarations of Interest Under the Localism Act 2011

Members who consider that they have an interest are asked to: (a) State the item number in which they have an interest, (b) The nature of the interest, (c) Whether the interest is a disclosable pecuniary interest, non-disclosable pecuniary interest or non-pecuniary interest.

No declarations of interest were received.

Minute 3. To Receive Any Requests for Dispensations

No requests for dispensations were received.

Minute 4. Public Participation Session with Respect to Items on the Agenda

No members of the public were present.

Minute 5. Minutes for the Planning and Transportation Committee Meeting held on 24th November 2020

It was **RESOLVED** that the minutes of the Planning and Transportation Committee meeting held on 24th November 2020 were approved as a true and accurate record.

Minute 6. Planning Matters

6/1 Planning Applications

- a) Planning applications were received and considered. **RESOLVED** comments be submitted to South Gloucestershire Council as shown in Appendix 1.
- b) Tabled planning applications received after the circulation of the agenda. **RESOLVED** comments be submitted to South Gloucestershire Council as shown in Appendix 1.

Councillors raised concerns that due to the new planning regulations, an increasing number of applications are now able to come through the system as “Certificate of Lawfulness” applications. This does not give the town council the opportunity to object, although we will continue to do so, merely comment on whether each application fits the criteria.

6/2 Planning Applications submitted under Delegated Powers

It was **NOTED** that the Planning and Transportation Committee meeting scheduled for 15th December 2020 was cancelled and therefore no meeting took place on this date. The planning applications due to be considered at this meeting were discussed via email and the subsequent responses agreed by members and submitted to SGC Planning Portal under delegated powers to the Town Clerk (Appendix 2).

Minute 7. Highways and Transportation

7/1 Yate Temporary Flood Barriers Viability Test

Correspondence received from the Environment Agency Flood Resilience Engagement Advisor and Yate Town Council response which echoed the concerns of Councillor Willmore on the proposed deployment of temporary barriers in the Goose Green Area was **NOTED** (Appendix 3).

It was **NOTED** that further correspondence has been received (7th January 2021) from the Environment Agency confirming plans to organise a test exercise in the Goose Green area, originally planned for February 2021. Dates to follow once planning able to proceed in the light of the Covid-19 restrictions, which will include an invitation to local residents to attend.

Councillor Willmore confirmed that although they are referring to this area as Goose Green, it is the Oak Close, Ash Close / Celestine area of Yate.

7/2 Experimental Traffic Order - New Cycle Lanes on Station Road, Yate

It was **NOTED** that correspondence was received from South Gloucestershire Council Officers on 16th December 2020 (Appendix 4).

“We are planning to release the Sustrans report and our response to that report this week alongside the Station Road Yate phase 2 consultation report, I will share the links as soon as published. I will then be responding in detail to your letter on my return in the New year.”

Councillors have witnessed that there is some action being taken by South Gloucestershire Council on installation of dropped kerbs for private houses near to Terry’s Cycles, and members commented that this must be a priority for residents who have applied for one.

7/4 Shopping Centre Carpark Queues at McDonalds Entrance

The latest correspondence received from South Gloucestershire Council indicated that there is no solution that they can provide.

Members agreed that despite pushing for a resolution for over 1 year now, this is still a huge issue for residents causing mayhem at peak times and something needs to be done. It was **RESOLVED** to:

- a) Write again to South Gloucestershire Council pushing them to provide a solution.

- b) Write again to McDonalds management and the shopping centre manager to seek a resolution. Although some measures have been put in place, this is affecting too many residents and even stopping some going to the shopping centre for other shops because of a fear of getting stuck in this gridlock situation and experiencing dangerous manouvers from motorists driving dangerously.

It was further **RESOLVED** to write to the shopping centre manager to express concerns received from residents over the lack of compliance of the one way system signposted throughout the shopping centre and the volume of shops open, that although they are operating within government guidelines, are not deemed as essential by many residents, many of whom are reporting that they will not do their essential shopping in Yate because of these concerns.

- c) Write to the shopping centre manager, again stressing:
 - i) that whilst the Town Council want to project jobs and support livilihoods in the town, it is hard for residents to understand why many of the shops currently open are able to do so in lockdown, for example, we cannot understand how a perfume shop can be classed as essential shopping. We need to be supporting those who are vulnerable and are too scared to go into the shopping centre to shop for essentials due to the high footfall.
 - ii) ask that the shopping centre manager makes sure that his staff are enforcing the one way system and distance measures they have in place, which many people are not adhering to. It should not be left to members of the public to try and enforce, receiving abuse when politely challenging others.

Minute 8. Consultations

8/1 Current Consultations

Consultation Name	Link/Appendix	Date Circulated	Closing Date	Notes
YATE - HERON WAY - Proposed 30 mph Speed Limit - STATUTORY NOTICE	Click here for consultation PT.6745 Heron Way Yate	17.12.20	13.1.21	It was RESOLVED not to comment on neighbouring parish consultation
Local Plan – Phase 1 ...include a new strategy and policies to guide and manage growth and change in our areas over the next 15 years	Click Here for Local Plan Phase 1 Consultation Click Here for SGC Local Plan 2020	01.12.20	01.3.21	It was RESOLVED that Cllr. Willmore would prepare the response
Sustainability Appraisal: Local Plan 2020 Phase 1 - Issues and Approaches Document (Nov 2020) and Data and Access Profiles (DAP's)	Click Here for Local Plan - Sustainability Appraisal Click Here for Local Plan - Data & Access Profiles (DAP's)			It was RESOLVED Cllr. Willmore to carefully consider DAP's in Local Plan Phase 1 response

8/2 Consultation Responses

The following consultation responses were **NOTED**.

Consultation Name	Link/Appendix	Date Circulated	Closing Date	Notes
SGC Car Park - Weight Limit Review – Longs Drive, Yate	Click Here for Car Park Weight Limit Review Consultation	30.11.20	23.12.20	Response submitted under Delegated Powers on 17.12.20 “we think the solution for Longs Drive car park is to allow a wider range of vehicles into the car park, to allow visitors to use the shops in that vicinity”. Additional notification from SGC has been received to say they will be increasing the weight limit in this carpark but do not mention increasing the time limit.
SGC Consultations YATE - Station Road Cycle Lanes - Phase 2 Consultation	Click Here for consultation details of Cycle Lanes - Phase 2	30.10.20	22.11.20	Response prepared by Cllr Chris Willmore and submitted to SGC 25.11.20 (Appendix 5) including subsequent response received
Frampton Cotterell and Yate - A432 Badminton Road – Yate to A4174 Ring Road Reallocation of road space for cycling – Stage 1	Click Here for A432 Badminton Road Cycling Stage 1 consultation	16.11.20	04.12.20	Response prepared by P&T committee of 20/10/20 and submitted (Appendix 6). NOTED The Badminton Road consultation feedback results have now been published online 16.12.20 showing 85% in support of the proposed scheme

8/3 Urgent Consultations

No urgent consultations were received.

Minute 9. Reports From Representatives On Outside Bodies

(To NOTE minutes from outside bodies were previously circulated to Members with a request to advise if they wish to discuss matters contained therein. No matters have been raised).

Name of Outside Body *Green Community Travel*
Meeting Date *None to report*
Notes *No comments raised*
(Minutes received directly by YTC representatives)

Name of Outside Body *Yate and District Transport Forum*
Meeting Date *Meeting held 14th December 2020*
Notes *Draft Minutes (Appendix 7) were **NOTED***

Name of Outside Body *Joint Cycleway Group (JCG)*
Meeting Date *Meeting held 18th November 2020*
Notes *Minutes (Appendix 8) were **NOTED***

Minute 10. Outstanding Items

NOTED items shown on the pending list (Appendix 9). Responses to be chased for all items. Clerk to ensure dates are recorded against correspondence sent or received.

The Chair and committee members extended thanks to Lucy Bennett, Service Support Assistant for her hard work and helpfulness during her time at Yate Town Council and extended best wishes for her new job.

YATE TOWN COUNCIL

Planning Applications Received for Review and Comment

To NOTE the South Gloucestershire Council online planning, building control and licensing services were unavailable 12-14 January due to a system upgrade.

Ref. Number	P20/24059/F
Description	Erection of single storey front extension to form additional living accommodation
Location	7 St Andrews Yate South Gloucestershire BS37 4DP
Expiry Date	11 th January 2021 – extension to respond requested to 15.1.21
YTC Comments	No comment

Ref. Number	P20/23997/PNOR
Description	Prior notification for the proposed change of use from Class E (Offices) to Class C3 (residential dwelling)
Location	Willow Cottage Nursing Home 127 Station Road Yate South Gloucestershire BS37 5AL
Expiry Date	11 th January 2021 – extension to respond requested to 15.1.21
YTC Comments	<p>Object</p> <p>We object to this application, which we believe has deliberately been configured to avoid the requirement for affordable housing contributions.</p> <p>This application is for 9 residential units and one office. Our concern is that the office space will be converted at a later date and believe that South Gloucestershire Council should include a condition to “withdraw permitted development rights” for this conversion to take place in the future.</p> <p>Additionally, it alters the parking requirements and we should like to see assurance that the site can still meet parking criteria.</p>

Ref. Number	P19/7769/O
Description	Demolition of 276 North Road and erection of up to 89 no. dwellings, open space and other associated works (Outline) with access to be determined. All other matters reserved.
Location	Land East Of North Road Engine Common Yate Bristol South Gloucestershire

Expiry Date	The above planning application is to be considered by the Development Management Committee on the 8th January 2021 at 11.00am.
YTC Comments	N/A

Ref. Number	P20/24027/F
Description	Installation of first floor front dormer extension and rendering of side elevation.
Location	24 Cornwall Crescent Yate South Gloucestershire BS37 7RT
Expiry Date	11 th January 2021 – extension to respond requested to 15.1.21
YTC Comments	No comment

Ref. Number	P20/24054/CLP
Description	APPLICATION FOR CERTIFICATE OF LAWFULNESS Proposed loft conversion to include hip-to-gable roof extension, dormer and rooflights.
Location	28 Long Croft Yate South Gloucestershire BS37 7YW
Expiry Date	12 th January 2021 – extension to respond requested to 15.1.21
YTC Comments	See below

Ref. Number	P20/24024/F
Description	Erection of a single storey rear extension to form additional living accommodation.
Location	Walnut Lodge 2A Broad Lane Yate South Gloucestershire BS37 7LB
Expiry Date	12 th January 2021 – extension to respond requested to 15.1.21
YTC Comments	No comment

Ref. Number	P20/24074/CLP
Description	APPLICATION FOR CERTIFICATE OF LAWFULNESS Installation of side and rear dormers to facilitate loft conversion.
Location	22 Westerleigh Road Yate South Gloucestershire BS37 4BG
Expiry Date	13 th January 2021
YTC Comments	No comment submitted 15.1.21

Ref. Number	P20/24091/TRE
Description	Works to fell no.3 cherries and no.1 Holly to reduce canopy by 4.5m covered by SGTPO 07/07 dated 23 November 20017.
Location	Rockwood House Gravel Hill Road Yate South Gloucestershire BS37 7BW
Expiry Date	14 th January 2021
YTC Comments	No comment

Ref. Number	P20/23744/F
Description	Erection of a convenience store with 5no flats above, retention of existing public house, with associated access and parking
Location	Tern Inn 1 Heron Way Chipping Sodbury South Gloucestershire BS37 6XW
Expiry Date	
YTC Comments	Neighbouring Parish No comment

Ref. Number	P20/23860/F
Description	Erection of single storey rear extension to form additional living accommodation
Location	92 Bennetts Court, Yate, BS37 4XT
Expiry Date	15 th January 2021
YTC Comments	No comment

Ref. Number	P20/24138/F
Description	Erection of 2no. 100T Silos to support existing operations (Class B2).
Location	Sharpak Limited Highway Yate South Gloucestershire BS37 7AA
Expiry Date	19 th January 2021
YTC Comments	No comment

Ref. Number	P19/2575/F
Description	Erection of 118 dwellings, public open space, drainage, landscaping and ancillary works. (Full Planning)
Location	Land North Of Iron Acton Way And East Of Dyer's Lane, Yate, South Gloucestershire
Expiry Date	The above planning application is to be considered by the Strategic Sites Delivery Committee on the 7th January 2021 at 3.00pm.
YTC Comments	

Ref. Number	P20/24136/F
Description	Erection of two storey side extension to form garage and ancillary annexe.
Location	52 Hampden Close Yate South Gloucestershire BS37 5UP
Expiry Date	24 th January 2021
YTC Comments	No comment

Ref. Number	P20/24207/F
Description	Erection of single storey side/rear extension to provide additional living accommodation.
Location	16 Clayhill Drive Yate South Gloucestershire BS37 7DB
Expiry Date	24 th January 2021
YTC Comments	No comment

Ref. Number	P21/00029/PNH
Description	The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.85m, for which the maximum height would be 3.5m, and for which the height of the eaves would be 2.45m.
Location	37 Hampden Close Yate South Gloucestershire BS37 5UW
Expiry Date	26 th January 2021
YTC Comments	No comment

TABLED ITEM

Ref. Number	P20/24054/CLP
Description	Proposed loft conversion to include hip-to-gable roof extension, dormer and rooflights
Location	28 Long Croft Yate BS37 7YW
Expiry Date	12 th January 2021 – extension to respond requested to 15.1.21
YTC Comments	<p>24054 28 Long Croft – 13/12/2020</p> <p>Object</p> <p>The application should not be granted a Certificate on the basis that whilst the plan shows only a proportion of the loft space being used as a room, the total amount of habitable (as opposed to inhabited) space it creates is above the threshold.</p>

YATE TOWN COUNCIL

Planning Applications Received for Review and Comment

Ref. Number	P20/23094/PNH CONSULTATION RESPONSE DEADLINE
Description	The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 5m, for which the maximum height would be 3m, and for which the height of the eaves would be 3m.
Location	71 Wavell Close Yate South Gloucestershire BS37 5UN
Expiry Date	15 th December 2020 – extension agreed to respond by 18/12/20
YTC Comments	No Comment- submitted 16.12.20 KSH

Ref. Number	P20/23028/RVC
Description	Variation of condition 6 attached to permission P19/2525/RM as added by P20/20119/NMA to amend the approved plans and to add an additional condition for affordable housing. P19/2525/RM- Proposed erection of 229 residential dwellings and their associated roads, drainage, landscaping, garaging and parking to include reserved matters of appearance, layout, scale and landscaping. Approval of reserved matters attached to permission PK17/4826/RVC (formerly PK12/1913/O) Mixed use development across 100.76 hectares of land comprising up to 2,450 new dwellings (Use Class C3), extra care housing (Use Class C2), 4.63 hectares of employment land (Use Class B1,B2) provision of a local centre, two primary schools, together with the supporting infrastructure and facilities including: new vehicular and pedestrian accesses, public open space and landscaping and proposal to underground the electricity powerlines. Outline application including access with all other matters reserved.
Location	Parcels PL17A, PL17B, PL18A, PL18B And PL21 North Yate New Neighbourhood Yate South Gloucestershire
Expiry Date	15 th December 2020 – extension agreed to respond by 18/12/20
YTC Comments	<p>Comment:-</p> <ul style="list-style-type: none"> • Request electric charging points to be included for blocks with parking lots or garages that are not adjoining the property. • Reversing onto roads is a safety concern. • Plot 257 is poorly laid out with no parking at the front of the property and only a rear vehicular access. • Continue to be unhappy about the management company ownership of open spaces. <p>Parking:-</p> <ul style="list-style-type: none"> • concern that one 1 bed flat has no parking allocated, with some of the biggest plots having 6 parking spaces, ie double the South Glos standard - the result is that overall the parking levels look compliant, but we

	<p>need to ensure there are sufficient visitor parking spaces and compliance with the parking standards for every unit, particularly in the more densely built parts of this application.</p> <ul style="list-style-type: none"> We would also like to see that there is a provision for suitable street lighting throughout, along all routes that are proposed for adoption. <p>Submitted to case officer via email 16.12.20 KSH</p>
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Ref. Number	P20/23563/F
Description	Erection of single storey rear and side extension to form additional living accommodation.
Location	155 Westerleigh Road Yate South Gloucestershire BS37 4GA
Expiry Date	18 th December 2020
YTC Comments	No Comment - submitted 16.12.20 KSH

Ref. Number	P20/23250/F
Description	Extension of existing rear conservatory.
Location	38 Cheshire Close Yate South Gloucestershire BS37 5TH
Expiry Date	14 th December 2020 (extension to be requested if required)
YTC Comments	No comment - submitted 16.12.20 KSH

Ref. Number	P20/23715/F
Description	Erection of a single story front extension and relocate front entrance to the side to provide additional living accommodation.
Location	171 Somerset Avenue Yate South Gloucestershire BS37 7SL
Expiry Date	22 nd December 2020
YTC Comments	No comment - submitted 16.12.20 KSH

Ref. Number	P20/23741/F
Description	Erection of a single story front extension and relocate front entrance to the side to provide additional living accommodation.
Location	172 Somerset Avenue Yate South Gloucestershire BS37 7SL
Expiry Date	22 nd December 2020
YTC Comments	No comment - submitted 16.12.20 KSH

Ref. Number	P20/23799/F
Description	Erection of single storey rear extension and first storey side extension to form additional living accommodation and installation of roof lights to facilitate loft conversion.
Location	3 Nailsworth Avenue Yate South Gloucestershire BS37 4EH
Expiry Date	24 th December 2020
YTC Comments	Comment: No comment - submitted 16.12.20 KSH

Ref. Number	P20/21323/F
Description	Part change of use of ground floor and erection of two storey rear extension to form no. 2 1 bedroom flats.
Location	84 Station Road Yate South Gloucestershire BS37 4PH
Expiry Date	24 th December 2020
YTC Comments	Object on the following grounds:- <ul style="list-style-type: none"> • The impact on the existing rear flat, which will lose its rear windows, instead relying on a roof light to illuminate the single room (described as a living room but actually living/ bedroom) plus a small window over the roof void looking into a neighbouring property. This will dramatically reduce the light and amenity of that flat. • The front entry will go straight out onto a narrow access drive to parking at the rear of the site. • The plan shows 5 parking spaces at the rear, which will need to cover the three existing one room flats, the two new ones and the office premises at the front. We need a plan showing car parking to meet current South Glos standards for the site. <p>submitted 16.12.20 KSH</p>

Ref. Number	P20/23723/F
Description	Erection of two storey side extension to form additional living accommodation.
Location	73 Melrose Avenue Yate South Gloucestershire BS37 7AS
Expiry Date	24 th December 2020
YTC Comments	Comment

	We do not object to the extension but comment that it will reduce the property to a 4/5 bed property with one off-street parking space, plus garage. submitted 16.12.20 KSH
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Ref. Number	P20/19466/F
Description	Erection of single storey rear extension. Rear and two storey side extension with link and balcony to existing garage to form additional living accommodation
Location	10 Ridgeway Yate South Gloucestershire BS37 7AE
Expiry Date	28 th December 2020
YTC Comments	No comment submitted 16.12.20 KSH

Ref. Number	P20/18181/F - UPDATE
Description	Erection of single storey front extension, a single storey rear extension and resiting the garden wall to replace with a fence.
Location	102 Home Orchard, Yate
Expiry Date	
YTC Comments	<p>Comments originally agreed and submitted per P&T Committee meeting of 20/10/20</p> <p>No objection to the principle, but as it is enclosing land adjoining the highway, the current wall should be replaced by a new wall on the proposed new line. All other properties in the vicinity have been required to have walls rather than fences where their boundary adjoins the highway.</p> <p>The subsequent update was advised by SGC on 8/12/20 as follows:-</p> <p>“Amendments have been made to the proposed development, replacing the proposed fence with a new wall (like for like). On this basis, would you like to change your objection comment?”</p> <p>This meets our objections, so we will now change our objection to a comment.</p>

Tabled Items

Item 1 PLANNING MATTERS

1/1 Planning Applications

- b) To comment on planning applications received after the circulation of the agenda (to be circulated).

Ref. Number	P20/23937/F
Description	Erection of single storey, two storey and first floor extensions to form office, 2 no. day rooms and 5 no. additional bedrooms (Class C2) with associated works.
Location	Stanshawes Nursing Home 11 Stanshawes Drive Yate South Gloucestershire BS37 4ET
Expiry Date	8 th January 2021
YTC Comments	<p>No objection to ground floor extension or first floor extension at the front of the property, but object to the first floor extension at the rear.</p> <p>Whilst a small extension, the additional bedrooms will look directly into the rear windows and garden of the adjoining property to the southwest, number 17 Stanshawes Drive.</p> <p>This could be addressed by redesigning the first floor bedroom so that it only has windows facing southeast, rather than also having one facing south west. A larger window in the southeast facade would provide the same amount of light, but without the privacy loss.</p> <p>We also cannot see proposals for additional parking, but presumably 5 extra bedrooms will require additional parking. We ask that whatever additional parking is needed to be achieved, that it meets South Glos parking standards when provided. submitted 16.12.20 KSH</p>

Ref. Number	P20/07452/F
Description	Use of part of building (Unit A) as Food and non-food store (Class A1) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). Unit B to be retained as DIY and garden centre (Class A1).

Location	B And Q Plc Station Road Yate South Gloucestershire BS37 5PQ
Expiry Date	24 th December 2020
YTC Comments	<p>Objection</p> <p>We wish to restate our earlier comments as the revised layout and additional supporting documents have not resolved our concerns.</p> <p>Previous comments submitted May 2020</p> <p>Object:</p> <p>We object to loss of diversity within the town centre as a result in the reduction of DIY retail footage - we have consulted local residents and there is a strong view that we have enough supermarkets, but will suffer from the loss of the only large DIY outlet. NPPF para 89 refers to the significance of consumer choice. We have 4 large supermarkets within 5 minutes walk of this site, but no large DIY outlet (we have two small independent stores covering some aspects of the DIY offer). The residents and town council strongly argue that the NPPF commitment to consumer choice should apply to protection of diversity of supply by seeking to retain our only DIY superstore.</p> <p>Impact on amenity of neighbours unless a condition is imposed on both stores to ensure trading is limited to the current B&Q consented hours of trading.</p> <p>Concern at impact on traffic flows on the access road. This is a very well used pedestrian crossing point, where Home Orchard leaves Station Road. South Glos Council has recently carried out works there to enhance pedestrian safety. Those works were based on current traffic flows. The increased traffic flows from a supermarket provision will require a safety assessment and then possibly works to change pedestrian safety arrangements, and surely the developer should be paying for those? We are surprised that in carrying out the vehicle trip assessment they have used forecast trips for the current occupation based purely on square footage not actuals, which are far lower, and would therefore increase the significance of the change.</p> <p>Impact on traffic flows at the roundabout worry us. The developers have used PICADY JUNCTION 9 as their model, but traffic engineers will be aware of the very unusual nature of the B&Q lozenge junction and the extent to which movements into Home Orchard have presented a challenge in designing improvements to that roundabout. We are also concerned about this increase in vehicles on the mini roundabout. As far as we can see this has not been mapped in the consultants report.</p>

	<p>Concern at the lack of car parking for what will be a significant supermarket in town. We are surprised there is no proposed parking layout or comment on parking provision, including cycle provision in the applicants traffic assessment. We consider it essential that there are conditions for cycle and buggy parking and that a full assessment of parking requirements is carried out to ensure there is sufficient parking for both uses. We expect there is but consider the numbers should be provided, together with conditions about cycling and other modes of transport</p> <p>Access from the bus stop outside is currently up steps. The access from the bus stop and from the west is up those steps. There should be a condition requiring a wheelchair friendly access from Station Road to the front of the site, rather than the current long detour. submitted 16.12.20 KSH</p>
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Ref. Number	P20/22889/F
Description	Erection of single story rear extension to provide additional living accommodation.
Location	9 Tylers Way Yate South Gloucestershire BS37 7FB
Expiry Date	24 th December 2020
YTC Comments	No comment – submitted 16.12.20 KSH

Email response issued from YTC 18.12.20

As one of the Yate Councillors I attended the deployment test in Chipping Sodbury within the hours you had specified you would be running it. Unfortunately, you had decided to curtail the event rather earlier than the times you had advertised, so whilst I saw the kit, I did not see it being deployed.

I am EXTREMELY concerned at the map showing where you plan to deploy the barriers. I can see why you picked those limited locations, but the consequence of putting them there will be to increase flooding to Oak Close. At present in worst conditions the footpath along Oak Close from where you plan put the barrier, back towards Celestine Road bridge gets flooded, but the gardens and houses do not. If we canalise one side, without doing the same on the other the water will rise up more on the northern side, by simple volume and pressure principles. So it will increase the impact on Oak Close. So, I would most strongly urge that in the interests of the residents of Oak Close you extend the proposed barrier on the NE of the river to run from the corner section you propose right down towards the Celestine Road Bridge.

I am also worried about where you plan to locate the upstream end of the barrier on the southern side of the river. On the drawing attached to your email, it will stop just in the Celestine Road open space. Unfortunately, it will stop just at a bend in the river So floodwater coming downstream, encountering will easily continue in a straight line, and the straight line there will take it around the edge of the barrier. Again, would it not be more sensible to deploy right to the bridge, so that any backing up flooding happens on the school field and public open space?

I know you will have worked hard to model and design this, so I would be very grateful if you could explain why this will not happen.

Chris Willmore

Email received from the Environment Agency 18.12.20

Good Morning

As you know we had to postpone the barrier exercise at Chipping Sodbury in 2019. We managed to rearrange the exercise and practice the deployment in October 2020.

Due to CORONA Virus and social distancing guidelines we couldn't invite everyone along to view the barriers, but we did make a short film that I have attached the link for you to see.

Chipping Sodbury Temporary Defence Deployment exercise

We still have a plan for the deployment of a section of barrier in the Goose Green area in Yate. I am still very keen to share those plans with the Town Council and carry on those discussions that we started last year.

We are hoping to exercise this plan in the new year and would be very keen to discuss this further.

Approxinamtely 225m of barriers would be deployed on the true left bank of the River Frome in Yate at Goose Green on the footpath behind Oak Close and Celestine Road....

Flood Resilience Engagement Advisor
Environment Agency

From: Yate Town Council
Sent: 01 December 2020 12:09
To: South Gloucestershire Council

Subject: Station Road Cycleways - Experimental Traffic order [EXTERNAL]

Station Road Phase 1

Thank you for your very detailed response letter dated 29th October.

I am writing on behalf of Yate Town Council and we would like to say that we welcome the fact that you have listened to residents and business holders about the cycleway on Station Road and have taken both their and our concerns seriously.

In response to your letter we would like to comment as follows:-

1. We welcome the work being done to try to find parking outside Whirlpool, but as we said in July during the informal consultation stage, Whirlpool has been willing to help the community, for example, by providing land inside their fence for the planters, so we ask that they are approached as they may be willing to move their fence.
2. How do we publicise the times when loading is permitted? We think that the public need clarity on this rather complicated matter and would request that South Gloucestershire Council put up signs to clarify the regulations and to avoid any confusion.
3. Movements across footways - Whether vehicles go onto driveways in forward motion or reversing gear, it still involves the same number of reversing movements across the footway and cycleway. Could you please address our worry about the increase in reversing movements that this has produced?
4. We note the figures you have provided, but the 18% do not all have off-street parking, and we do not think you have factored in the flats above and behind the shops, which reduces the figure with off-street parking. Of those who do have off-street parking, relatively few have visitor parking – please can you advise if you included that in the calculations?
5. Longs Drive – This parking area is underused for a good reason. It is not well signposted, was not well lit until recently, cannot accommodate the residents who need somewhere to park as it is limited hours, and is not close enough to most of the shops for people collecting items of any size. The crucial thing is that it cannot replace the parking for residents, visitors and traders' staff, which requires more than 4 hours of parking at a time. The weight limit on the car park also means it cannot be used by anything other than a small domestic car. The 4 hours maximum stay and no return for 6 hours is not sufficient if you are having any work done or having family around for a get-together.

6. Safety of Cyclists. Yes we should re explore Eggshill Lane. A consultation with residents and traders about the idea with a genuinely open mind would be useful, as we will not know what people think without asking.
7. We would still like to express our concerns on the danger points commented upon that do not appear to have any solution.
8. We would disagree that Phase 2 will pick up the B&Q roundabout area. It stops and then starts the other side of the roundabout, ie, at the crucial place, on the roundabout where there is no protection.
9. Right turn movement delays; We would still like to see this matter investigated further.
10. There are only two parking areas along the whole of Station Road; one at Sprint Print, the other at Terry's Cycles.
11. You can only stop to load and unload. In the case of the cycle shop, if you want to have your bike repaired, you must leave your bike at the shop, drive away find a safe parking area i.e. Longs Drive approx 20 mins depending on traffic and parking availability, go back to the shop explain the issue with your bike, fill in paperwork and leave. This must be changed to help the business, which is losing customers to the Bike Station, who have their own space.

We do not believe that SGC has followed the rules set out in page 14 of the Cycle Infrastructure Design book that came out in July this year, approved by the Transport Minister.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/906344/cycle-infrastructure-design-ltn-1-20.pdf

Page 14 says:-

Bringing it all together – Making the case for change to get schemes delivered

A clear stakeholder engagement plan to articulate the case for change can take time but will increase political and public acceptance of a scheme at an early stage. Before any specific proposal is put forward, the ground must be carefully prepared, with the public persuaded of the need for change and an attractive alternative to the status quo laid out that people can get interested in – this should relate proposals to things that affect people's lives directly, not just technical proposals and show why there's a problem to fix. Articulate a clear vision of what you want a place to look like.

Work out every technical aspect of a proposal thoroughly and in detail before you present it, to anticipate and pre-empt likely objections, and get it as right as possible at the beginning.

When communicating the proposals be confident about it and absolutely be clear about your intentions, the benefits and disadvantages. Proposals must be clear and unambiguous, as detailed as possible, including good maps and drawings, and frank about the disadvantages, to build trust and discourage misrepresentation.

Unfortunately, Yate Town Council believes that this scheme has all the signs of a rushed project.

We look forward to hearing from you further.

From: Kristy Spindler

Sent: 16 December 2020 13:27

To: Karen Harris

Subject: FW: Station Road Cycleways - Experimental Traffic order [EXTERNAL]

We are planning to release the Sustrans report and our response to that report this week alongside the station Rd Yate phase 2 consultation report, I will share the links as soon as published. I will then be responding in detail to your letter on my return in the New year.

South Gloucestershire Online Consultations YATE - Station Road Cycle Lanes
- Phase 2 Consultation

<https://consultations.southglos.gov.uk/consult.ti/StationRoadPhase2/consultationHome>

Response email submitted to SGC 25th November 2020

"When John Gawn and Chris Willmore from the Town Council met officers, we expressed a number of concerns about the particular proposals. We continue to have those objections, as you know. But we are also now extremely concerned about the timing of the works.

Reminder of our concerns:-

- Turn into the Glen - as residents have explained this is essential as otherwise they will hold up westbound traffic.
- Turn into McDonalds - this is essential. We already have congestion problems which are well documented. Removing the right turn lane will make this far worse and result in congestion backing up onto the B&Q roundabout - and that will block movements across town
- We want a cycle route link from Station Road west to Link Road both north and south of the island but strongly of the view this should be off road using the extensive grass areas. This is safer for cyclists and causes no other problems.
- The Church Road junction needs to be resolved for all road users urgently.
- The turn into the NE car park needs to be addressed urgently as we explained because of the accidents it causes.
- The proposals fail to address the most risky places for cyclists - the B&Q roundabout and the Church Road junction, at the very least there needs to be an off road route for cyclists round the whole B&Q junction area.

We have already had residents complaining that you are scheduling to start the works this week. It makes the entire consultation process look like a farce. We really strongly object to your proceeding until there is a published consultation outcome report and you can show how the feedback has affected your proposals, or why you are not accepting the feedback.

Finally, the timing of the work is a disaster for traders. It will close access to two of the four car parks in the town centre at a crucial time. Traders will just be reopening following the general lock down and desperately need to get footfall back. People will be desperate to do Christmas shopping and we know that at Christmas peak the car parks

cannot cope and reach zero spare places. The idea of any significant reduction in parking availability is a disaster for businesses. We must also throughout protect access to the MIU and surgeries all accessed off Kennedy Way.

We appreciate you have a timeline for spending COVID monies, but would suggest that you do the Millside path works now with the cash and start this when there has been time to revise the scheme in response to concerns."

Email response received 25/11/20

The Town Council's comments regarding the Phase 2 cycle lane consultation will of course be included in our analysis and consideration about how to proceed.

Please also note that this proposal as a continuation of Phase 1 is made under the Active Travel Fund announced and set up by the Secretary of State for Transport really quite recently. Some of the assumed parameters we must work to were only clarified a matter of days ago, so although ambitious timeframes remain for delivery, the preliminary dates for closure you were advised of have just been withdrawn. If works do proceed in some form, then we may tentatively programme for early in the new year.

The shopping centre manager has been appraised and as is usually the case, if closures are required at a later date then our operations team would work with retailers and emergency services to ensure essential operations and access is accommodated where it is reasonable to do so.

The rapid pace of delivery we have been compelled to follow by government and the nature of the installation work explains the need to make preliminary road space bookings in what are exceptional times but is not in any way an indication of pre-judging an outcome. We are aiming to complete work as soon as practical if the decision is to proceed, but that I am afraid entails lining up the road space booking and making preliminary programmes for construction in advance, even if this proves abortive because a decision is made not to go ahead once the responses have been given full consideration. I certainly expect there to be publication of the councils feedback about the consultation and also confirmatory communication before any road closure is brought into effect or works start.

The issue of increased patronage for McDonalds causing traffic problems on Station Road with the distinct upsurge in popularity of the drive through is not being ignored. There are a number of actions being taken by the company themselves and by the Centre management whilst we have investigated car park arrangements. Unfortunately there is no simple resolution available at the moment as my colleague has explained.

Despite the relatively flat terrain that lends itself to cycle use undoubtedly cyclists have not been well catered for in Yate historically with a road layout and footpath network whose design dates back to much quieter times; so we are left having to retrofit measures into limited space. The government are encouraging the uptake of active travel with renewed vigour, increased funding and expectation of a higher standard of provision since the pandemic became an issue. It is this increased focus that has resulted in suggestions to provide a short to medium term scheme whilst

more ambitious but harder to deliver changes such as off road routes, should be expected to come out of the Yate Masterplan exercise.

Should the Phase 2 cycle lanes get the go ahead for implementation, then there are a number of additional areas that could be improved to better link in with existing facilities some of which you mention. For the time being however we are concentrating on what is practical to provide within existing carriageway and given that a large part of these proposals are for road markings and coloured road surfacing materials, this is very much weather dependent activity and being as deep into autumn as we are, it is impossible to predict when conditions may be right should the scheme proceed beyond this consultation stage.

I hope that allays immediate concerns about the preliminary booking for a road closure interfering with Christmas trading but please do not hesitate to contact me directly if I can be of any further assistance.

**Senior Engineer – Place Engineering
Design and Operations
Streetcare, Transport & Waste**

South Gloucestershire Council, Department for Environment and Community Services,
PO Box 1954, Bristol, BS37 0DD

Frampton Cotterell and Yate - A432 Badminton Road – Yate to A4174 Ring Road
Reallocation of road space for cycling – Stage 1

YTC Consultation response submitted:-

As each cycleway's consultation is done individually, none of the cycleways link together which would be beneficial to the cyclists which use it.

We welcome the improvements proposed with some of the funding as it is important that cycle lanes are maintained properly in order to make it safe for cyclists and to encourage others to use them as well.

We would also welcome seeing future funding being spent on adding new cycleways which link existing cycle lanes together.

Minutes of Yate and District Transport Forum Meeting Held Remotely via Zoom on Wednesday 29 July 2020 from 6.30pm until 8.00pm

Present

Councillors Cheryl Kirby, Karl Tomasin, Chris Willmore (part meeting) – Yate Town Council

Councillors Ruth Davis, Louise Harris & Claire Young (part meeting) - South Gloucestershire Council.

Councillor Steve Spooner – Sodbury Town Council

Member of public (part meeting)

Andy Burkitt - SERA SW

Martin Gosney - Friends of Yate Station

Chris Hanson - First West of England

Gavin Hawkins - First West of England

David Redgewell – Campaign for Better Transport
Service Support Assistant (KH)

1. Election of Chair and Vice Chair

RESOVLED Councillor Karl Tomasin was elected Chair of the meeting. (In the absence of the previous Chair and Vice Chair, a permanent election was not made).

2. Apologies for Absence

Apologies for absence were received from Sarah Collins (In Bloom), Sylvia Eastwood (In Bloom), Councillor Paul Hulbert (Dodington Parish Council), Claire Jaggard (My Yate), Councillor Wully Perks (Yate Town Council), Dave Winter (Friends of Yate Station). James O'Neil and Rupert Cox (via David Redgewell).

3. Declarations of Interest Under the Localism 2011

No declarations of interest were received.

4. Minutes of the Meeting of the Yate and District Transport Forum held on 9 September 2019

RESOLVED The minutes of the Yate & District Transport Forum (formerly Friends of Yate Station) meeting held on 9th September 2019 were received and were agreed to be a true and accurate record.

5. Update from First West of England

- a) Representatives from First West of England updated the forum on operations since the onset of Covid-19. The Y1 and Y2 service has been averaging 35% of patronage levels with the Y3 slightly below, Y4 steady and Y5 and Y6 just below, with usage levels gradually rising week by week as more restrictions are lifted.

Seat coverings have been used to limit seating during restrictions per Government guidelines. The use of face masks on buses proved challenging to enforce with the CBT ruling that it is not the responsibility of drivers to enforce, they can only issue special tickets to advise the public. It was found that with the introduction of masks being required to be worn in shops, it has helped the situation on the buses. Staff are slowly coming back to work as need increases.

Once Covid-19 is behind us, although not for some time yet, the system will need to be reviewed to look at how patronage has been affected with people working from home etc, and will look to the transport forum for support.

There are obviously rigorous cleaning routines currently in place. Staff are based in stations and centre stops as well as based remotely to sanitise and clean buses. Also based at depots for any buses pulled out of service and requiring deep cleaning. The contract is in place 24/7 with a hotline system should a vehicle need to be cordoned off and given a deep clean. Drivers are wearing PPE and protection. Safety is paramount.

It is a shame that the implementation of the new gas buses has been overshadowed, as this has been a massive investment in the area towards greener travel.

- b) Unfortunately, with the onset of Covid-19 the £1.50 fare has not had a fair trial but will continue to be monitored.
- c) An update from South Gloucestershire Council in respect of missing “real time” bus shelters was received;

“Wellstead Avenue bus stops on Westerleigh Road have been programmed to receive RTI units.

We have no scheme in place for the provision of RTI units at the bus stops you mentioned (Pitchcombe, Whitcombe, Cranham

and Rodborough). I have also looked on our 'proposed' list for bus stop works and these stops do not appear on this either. If you would like me include the bus stops on the list please let me know and they will be considered when we have funding available. As you will appreciate funding is limited and we are only able to carry out a fraction of the work on the list."

Representatives from First understood that unfortunately there are some gaps in the service, which was not anticipated to take the large amounts of changing data to be uploaded with such a very quick turnaround - the system does not always cope. As things move forward it is hope for smoother system.

Many bus stops in yate still do not have real time displays. One near Kestrel Close not connected up to power.

d) New Smart Phone App

The initial phase of the rolling out of the new smartphone app to allow booking of a seat and viewing of availability of seats has been launched.

A worry was raised that for anyone not in possession of this app that it could make it harder to use the service, particularly for older residents.

It was confirmed that booking a seat can be made via telephone, website or by visiting the station office.

More advertising campaigns for the new services are planned to get people more familiar with the service and electronic campaign will be shared to councils to help spread the word on their social media.

e) Park and Ride in Yate

The current plan is to not have the buses actually turning into the Park and Ride, but to continue using the two bus stops on the main road, which was raised as a major issue.

The First representative explained his concerns of interrupting the flow of the Y1 along the main road and shared his views that turning into the park and ride would cause a service delay.

He was asked to look at this again as members of the forum believed that it will not cause a delay and will avoid people having the cross a very busy main road to access the bus stops currently in place.

Chris Hanson agreed to take this feedback away and to re-examine the dilemma raised.

f) Wellington Road

This is still a matter under consideration.

- g) The matter of providing a balance of services allowing commuters to access the slower commuter services together with the faster direct services to and from the centre of Bristol was discussed . It is particularly important in this current climate that commuters do not have any restrictions to services which would cause disruption or leave them stranded on one leg of a journey and should certainly not cause hardship to any sector.

The funding for evening journeys is provided from the tax payer, from which a precept goes to WECA. Plans should take place in consultation with those affected, ie local residents.

The Chair expressed his appreciation of having the buses running through Covid-19 and understands the difficulties that staff will have encountered with taking on board all of the changes. He thanked First for the very professional and caring service provided.

The Chair also reiterated that it would be appreciated if outstanding issues such as park and ride could be taken away for review, to ensure that we are meeting the aspirations of our town.

6. Update from First Great Western Railway

No representatives from First Great Western Railway were in attendance.

It was **RESOLVED** to write to Great Western Railway on behalf of the forum to seek answers to any outstanding items listed.

- a) An update is required regarding the electrical boxes placed in front of the mosaic at the Yate Station.
- b) Clarity on who is responsible for clearing of the brambles on Station Road where northbound platform ramp comes out and when this will be done.
- c) An update is required on the current situation regarding the essential repairs to the main road access to Yate Station.
- d) Half hourly service – Clarity on what has changed regarding the plans for this service and when or if we will see the peak service? WECA has agreed in principal but where is the delivery plan for this?

The forum agrees the aspirations of a good bus/rail hub for Yate and the pressure must be kept on WECA to deliver.

A member of the forum shared news of some members who have lost lives to Covid-19 in the transport sectors. The Chair echoed his sadness at this and expressed his best wishes to families involved.

7. Update from In Bloom

a) To receive any update

Representatives were unfortunately unable to attend the meeting, but provided the following update via email.

“We have met with the Station Manager, Heather and Ro from Severnside Community Rail Partnership (CRP) (before Covid lockdown) to discuss changing the position of the mural and they agreed to look into this.

Obviously circumstances took over and we have not been able to visit the station to do summer planting under the guidelines set by Severnside CRP/GWR on social distancing etc. We will be returning to our usual tasks once we are able to do so.”

8. Date of Next Meeting

Thanks were extended to all who attended the meeting and particularly to both of the representatives of First West of England for their updates and agreeing to take away matters raised to be looked at.

Members from South Gloucestershire Council reiterated the importance of having representatives from WECA attending the next meeting as this forum is currently filling the void for residents to have a voice. The Chair agreed the importance of this to get answers to subjects raised and avoid speculation.

Date of next meeting to be advised.



JCG Joint Cycleway Group

MINUTES OF THE JOINT CYCLEWAY GROUP ANNUAL GENERAL MEETING HELD VIA ZOOM VIDEO CONFERENCING ON 18 NOVEMBER 2020 FROM 6.00PM TO 7.45PM.

PRESENT: Councillors Paul Hulbert (part-meeting) – Dodington Parish Council.
Councillor Stephen Spooner, Sodbury Town Council.
Councillor Claire Young (part-meeting) – South Gloucestershire Council.
Councillor Bob Taylor – Westerleigh Parish Council.
Councillor Colin Maidment – Wickwar Parish Council.
Councillor John Emms – Yate Town Council.
Bob Keen – U3A Cycling Group.
Rebecca Bennett, Ian McGuire and Mike Pearce (part-meeting), local cyclists.
Lee Lodder (part-meeting), South Gloucestershire Council.
Clerks to Joint Cycleway Group – Hayley Townsend and Karen Harris.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Andrew Gough (Treasurer / Bristol Cycling Campaign) and Councillor Sarah Hurley (Dodington Parish Council).

2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

There were no declarations of interest received.

3. ANNUAL GENERAL MEETING OF JOINT CYCLEWAY GROUP

3.1 Chair's Report

A verbal report from the Chair was received and it was **NOTED** that:

- Yate Town Council has put forward a plan of desired cycle routes to South Gloucestershire Council;
- There is controversy over the Station Road cycle route, as some cyclists have welcomed it, with some traders and residents unhappy with it;
- There are concerns around traffic islands in Chipping Sodbury, which cause a problem when cyclists are travelling along and vehicles try to overtake. There is a South Gloucestershire Council consultation live now about cycle routes down to Link Road in Yate, and down the A432 heading in the direction of Bristol.

- There is also a live South Gloucestershire Council consultation out about the Yate Masterplan. Councillor Paul Hulbert advised that Dodington Parish Council's written submission has included cycleway concerns.

3.2 Treasurer's Report and Approval of Accounts

RESOLVED Accounts for the last financial year to end December 2019 be approved. (Appendix 1)

Councillor Hulbert advised that Dodington Parish Councillor, Christine Howard, will certify the accounts and it was **NOTED** that Councillor Hulbert will circulate a signed copy on completion.

It was further **NOTED** that the current balance is £934.51; higher than normal as cycling events haven't been held owing to Covid-19.

3.3 Election of Chair for 2020-2021

RESOLVED Councillor John Emms be elected Chair of the Joint Cycleways Group for 2020 – 2021.

3.4 Election of Vice-Chair, Secretary and Treasurer for 2020-2021

RESOLVED Bob Keen be elected Vice-Chair, Councillor Paul Hulbert be elected Secretary and Andrew Gough be elected Treasurer for 2020 – 2021, subject to Andrew's agreement regarding the Treasurer position as he wasn't present at the meeting.

4 CONFIRMATION OF MINUTES OF MEETING HELD ON 13 AUGUST 2020

RESOLVED The Minutes of the Joint Cycleway Group meeting held on 13 August 2020 be confirmed as a true and accurate record.

5 POLICY REVIEW

The Joint Cycleway Group's Equality and Diversity Policy and the Safeguarding Children and Young People and Adults at Risk Policy were received and it was **RESOLVED** to readopt both policies. (Appendix 2a & 2b).

(Lee Lodder entered the meeting).

6 ITEMS FOR CONSIDERATION

- a) The South Gloucestershire Transport Planning Officer provided updates on;
 - i. A432 Kennedy Way to Cotswold Cycle Lane consultation feedback.

It was **NOTED** that:

- signage is to be installed;

- the new exit ramp is being installed to allow people to get between the on road path and off road cycle lane.

ii. Frog Lane cycle path;

It was reported that that there has been no immediate progress on making it into a cycle route and an outcome is awaited regarding making the top end of the path a public right of way.

It was commented that the Frog Hill/Mays Hill junction is where the road narrows and the cycleway ends, which creates a dangerous pinch point and to correct that area it needs more money and investment.

iii. Cycle path from Road to Nowhere to GWR station, clearance of shrubs/weeds, further to minute number 4a of the meeting held on 13th August 2020 where the following was recorded:

“This matter has been raised with the Open Spaces team who manage The Common. They advised that there is no pot of funding from filming waiting to be spent. Money that has been received from this in recent years has been spent on carrying out basic habitat maintenance duties across the common. The path is scheduled to be cutback next in September, after end of bird nesting season.”

*It was **RESOLVED** to take this back to formally request that Yate Town Council raise this point with South Gloucestershire Council and find out why this money is not being used for the upkeep of the common and cycle routes thereon.*

*It was **NOTED** the following response has been received from South Gloucestershire Council (Community Spaces Maintenance & Administration Manager);*

“Please can you assure your councillors that any income raised from Hire of the Common goes back in to The Common’s budget code. Our Commons Stewardship Officer then uses this income to reinvest in to the improvement and maintenance of The Common.”

It was confirmed that the path was scheduled to be cut back in September, but that it has been delayed and will be carried out before Christmas time.

It was confirmed that there is no progress on the missing link in Westerleigh for the Yate spur route as there is currently no funding for it to be delivered.

The South Gloucestershire Council officer was asked whether there are schemes afoot for outer parishes like Wickwar. Discussion took place on this point. It was **NOTED** that the business cases compiled to secure funding for strategic improvements are built around busier areas as there is a better chance of obtaining funding for those areas as they are busier and have greater use.

It was further commented that South Gloucestershire Council undertakes improvements in stages which isn’t always immediately helpful as the individual

segments don't have an obvious start and end point. For example, South Gloucestershire Council launched a consultation this week to upgrade existing cycle lanes between Coalpit Heath and Nibley; which is part of a 4-staged proposal to improve the link from the Wick Wick roundabout all the way up to Yate. It was **NOTED** that cyclists needs all of the route in order to use it from point A to point B.

It was commented that commuter routes link in with leisure routes and that they aren't exclusive and that the overall aim is for people to be able to cycle, to stay fit and healthy and to remain active.

Discussion took place about priorities of larger parishes versus smaller parishes, and it was **NOTED** that the South Gloucestershire Council Local Council Priority List accepts requests from anywhere. It was **RESOLVED** that the Joint Cycleway Group monitor the Priority List as to how requests are being prioritised by South Gloucestershire Council.

b) Department for Transport Local Transport Note 1/20 "Cycle Infrastructure Design"

The above was received and it was considered how it would affect future cycling provision. ([Click for Local Transport Note 1/20](#))

The South Gloucestershire Officer advised that the guidance sets out that:

- there needs to be much higher quality cycle routes - so unless there is more funding available to deliver them, there will be less routes;
- all infrastructure built should be suitable for all;
- cycle routes should be segregated, and not shared with pedestrians or traffic unless traffic is at a sufficiently low speed and volume.

It was confirmed that South Gloucestershire Council will be following guidance for new schemes (not for schemes in progress with funding already secured) and are requiring developers to meet the guidance.

It was **NOTED** that there will be some places that won't be able to accommodate cycleways as they won't meet the guidance criteria.

c) Update in Respect of Current Consultations

i) SGC Consultation Station Road / Badminton Road Cycle Lanes, Yate - Experimental Traffic Order - STATUTORY NOTICE

It was **NOTED** that this consultation is open until 24 February 2021.
<https://consultations.southglos.gov.uk/consult.ti/StationCycle/consultationHome>

ii) South Gloucestershire Online Consultations YATE - Station Road Cycle Lanes - Phase 2 Consultation

It was **NOTED** that this consultation is open until 22 November 2020.
<https://consultations.southglos.gov.uk/consult.ti/StationRoadPhase2/consultationHome>

The South Gloucestershire Council Officer encouraged those present to feed into the consultations.

It was commented that:

- cycling on pavements on Station Road is thought to happen because there is no safe place to cross on the cycle route;
- there may also be some cultural misunderstandings, as in some countries it is illegal to cycle on the road if there is a pavement next to a road.

A question was asked whether it would be appropriate to comment on speed limits as part of the consultations and it was confirmed by the South Gloucestershire Council officer that any comments are welcome.

d) Yate Park and Ride

It was **NOTED** that:

- a decision on the planning application is expected this week (currently with the Secretary of State);
- it is planned that there will be a tyre pump and a repair station;
- the site is proposed to accommodate 40 bicycles with covered storage (but not secure lockers); a Brompton hire dock is also being considered, similar to those seen at Parkway Station and Temple Meads Station.

e) West of England Local Cycling and Walking Infrastructure Plan (LCWIP)

The South Gloucestershire Council Officer confirmed that the new version of the infrastructure map is coming. No further update was provided.

f) Membership of the Joint Cycleway Group

Consideration was given to other parish and town councils being asked to join the Joint Cycleway Group and **NOTED** that the advantage of being part of it gives everyone a larger voice as a collective, particularly when making representations to South Gloucestershire Council about cycling issues.

RESOLVED An invitation be circulated to the smaller outlying local parish councils to invite them to attend a meeting and see what they think. The invitation to include the explanation that priorities have changed with regard to cycleways and there are now greater opportunity to get collective voices heard.

g) Fundraising Ideas/Plans

It was reported that last year, the Joint Cycleway Group received grants from Dodington Parish Council, Sodbury Town Council and Yate Town Council.

It was further reported that the group has spent Yate Town Council's grant and had planned to spend Sodbury Town Council's on the 2020 event (on Cycling UK membership/insurance, Cycling Safari and on expenses associated with Sodbury Festival rides) and to spend Dodington Parish Council's grant in 2021.

RESOLVED The grant funding be rolled forward to future years as outlined above and no approach be made to local councils for further funding at this time.

Comments were made at the meeting about adverse comments about cycling on social media. Consideration was given to using funding/fundraising to improve the perception of cycling in towns and villages; perhaps using promotions on bike lights and rucksack covers for example, to raise awareness and offer support. Discussion also took place about working with schools to educate children and their parents about the benefits of cycling.

RESOLVED Rebecca Bennett and Councillor Claire Young to work together to partner with businesses to expand the idea of raising a positive profile.

(Councillors Paul Hulbert and Claire Young left the meeting. Bob Keen also left the meeting).

h) Cycle Champions Initiative

No update was provided.

i) Local Cycling Events

It was **NOTED** that owing to Covid-19, there are no formal events happening at the moment. However, it was **NOTED** that there are increased numbers of hobby cyclists out in the community at this time.

Discussion took place about starting a new social media group for local cyclists to create a positive platform for discussions.

RESOLVED Ian McGuire and Rebecca Bennett to pursue tapping into existing networks such as the Family Cycling Group and the Climate Action Group to create a partnership for promoting positivity around cycling on social media.

j) Link between Chipping Sodbury and Wickwar

RESOLVED Councillor Maidment to pursue putting a request forward onto the SGC Local Transport Priority List to link Chipping Sodbury and Wickwar.

7. DATE OF NEXT MEETING & ITEMS TO BE CARRIED FORWARD

RESOLVED The date of the next meeting of the Joint Cycleway Group be doodled.

Thanks were relayed to all those who attended the meeting.

Meetings and Conduct/Meetings Clerked by YTC/Joint Cycleways Group/Minutes/Joint Cycleway Group Minutes (& AGM) 18.11.20

FINANCIAL STATEMENT FOR THE YEAR
1 January - 31 December 2019

			2019	2018
			£	£
INCOME				
01/01/2019		OPENING BALANCE	439.19	368.18
14/06/2019	Dodington Parish Council	Grant funding	300.00	
21/10/2019	Sodbury Town Council	Grant funding	300.00	
14/12/2018	Yate Town Council	Grant funding	197.50	
			=====	
Received during year			797.50	228.00
			=====	=====
TOTAL INCOME			1236.69	596.18
			=====	=====
EXPENDITURE				
11/09/2019	Chq 000037 - Robert Keen	Sodbury Festival expenses	24.68	
11/09/2019	Chq 000038 - Paul Hulbert	Cycling UK membership (provides insurance)	77.50	
11/09/2019	Chq 000039 - Ian McGuire	Educational Bicycle Safari	120.00	
			=====	
Paid out during year			222.18	156.99
31/12/2019			1014.51	439.19
CLOSING BALANCE			=====	=====
			1236.69	596.18
			=====	=====

I certify that the financial statement above is in agreement with the Joint Parishes Cycleway Group's bank statements.

SIGNED

B. M. Howard

DATE

19/11/2020

JOINT CYCLEWAY GROUP

EQUALITY AND DIVERSITY POLICY

INTRODUCTION, AIMS AND SCOPE OF THE POLICY

The Joint Cycleway Group recognises and values people's differences and will assist them to use their talents to reach their full potential.

This policy is designed to ensure that the Joint Cycleway Group complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly.

The Joint Cycleway Group is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics).

This policy applies to the JCG, and also to any volunteers and people taking part in or benefiting from the Group's activities ("stakeholders")

The organisation aims to ensure that

- All stakeholders are treated fairly and with respect at all stages of their involvement with the Joint Cycleway Group.
- All stakeholders have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other stakeholders or by people (third parties) who are not stakeholders of the Joint Cycleway Group.
- All stakeholders have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- All stakeholders have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.

RESPONSIBILITIES

It is the responsibility of the Chairman to develop and lead the implementation of the equality and diversity policy.

Responsibility for approving the policy and monitoring that it is being followed rests with the Joint Cycleway Group.

Members of the Joint Cycleway Group as a whole and volunteers have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

IMPLEMENTATION OF THE POLICY

Members of the Joint Cycleway Group and volunteers will be involved in creating an equality environment and one that values diversity.

Communications

Communication of the policy to members of the Joint Cycleway Group and volunteers and the public will be through paper documents, website and face to face discussions as appropriate. The policy will be drawn to the attention of people attending workdays and events.

Working with partners

In selecting our partners we will consider their commitment to Equality and Diversity by considering their formal policies and reputation within the community as appropriate.

Making our activities accessible to all

We will make our activities accessible by:

- Providing information in alternative formats (e.g. large print, voice recordings) on request
- Holding activities in accessible locations if practical (acknowledging the challenges of the open countryside, such as gradients, terrain and ground conditions)
- Providing appropriate tools and equipment to allow participation where appropriate and practical
- Seeking feedback from service users on how accessible users find our activities

REPORTING DISCRIMINATION / POTENTIAL DISCRIMINATION

Stakeholders who feel that they have suffered any form of discrimination should raise the issue through the Chairman. Stakeholders also have the option of raising issues within Management Committee meetings of the Joint Cycleway Group if they feel that this is more appropriate.

Stakeholders should also use this approach if they feel that they have been the subject of harassment from someone who is not a member of the Joint Cycleway Group or volunteer. The Group will not tolerate any harassment from third parties towards its stakeholders and will take appropriate action to prevent it happening again.

If a stakeholder witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex and sexual orientation, even if it is not directed at them they should also use this procedure.

MONITORING AND REVIEW

This policy will be monitored to judge to what extent it is working and identify areas for improvement.

Monitoring of this policy will take place regularly as a normal part of planning the activities of the Joint Cycleway Group – for example, plans for events will be checked to make sure that they take account of accessibility and appropriate methods of publicity.

This policy will be reviewed every two years by the Management Meeting to ensure that it remains up to date and reflects the needs and practices of the organisation.

The policy may also be reviewed if legislation changes, or if monitoring information or feedback suggests that policy or practices should be altered.

Signature:

A handwritten signature in black ink that reads "P.A. Hulbert". The signature is written in a cursive style and is followed by a long, horizontal, slightly wavy line that extends to the right.

Name: Paul Hulbert

Role: Secretary

Date: 18 November 2020

JOINT CYCLEWAY GROUP

Safeguarding Children and Young People and Adults at Risk Policy

INTRODUCTION, AIMS AND SCOPE OF THE POLICY

The objectives of the Joint Cycleway Group are:

- To consider and discuss matters of common interest relating to Cycleway provision in and around the parishes represented by the member local councils. Where appropriate, the Joint Cycleway Group may set up small working groups to examine issues in more detail.
- To receive recommendations on courses of action and make recommendations to its member councils.
- To make co-ordinated representations and responses to South Gloucestershire Council and other relevant bodies on matters of common interest relating to cycleway provision.
- Where there is common interest but there are likely to be local variations, for example in dealing with planning and consultation documents, to provide drafts for its member councils to adjust according to their own circumstances.
- To liaise with local bodies such as the police, local councils, and cycling and community groups in order to make discussion and consultation processes more efficient.
- To promote new and existing cycle routes and promote provision of cycle facilities, including by organising events, publications and publicity.
- To promote new and existing routes accessible to all the community, including those with mobility needs.

The Joint Cycleway Group provides the following activities:

- Holding regular management meetings
- Organising and funding events and publicity
- Representing the interests of members to outside bodies
- Publishing and distributing information
- Training and developing the skills of local people
- Working with other groups and exchanging information
- Making representations in response to policies and other consultations
- Making proposals and representations on cycling related matters
- Employing paid or unpaid agents, staff or advisors to assist in the above
- Doing anything that is lawful which will help it to fulfil its aims

Whilst these do not include direct services or support for children, young people and adults at risk the Joint Cycleway Group recognises that safeguarding those members of society is everyone's business and that all may become at risk at many stages in their lives.

The Joint Cycleway Group is committed therefore to ensure that the members of the Management Meeting, volunteers and those who organise activities run by the Joint Cycleway Group have an understanding of Safeguarding Children, Young People and Adults at Risk and the forms abuse may take, and that they know where to raise concerns if abuse is suspected or reported.

Safeguarding and promoting the welfare of children

Children and young persons under the age of 18 of all races, religions and cultures, with or without disabilities, from any model of family life have an equal right to protection from abuse. (This paragraph has been moved above the bullet points)

Safeguarding and promoting the welfare of children means:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

(Working Together to Safeguard Children 2015)

Abuse can take various forms:

- Physical
- Emotional
- Neglect
- Sexual

The Joint Cycleway Group activities are based on the parents or carers of children under the age of 16 being present, or the children being under the charge of the leader of a recognised group or an authorised responsible adult. More than one responsible adult, volunteer or Management Meeting member must be present at any activity involving children.

All the Joint Cycleway Group volunteers, employees and Management Meeting members who are involved in organising activities run by the Joint Cycleway Group will be inducted into this policy and procedure and have an understanding of what forms abuse can take and how to report any concerns.

The Joint Cycleway Group will ensure that all who are arranging events on their behalf are made aware of this policy.

Definition of Adults at Risk

Someone “who is or may be in need of community care services by reason of mental or other disability, age or illness” (and/or) “who is or may be unable to take care of him or herself or protect themselves from harm”

(No Secrets: Department of Health, March 2000)

This means that not all adults are at risk, but some may be at risk at times, and others will be at risk all the time.

Definition of Abuse

“Abuse is a violation of an individual’s human and civil rights by any other person or persons”

(No Secrets: Department of Health, March 2000)

Abuse includes:

- physical abuse, hitting, slapping, punching, burning
- sexual abuse, rape, indecent assault, inappropriate touching
- emotional abuse, belittling, name calling,
- financial or material abuse, stealing, selling assets
- neglect and acts of omission, leaving in soiled clothes, failing to feed properly
- discriminatory abuse (including racist, sexist, based on a person’s disability and other forms of harassment)
- institutional abuse resulting from unsatisfactory systems and routines

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People may make the choice to remain in abusive situations and if they have the mental capacity to make that decision that may be appropriate, however the decision about mental capacity is a complex one and it is important that the correct assessment of capacity is undertaken within the safeguarding process.

Reporting Concerns and Seeking Advice

If a crime may have been or is being committed contact the Police on 101 or 999

Volunteers, employees and Management Committee members should report any concern that they have about a child or an adult at risk to the Chairman of the Management Committee or to another responsible adult at the event, unless the concern is about the Chairman where it should be reported to a member of the Management Committee who will contact the South Gloucestershire Council Team below.

Members of the public can also follow the instructions below:

Children and Young people.

To raise a concern or to seek guidance, contact South Gloucestershire Council's First Point Team on 01454 866000 or the Emergency Duty Team (out of hours and weekends) on 01454 615165.

Adults at Risk

To raise a concern or to seek guidance, contact South Gloucestershire Council's Customer Adult Care Team service desk on 01454 868007.

Where practically possible, agreement should be obtained from the adult before sharing personal information with third parties.

Record Keeping

If a concern is raised this should be documented and sent through to the Chairman of the Joint Cycleway Group (or a Management Meeting member as noted above)

Managing allegations against Management Meeting members, volunteers or employees

The Joint Cycleway Group recognises that it is important that allegations are investigated through the Safeguarding process so that allegations can be either proved or disproved for the protection of the child(ren), adult(s) at risk, volunteers and staff.

Any allegation must be fully investigated by the responsible authority, which will depend on the gravity of the situation. Minor issues may be dealt with by the Management Meeting with dated minutes being recorded and retained, but significant allegations must be referred to the appropriate statutory authority. The Joint Cycleway Group will support staff, volunteers and members during this process.

Any allegation related to staff, volunteers and/or Management Meeting members working with Children and Young People must be reported to the South Gloucestershire Local Authority Designated Officer (LADO) on 01454 868924.

It is important to remember that abuse is defined by the impact on the individual not the intention of the abuser, in other words if someone does not have their needs cared for this can be just as damaging whether it is done deliberately or because a carer can no longer manage. Obviously the way of then supporting the situation would be likely to be different.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

PHOTOGRAPHY

Permission must be sought before taking recognisable photographs of children or adults at risk engaged in Joint Cycleway Group activities and events.

MONITORING AND REVIEW

This policy will be monitored to judge to what extent it is working and identify areas for improvement.

Monitoring of this policy will take place regularly as a normal part of planning the activities of the Joint Cycleway Group – for example, plans for events will be checked to make sure that they take account of safeguarding issues.

This policy will be reviewed every two years by the Management Meeting to ensure that it remains up to date and reflects the needs and practices of the organisation.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.

Signature: 

Name: Paul Hulbert

Role: Secretary

Date: 18 November 2020

Planning and Transportation

Appendix 9

Pending Log as of 6 January 2021

To **NOTE** the status of the following:

<p>1. Flooding on Link Road Pedestrian Crossing - Bus Station/ Riverside Carpark</p> <p>Correspondence sent to SGC on 6/5/20 requesting when this area is scheduled for attention</p> <ul style="list-style-type: none">• Pedestrian light controlled crossing across Link Road, Yate, between the Bus Station and Riverside Carpark. <p>Reminder issued 23.6.20 Acknowledgement Received 22.7.20 Reference No: 1385118 – Response awaited</p>
<p>2. Wickwar Road / Peg Hill (Southfield Way) Junction Safety</p> <p>To NOTE correspondence issued to SGC 20.2.20</p> <p>“Thank you for providing the details attached. Members have reviewed these, however, they have responded to say that they are puzzled by the location shown on the monitoring plan, which shows the junction of “Peg Hill and Gravel Hill Road”.</p> <p>The monitoring they have requested is at the top of Peg Hill (Southfield Way) on the “Wickwar Road” junction.</p> <p>They are becoming increasingly concerned about congestion at the junction itself, and the increase of traffic on Peg Hill combined with the increasing traffic flow on the Wickwar Road.</p> <p>We would be grateful, therefore, if you could supply this data.”</p> <p>Response awaited.</p>
<p>3. Mud on Roads, North Yate New Neighbourhood</p> <p>Ongoing complaints are being received from residents in the Brimsham area expressing safety concerns over the excessive amount of mud being deposited onto the roads around the North Yate New Neighbourhood, Ladden Brook development currently under construction. There is an ongoing failure of the housing developers wheel washing processes which has been reported to South Gloucestershire Council on several occasions.</p> <p>To NOTE latest correspondence sent to South Gloucestershire Council 24.10.19</p> <p><i>“... According to the Site Management Plan for the new North Yate Development approved in 2017 as revised in 2018, the ‘Super Compound’ and wheel washing facilities were to be at the top of Randolph Avenue. Leechpool Way was to be a ‘temporary site access for the initial six months. We are now 15 months into</i></p>

construction and all construction traffic continues to use Leechpool creating all sorts of problems with mud, speeding vehicles and vehicles parked inappropriately. When are they going to start using the access to the super compound as the sole site access with proper wheel washing there - to spare the residents of Leechpool and side roads ? See page 23 (Appendix 5).

In addition, there are going to be traffic calming measures on Randolph and Leechpool to slow vehicles approaching the new sites. When will these be consulted upon with the public and then installed? Residents off Leechpool are suffering from vehicles speeding along there now, and need traffic slowed urgently.”

To **NOTE** response received 25.10.19 from SGC Planning Officers.

“After liaising with relevant Highway Officers I can provide the following responses to your enquiry.

The Council’s Highway Engineer has clarified that no construction traffic has been using Leechpool Way since last December. It is not possible to access the main construction site via this route due to the main site being fenced off. All construction traffic to the main site enters via Randolph Avenue and exits through the main site compound via the wheel wash turning right towards Randolph Avenue as per the approved plan. Signage has been erected accordingly. Vehicles entering Leechpool Way may be a mixture of residents, including “moving in” lorries, smaller vehicles fitting out or servicing occupied homes or houses nearing occupation. The only heavy construction vehicles since the December date that it is expected to have accessed from Leechpool Way would be those for the final surfacing prior to official opening. There may be the odd occasion where maintenance vehicles will have to access from this end to effect remedial works to the carriageway.

The Council’s Design and Operations Engineer has confirmed that due to her workload she has not yet been able to consider traffic calming works to Randolph Avenue. She will however, be considering this issue in due course....”

To continue to monitor.

4. Pedestrian Safety, Traffic Lights Crossing Station Road

To **NOTE** correspondence received from South Gloucestershire Council Traffic Management (Assess & Decide) officer relating to the light controlled crossing in Station Road, (left turn at the end of Church Road).

“I have visited the site to assess the road markings for the crossing which are visible and have forwarded the concerns raised to the council’s Community Engagement team so that they can alert the local Police to the fact that reports have been received of vehicle drivers ignoring the red traffic signal which allows pedestrians to cross on a green signal.

When out on site I have made several stops in this location to view and gain a ‘snap shot’ view of traffic manoeuvres of vehicles turning left out of Church Road into Station Road but have not witnessed anything untoward. I will continue to monitor this location. The Council’s record of injury accidents for

the last 5 years shows that there has been no pedestrian injury accidents recorded in this location of the light controlled crossing in Station Road.”

To **NOTE** further correspondence received from the South Gloucestershire Transport and Environmental Policy Manager.

Your correspondence has been passed to me to ensure that the current issues experienced at the junction of Church Road and Station Road are considered and addressed as part of any future town centre changes.

I have noted the issue and we will feed this in to the evidence to inform the Yate Master plan work that is soon to be started. We will be in touch with further details of this project as it develops.

To continue to monitor

5. Underground Pylon Project – North Yate New Neighbourhood

It was **NOTED** that the monthly update received from Western Power Distribution advised that they still seem to be assuming the project will go ahead, however the scheme is on hold and it is now highly likely that the scheme will not be started until 2022.

Councillor Willmore to continue to monitor for updates.

6. Land Between 13 and 9 Station Road, Yate

An update received from South Gloucestershire Council on 21st April 2020 regarding COM/17/0210/OD, land between 13 and 9 Station Road was **NOTED**.

“Since my previous update we achieved a successful prosecution against the occupier for non-compliance with the enforcement notice on 12th February at Bristol Magistrates Court. After this we had agreed a new date with the occupier for compliance, which was to vacate the site by 14th June. This was with a view that if this date was not complied with we would have returned the matter back to the courts. However, due to the current Covid-19 situation the restrictions are preventing compliance with our requirements. We will therefore consider our options once the restrictions have been lifted with a view to amended timeframes for compliance. I will update you further with the investigation when the current restrictions have been lifted and we have agreed amended timeframes for compliance.”

Awaiting updates

Reminder issued 23.6.20

Holding response received 29.6.20

“The above case is still held in abeyance due to the current situation. However, with the restrictions constantly evolving, and slowly being relaxed, we will review the case in the coming weeks to determine our next steps in line with any new guidance at that time.”

7 Flooded Parking (Disabled) Bay between the Library and Kennedy Way Surgery

The issue reported of a flooded disabled parking bay in the row of parking spaces between the library and the Kennedy Way surgery was **NOTED**.

Correspondence has been issued to establish ownership of the carpark which is now believed to belong to South Gloucestershire Council. It was **RESOLVED** to write requesting that this issue be addressed.

Update awaited