



ADVISORY MEETING of the members of Yate Town Council's Environment and Community Committee

Wednesday 19th January 2022

This is an **advisory** meeting of members of the **Environment and Community Committee of Yate Town Council** to be held remotely via Zoom on **Tuesday 25th January 2022** between 7.00pm – 8.30pm for the purpose of transacting the business set out in the agenda below.

This meeting has no decision-making powers as the power which enabled local councils to meet remotely during the Covid-19 pandemic has been rescinded by central government. Therefore this meeting will serve to advise and inform the clerk to the council, to whom delegated powers have been granted to take decisions. Members of the public are warmly welcome to join the meeting and raise any matters under Item 4 - Public Participation.

Join Zoom Meeting

<https://us06web.zoom.us/j/99798206677?pwd=VUdOMStERHoxeXNMeGNFdzFVbDVwQT09> Meeting ID: 997 9820 6677 Passcode: 050784 Phone 0131 4601196

Hayley Townsend
Town Clerk

Agenda

In the exercise of Council functions, Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivering services under the public sector Equality Duty and Equality Act 2010.

1. To Elect Chair of the advisory meeting.



2. Apologies for Absence.
3. 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.

4. Public Participation Session with Respect to Items on the Agenda
5. To Receive the Notes of the Environment and Community Advisory Meeting Held on 9th November 2021 (copy herewith).
6. To Consider the Following Items on the Clerk's Report:

Item 1 Town Centre

- 1/1 Town Centre Strategy Group

Item 2 Town Council Facilities

- 2/1 Estates Manager's Report
- 2/2 Brinsham Fields National Lottery Funding Application
- 2/3 Venues Report
- 2/4 Armadillo Toilet/Wellbeing Room Project
- 2/5 Body Worn Camera Trial
- 2/6 Station Road Sites
- 2/7 Defibrillators
- 2/8 YOSC
 - (a) Commonwealth Games
- 2/9 Leases for Ridgewood, The Common (including pitches) and Witches Hat
- 2/10 Local Nature Action Plan

Item 3 Sub Committees & Working Groups

- 3/1 Events Sub-Committee
- 3/2 Public Rights of Way, Commons and Greens Sub-Committee
- 3/3 Yate Ageing Better, Health & Wellbeing Sub-Committee
- 3/4 Allotments Sub-Committee

Item 4 Joint Committees

- 4/1 Joint Parishes Consultative Committee



- Item 5 Reports from Outside Bodies**
- Item 6 Consultations**
6/1 Current Consultations
6/2 Urgent Consultation
6/3 Consultation Responses
- Item 7 Youth**
7/1 Learning Partnership West (LPW) Youth Provision
- Item 8 Town Twinning**
- Item 9 Carbon Net Zero Commitment**
- Item 10 Graffiti & Litter**
- Item 11 Autumn Brook Residents Management Company**
- Item 12 Outstanding Items**
- Item 12 Confidential Items**
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.
- Item 13 Considerations of Impact of decision on Climate and Waste**

Yate Town Council

Advisory Meeting of the Environment and Community Committee

25 January 2022

Clerk's Report

Item 1. Town Centre

1.1 Yate Town Centre Strategy Group

The next meeting of the Yate Town Centre Strategy Group will be taking place via Zoom at 6pm on Monday 31st January 2022.

Item 2. Town Council Facilities (Including Parks, Play Areas, Properties, Assets and Facilities)

2.1 Estates Manager's Report

To receive the Estates Manager's report. (Appendix 1)

2.2 Brinsham Fields: National Lottery Queen's Jubilee Funding Application

To **NOTE** an application was made to the National Lottery Queen's Jubilee fund to support actions identified in the vision plan for Brinsham, application items to the total of £45,000 included:

- Sculpture trial;
- Tree planting inc. fruit trees;
- Aerators for lake;
- Coil rods – erosion prevention lake banks.

Unfortunately, the application was not successful due to the level of "capital cost" required.

2.3 Venues Report

To receive a combined venues report for The Armadillo Youth Café, The Pop Inn Café and Yate and District Heritage Centre (Appendix 2).

2.4 Armadillo Toilet/Wellbeing Room Project

To **NOTE**:

- officers are seeking quotes for modernisation of the Armadillo toilets, to:
 1. Convert female toilets to inclusive facilities;
 2. Convert male toilets into a therapy and wellbeing room.
- A tentative funding application was submitted to Enovert Community Trust in December 2021, to the value of £40,000 for the modernisation project and to support the costs of low/renewable energy boiler replacement. Feedback is expected by February 2022.

2.5 Body Worn Camera Trial During Armadillo Youth Sessions

To **NOTE**, following incidents of abuse towards Armadillo staff and customers, the Go Pro camera will be trialled as a body worn camera (BWC), by staff leads and/or staff supervising Armadillo building entrances. It is hoped the BWC will act as a deterrent for abusive / threatening behaviour experienced onsite. In recent incidents, Armadillo have been unable to evidence verbal abuse due to limitations of existing CCTV, which do not capture audio.

The BWC will only be activated where footage may be needed as evidence for the police; use of BWC will be in line with YTC Privacy Policy and the code of practice produced by the Surveillance Camera Commissioner and Information Commissioner Policy/best practice. Actions will include:

- BWC is switched on and off at the user's discretion, where footage may be needed as evidence for the police or in other circumstances where risk of harm is deemed to be high;
- Staff must make clear to the public when the camera is being turned on;
- Footage will be uploaded and stored securely, in line with YTC's GDPR policy;
- Footage will be kept no longer than "necessary" (recommended max 31 days);
- Persons in footage can make a "subject access request" to view footage. Viewing will be supervised by YTC staff and access to footage can be refused where it features other persons;
- Notices of BWC use will be displayed in the Armadillo entrances and will signpost to the YTC privacy policy (website);
- The BWC harness will feature a notice to make the public aware the equipment is in use. Example image for the harness:



RECORDING

AUDIO AND VIDEO

2.6 Station Road Sites

To NOTE:

- A meeting with South Gloucestershire Council representatives and Cllr Chris Willmore, is being coordinated to discuss the market element of the Station Road projects;
- A meeting of the Old Yate Strategy Group will take place in January 2022 to confirm next steps in delivering the objectives of this project by November 2022;
- The YMCA Area Wide Grants award of £2,700.00 (to install disabled parking bays, a hearing loop system and improve accessibility at the YMCA) has now been spent and the monitoring form has been submitted to the Grants team at South Gloucestershire Council. No further action required.

2.7 Defibrillators

To NOTE:

- An Automatic External Defibrillator (AED) has now been installed outside the Parish Hall and has been registered with The Circuit – the national defibrillator network, who connect defibrillators to NHS ambulance services across the UK;
- £1,686.90 from the Welcome Back Fund has been transferred to the AED budget to fund the AED purchase and install at the Parish Hall (invoice pending);
- The installation of the AED at the Heritage Centre is taking place week commencing 17th January 2022;
- An update on the quotes for the installation of defibrillators at Abbotswood, Brinsham Park and end of Yate Common/ “road to nowhere” has been requested;
- A free defibrillator familiarisation session was provided by Upper Limits UK and was attended by 8 members of staff. Upper Limits UK has offered to provide x4 defibrillator familiarisation sessions, 8 people per session, at a day rate of £180.00 (total 32 people per day). Feedback from some staff indicated that the first aid refresher course covered similar content to the AED specific course, although the AED session was useful.

At the Environment and Community Committee meeting on 21 January 2020, minute no. 7/6 Defibrillators, **NOTED:**

- a. Once the defibrillators are installed, training will be organised for staff and councillors.*
- b. Additionally, a public information evening will be organised at the site of one of the defibrillators in due course, with South West Ambulance being invited to facilitate the event.*

Due to the ongoing challenges of the pandemic, it is **RECOMMENDED**:

1. an open access public AED information evening be revisited in Spring 2022;
2. a one-day AED familiarisation take places prior to Spring with a limited number of people, as outlined above (32 people per day).

Subject to acceptance of the recommendations above, officers request a steer on prioritising invitations to the one day AED training. For example, attendees may include:

- YTC staff (staff who have attended first aid training may not feel additional training is of benefit);
- YTC volunteers e.g. Pop Inn Café and Heritage Centre;
- YTC councillors;
- Regular users of Town Council facilities (for example Yate Men's Shed, Friday Prayer Booking, sports coaches etc);
- Members of the public;
- Other groups suggestions from members.

2.8 YOSC

(a) Commonwealth Games

To receive any update further to the following: *YOSC has been approached to be a host training venue for athletes during the Commonwealth Game 2022. Full details are awaited, however YOSC Ltd have been encouraged to discuss details with Brinsham Green School should school use be affected.*

2.9 Leases for Ridgewood, The Common (including pitches) and Witches Hat

To **NOTE** that South Gloucestershire Council has again been chased for movement on leases for Ridgewood, The Common (including pitches, the lease for which expires in 2022) and Witches Hat (the lease for which expired in September 2015).

2.10 Local Nature Action Plan (LNAP)

To **NOTE**:

- At Full Council on 12th January 2022 the following project proposal was accepted for inclusion in the LNAP:

For YTC to work with local parish councils to develop the LNAP, including exploration of a "Green Ring", a series of nature corridors for wildlife and biodiversity enhancement in urban areas between Yate, Chipping Sodbury and Dodington parishes. This collaboration aims to improve recognition of key wildlife areas in and around the town, and could inform/influence environmental work in the locality, including landscape mapping and the South Glos Green Infrastructure Strategy.

- The LNAP public consultation went live/was published on YTC social media and the YTC website on 12th January 2022. Deadline for responses is 28th February 2022;
- Contact will be made with local groups involved or interested in local nature to make them aware of the LNAP consultation and to request their feedback.

Item 3. Sub-Committees and Working Groups Responsible to the Environment and Community Committee

3.1 Events Sub-Committee

To receive the notes of the Events Sub Committee meeting due to take place on 19th January 2022 and to consider any **RECOMMENDATIONS** therein. (To be circulated).

3.2 Public Rights of Way, Commons and Greens Sub-Committee

To **NOTE** a meeting of the Public Rights of Way, Commons and Greens Sub-Committee is due to be arranged in first quarter of 2022.

3.3 Yate Ageing Better, Health and Wellbeing Sub-Committee

To **NOTE** that the Advisory Yate Ageing Better, Health and Wellbeing Sub-Committee meeting due to take place on 17th January 2022 was postponed and will be rescheduled imminently.

To receive the notes of the Yate Ageing Better Festival Working Group meeting that took place 10th January 2022 and to consider any **RECOMMENDATIONS** therein. (To be circulated)

3.4 Allotments Sub-Committee

To **NOTE** a meeting is being arranged.

Item 4. Joint Committees

4.1 Joint Parishes Consultative Committee

To receive any update.

Item 5. Reports from Representatives on Outside Bodies

To **NOTE** minutes received from outside bodies were previously circulated to Members with a request to advise if they wish to discuss matters contained therein. (Appendix 3).

Item 6. Consultations

6.1 Current Consultations

Consultation Name	Link/Appendix	Date Circulated	Closing Date	Notes
SGC All-age Learning and Disability – draft strategy consultation	All-age Learning Disability draft strategy consultation - South Gloucestershire Online Consultations (southglos.gov.uk)	4.1.22	9.3.22	

6.2 Urgent Consultations

To receive any urgent consultations.

6.3 Consultation Responses

No consultation responses to receive.

Item 7. Youth

7.1 Learning Partnership West (LPW) Youth Provision

To **NOTE** that:

- Yate Town Council is progressing the amendment to the SLA between Yate Town Council and LPW to extend the existing agreement until 31 March 2024;
- The Q3 monitoring report and associated invoice is yet to be received from LPW who have advised this should be ready for review imminently;
- LPW cancelled multiple youth sessions week commencing 6th December 2021 due to positive cases of COVID within the team. A meeting is being coordinated to understand the full extent of cancelled sessions funded by Yate Town Council to enable Members to consider withholding payment for work not delivered;
- LPW will be attending the next Environment and Community Committee meeting in March 2022 to do a presentation about achievements and service updates/progress;
- South Gloucestershire Council is progressing contract extensions with all partners currently delivering under the ‘Youth Activities’ offer as follows:
 - *Southern Brooks Community Partnership (Lot 1 – West);*
 - *Learning Partnership West (Lot 2 – East);*
 - *Creative Youth Network (Lot 3 - South);*

- *Diversity Trust CIC (LBGTQ+ provision across all areas);*
- South Gloucestershire Council continue to explore options for recommissioning youth activities beyond 2024 and hope to consult with key stakeholders shortly, with the intention to be ready to publish invitations to tender to contractors in 2023.

7.2 Off the Record (OtR), Record of Agreement

To **NOTE** Off the Record (OTR) have requested a new funding agreement for year 2022-2023. The current funding agreement is in place until 31 March 2022 to the value of £4,500 pa. The agreement schedule is for the delivery of weekly drop-in HUB sessions at the Armadillo, Wednesdays 3.30pm – 5.30pm (approx. 50 sessions pa, as previously reported).

It is proposed the 2022/23 agreement would keep the same schedule as the 2021/22 agreement. A draft 2022/23 agreement is being prepared by officers.

Item 8. Town Twinning

To **NOTE** following notification of the “hibernation” of the Yate Twinning Association, contact was made with Yate & District Twinning Association to confirm that Yate Town Council would be willing to act as custodians of the Salt Truck, and for it to become a Yate Town Council asset, to protect and maintain it for future generations.

Item 9. Carbon Net Zero Commitment

To **NOTE** the following:

- Local Nature Action Plan (LNAP) consultation underway;
- The ‘Reduce Reuse Recycle’ page in the December “monthly round up” featured the Armadillo living roof;
- The ‘Reduce Reuse Recycle’ page in the January “monthly round up” will promote the Local Nature Action Plan (LNAP) consultation;
- Armadillo boiler low energy replacement is being pursued;
- Councillors and officers attended meetings with:
 - Matthew Lipton South Gloucestershire Council Commons and Biodiversity Officer to discuss the Yate Town Council draft Local Nature Action Plan;
 - Kate Tate (South Gloucestershire Council Assistant Arboricultural Officer), Councillor Paul Hulbert of Dodington Parish Council and Tim Fairfield of Avon Wildlife Trust to discuss how councils and organisations can work together to address local nature challenges and opportunities.
- Applications for funding have been submitted to SGC Community Brightside for grants of £500 as follows:
 1. To provide PPE bins at all YTC managed buildings including:
 - Armadillo Youth Café (additional bin);
 - Kingsgate Workshop;
 - Parish Hall;
 - Pop Inn Café;
 - Sunnyside Bowls Pavillion;

- Sunnyside Football changing rooms;
- Yate Heritage Centre;
- YMCA.

2. To install planters made from recycled PPE in the community garden at the YMCA, bid also include plants;

A further round of applications to this grant opened on 18.01.2022, deadline for submission 18.02.22, further projects for grant application are under review with officers.

- PPE Recycling at Poole Court and Armadillo received media coverage on BBC Radio Bristol (06.01.2021) and ITV West Country News (11.01.2021). YTC is the only council in the region offering PPE recycling facilities;
Link to ITV article: [The town where you can recycle face masks and lateral flow tests | ITV News West Country](#)
- Armadillo:
 - introduced recycled paper napkins, paper straws and paper bags for pick n mix sweets;
 - new café flooring is 100% recyclable via the Recofloor Scheme, contains recycled materials and has an A+ environmental rating:
Environmentally preferable flooring – Polysafe Standard PUR achieves BRE Globa; A+ rating in the Green Guide to Specification...and is GreenTag LCA Rate certified with GreenRate A – Gold Plus.
- PIC café:
 - introduced recycled paper napkins;
 - surplus tea pots were donated to the café by Morrisons.
- At Full Council on 12th January 2022 it was agreed:
To receive and consider the recommendation that any grant applications received regarding environmental projects that respond to the climate and ecological crisis are considered all year round, with the website and application form updated to reflect this.

Item 10. Graffiti and Litter

To **NOTE** graffiti was reported in an area by Cranleigh Court shops, waivers have been received from three of the residents and plans are being made to remove this.

Item 11. Autumn Brook Residents Management Company

A meeting took place between representatives of Yate Town Council, Curo, Pinnacle and the Autumn Brook Residents Management Company on 17th January 2022. To **NOTE** that further information is awaited from Autumn Brook Residents Management Company about ways in which they would like to work together with Yate Town Council.

Item 12. Outstanding Items

To **NOTE** status of pending log (Appendix 4).

Item 13. Confidential Items

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.

13.1 Confidentiality Confirmation

Each Councillor present shall declare that there are no other persons present who are not entitled to be (hearing or seeing), and/or recording the meeting.

To receive any confidential items.

Item 14. Consideration of Impact of Decision on Climate and Waste

To consider if there are any impacts on climate and waste following discussions during this meeting.

Estates Manager's Report to the Advisory Meeting of Members of the Environment and Community Committee to be held on Tuesday 25th January 2021

Item 1. Grounds Maintenance General

1/1 General

To **NOTE** various tree works are being carried out by Tree Surgeons including removal of Ash trees infected with Ash Die-back disease.

1/2 Localism Contract

To **NOTE** the new Localism Contract has been received covering the period of one year in the sum of £29,885.64 (last year's contract £28,603.13). The contract covers the same as previous years. **Appendix 1.**

Investigation between the Town Council and South Gloucestershire Council are in hand regarding litter and dog bins and which ones could be taken on by the Town Council to reduce costs.

1/2 Coat of Arms

To **NOTE** that a visit to fit the repaired sections of the Coat of Arms is expected early February.

1/3 Salt Truck

To **NOTE** South Gloucestershire Council has been contacted in regard to refurbishment of the Salt Truck and training the Estates Team in Highway Management including the lane closure to enable them to work on highways safely. We anticipate this to be carried out before March ready to carry out spring maintenance.

1/4 Soil Bunds

To **NOTE** further information regarding the utilities survey for Randolph Avenue is awaited. Specification of the bund has been agreed and expected timeline of works is early March.

1/5 Spring Clean

To **DISCUSS** locations & dates regarding this year's Spring Clean event.

Item 2. Open Space (Abbotswood, Cambrian/Halifax Rd, Wellington Rd, Goose Green, Longs Drive, Lye Field, Millside, Poole Court to Mound, Rodford Playing Field, St. Marys Green, Tyler's Field, Witches Hat, Yate Rocks)

2/1 Lye Field

To **NOTE** a noticeboard has been vandalised and arrangements are being made for repairs.

2/2 Rodford Field

To **NOTE** a repair to the latch on the gate is being arranged.

2/3 Tyler's Field

To **NOTE** the replacement steps are expected to be installed in March.

Item 3. Parks (Brinsham Fields and Lake and Kingsgate Park)

3/1 Brinsham Fields and Lake

a) Lake

To **NOTE** a funding bid has been submitted to Environment Agency for funds to replace several fishing platforms to improve wheelchair accessibility.

b) Play Trail

To **NOTE** correspondence has been sent to Barratts regarding timeline of works for the Ladden Garden Village play area and if they would install the new low-key play trail path at the same time. In the meantime, in conjunction with the Friends Group, funding is being sourced to go towards the works if needed including a bridge, stepping logs over the stream, and interpretation boards.

c) Sculpture Trail

To **NOTE** a lottery fund application was unsuccessful for a sculpture trail. In the meantime a proposal is being put together in conjunction with the Friends of Brinsham Park for future funding applications.

3/2 Kingsgate Park

a) Toilets

To **NOTE** a spate of minor vandalism (including removal of sink waste traps) and general misuse of the toilets is being monitored.

b) Nature Reserve Bridge

To **NOTE** an order is being finalised for a new bridge to be installed; the structure will be made from recycled materials and will be funded from the climate and planet budget subject to members agreement.

c) Lake

To **NOTE** Councillor Mike Drew awarded MAF funding towards an aerator and coir rolls for the lake. We expect these works to be carried out in the Spring.

Item 4. Play Areas General (Abbotswood Play Area, Brinsham Play Area, Eggshill Lane Play Area, Howard Lewis Play Area, Kingsgate Play Area/Kickabout, Lye Field Kickabout, Longs Drive Play Area, Millside Play Zone, Millside Play Area, Peg Hill Skate Board and BMX Park, St. Marys Play Area, Tyndale Avenue Play Area, Wellington Road, Kickabout Area/Open Space, Witches Hat Play Area, Yate West Kickabout)

4/1 RoSPA Annual Play Area Inspections

To **NOTE** that the annual RoSPA inspections were carried out week commencing 3rd January. Report of recommendations **Appendix 2.**

4/2 General repair log

To **RECEIVE** the Play Areas repair log. **APPENDIX 3.**

4/3 Kingsgate Play Area

To **NOTE** x3 replacement bridges that have been ordered are still to be delivered.

Item 5. Properties (Armadillo, Heritage Centre, Parish Hall, Poole Court, Pop Inn Café, YMCA)

5/1 Armadillo

To **NOTE**;

- a) The new replacement flooring in the social rea, café area, ground floor corridor, stairways and the office has been fitted;
- b) Investigations into replacing the heating boilers are being made. The current boilers are becoming faulty on a regular basis;
- c) An Evacuation chair has been installed at the venue and appropriate training given to the required staff at Yate Town Council.

5/2 Poole Court

To **NOTE**;

- a) New LED lighting in the car park is expected to be installed in February/March;
- b) A deep clean has been arranged for Saturday 12th February 2022;
- c) An additional radiator has been installed in the Celestine room.

5/3 YMCA

To **NOTE**;

- a) New doors have been installed to the kitchen entrances to meet fire regulations;
- b) An electric cooker has been connected in the kitchen;
- c) A new main entrance door will be installed during February to meet DDA regulations.

5/4 Wi-Fi

To **NOTE** following meetings with Virgin Media, an order has been placed for Wi-Fi installation at the YMCA, Parish Hall and Bowls Pavilion.

An engineer will visit the sites in the coming weeks with the intention to install on the first visit. If they can't, a second visit is planned. Any excess costs would be advised to us at that point and we would be given the opportunity to proceed or cancel if the costs are excessive.

Item 6. Sports Facilities (Ball Court at Howard Lewis Play

Area, Bowls Green and Pavilion, Sunnyside Sports Field, Common Playing Field and Changing Rooms, Sunnyside Tennis Courts, YOSC)

6/1 YOSC

To **NOTE**;

- a) Correspondence has been sent to the supplier of the Pole Vault wear sheet following a site meeting with YOSC Ltd and YDAC regarding the preferred materials of the sheet;
- b) A deep clean of track surface has been arranged for week commencing 21st March 2022;-
- c) Further to notification to the YTC YOSC Project Steering Group by emails on 17th February 2020 and 20th July 2021, a target sprint structure has been erected onsite by YOSC Ltd as a YOSC asset, insured by YOSC Ltd and excluded from the joint maintenance assets schedule.

6/2 Bowls Pavilion

To **NOTE** an order has been placed for new flooring in the toilets and kitchen at the Bowls Pavilion.

Item 7. Street Furniture (Dog Bins, Litter Bins, Noticeboards and Town Seats)

7/1 Bus Shelters

To **NOTE** following a claim that has been submitted for a replacement bus shelter that was removed at Cranleigh Court Road due to damage from a vehicle hitting it, authorisation from Zurich Insurance to proceed has been confirmed and works are expected in February.

7/2 Litter Bins

To **NOTE**;

- Three new recycling bins have been installed at Sunnyside Playing Field, St. Mary's Play Area and Kingsgate Park Play Area.

7/3 Benches

To **NOTE** two of the three new benches have been installed at Kingsgate Park

and St. Marys Play Area. The third bench will be installed at Templar Field on receipt of the licence from South Gloucestershire Council.

Item 8. Vehicles and Machinery (Ford Ranger, Peugeot Boxer Tipper, Urbie, Renault Kangoo, Electric Vauxhall Combo)

8/1 New Electric Kangoo

To **NOTE** the new Electric Kangoo has been delivered to the Town Council and is in use. The Vauxhall is expected to be collected by the lease company by the end of January.

Department for Environment and Community Services

Hayley Townsend
Yate Town Council
Poole Court
Poole Court Drive
Yate
South Gloucestershire
BS37 5PP

Date: 01/11/2021
Your Ref:
Our Ref: ECS/SC/LOCAL21
Enquiries to Gary Meddick
Section: StreetCare Design & Operations
Tel: 01454863696
Fax:
E-mail: gary.meddick@southglos.gov.uk

Dear Hayley Townsend
Ref: Localism 2022/23

Following on from my letter reference ECS/SC/LOCAL21 from last year, I have been able to review our cost model and from 2022 we will be using BCIS GM87 cost indices these cost and price indices better reflect the true changes in annual cost in the Grounds Maintenance Term Maintenance contracting.

We have decided not to adjust our base costs so the only changes applied for 2022 will be a percentage uplift calculated from the BCIS GM87 indices between August 2020 up to August 2021. This method will apply to future contracts and has been amended in the contract documentation StreetCare Localism Specification clause 1.1.7.

Below is an illustration of your costs for 2021/22 these are based on our Standard three-year contract term. Regretfully cost has risen sharply during this year and the current uplift for 2022/23 is fixed at 4.4%.

FEATURE TYPE	UNITS	MEASURE	Total
AMENITY GRASS	m ²	93,153.96	£14,003.55
CONSERVATION CUT - SUMMER - Goose Green Way	m ²	1,816.17	£394.63
SHRUB BED - MULCHED	m ²	6,087.16	£5,310.44
DOG BINS	NUM	63.00	£10,177.02
		TOTAL	£29,885.64

We hope this is acceptable and hope to continue to provide a cost-effective service into the future but please do not hesitate to contact me or one of my team if you have any questions.

Yours sincerely



Gary Meddick
StreetCare Operations Manager

ESTATE'S MANAGER'S REPORT PLAY AREA ANNUAL REPORT OBSERVATIONS

2022

Below is a summary of the observations and recommendations submitted in the Annual ROSPA report. The report is now produced electronically, but a full paper copy is available in the office.

The equipment has been assessed, as relevant, in accordance with BS EN 1176:2008 Playground Equipment”, BS EN 15312 (Sports Areas) and BS EN 14974 (Wheeled Sports)

*The BS EN1176:1998 was published on 1 January 1999 when existing standards were withdrawn and was revised in 2008. This means that some equipment or surfacing that previously met the old standard may now fail and vice versa. **This does not mean that equipment has suddenly become dangerous or that remedial action is required. Generally equipment that fails BS EN 1176:2008 but passed the previous standard BS 1176:1998 at time of installation should be considered safe (excluding any maintenance issues)***

*Where there is a compliance failure, this is briefly noted and a risk assessment made of the failure. **Where we believe action is required this is indicated in more detail and identified as a medium or high risk.***

It should be appreciated that there is no such thing as “no risk”. There is a risk associated with everything we do and Low Risk is as low as you can get. Therefore as you cannot get lower than low risk, it is reasonable that remedial work on items indicated with low risk failures in this report *and where some remedial action is suggested* is only undertaken when resources are available. Very low cost work is recommended to be completed within 12 months but in all other circumstances a much longer time cycle is acceptable and in the case of equipment nearing the end of its useful working life any action may not be considered necessary.

Some items of equipment, by the very nature of the activity that takes place on them, are risked as being medium or high risk. This may well be deemed an acceptable level. For instance any sports facility (including Multi Use games areas etc) will normally be at least medium risk. This is because by playing sport there is always a risk of injury torn ligaments, sprain injuries etc

The new standard is not mandatory or retrospective.

A risk assessment of faults and standard failures is given in terms of *low, medium* and *high*. As a general principle items marked as:

LOW - only require monitoring, although we carry out repairs and replacements for these items as soon as possible.

MEDIUM - *require* appropriate action within resources and individual site assessment.

HIGH - require urgent action. In rare cases where an item is likely to result in major injury or death, the operator or appropriate representative will be notified from the site by telephone. This will be indicated on the report.

No high risk faults were identified by the inspector, this was the swing basket at Witches Hat Play Area where the timber has decayed. The basket was removed immediately on the day as advised by the inspector. The supplier has been contacted for comment.

The following general comment have been made:

1. Monkey bars (overhead ladders and rings) – medium risk

These are fitted at various locations. Sites with these items are normally rated as Medium risk. RoSPA state – “RoSPA is concerned by the accidents on some types of overhead ladders and rings. There is however strong development value in these items.” If possible on angled or S shaped bars, consideration should be given to level bars with firm grips and even spacing’s. These items are checked at each inspection.

2. Single Timber Post Equipment – medium risk

This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary, decommissioning the item before the end of its operating life.

3. Rotating Swing Groups – medium risk

The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis.

4. Rockers i.e. seesaw etc. low risk

Protruding handles/footrests. The units were installed prior to the publication of the current standards. ~There is no requirement to make retrospective changes.

KEY TO RECOMMENDATIONS: **C** completed task
S in the system to be carried out
M Monitor
M/S Although it has been advised to monitor repairs/replacements will be carried out to eliminate the need to monitor.

ABBOTSWOOD PLAY EQUIPMENT- The present overall play space risk is – Medium	
Trip point on grass surface, from xmas tree socket – Low Risk	C

Ant – loose part – Very Low Risk	C
Musical equipment – ground erosion – Low risk	S
Seesaw – Grass mat damaged by buffers – Low Risk	C

BRINSHAM FIELDS - The present overall play space risk is – Medium	
Trampoline – poor drainage, pit holding water – Low Risk	S
Boulders (Along Fence) The free space and / or falling space contains obstacles Low Risk	M
Bridge Tower Platforms – Remove tower platforms due to decay – Medium Risk	C
Carousel - Overhead – Swing – Surface needs repair – Low Risk	S
Carousel - Rotators x 2 – Make good worn ground areas – Very Low Risk	S
Carousel – Replace worn bearings – Very Low Risk	S
Gates - Adjust gate/posts to ensure at least 12mm spacing – low risk	S
Climber Box – Remove moss – Low Risk	S
Climber Box – Safer Surface shrinkage – Very Low Risk	M/S
Gates – Make good worn ground area at entrance – Low Risk	S
Gates - Entrapment on side(s) of the gate – adjust – Low Risk	S
Rocker Dinosaur – Repair Safer Surface – Low Risk	S
Rocker Horse – Repair Surface – Low Risk	S
Slide embankment – Consider adding grass matting to protect from erosion – Low Risk	S
Slide Tower – Remove Moss – Low Risk	S
Slide Tower - Safer Surface shrinkage – Very Low Risk	M/S
Swing Junior – 1 bay 2 seat – Repair Safer Surface Shrinkage – Low Risk	S
Swing Junior – 1 bay 2 seat – Some Chain wear – Low risk	M/S
Swing Junior – 1 bay 2 seat – Remove Moss – Low risk	S
Swing Junior – 1 bay 2 seat - Safer Surface shrinkage – Very Low Risk	M/S
Swing Toddler – 1 bay 2 seat – Safer Surface shrinkage – Very Low Risk	M/S
Swing toddler - 1 bay 2 seat – Remove Moss – Low risk	S
Tunnel – Tunnel is deformed – monitor – low risk	M
Tunnel – Replace timber retainers – Low Risk	S

EGGSHILL LANE - The present overall play space risk is – Medium	
Climber space net – monitor rope rubbing on central post – low risk	M
Multi-Play - cap missing – replace – very low risk	C
Pathways – Remove Moss – Low Risk	S
Swing toddler & junior 1 bay 2 seat unit – Repair Safer Surface Shrinkage – Very Low Risk	S
Sign – movement in ground – Very Low Risk	C
Swing Junior – 1 bay 2 seat – Safer Surface shrinkage – Low Risk	M/S
Swing Junior – The Swing seat has been damaged but does not require immediate replacement – Very Low Risk	M/S
Swing - Junior - 1 Bay 2 Seat – Remove Moss	S

Swing - Toddler - 1 Bay 2 Seat – Corrosion - Treat & Repair – Low Risk	S
Swing Junior – 1 bay 2 seat – Safer Surface shrinkage – Low Risk	M/S
Swing Toddler – 1 bay 2 seat – Remove Moss – Low Risk	S
Swing Group – Some Chain Wear – Low Risk	M/S

HOWARD LEWIS PLAY AREA - The present overall play space risk is – Medium	
Agility - Trim Trail – replace missing cap	S
Court Area – Remove Moss	S
Court Area – Minor repairs to fence – Low risk	S
Seating – replace cracked paving – low risk	S
General Surface – remove moss – low risk	S
Swing - Toddler - 1 Bay 2 Seat – Remove Algae – Low Risk	S
Multi-unit – replace damaged bolt cap – very low risk	S
Swing Toddler – 1 bay 2 seat – Safer Surface shrinkage – Low Risk	M/S

KINGSGATE PARK Outdoor Gym - The present overall play space risk is – Medium	
Cap missing – replace	C

KINGSGATE PARK PLAY AREA - The present overall play space risk is – Medium	
Agility Trail Log themed Several groups – timber is Decayed – low Risk	M
Fencing – item is bent – monitor – Very Low Risk	M
Fencing – Minor repairs required – Low Risk	C
Basketball Wall – Climb grip loose – Low Risk	C
Basketball Wall – Replace coping stone – Very Low Risk	S
Cableway – Timber is Decayed – Low Risk	M
Cableway – loose fill is compacted (rake or dig over) – Low Risk	C
Surface – poor drainage – improve drainage or monitor– Low Risk	M
Dog Grid – Fixing Missing – Low Risk	C
General Surface – remove stumps near hedge line – Low Risk	C
General Surface – worn Ground areas – make good – Low Risk	S
Multi-Play Large – Replace missing parts – Medium Risk	S
Multi-Play Large - loose fill is compacted (rake or dig over) – Low Risk	C
Multi-Play Large – Replace cap – Very Low Risk	C
Multi-Play Large – Timber is Decayed – Medium Risk	M
Multi-Play Low Level – Timber is Decayed – Low Risk	M
Multi-Play Smaller among trees - loose fill is compacted (rake or dig over) – Low Risk	C
Multi-Play Smaller among trees – Timber is Decayed – Low Risk	M
Multi-Play Toddler – Metal – Treat corrosion – Very Low Risk	S
Rotator – Spica - Safer Surface shrinkage – Very Low Risk	M/S
Rotator – Spica - Safer Surface is wearing – Very Low Risk	M
Seating – Make good worn areas – Low Risk	S
Seating – Replace missing Cap – Low Risk	S
Shelter – minor repairs required – Low Risk	S

Shelter – Monitor the floor repair carried out - Low Risk	S
Shelter – Replace missing bolt cap – Low Risk	S
Shelter – Make good worn ground areas – Low Risk	S
Swing Basket – Monitor Safer Surface wearing – Very Low Risk	M
Swing Basket - Safer Surface is wearing – Very Low Risk	M/S
Swing Basket – Some chain Wear - Low Risk	M/S
Swing Mixed 2 Bay 1 Junior – 1 toddler – Timber is Decayed – Low Risk	M
Swing Mixed 2 Bay 1 Junior – 1 toddler – Some Chain Wear – Low Risk	M/S
Swing 1 Bay 2 Seat Toddler – Timber is Decayed – Very Low Risk	M

LONGS DRIVE PLAY EQUIPMENT - The present overall play space risk is – Medium	
Slide embankment – repair worn ground areas – Low Risk	S
Slide embankment – consider adding surface texture to platform – Low Risk	S
Slide Embankment – timber is Decayed – Very Low Risk	M
Balance Trail - Bridge & Beam – monitor minor surface rot ground level – Very Low Risk	M
Carousel – Replace missing seal missing Low Risk	S
Surface – Poor drainage Low Risk	M
Climber snake – Timber decay – Monitor – Low Risk	M

LYE FIELD KICKABOUT AREA - The present overall play space risk is – Medium	
Youth Shelter – make good worn ground area – Low Risk	S
Youth Shelter – repair cracked weld – Low Risk	S
Youth Shelter – treat corrosion – Low Risk	S

MILLSIDE PLAYZONE – The present overall play space risk is – Medium	
Agility Trail - consider adding texture surface – Low Risk	S
Agility Trail -Replace missing equipment - Low Risk	S
Cableway – component is worn replace – Low Risk	S
Cableway – Make good worn ground areas – Low Risk	S
Carousel – repair safer surface shrinkage– low risk	S
Fencing – bent – monitor – very low risk	M
Multi-Play Toddler – Safer Surface Shrinkage - Low Risk	M/S
Multi-Play Junior – Safer Surface Shrinkage – Low Risk	M/S
Seesaw – Replace missing cap – Very Low Risk	S
Seesaw – Fixture Loose – Low Risk	C
Swing group – Some Chain Wear- Low Risk	M/S
Swing Junior – 1 bay – 2 Seat - some chain link wear – Low Risk	M/S

PEG HILL SKATE PARK - The present overall play space risk is – High	
Entrance – repair worn ground areas – low risk	S
General Surface – improve drainage – Low Risk	M

Skate Bowl – Uneven Surface – Low Risk	S
Skate Bowl – Concrete edges poor condition – Low Risk	M
Skate Fun box – surface uneven – Medium Risk	S
Steps – surface damaged – low risk	S
Surface – moss is present – remove – low risk	S
Quarter pipe – plates become dislodged – repair – low risk	S
Quarter pipe – corrosion – treat and repair – consider future replacement – Low Risk	S

ST MARYS PLAY AREA – The present overall play space risk is – Medium	
Agility Trail – Repair worn ground areas (consider grass matting) low risk	S
Gate – mechanism needs adjusting – adjust – Very Low Risk	S
Carousel – Cap Missing – Low Risk	C
Carousel – Make good worn ground Areas – Low Risk	S
Carousel Overhead Button Seat – Item is damaged replace - Low Risk	S
Carousel Overhead Button Seat – Litter on Site - Very Low Risk	S
Carousel Pedal – Remove Moss – Low Risk	S
Multi-play Galaxy – Some Chain Wear – Low Risk	M/S
Multi-play Galaxy – treat corrosion – low risk	S
Multi-play toddler – remove moss – Low Risk	S
Rockers – remove moss – Low Risk	S
Rocker Hippo – Replace missing Cap – Low Risk	C
Rocker – Noah – Replace Missing Cap – Low Risk	C
Rocker – Seesaw – Replace Missing Cap – Low Risk	C
Slide embankment – Repair ground erosion – consider grass matting – low risk	S
Slide Embankment – Laminate Damaged sand back and paint – Very Low Risk	S
Stepping Logs – Consider adding some surface texture – Low Risk	S
Swing Toddler – 1 Bay 2 Seat – Remove Moss	S
Trampoline – Repair worn ground areas – Low Risk	S
Trampoline – Improve Drainage – Low Risk	S

TYNDALE AVE – The present overall play space risk is – Medium	
Ball shoot – Loose Fixing – Low Risk	S
Dog Grid – Fixture loose	C
Carousel – Surface shrinkage - repair – Low Risk	S
Space net - The core of the wire is exposed. Cover wire – Low Risk	C
Space Net – Treat and paint corrosion – Low Risk	S
Swing Basket – Replace Missing Cap – Low Risk	S
Swing Mixed – 2 Bay – 2 Junior – 2 Toddler – Some Chain Wear – Very Low Risk	M/S
Multi-play – cap missing – replace – Very Low Risk	C
Rocker seesaw – replace missing cap – Low Risk	C

WELLINGTON/HALIFAX RD KICKABOUT – The present overall play space risk is – Low	
Cycle racks, treat corrosion and repaint – Low Risk	S
Gates – Make good worn ground Areas – Very Low Risk	S
Fencing – bent – monitor – very low risk	M
Shelter, treat corrosion and repaint – Very Low risk	S

WITCHES HAT PLAY AREA- The present overall play space risk is – Medium	
Agility Trail – Timber is Decayed – Medium Risk	M
Agility Trail – Loose in ground – Low Risk	S
Carousel Disc – Item stiff (check bearings – Very Low Risk	S
Climber Cone Witches Hat – surface is wearing – Low risk	M/S
Fencing – Loose in Ground - Very Low Risk	M/S
Galaxy unit – replace missing bolt cap - Low Risk	S
Timber multi-unit – Timber is Decayed – medium risk	M
Runway Rigid Rail Rider – Timber is Decayed – Very Low Risk	M/S
Rocker – Item has corrosion – Treat and repair – Low Risk	S
Swing Mixed 2 Bay 2 Junior – 2 toddler – Adjust seat Height Low Risk	C
Swing Mixed 2 Bay 2 Junior – 2 toddler – Safer Surface Shrinkage – Very Low Risk	M/S
Swing 1 Bay – 2 toddler – Safer Surface Shrinkage – Low Risk	M/S

WITCHES HAT SKATE PARK - The present overall play space risk is – High	
Skate flat ramp – surface is cracking – repair – Low Risk	S
Skate half pipe embankment – erosion – repair – Low Risk	S

YATE WEST KICKABOUT - The present overall play space risk is - Low	
Gates – adjust to provide minimum 18mm gap – low risk	C
Barrier – item has corrosion – treat and repair - Very Low Risk	S

Play Area Repair Log

To **NOTE** this spreadsheet will not contain minor repairs such as loose or worn fixings, replacing bark pit rails etc

Site Name	Asset Name	Fault Description and Date	Finding Notes	Action	Risk Level Before Action	Risk Level After Action	Estimated completion
St. Mary's Play Area	Pedal Roundabout	January 2021 Bearings and runners faulty from wear and tear	Beyond repair	Remove and supplier contacted for repairs (repairs not possible). Quotes received and E&C agreed to replace March 2020. Due to covid delayed.	Medium	Low	Spring 2022
Kingsgate Play Area	x3 Bridges	April 2021 Wear to fixings and ropes	Beyond repair	Bridges removed at access points to specific areas closed. X3 bridges ordered following consultation with members.	Medium	Low	Response from suppliers. My apologies for delayed reply, it is only just before Christmas we received the info we could collect the goods. The manufacturer had great problems due to Covid-19 with staff missing and were unable to update us about possible completion date.

							<p>Before Christmas we organised collection of the all the goods, but it seems there are some further delays here also.</p> <p>Not sure if it is because of the new Brexit regulations, and/or Covid-19 related, the goods are still in Germany. With our haulier we are following up daily and will let you know ETA hopefully soon.</p>
Kingsgate Play Area	Zip Wire	May 2021 Timber support posts flex when zip wire in use	Concerns that fixing bolts are worn due to movement	Seat removed and second opinion sought. Advised this maybe beyond repair and company seeking clarification from zip wire specialists.	Medium	Low	To investigate funding for works.
Kingsgate Play Area	Pull up rope	May 2021 Rope misuse caused damaged to rope material and metal core	Beyond repair	Rope removed and new ordered	Medium	Low	Response from suppliers. My apologies for delayed reply, it is only just before Christmas we received the info we

							<p>could collect the goods. The manufacturer had great problems due to Covid-19 with staff missing and were unable to update us about possible completion date.</p> <p>Before Christmas we organised collection of the all the goods, but it seems there are some further delays here also. Not sure if it is because of the new Brexit regulations, and/or Covid-19 related, the goods are still in Germany. With our haulier we are following up daily and will let you know ETA hopefully soon.</p>
Brinsham Fields Play Area	Bridge	June 2021 Timber is decayed.	Concerns on fixing points in timber due to rot	Remove bridge. Estates Manager seeking further advice through RoSPA	Medium	Low	To investigate funding for works.

Millside Play Area	Agility rope walk	July 2021 Rope fixing points worn beyond repair	Beyond repair	Removed and quotes, options being sought.	Medium	Low	March 2022
Witches Hat Play Area	Swing Basket	July 2021 Timber frame showing signs of rot	Top beam above the basket swing show signs of advanced rot.	Basket removed, supplier contacted and chased for a response as opinion of Estates Manager is that this timber should not rot as quickly.	High	Low	TBC
Peghill Skate Park	Fun box	August 2021 Damage & wear to surface of board along edge	The board to be replaced	The equipment is still useable, but the board requires replacing. Supplier contacted for quote regarding replacement.	Low	Low	March 2022



Environment & Community Venue report

Period Covering: E&C Committee 09.11.2022 – E&C Committee 21.01.2022

COVID Update - all venues

Following the UK Government announcement on 8th December 2021, the following guidance has been implemented:

- Legal requirement for face coverings - in most public buildings including museums and community centres, exempt environments include hospitality settings where it is not reasonable to eat or drink while wearing a face covering. In hospitality settings Pop Inn Café and Armadillo, customers are asked to wear a face covering when moving around the building and where the main activity is not eating or drinking.
- Work from home where possible – all staff have been encouraged to work from home where possible.
- Vaccination program - All staff and volunteers have been encouraged to take up COVID and flu vaccinations.



Armadillo Youth Café & Venue

1. Successes:

- Armadillo 10th anniversary events commenced the week beginning 13th December 2021. During the week, every youth session/year group were invited to participate in creative activities.

Young people decorated their own keyring from wooden discs using Pyrography to commemorate the 10th anniversary. Key rings were included in a goody bag which contained a slice of celebration cake and sweets. Over 300 bags were handed out over the course of the week.



The final event of the week was scaled back due to rising Covid cases in our area. However, our thanks to Cllr Tony Davies for participating in a photo to commemorate the anniversary.



Image from the local gazette who covered the story.



- New flooring was installed in the office, café, social space, corridors and staircase in December 2021. During the venue closures, the Estates team painted the skirting boards and other trim work. The overall look is really pleasing; the new flooring in the office has completely transformed the space.





- Feedback from the first 2022 Saturday community cinema session has been positive:

Social media comment:

it was our first visit in a long time this morning and it reminded me of what a great facility you provide. Thank you so much 😊

Customer letter:

Dear Armadillo Staff,

I am sorry I cannot make the celebrations on Saturday for your birthday, but do want to say a huge thank you.

I don't know how long the Thursday cinema events have been running I think I started in 2019, certainly the afternoon showings had begun. (For some reason despite being retired I found going to the cinema in the morning wrong somehow!)

So Thursday has become 'my ' day, with aqua-fit, followed by the lovely fruit toast and movie time. I am so grateful to you all, and I am sure I speak for many how much your kindness means to us all.

Coming on my own, I have never been left on my own, such a warm welcome, which is much appreciated.

Even when we make a mess falling up the stairs,

Bless you all, and may he next ten years be even better,
Love and care, [REDACTED]



- A member of the community donated x2 polinator friendly fruit trees to the Armadillo; these have been planted in the raised beds.
- Plastic reduction - the café now uses recycled paper napkins, paper straws and paper bags for pick n mix sweets;
- The card reader income has increased significantly over cash, particularly on a Saturday community cinema / café session;
- There has been media coverage of PPE recycling facilities at the venue on BBC Radio Bristol and ITV West Country News. [The town where you can recycle face masks and lateral flow tests | ITV News West Country](#)

2. Challenges

- Staff have experienced incidents of abusive behaviour from members of the public. Incidents were reported to the police, Yate Shopping Centre security and other relevant agencies. Armadillo has been given a priority marker for police response to 999 calls until the end of March 2022. X3 portable panic buttons have been installed.
- Absences in the staff team resulted in remaining staff taking on additional shifts to cover youth sessions. Staff resilience and willingness to work additional hours to ensure the service can remain open is greatly appreciated; thank you team Armadillo.

3. Opportunities / Future Plans

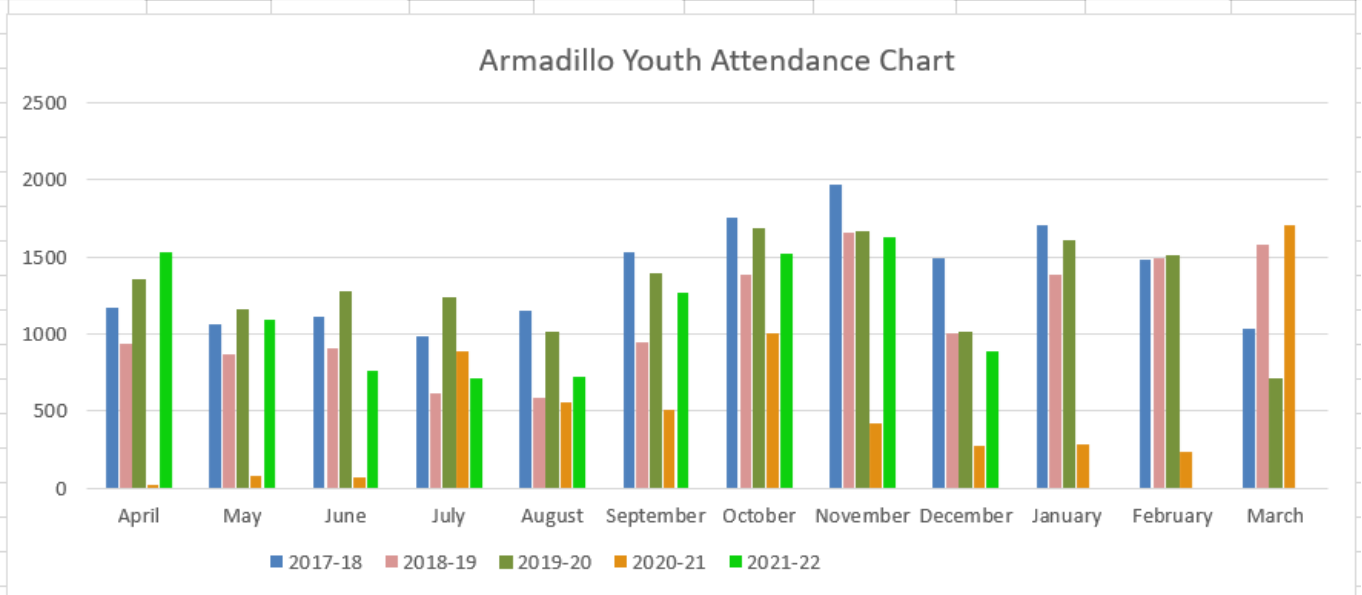
- a. Quotes are being sought to renovate the toilets to create inclusive facilities and an additional activity room;
- b. Investigation is taking place into low energy/renewable energy boiler replacement;
- c. A tentative funding application for the above modernisation project and to support the costs of boiler replacement was submitted to Enovert in December 2021, to the value of £40,000. Feedback is expected by February 2022.
- d. An application for funding has been submitted to SGC Community Brightside for a grant of £500, to improve seating in the Armadillo garden by installing new picnic benches.

4. Youth Sessions Update

- Youth session attendance remains high, with consistent numbers week-on-week. The service was closed for two weeks in December (over Christmas) to allow for flooring installation and other building works to take place;
- Staff have noticed an increase and awareness of young people with food allergies /intolerances following the introduction of legislation, Natasha's Law. Armadillo café has a list of allergens on the café wall and included on menus. When staff are made aware of a young person attending sessions who have dietary requirements, they guide them through all items on the menu pertaining to their specific allergy. This has prompted much praise and positive feedback from parents and has helped to improve the inclusivity of the service.

5. Youth Attendance Table/Graphs:

2017-18		2018-19		2019-20		2020-21		2021-22	
April	1167	April	936	April	1351	April*	22	April	1528
May	1066	May	865	May	1153	May*	77	May	1091
June	1110	June	907	June	1271	June*	67	June	763
July	981	July	617	July	1232	July**	886	July	712
August	1149	August	590	August	1014	August**	557	August	726
September	1534	September	946	September	1386	September	509	September	1267
October	1756	October	1384	October	1684	October	1008	October	1518
November	1975	November	1662	November	1666	November	415	November	1630
December	1488	December	1001	December*	1006	December	270	December	890
January	1709	January	1384	January	1602	January	280	January	
February	1484	February	1495	February	1503	February	230	February	
March	1035	March	1576	March	706	March	1708	March	
	16454		13363		15574		6029		10125



The Pop Inn Café

1. Successes

- During the Christmas break, the interior benefitted from improvements, including:
 - o Painting the internal storage cupboard;
 - o Thorough kitchenware clean including tea pots.
- The introduction of mince pies to the menu was a huge success with customers during November and December;



- New recycled paper napkins were purchased to reduce the café's use of new materials;
- Volunteers remain resilient and have gone above and beyond to keep the café running with a reduced cohort of volunteers.

2. Challenges

- COVID cases remain high in the south west; this could affect the footfall and income if users are still concerned about going out, visiting hospitality or socialising;
- Due to the current footfall, we have been unable to provide some items of stock i.e., soya milk due to wastage. However, the Venue Operations Assistant is looking into an alternative way to buy smaller quantities or alternatives to enable their reintroduction;
- The Management Committee Annual Christmas Carol was cancelled unexpectedly due to the musician not being available.

3. Opportunities

- To explore advertising the café in the local newspaper i.e., Yate and Sodbury Voice to increase footfall;
- 2022 Yate Ageing Better Festival – planning has began and the Pop Inn Café is keen to feature and build on the roaring success of the launch event in 2021.

4. Finance/Business/Governance/Committee Updates

- Following the introduction of the 'Donations Acceptance and Ethical Fundraising Policy', changes to the use of the money raised via the Red Pot were agreed by the Management Committee as below:

'Income raised via fundraising is to be used towards the object of the PIC, which is "to promote the wellbeing of older people through the provision of a café facility open to all over 50's for casual use, and to act as a focal point for information and community activity for the over 50's".

This can include trips and meals as they are a community activity but, must be open to the whole user group of over 50's, not just volunteers.

The donations pot must have clear signage, detailing what the funds would be used for so anyone donating is clearly informed.'



Yate & District Heritage Centre

1. Successes

- Late November and December are generally quiet times. However two regular events took place for the first time since March 2020 and proved popular;
- 4th December 2021:- the Archaeology Finds Day, fronted by the Portable Antiquities, had over 25 visitors and consequently went beyond its advertised time due to the extra demand;
- 14th December 2021 saw the return of the Carols on the Green Evening. Although we were uncertain how popular this would be, nearly one hundred people attended and as an outside event, it was safe and enjoyable. The event was led by St Mary's Church and School Choir.

2. Challenges

- COVID concerns for safety continue to decrease volunteer staffing levels particularly on weekends. Although new volunteer applications have been received, they can't necessarily work at the times when the Centre needs cover. It is hoped that we can restore Saturday afternoon, opening to 3pm, with new or returning volunteers from early February onwards;
- A full schedule of lectures has been produced for 2022. The precise venue for each talk is yet to be confirmed due to reduced capacity for social distancing at YHC. Some talks may take place on Zoom or at Poole Court;

3. Opportunities/Future Plans

- YHC is waiting on MAF funding feedback from SGC Councillors, relating to funding for online video streaming equipment. YHC Trust has committed to purchasing some equipment;
- A funding bid was submitted by St Mary's Church for a collaborative Platinum Jubilee event with support from YHC, to be held on St Mary's Green. The result of the bid will be known in March;
- YHC Trust have earmarked some funding for a Medieval history event in July. This will be the first public history event at YHC since 2019.

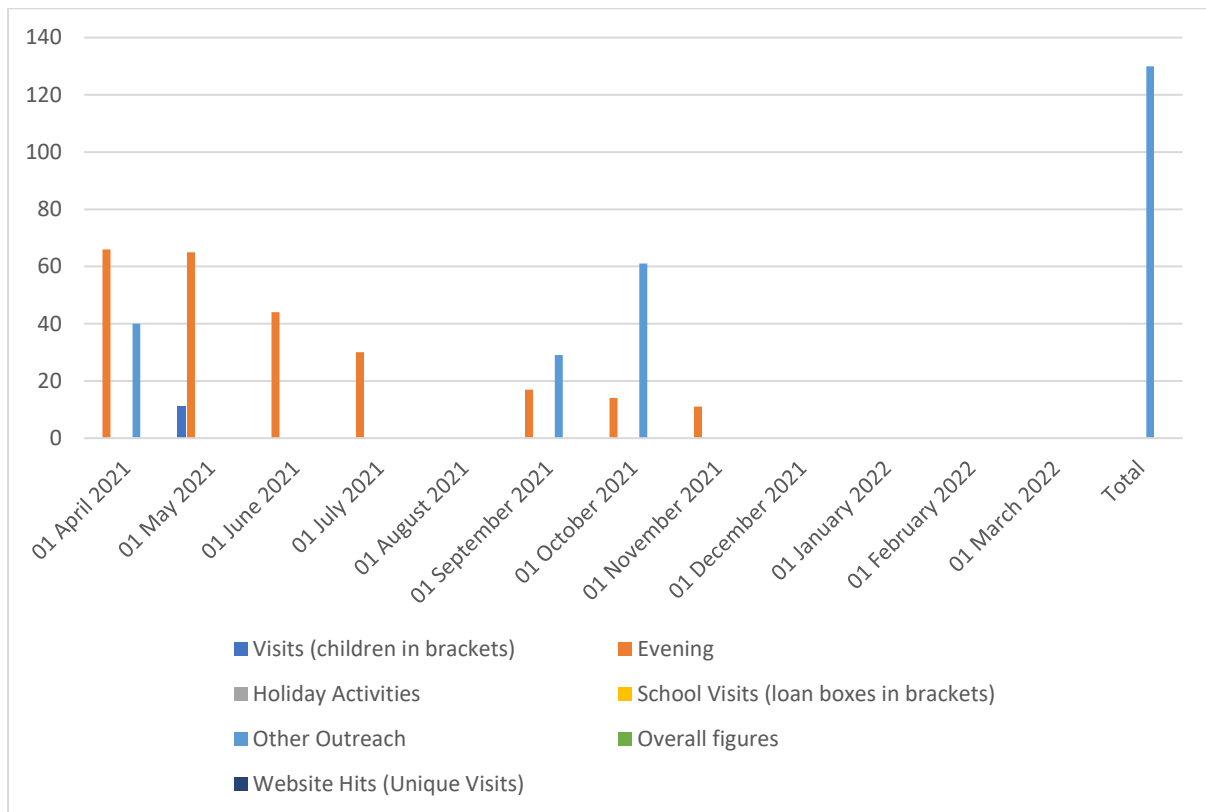
4. Finance/Business/Governance/Committee Updates

- A YHC Trust meeting was held in December 2021;
- YHC Management Meeting was due to take place on 17th January 2021;

5. Service updates

- YHC opening times have changed to match popular visitor hours and volunteer availability. From January 2022 YHC will open weekdays 10am-4pm (previously 10.30am-4.30pm); on Saturdays the team are working towards opening 10am - 3pm with 12.30pm as the changeover time for volunteers.

Visitor Figures 2021-22



List of Outside Bodies with Yate Town Council Representatives

To **NOTE** minutes received from outside bodies were circulated to Members with a request to advise if they wish to discuss matters contained therein.

Name of Outside Body	Meeting date	Date minutes Circulated	Date of next meeting
Abbotswood Action Group	26.04.21 AGM	Minutes not yet received	22.09.21
Community Engagement Forum	15.09.21	Minutes circulated 14.10.21	20.1.22
Fairtrade South Gloucestershire	16.03.20		
Friends of Brinsham Park	08.09.21	17.9.21	30.11.21
Friends of The Common	19.05.20	Minutes not yet received	tba
Friends of Kingsgate Park	8.11.21	Minutes circulated 11.11.21	tbc
Friends of Ridge Woods	15.01.20 05.05.21 (AGM)	Minutes not yet received	tba
Frome & Ladden Vale Environmental Link	19.03.20	Minutes not yet received	tba
Hanson Liaison Committee	11.11.2021		tba
Healthwatch South Gloucestershire from 1.10.19 contract taken over by Healthwatch North Somerset	Not yet advised	tba	tba
Heritage Centre Extension Working Group – <i>This group reports under Heritage Centre Officer's Report</i>	tba	n/a	tba
Priority Neighbourhoods – Yate & Dodington Community Lead Group	13.05.21 18.11.21	15.11.21	tba
River Frome Forum (New) <i>(inc River Frome reconnected & Avon Frome partnerships)</i>	4.11.21	Minutes circulated 23.11.21	tba
Shopmobility	03.12.20	Minutes not yet received	tba

Sodbury & Yate Business Association	11.11.21 15.12.21	11.11.21	tba
South Gloucestershire Community Cohesion Steering Group (added 25.6.20)	tba	n/a	tba
South Glos Dementia Alliance	This group is active but does not circulate minutes.	None received	tba
South Gloucestershire Museums & Heritage Partners	05.06.19 24.03.21	Minutes not yet received.	6.10.21
South Glos Youth Housing (SGYH) "As of Wednesday 3rd June 2020 SGYH will no longer be in the Yate and Chipping Sodbury area (only based at Parkview Kingswood). A company by the name of CCP will be based at Southwold House and Andrew Millman Court."	Updates requested but not forthcoming		tba
South Gloucestershire & Learning Partnership West	tba		tba
Town and Parish Council Forum	12.10.2021	Circulated 10.1.22	17.01.2022
Yate Community Association			tba
Yate & District Twinning Association	18.10.19 20.8.21	Minutes not yet received (minutes meeting 20.8.21 circulated 26.8.21)	AGM 01.10.2021
Yate Children's Advisory Centre	Advisory Boards meetings postponed until further notice	n/a	n/a
Yate Oral History Group	09.01.20 13.02.20	Minutes not yet received	13.1.22
Yate Community Plan	01.03.21	23.03.21	tba
Yate Genieri Link	5.01.22	Circulated 10.1.22	8.03.22 6.04.22 8.6.22 5.7.22
Yate Town Centre Strategy Group	31.1.22		

Environment and Community Committee

Pending Log as of 25 January 2022

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

Heading	Detail of outstanding Item
PUBLIC SPACE PROTECTION ORDERS (DOG CONTROL ORDERS)	<p>Further to minute number 13 of the Environment and Planning Committee held on 11 November 2014, to NOTE:</p> <ul style="list-style-type: none"> • the Anti-Social Behaviour (ASB) Crime and Policing Bill received Royal Assent in March 2014 and is now a legal Act; • Dog Control Orders are now part of Public Spaces Protection Orders (PSPO) under the ASB, Crime and Policing Act 2014; • Public Spaces Protection Orders can only be made by a Local Authority and not by Town and Parish Councils; • Correspondence has been sent to South Gloucestershire Council requesting they implement the required PSPO's in Yate. <p>To NOTE that correspondence was sent to South Gloucestershire Council requesting a likely timeframe for progression of the PSPOs required in Yate and further clarification on enforcement.</p> <p>Response outstanding. (Regularly chased)</p>
Footpaths	<p>E&C 24.9.19</p> <p>Further to minute number 39 of the meeting of Full Council held on 14 May 2019;</p> <p><i>'A report was received in respect of the condition of pathways maintained by South Gloucestershire Council and RESOLVED that the report be submitted to South Gloucestershire Council with the following comments:</i></p> <ul style="list-style-type: none"> • <i>The report evidences that pathways in west and north Yate were seen to have a large amount of litter and are poorly maintained;</i> • <i>Yate Town Council:</i> <ul style="list-style-type: none"> ○ <i>would like a greater understanding of South Gloucestershire Council's maintenance processes for pathways;</i> ○ <i>would like any vacant South Gloucestershire Council Street Cleaner post filled;</i> ○ <i>would like South Gloucestershire Council to:</i>

	<ul style="list-style-type: none"> ▪ <i>repair tarmac paths where necessary;</i> ▪ <i>deep weed / cut back along footpaths where needed;</i> ▪ <i>repair the damaged walls alongside footpaths for safety reasons;</i> ▪ <i>contact Bromford to take action to repair footpaths on the land they control and to take urgent action to improve the area to the rear of Cranleigh Court shops, in particular the garage blocks which are poorly boarded up, subject to graffiti and rundown.'</i> <p>A response was received and further update is awaited.</p>
<p>South Gloucestershire Council - Leases Outstanding</p>	<p>a) Witches Hat Lease expired 30 September 2015. October 2019 – Lease with comments returned to South Glos – acknowledgment received, further response awaited. (regularly reminded)</p> <p>b) The Common A long term aspiration, however most recent negotiations began in earnest in 2013</p> <p><i>E&P 28.5.13</i> <i>Members were reminded that at the meeting held on 18 February 2013 with representatives of South Gloucestershire Council to discuss the possibility of Yate Town Council taking over responsibility for The Common,</i></p> <p>Update from South Glos Council remains outstanding (regularly reminded)</p> <p>c) Land at Ridgewood Initial approach from South Gloucestershire Council enquiring if YTC wished to consider a lease/licence for the land was considered at Full Council on 11 March 2014 where it was RESOLVED to pursue.</p> <p>A response is awaited from South Glos Council. (regularly reminded)</p> <p>16.3.21 Email to SGC requesting queries be raised directly with us following statement at SGC meeting that YTC had “unrealistic expectations”.</p>