



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

30 June 2021

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 6th July 2021** between 6.30pm – 8.00pm 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decision-making powers as the power which enabled local councils to meet remotely during the Covid-19 pandemic has been rescinded by central government.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 until face-to-face meetings can safely resume. 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/91662961356?pwd=NTZmUGw4R082WjhmMHhkUXFWUFFmZz09>

Meeting ID: 916 6296 1356 Passcode: 818222 Tel; 01314601196

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 18 May 2021 (copy herewith).
6. To Consider the Following Items on the Clerk's Report:

- |               |  |
|---------------|--|
| <b>Item 1</b> | <b>Town Centre</b>                               |
|               | 1/1 Town Centre Strategy Group                   |
| <b>Item 2</b> | <b>Town Council Facilities</b>                   |
|               | 2/1 Estates Manager's Report                     |
|               | 2/2 Venues Report                                |
|               | 2/3 Yate Heritage Centre Trust Funding Agreement |
|               | 2/4 Defibrillators                               |
|               | 2/5 Explore Yate                                 |
|               | 2/6 Station Road Rejuvenation Project            |
|               | 2/7 Kingsgate Park Ice Cream Pitch               |
|               | 2/8 YOSC Commonwealth Games                      |
|               | 2/9 Family Food 4 Free                           |
| <b>Item 3</b> | <b>Sub Committees &amp; Working Groups</b>       |
|               | 3/1 Events Sub-Committee                         |
|               | 3/2 Public Rights of Way, Commons and Greens     |
|               | 3/3 Yate Ageing Better, Health & Wellbeing       |
|               | 3/4 Allotments                                   |
| <b>Item 4</b> | <b>Joint Committees</b>                          |
|               | 4/1 Joint Parish Consultative Committee          |
| <b>Item 5</b> | <b>Reports from Outside Bodies</b>               |
| <b>Item 6</b> | <b>Consultations</b>                             |
|               | 6/1 Current Consultations                        |



6/2 Urgent Consultation  
6/3 Consultation Responses

- Item 7 Youth**
  - 7/1 LPW Youth Provision
  - 7/2 Off The Record SLA
  - 7/3 Pathways Learning Centre
- Item 8 Town Twinning**
- Item 9 Carbon Net Zero Commitment**
- Item 10 Graffiti & Litter**
- Item 11 Flood Barrier Testing**
- Item 12 Outstanding Items**
- Item 13 Confidential Items**
- Item 14 Considerations of Impact of decision on Climate and Waste**

**Estates Manager's Report to the advisory meeting of the Environment and Community Committee to be held on Tuesday 6<sup>th</sup> July 2021**

**Item 1. Grounds Maintenance General**

**1/1 Soil Bunds**

To **NOTE** Barratts Developers have agreed to supply materials for various sites so soil bunds can be installed to prevent unauthorised access.

An update will be provided at the meeting

**1/2 Crowthers Avenue Bridge Light**

A request was received for a light to be installed on the bridge that crosses the River Frome from Crowther's Avenue.

South Glos Council have advised they are not in a position to install one but would grant the Town Council permission to go ahead with this.

To **RECEIVE** costs and members comments.

**1/3 Local Nature Action Plan**

Further to the South Gloucestershire Council webinar that took place on 26<sup>th</sup> May 2021 in respect of the Local Nature Action Plan.

Details of Local Nature Action Plan ( Appendix A)

To receive update from Councillor Chris Willmore and discuss way forward.

**1/4 Queens Canopy to mark Her Majesty's Platinum Jubilee**

To **RECEIVE** the following information.

*The Queen's Green Canopy (QGC) is a unique tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022 which invites people from across the United Kingdom to "**Plant a Tree for the Jubilee.**"*

*Everyone from individuals to Scout and Girlguiding groups, villages, cities, counties, schools and corporates will be encouraged to play their part to enhance our environment by planting trees from October, when the tree planting season begins, through to the end of the Jubilee year in 2022.*

*With a focus on planting sustainably, the QGC will encourage planting of trees to create a legacy in honour of The Queen's leadership of the Nation, which will benefit future generations.*

*As well as inviting the planting of new trees, The Queen's Green Canopy will dedicate a network of 70 Ancient Woodlands across the United Kingdom and identify 70 Ancient Trees to celebrate Her Majesty's 70 years of service.*

To **RECEIVE** members comments.

### **1/5 Station Road Hanging Baskets**

To **NOTE** as part of improving High Streets, South Gloucestershire Council has donated 18 hanging baskets for Station Road. These have been distributed to local business who will water them. Two baskets have been installed at the YMCA. Thanks to Cllr Chris Willmore and former Cllr Sue Walker for distributing the baskets.

### **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 Tyler's Field**

To **NOTE** the directional plaque has gone missing and a replacement has been ordered.

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

#### **3/1 Brinsham Fields and Lake**

a) To **RECEIVE** any further information/updates.

#### **3/2 Kingsgate Park**

a) To **RECEIVE** an update regarding Buddy Benches.

### **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 Abbotswood Play Area**

To **NOTE** the antenna on the timber sculpture ant has been vandalised and the supplier notified to see how it can be repaired. Unfortunately this is not covered under warranty.

#### **4/2 Millside Paly Area**

To **NOTE** that a piece of rope equipment has been removed from the agility trail due to wear and tear, costs for a replacement are being sourced.

#### **4/3 St. Mary's Play Area**

a) To **RECEIVE** the following request for a seat.

*"I was also in St Mary's park yesterday in the hot weather and there are only two benches in the park both of which are in the sun. A bench under the trees may be a good idea?"*

An additional bench could be funded from the play areas budget.

To **RECEIVE** members comments

b) To **NOTE** a temporary repair has been carried out to a hole in the fence behind the slide.

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

#### **5/1 Armadillo**

To **NOTE** faults with the lighting in the Armadillo have been investigated and the remaining ERCO system is to be replaced; costs and specifications will be provided at the meeting.

## **5/2 Wi-Fi**

To **NOTE** a meeting has been arranged with Integra 6<sup>th</sup> July 2021 to discuss guest Wifi at all remaining sites and to provide costings.

An update will be provided at the meeting.

## **5/3 YMCA**

To **NOTE** that a hearing loop has been installed and also two disabled parking bays marked out at the front of the building.

## **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** that the track clean grant application was unsuccessful. YOSC Ltd has been consulted regarding available dates to programme in these works that will be funded from the Town Council budget.

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

- a) To **NOTE** two new, recycle bins have arrived purchased by Yate MacDonald's and will be installed adjacent to bus shelter opposite The Glen and the litter bin at St. Marys Green week before the 9<sup>th</sup> July 2021.
- b) To **NOTE** due to the temporary Happy to Chat signs being removed an order has been placed for four new permanent signs to be supplied (Abbotswood, Kingsgate Park, Brinsham Fields and St. Marys Green).
- c) To **NOTE** a Town Council Noticeboard is being arranged for Ladden Gardens.
- d) To **NOTE** that costs for permanent signage at Millside open space advising No Motor/Quad bikes.

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

**8/1 New Electric Kangoo**

To **NOTE** that the new Electric Renault Kangoo replacing the Vauxhall Combo is expected to arrive late July 2021.

**8/2 Mower Tender**

To **NOTE** a tender for a replacement ride on mower will go online 5<sup>th</sup> August and tenders will be included in the agenda for Environment & Community Meeting 21<sup>st</sup> September.

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# Local Nature Action Plans:

**guidance for town and parish councils**



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# 1. Introduction

The purpose of this document is to ensure that our town and parish councils have the support and guidance they need to act on the ecological crisis the world is facing.

This is a step-by-step guide to help town and parish councils develop, consult on, and deliver their own Local Nature Action Plan (LNAP).

The LNAP will complement and support the existing South Gloucestershire Biodiversity Action Plan and the individual town and parish biodiversity action plans.

All local authorities including town and parish councils have a duty to have regard to biodiversity under the Natural Environment and Rural Communities Act 2006.

South Gloucestershire Councils Climate Emergency Declaration recognises that we all need to take urgent steps to address the climate emergency and that along with other factors, climate change is having a significant impact on the health of ecosystems. As such, nature recovery forms a central part of our Climate Emergency Action Plan and Greener Places Strategy.

South Gloucestershire Council is working to address the ecological crisis on a strategic scale through our various partnerships and we want to ensure our town and parish councils are suitably supported to join us on this journey to nature recovery.

Protecting the biodiversity of our county needs a truly partnership effort to ensure we maintain South Gloucestershire as a great place to live and work and visit.

## 2. Biodiversity

### What is biodiversity and why is it important?

Biodiversity is the whole variety of life on Earth, all species of plants and animals, their genetic variation and the habitats and ecosystems they are part of. It includes not just the rare or the threatened but also the wildlife that is familiar to us in the places where we live and work.



Biodiversity is important for its own sake, along with the many benefits we derive from the natural environment – products like food, fibre, wood and water; services like pollination, nutrient cycling, soil formation, water purification, flood defence and opportunities for reflection and recreation – all are critical for our wellbeing and survival.

The intention of this document is to ensure an integrated approach to the planning for and undertaking of nature restoration across South

Gloucestershire by supporting town and parish councils with industry good practice;

thereby contributing to the council's commitment to achieving sustainable communities and quality of life for all.

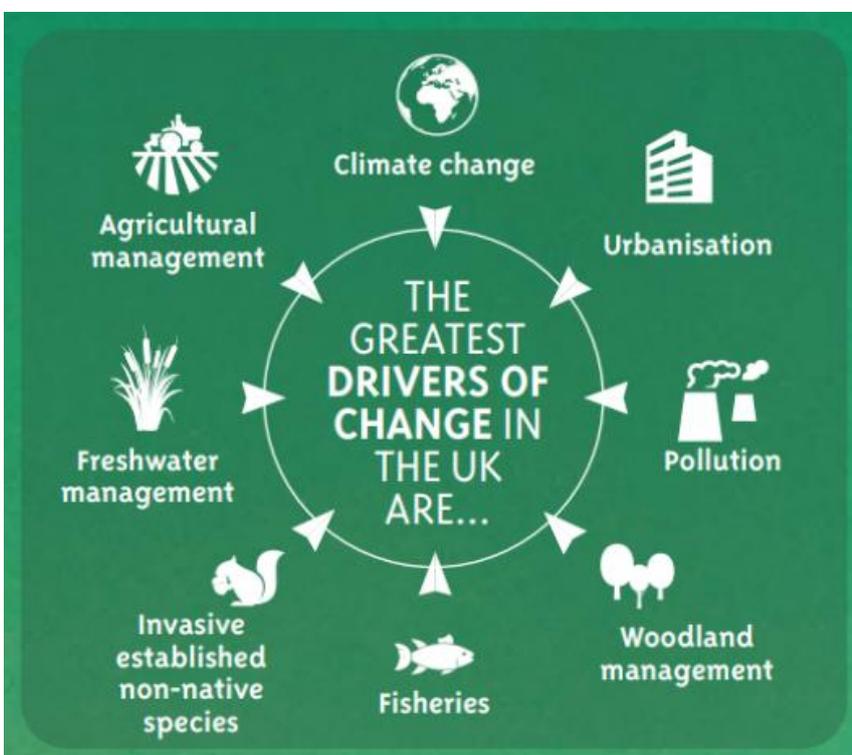
### 3. Biodiversity decline

#### What is causing the decline of biodiversity?

The abundance and distribution of the UK's species has, on average, declined since 1970 and many metrics suggest this decline has continued in the most recent decade (State of Nature Report 2019).



75 percent of the land based environment and 66 percent of the marine based environment have been significantly altered by human activities (IPBES).



Source: State of Nature 2019 Infographics - National Biodiversity Network ([nbn.org.uk](http://nbn.org.uk))

# 4. What is a local nature action plan?

## How can they help you to help nature?

We have provided a step-by-step guide to help you to recognise and improve your biodiversity assets. You can use this information to produce a Local Nature Action Plan (LNAP) to complement the existing Biodiversity Action Plan.

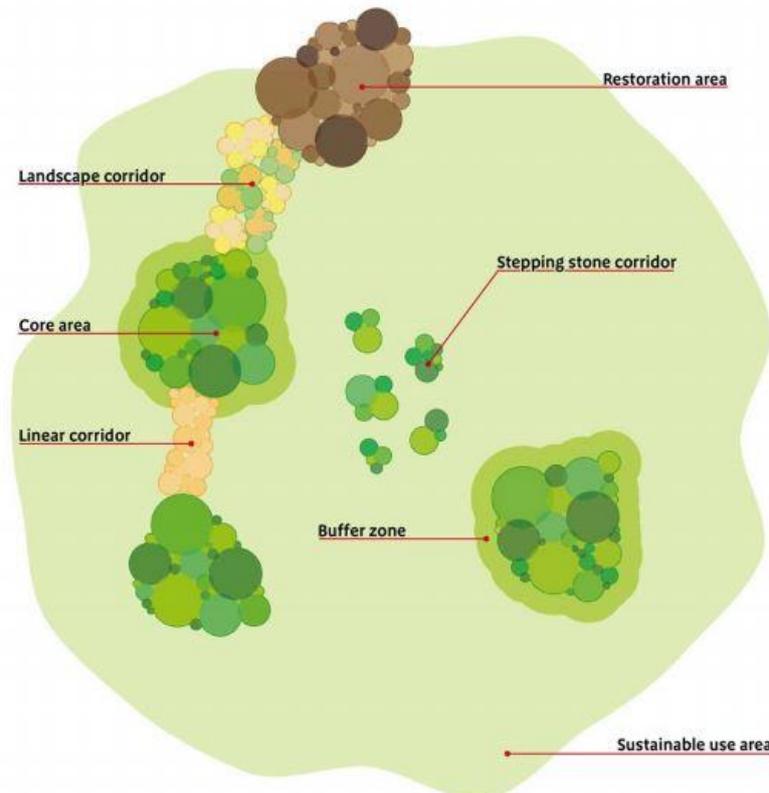
An LNAP is **your** plan to declare what **you** will do to help nature's recovery.

You do not need to follow every step and each plan will be slightly different, depending on your resource availability.

We have supplied a list of great project ideas to help you get started. This list is by no means exhaustive but will give you a feel for what is possible in your Town or Parish. Please see appendix 1.

To complement this list of project ideas we have provided a supplementary information document with inspirational photos and links to further sources of information (see appendix 2).

An example LNAP is included under appendix 3 – not a full version but enough to give you an idea of what to aim for. This is not your public facing document, we will leave that for you to design.



Core components of an ecological network. Source: Making Space for Nature – (nationalarchives.gov.uk)

# 5. Building your plan

## 5.1 Partnerships

It is important to have the right support to help you deliver your action plan. Form a small partnership group with key local organisations such as:

- Neighbouring town and parish councils
- In Bloom groups
- Friends of groups
- Sports clubs
- Climate action groups
- Ecological action groups
- Local nature groups
- Local business
- Resident groups
- Youth organisations such as: scouts, guides and youth clubs
- Local faith groups
- South Gloucestershire Council

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### Top tip...

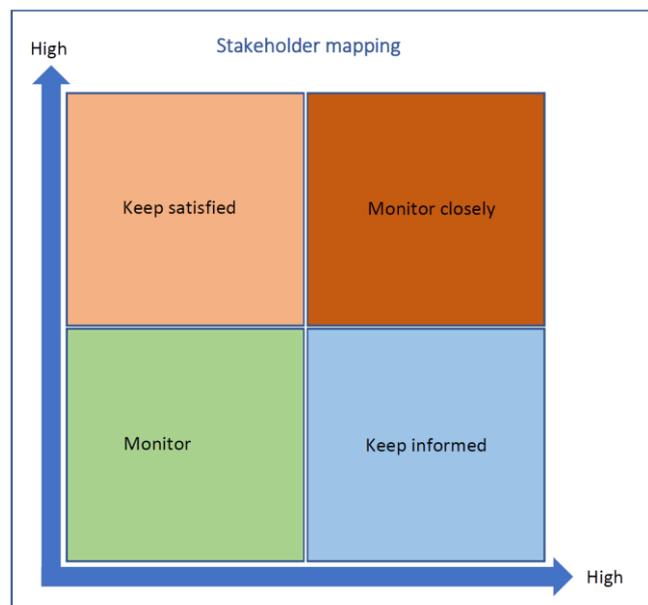
Keep the group small, bring on those most able to offer support and advice (remember this is an action plan). Operate as a sub-group to your Town or Parish Council to avoid the need to set up a new committee.

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## 5.2 Stakeholders

To make your action plan successful, you will need to carefully consider who your stakeholders are and the level of interaction you will need with them. Stakeholders are people who have an interest or concern and it is important to identify and engage with them to help support your action plan.

Use the stakeholder mapping tool to help you determine the level of effort/interaction you need to expend on each of your stakeholders. This will help to manage your workload.



Example stakeholders	
Town or Parish Councils	Ward Councillors
South Gloucestershire Council	Residents
Site users	Local businesses
Special interest groups	Schools
Youth groups	

## 5.3 Communications

Communication is probably one of the most important factors to consider when designing your LNAP. It is very important to have a clear plan in place for who will be the main contact, how they will be contacted and then who they in turn will keep informed. To bring as many people as possible on board with change they must know what the change is and why it is proposed. Stakeholders must know at the earliest stage so that you can bring them along on the change journey with you. A clear communications plan can prevent a lot of worry and angst from stakeholders through the change.

Communication plan example				
Stakeholder	Objectives (actions)	Message content	Delivery method	Timeline
<b>South Gloucestershire Council</b>	Keep informed of action taken	Number of hedgehog holes installed Acres of grass changed to meadow Number of trees planted Number of wildflower plugs planted	Email: nature@southglos.gov.uk	Every 6 months
<b>Residents</b>	Highlight proposed actions	Why changes of management method are changing How management is changing How many trees are being planted	Local social media accounts Town and parish council website/social media Notice board Local newsletters	Weekly/monthly updates Start of project Impact on use of site

### Top tip...

Plans need to be accessible for a range of disabilities. Avoid jargon where possible and, if jargon is used, ensure it is defined. It can help to include a glossary.

## 5.5 Mapping

Create your LNAP on a free mapping service like [Google My Maps](#). You can identify land ownership, input photos of key features such as trees or benches, input data about how land is managed or will be managed. The map can be freely shared with residents and other stakeholders to investigate and send you comments/feedback.

Create a baseline map showing your LNAP area as it is now.

- Trees of interest
- Woodlands
- Public open space
- Highway verges
- Wildlife corridors
- Land ownership
- Ponds

Create a new layer on this map showing opportunities such as:

- Tree planting locations
- New ponds
- New woodlands
- Wildflower meadows
- Long grass
- Nest box locations
- Fauna tower locations
- New hedgerows
- Hedgerows needing restoration
- Hedgehog or other wildlife corridors, runs and holes



There are some free online resources that will help with mapping:

Swift Maps - [Swift Mapper](#)

Hedgehogs - [BIG Hedgehog Map](#)

Magic Maps - [MAGIC \(defra.gov.uk\)](#)

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### Top tip...

Keep your map simple, try not to overwhelm yourself with information, remember this is an ACTION plan.

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## 5.6 Land management, maintenance and usage

Take note of how the land is used. It will be pointless trying to change a football field into a wildflower meadow, this will conflict with its important amenity use. However, there may be opportunities for nature within the same parcel of land that will not conflict with amenity use such as improving the poor condition of hedgerows on its border.

Answering these questions will help:

- How is the land you would like to improve for nature currently being managed?
  - How will this management need to change to support the biodiversity options you decide to take forward?
  - What management is currently done at different times of the year?
  - Who is currently maintaining the land and can they accommodate the required changes in management? Do they have the correct equipment, will there be an increased cost etc?
- 

### Top tips...

Keep it simple – simple management practices are resilient to change such as loss of volunteers and reduced funding which can happen over time.

Visit the site regularly at different times of the day and week to see how it is used. Are there corners or areas not used that could be easily enhanced for nature?

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## 5.7 Service searches

It is important to consider all the services that may run under or over any land you want to improve for nature. South Gloucestershire Council can carry out a service search for a fee. The cost for each service search is currently £140.70 (as of 1 April 2021).

A map of the land in question highlighted with by a clear border with co-ordinates for central point provided should be supplied with the form provided at Annex 4. This service can take up to six weeks for all responses to be received.

Alternatively, you can organise service searches yourself at [Home - LinesearchbeforeUdig](#)

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### Top tip...

Services are things like water pipes, sewer pipes, BT lines, overhead or below ground electric cables and gas pipes, so don't dig before checking for services, you never know what is underground.

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## 5.8 Funding

It is important to have a range of funding sources to enable your Local Nature Action Plan to be used. Some management changes can benefit wildlife whilst saving you money, so it's good to highlight this where possible as it will help you gain more support for the changes you make.

There are local funding opportunities from:

- [Member awarded funding](#) (MAF)
- Community benefit money from nearby developments like solar farms and waste transfer stations
- [Community Infrastructure Levy](#) (CIL)
- S106 (off site open space contributions secured through the planning process)
- Sponsorship by residents or business – sponsor a tree, pond or square metre of meadow
- External grant funders
- Developers still on nearby development sites

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### Top tip...

Recognise the importance of this work and assign budget for it. It is important to cover the cost of the initial work, but don't forget to cover the cost of the ongoing maintenance.

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## 5.9 Information resources

There are many sources of information to call upon when building your LNAP, some are free and some may charge. Some of these organisations also offer conservation management services, carry out habitat surveys and produce site management plans.

[Making Space for Nature](#)

[The Conservation Volunteers](#)

[Avon Wildlife Trust](#)

[Gloucestershire Wildlife Trust](#)

[Groundwork](#)

[State of Nature Report](#)

[Buglife](#)

[Prof Dave Goulson, Insect Report](#)

## 6. Submitting your Local Nature Action Plan

Once you have completed your draft LNAP, you can submit it to the Commons and Biodiversity Team at [nature@southglos.gov.uk](mailto:nature@southglos.gov.uk) who will review it for you and send any feedback. Depending on workload feedback may take up to four weeks.

Once your LNAP is underway we would like an update every six months.

This document is not a statutory document, it is a guide to help you take action if you choose to.

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### Top tips...

Remember even the best laid plans may need to change, so make sure you are flexible in your approach.

Don't be too ambitious. Make sure your plan is achievable and start off with small steps which you can learn from and build on.

Not everything has to happen in the first year, take a staged approach and spread the change over several years.

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## 7. Contact

**Biodiversity Team - [nature@southglos.gov.uk](mailto:nature@southglos.gov.uk)**

We are here to help you achieve your vision for nature where you are. Our resources are limited but we will try to respond to all queries as fast as possible.

"THE GREATEST THREAT TO OUR PLANET IS THE  
BELIEF THAT SOMEONE ELSE WILL SAVE IT."

ROBERT CHARLES SWAN OBE



# Appendix 1 - Ideas to get you started

When mapping your opportunities for nature, consider if any of the below suggestions are suitable for your town or parish. This list is not exhaustive, there are many ways to help nature recover. More information is included in the LNAP Supplementary Information Document.

Project	Methods	Benefits
Hedgehog recovery program	<ul style="list-style-type: none"> <li>• Share the link to Hedgehog Highways online via local social media groups. <a href="http://www.hedgehogstreet.org">www.hedgehogstreet.org</a></li> <li>• Put key information on the local council website</li> <li>• Put up a notice about their decline and action that can be taken on your fence line</li> <li>• Purchase a 13cm hole cutter for wood and/or stone, set up a volunteer hedgehog champion and advertise for people who will be happy to have hedgehog highways through their gardens. Lead the way by making sure all town and parish council land is accessible to hedgehogs</li> <li>• Part-buy hedgehog homes with residents to install on their properties e.g. you buy several and sell at reduced rate to residents</li> <li>• Install hedgehog homes on all town and parish council land</li> <li>• Ensure all planning applications receive a comment about hedgehog access needed for all boundary fencing. Produce a standard statement that the whole community can use, the more comments the better</li> <li>• Become a Hedgehog Friendly town or parish</li> <li>• Map new holes and hedgehog sightings on the map at hedgehog highstreets and contribute to national data gathering</li> </ul>	<ul style="list-style-type: none"> <li>• Increased biodiversity</li> <li>• Help prevent a species from going extinct</li> <li>• Family friendly species, great one to engage the public with</li> <li>• Low cost</li> <li>• Mental health benefits</li> <li>• Improved resilience of nature locally</li> </ul>

	<ul style="list-style-type: none"> <li>• Purchase or get designed some hedgehog highways signs to be installed on all hedgehog holes to protect them against blockages or removal</li> </ul>	
Tree planting	<ul style="list-style-type: none"> <li>• Identify street tree planting locations</li> <li>• Identify gaps for trees on Town and Parish Council owned land</li> <li>• Set up a sponsor a tree programme</li> <li>• Offer a voucher scheme to part buy trees with residents that they can plant on their land – you save all the maintenance and planting costs but the whole community still benefits from increased biodiversity and canopy cover</li> <li>• Purchase trees to go on school properties</li> </ul>	<ul style="list-style-type: none"> <li>• Low to high costs</li> <li>• Increased biodiversity</li> <li>• Reduce air pollution</li> <li>• Sequester carbon</li> <li>• Reduce noise pollution</li> <li>• Increased nesting habitat</li> <li>• Can be a source of free food for people</li> <li>• Mental health benefits</li> <li>• Increased flood resilience</li> <li>• Increased climate change resilience</li> <li>• Improved resilience of nature</li> </ul>
Nesting birds	<ul style="list-style-type: none"> <li>• Install nest boxes on all town and parish council properties where suitable</li> <li>• Install fauna towers on public open spaces where suitable</li> <li>• Offer a voucher scheme to part buy nest boxes with residents for installation on their properties</li> <li>• Purchase nest boxes to go on school properties</li> <li>• Volunteers may be keen to make nest boxes. There are many free instructions online</li> </ul>	<ul style="list-style-type: none"> <li>• Low cost</li> <li>• Increased biodiversity</li> <li>• Mental health benefits</li> <li>• Improved resilience of nature</li> <li>• Great engagement for families with nature</li> </ul>

Green screens	<ul style="list-style-type: none"> <li>• Install on boundaries of town and parish properties where suitable</li> <li>• Purchase for local schools to install on their grounds, especially on boundaries facing roads</li> </ul>	<ul style="list-style-type: none"> <li>• Medium cost</li> <li>• Increased biodiversity and new habitat for insects</li> <li>• Increased privacy and noise reduction from traffic</li> <li>• Reduce air pollution</li> <li>• Food source for insects and birds</li> <li>• Greens up the urban landscape</li> <li>• Low maintenance</li> <li>• Increased climate change resilience</li> <li>• Improved resilience of nature</li> </ul>
Grassland management	<ul style="list-style-type: none"> <li>• Change some of the amenity mown grass to longer grass, only cut once a year</li> <li>• Plant up areas with wildflowers and cut and collect once a year</li> <li>• Plant flowering lawns where grass needs to remain short for amenity use</li> </ul>	<ul style="list-style-type: none"> <li>• Medium cost or reduced cost through reduced mowing</li> <li>• Increased biodiversity</li> <li>• Carbon sequestration</li> <li>• New habitat for insects</li> <li>• Food source for insects and birds</li> <li>• Shelter and food source for mammals</li> <li>• Mental health benefits</li> <li>• Increased climate change resilience</li> <li>• Increased flood resilience</li> <li>• Improved resilience of nature</li> </ul>
Go pesticide free	<ul style="list-style-type: none"> <li>• Make your Town or Parish a pesticide free zone</li> <li>• Ask SGC to only use pesticide where absolutely necessary such as only on bound surfaces like roads</li> <li>• Encourage residents to stop all use of pesticides in their gardens – set up a pledge system</li> <li>• Utilise and share information from - <a href="http://pan-uk.org">Pesticide-Free Towns - Pesticide Action Network UK (pan-uk.org)</a></li> </ul>	<ul style="list-style-type: none"> <li>• Low cost</li> <li>• Increased biodiversity</li> <li>• Improved resilience of nature</li> </ul>
Log piles	<ul style="list-style-type: none"> <li>• Install log piles on all Public Open Space</li> <li>• Encourage residents to install them on their land</li> <li>• Utilise the ash trees you will be removing</li> </ul>	<ul style="list-style-type: none"> <li>• Low cost</li> <li>• Increased biodiversity</li> <li>• New habitat for insects</li> </ul>

	<ul style="list-style-type: none"> <li>• Make Stag Horn Beetle pyramids - <a href="#">How to build a log pyramid for stag beetles - PTES</a></li> <li>• Compost green waste generate by your public open space discreetly on the public open space</li> </ul>	<ul style="list-style-type: none"> <li>• Food source for insects and birds</li> <li>• Shelter and food source for mammals and amphibians</li> <li>• Improved resilience of nature</li> </ul>
Litter picking	<ul style="list-style-type: none"> <li>• Form local litter picking groups</li> <li>• Put out social media about the dangers of litter to wildlife</li> <li>• Provide litter pickers to individuals in the community</li> </ul>	<ul style="list-style-type: none"> <li>• Low cost</li> <li>• Improved habitat condition for wildlife</li> <li>• Less wildlife deaths from litter</li> <li>• Improved mental health</li> <li>• Safer public open space</li> <li>• Improved resilience of nature</li> </ul>
Conservation grazing	Return some land to grazing for local small holders	<ul style="list-style-type: none"> <li>• Medium to high cost for set up and low running cost</li> <li>• Increased biodiversity</li> <li>• New habitat for insects</li> <li>• Food source for insects and birds</li> <li>• Carbon sequestration</li> <li>• Increase climate change resilience</li> <li>• Low food miles</li> <li>• Mental health benefits</li> <li>• Natural land management</li> <li>• Improved resilience for nature</li> </ul>
Town or parish arboretum	<ul style="list-style-type: none"> <li>• When you have mapped your suitable tree planting locations, select 10 to 20 trees spread out in a walkable trail that can be planted with unusual specimens and create your own local walking arboretum.</li> <li>• Run a competition to select them, engage with schools, scouts, brownies to promote community engagement and support</li> <li>• Get a local business to sponsor a tree</li> </ul>	<ul style="list-style-type: none"> <li>• Low to high cost</li> <li>• Increased biodiversity</li> <li>• New habitat and food for insects</li> <li>• New habitat and food for birds</li> <li>• New habitat and food for mammals</li> <li>• Reduce air pollution and noise pollution</li> <li>• Sequester carbon</li> <li>• Can be a source of free food for people</li> <li>• Mental health benefits</li> <li>• Increased flood and climate change resilience</li> <li>• Great public engagement</li> </ul>

		<ul style="list-style-type: none"> <li>• Improved resilience of nature</li> </ul>
Access for nature	Remove unnecessary fencing within public open space or make holes where suitable to allow greater movement of all ground mammals like hedgehogs, badgers, foxes, deer etc. through the landscape.	<ul style="list-style-type: none"> <li>• Increased biodiversity</li> <li>• Improved resilience of nature</li> <li>• Mental health benefits</li> </ul>
Night corridors	<ul style="list-style-type: none"> <li>• Identify light pollution affecting your nature areas and corridors</li> <li>• Work with SGC to reduce light spill from lamp posts</li> <li>• Work with local business to reduce light pollution</li> <li>• Work with residents to reduce light pollution</li> </ul>	<ul style="list-style-type: none"> <li>• Increased biodiversity</li> <li>• Improved resilience of nature</li> </ul>
More land	<ul style="list-style-type: none"> <li>• Put out a local call for conservation land. You never know who owns the land around you and what they want to do with it. There may be land-owners who are willing to donate land to their local town and parish councils to hold in trust as biodiversity rich public open space - you don't know if you don't ask.</li> </ul>	
Pollinator planting	<ul style="list-style-type: none"> <li>• Change your planting schemes to pollinator friendly varieties, no doubles or hybrids.</li> <li>• Use native UK species in planting schemes</li> <li>• Encourage In Bloom groups to use native or pollinator friendly plants</li> </ul>	<ul style="list-style-type: none"> <li>• Increased biodiversity</li> <li>• Improved resilience of nature</li> <li>• Great public engagement</li> </ul>

## Appendix 2 – More information

Activity	
Hedgehogs	<a href="http://www.hedgehogstreet.org">www.hedgehogstreet.org</a>
Tree planting	<p>Produce a simple plan for your site. Display it on site and put on your website with at least two months notice to address any concerns raised by sites users and nearby residents. A few small sentences should accompany the plan to explain what people are looking at.</p> <p><a href="#">A-Z Guide - British Trees - Woodland Trust</a>  <a href="#">The value of different tree species for insects and lichens (countrysideinfo.co.uk)</a>  <a href="#">How to Plant Trees - Plant Trees - Woodland Trust</a>  <a href="#">Tree Asset Management Plan   South Gloucestershire Council (southglos.gov.uk)</a></p>
Nest boxes	<p><a href="#">Nestboxes For The Garden - The RSPB</a>  <a href="#">Nesting Boxes for Birds, Bats, &amp; Mammals, UK Manufacturer (nestbox.co.uk)</a>  <a href="#">Make a nest box   BTO - British Trust for Ornithology</a>  <a href="#">Vivara Pro : wildlife and environment solutions   Vivara Pro</a></p>
Green screens	<p><a href="#">Hedera Helix Woerner Living Ivy Green Screens - Green Walls &amp; Ivy Screens   Green-tech (green-tech.co.uk)</a>  <a href="#">Living Green Screens and Ivy Screens   Biotecture</a>  <a href="#">Mobilane Green Screen   An instant green hedge panel   Mobilane</a></p>
Grass	<p><a href="#">Magnificent Meadows</a>  <a href="#">Plantlife: The Wild Plant Conservation Charity</a></p>
Log piles	<p><a href="#">Dead Wood for Wildlife   Garden Ideas - The RSPB</a>  <a href="#">How to make a log shelter   The Wildlife Trusts</a>  <a href="#">Log piles and rockeries (froglife.org)</a>  <a href="#">How to build a log pyramid for stag beetles - PTES</a></p>
Hedgerows	<a href="#">Hedgerow   The Wildlife Trusts</a>

	<a href="http://ptes.org">Hedgerows - People's Trust for Endangered Species (ptes.org)</a>
Pond design	<a href="#">Create A Pond - Freshwater Habitats Trust</a> <a href="#">Freshwater Habitats Trust</a> <a href="#">Microsoft Word - Amphibians Common Toad, Great Crested Newt and Grass Snake -new logo.doc (freshwaterhabitats.org.uk)</a>
Monitoring and reporting	<p><b>Monitoring</b></p> <p>You never know who is walking your open spaces, could have an ecologist in your midst or a bird spotter or just a general wildlife enthusiast.</p> <p>Put a message out on your Facebook page, council website, raise it at your next meeting or put it in your local newsletter for wildlife sightings on specific sites to be sent in.</p> <ul style="list-style-type: none"> <li>• Trap cameras – A cheap investment to help back up you up with photographs. Don't forget to buy a secure housing as you are on public open spaces.</li> <li>• Transects– Set up a regular monitoring walk for a volunteer to record wildlife through the open space – it could be for butterflies, bats, birds, anything really. <a href="#">Butterfly Transect Counts-Manual v1.pdf (butterfly-monitoring.net)</a></li> <li>• Bat surveys – Lots of options but there are new gadgets on the market that will actually identify bats for you from their sounds. <a href="#">Surveys - National Bat Monitoring Programme - Bat Conservation Trust (bats.org.uk)</a></li> </ul> <p><b>Reporting</b></p> <p>Every planning application for new development must submit an ecological report. The first phase of this is a desk-based assessment, where they look at all the sightings of wildlife reported to the regional record office in that area. You may have seen wildlife at your site but if you haven't reported it, it won't be a consideration in the planning application.</p> <p>BRERC <a href="#">Welcome to BRERC Online Recording   BRERC Online Recording</a>  iNaturalist - <a href="#">A Community for Naturalists · iNaturalist</a></p>

# Appendix 3 – Example LNAP

## Tytherington Local Nature Action Plan

### Background

Tytherington Parish Council in partnership with South Gloucestershire Council has recognised the importance of taking steps to address the ecological crisis our world is facing. A Local Nature Action Plan has been drawn up in order for us to take the necessary steps to stop the decline of biodiversity. This is a five year plan.

### Partnership

The action plan is led by Tytherington Parish Council with support from:

Organisation	Role	Contact
Tytherington Parish Council	Lead, funding, committee structure	Clerk Phone Email
Tytherington Countryside Group	Volunteers, work, surveys, site management	Name Phone Email
South Glos Council	Guidance	nature@southglos.gov.uk
Residents Action Group	Volunteers, work, surveys, site management	Name Phone Email

### Project Leads

Cllr One

A Another

### Project Team

Cllr two

Another One

Someone Else

Another person

## Stakeholders

- Parish Councillors / Clerk
- Ward Councillors
- SGC Biodiversity Officer
- Countryside Group Volunteers
- Local Business 1 (Have agreed to sponsor actions)
- Local Business 2 (Have agreed to supply materials)
- Pre School
- Village Shop
- Residents – via Parish Facebook Page
- Site Users
- Tytherington in Bloom

## Stakeholder interest grid

<b>POWER</b>	High	<b>Keep satisfied</b> <ul style="list-style-type: none"> <li>• Site Users</li> <li>• Residents – via parish Facebook Page</li> </ul>	<b>Manage closely</b> <ul style="list-style-type: none"> <li>• Parish councillors / clerk</li> <li>• Countryside group volunteers</li> </ul>
	Low	<b>Monitor</b> <ul style="list-style-type: none"> <li>• Local Business 1 (Have agreed to sponsor actions)</li> <li>• Local Business 2 (Have agreed to supply materials)</li> <li>• Village shop</li> <li>• Pre school</li> </ul>	<b>Keep informed</b> <ul style="list-style-type: none"> <li>• Ward Councillors</li> <li>• SGC Biodiversity Officer</li> <li>• Tytherington in Bloom</li> </ul>
		Low	High
	<b>INTEREST</b>		

## Communication plan

Communication Plan				
Stakeholder	Objectives (actions)	Message content	Delivery method	Timeline
Parish Councillors / Clerk	Support action for nature on all PC grounds and help us to engage with all residents and businesses	Sales pitch explanation of support needed, type of resource, type of actions proposed, importance of this work	<p>Presentation at PC meeting</p> <p>Information to go on PC website</p> <p>Progress reports</p>	<p>Year 1 by end of Feb</p> <p>Year 1 by end of March</p> <p>Monthly updates for PC meetings (email to clerk before 15th each month)</p>
Ward Councillors	<p>General support for project</p> <p>Gain access to member awarded funding</p>	Sales pitch – explanation of support needed, type of resource, type of actions proposed, importance of this work	<p>Presentation at PC meeting</p> <p>Progress reports</p>	<p>Year 1 by end of Feb</p> <p>Monthly updates for PC meetings (email to clerk before 15<sup>th</sup> each month)</p>
SGC Biodiversity Officer	<p>General support for project</p> <p>Access to SGC knowledge bank</p>	Completed LNAP proposals	<p>Draft LNAP</p> <p>Signed off LNAP</p> <p>Progress reports</p>	<p>Year 1 by end of July</p> <p>Year 1 by end of September</p> <p>6 monthly (Email to nature@southgl os.gov.uk)</p>
Countryside Group Volunteers	<p>General support for project</p> <p>Gain access to volunteer labour</p>	Sales pitch – explanation of support needed, type of resource, type of actions proposed, importance of this work	Letter / Presentation to group	Year 1 by end of June

Local Business 1	Sponsorship for x10 trees each year for 5 years	Sales pitch – explanation of what, why, where. Explain they could generate great publicity for their business.	Letter / presentation if they request one  Yearly update  Publicity when trees planted	Year 1 by end of June  Within 1 month of trees going in each year (via email / phone call)  Contact local press at least 1 month in advance
Local Business 2	Sponsorship of £500 each year for 5 years	Sales pitch – explanation of what, why, where. Explain they could generate great publicity for their business.	Letter / presentation if they request one  Yearly update  Publicity when money spent	Year 1 by end of June  Dec (via email / phone call)  Contact local press at least 1 month in advance
Pre School	Nature improvement on Pre-School Grounds	Sales pitch – bring them on board, engage them with project	Letter / presentation for staff and one for the kids	Year 1 by end of June
Village Shop	Nature improvement on Shop Land	Sales pitch – bring them on board, engage them with project	Letter / Presentation to shop committee	Year 1 by end of June
Residents	General support for project Gain access to volunteer labour	Sales pitch – bring them on board, engage them with project, explain importance of this work	Presentation at PC meeting  Information to go on PC website  Progress reports	Year 1 by end of Feb  Year 1 by end of March  Monthly updates for PC meetings (email to clerk)

			Regular updates on Parish Facebook Page  Poster in noticeboard	before 15 <sup>th</sup> each month)  Once a fortnight update or as and when activity is taking place  Year 1, end of Feb
Site Users	General support for project Gain access to volunteer labour	Sales pitch – bring them on board, engage them with project, explain importance of this work Explain proposal for the site	Posters on site – showing map of site, proposed tree planting or pond, proposed dates for the works, benefits	At least 1 month before any work takes place  Provide email address for people to contact with any concerns
Tytherington in Bloom	General support for project Gain access to volunteer labour	Sales pitch – bring them on board, engage them with project, explain importance of this work	Letter / Presentation to committee	Year 1, end of Feb

## Land Ownership

PC Ownership / leased (HIGH Influence) (Green on Mapping Layer)

Site Name	PC Owned	PC Leased	Map of site
Jubilee Field	Some	Some from local business 1	Appendix 1
Coronation Garden		Whole site from business 1	Appendix 2
Hardwicke Field	Whole site		Appendix 3
Village Hall	Whole site but leased to third party		Appendix 4
Tytherington Hill North	Whole site		Appendix 5

Tytherington Hill South		Wholes site leased from business 2	Appendix 6
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SGC Owned (Medium Influence) (Yellow on Mapping Layer)

Site Name	Details	Map of site
Road Verges	Xx number of metres	Appendix 7
Village Green - Southlands	Managed by SGC	Appendix 8
Green field in middle of Woodlands	Managed by SGC, possible building plot	Appendix 9

Third Party (Low Influence) (Red on Mapping Layer)

Site Name	Details	Map of site
Businesses	6 land holding businesses	Appendix 10
Gardens	Approx 300 in parish	Appendix 11
Farms	10 farms, approx 70% of the parish ( 1 organic) 7 livestock and 3 arable	Appendix 12

## Land Management, maintenance, usage

Refer to layer within LNAP Mapping –

<https://www.google.com/maps/d/edit?mid=1Q0QzISpko8jw9NKYxtA-rk5NPWastfFY&usp=sharing>

## Service Searches

Service Searches for Year 1 sites are in appendix 13

## Funding

We have secured funding for the first 5 years of the programme.

Source	Amount	How Often	Specific Project or General
PC Budget	10% of yearly budget assigned	Yearly for first 5 years of project plan – Budget starts 5 <sup>th</sup> April	General project costs
MAF	£500	Year 1	Plug Planting

		Year 3	Towards new pond
CIL	£10k – from Duck Street development	Year 1 Year 2 Year 3	Bird Boxes New Wildflower Meadow New Swift Colony
S106	£800 – allotments £5k – semi-natural open spaces	Year 3 Year 3	Plant new Community Orchard Tree Planting x 5 heavy standards and x 10 medium standards
Sponsorship- local business 1	£500 per tree	Year 2, Year 3, Year 4, Year 5	X 5 heavy standards each year
Sponsorship - Residents	£500	Year 2, Year 3, Year 4, Year 5	Sponsor a tree, sponsor a square metre of plug planting

## Road Verges

Some residents have highway planting licences already and are improving stretches for nature. We have identified other key stretches of road verge that will be ideal to improve. SGC are in the process of investigating how they will better manage all their road verges for wildlife, this won't be rolled out until year 2 or 3 of our programme timeline. We have decided not to concentrate our efforts here until it is clear what SGC are doing. If individual residents wish to progress this themselves we are not obstructing but as a group we will wait and re-evaluate what we are going to do on road verges in Year 5.

## Proposed 5 Year Programme

Given how much land and property the PC owns or manages we have determined that the first 5 years will concentrate on this land/property only. During this 5 year time period we will investigate what can be done on SGC and other third party land, plan for what we would like to do and start the negotiations but practical works will not be planned for until the next 5 year phase.

It should be noted that to increase bird and mammal numbers we not only need to provide them with homes but we must ensure suitable food supplies. Projects involving increasing insect numbers through reducing pesticides, providing nectar rich food sources and reducing light pollution should run alongside other key projects like installing nests.

The programme is a guide and it is not necessary to stick to it rigidly. Availability of volunteers and project team members will change over time. If projects need to be extended into other years, this is not a failure, it is adaptation to acknowledge resource availability. In some years there may be a glut of availability and resources so projects can be bought forward or speeded up.

The Programme is below:

## Link to Mapping

Please follow the link to visit an example of how you could map your information using Google. This is just a rough plan and does not show all the potential opportunities for this area, none of these have been agreed with anyone, it is just an example of what you could do.

<https://www.google.com/maps/d/edit?mid=1Q0QzISpko8jw9NKYxtA-rk5NPWastfFY&usp=sharing>

## Work Program Years 1 to 5

Project Name	Site	Description	Timeline
<b>Hedgehog recovery program</b>	Jubilee Field	Install x 2 holes in East Boundary wall Install x 2 holes in South boundary, one within the gateway Install x 2 log piles, 1 in South West corner & 1 in North West corner Install x 1 vandal proof hedgehog home, within North West corner Ensure pesticide free management going forward	Year 1
	Coronation Garden	Install x 1 hole in south boundary with church yard ( <i>Speak to Church Wardens</i> ) Install x 2 log piles, both in shrubs along East Install x 1 vandal proof hedgehog home, within shrubs to East Ensure pesticide free management going forward Install x 1 hedgehog information board, with relevant information and actions residents can take	Year 1
	Hardwicke Field	Install x 5 log piles, all within SNCI Install x 5 vandal proof hedgehog homes, all within SNCI Ensure pesticide free management going forward	Year 2
	Village Hall	Install x 1 hole in north boundary ( <i>speak to pub</i> ) Install x 1 hole in east boundary ( <i>speak to resident of xxx house</i> ) Install x 1 hole in South boundary ( <i>speak to village shop</i> ) Install x 1 hedgehog house ( <i>do with Pre-school</i> ) Install x 1 log pile ( <i>do with pre-school</i> ) Ensure pesticide free management going forward	Year 2
	Tytherington Hill North	Install x 10 log piles Install x 10 vandal proof hedgehog homes Ensure pesticide free management going forward	Year 2
	Tytherington Hill South	Install x 5 log piles – within scrub areas Install x 5 vandal proof hedgehog homes – within scrub areas Ensure pesticide free management going forward	Year 1

	Residents	Put a post on Parish Facebook Post – explain what the holes are for, why there are little signs and link to hedgehogstreet.org Encourage residents to install hedgehog holes Organise a talk for residents about hedgehogs and hedgehog highways Set up a Hedgehog Champion to install holes and signs on residents properties – aim for x 10 gardens a year Encourage residents to pledge to go pesticide free in their gardens	Year 1 - 5
	General Notes	All holes to have Hedgehog Highway Sign All holes to be mapped on hedgehogstreet.org Produce planning statement ref hedgehogs and hedgehog highways – share with residents, Pc commit to put comment on all relevant planning applications.	Year 1 - 5
<b>Project Name</b>	<b>Site</b>	<b>Description</b>	<b>Timeline</b>
<b>Tree planting</b>	Jubilee Field	Cut down and replace x2 diseased Ash tree on East boundary  Cut down and replace x 1 diseased ash tree in South West corner – Maybe make a wood carving of the trunk  Plant x 1 new tree – whole life spacing in South East corner – sponsored by local business 1	Year 3 Year 4 Year 5
	Coronation Garden	Plant x 1 new Cherry Tree – sponsored by local business 1	Year 2
	Hardwicke Field	Plant x 30 new trees as per agreed plan <ul style="list-style-type: none"> <li>• 10 – 3 sponsored by business 1, 2 in memorial trees, 5 out of CIL-watered by wardens</li> <li>• 10 – 3 sponsored by business 1, 2 in memorial trees, 5 out of CIL-watered by wardens</li> <li>• 10 – 3 sponsored by business, 4 sponsored by residents, 3 out of CIL-watered by wardens</li> </ul>	Year 1 Year 2 Year 3
	Village Hall	Plant x 1 new tree – species to be agreed –sponsored by Village Hall Committee	Year 2
	Tytherington Hill North	Allow for natural regeneration after Ash Die Back removals – majority of site  5 locations identified for whole life tree spacing – all sponsored by residents  Plant x 2  Plant x 2  Plant x 1	Year 1-5  Year 1 Year 3 Year 5
	Tytherington Hill South	20 locations identified for whole life tree spacing Plant x 5 – sponsored by residents – watered by volunteers  Plant x 5 – sponsored by business 1 – watered by volunteers  Plant x 5 – in memorial trees – watered by volunteers Plant x 5 – paid for by CIL	Year 2 Year 3 Year 4 Year 5
	Residents	Purchase medium sized trees (5ft to 8ft) and sell onto residents at £10 each for them to plant in their own gardens – x 10 each year	Year 2 Year 3 Year 4

			Year 5
	Arboretum Trail	Investigate tree species options and map out a route Incorporate arboretum specimens into overall tree planting plan Produce online map or leaflet for village shop or notice board Public launch of Tytherington Arboretum Trail	Year 2 Year 3-5 Year 5 Year 5
	General Notes	Start investigating SGC land and planting options Approach SGC with a planting plan on their land in our parish	Year 2-3 Year 4-5
<b>Project Name</b>	<b>Site</b>	<b>Description</b>	<b>Timeline</b>
<b>Nesting birds</b>	Jubilee Field	Install x 1 fauna pole – concentrating on Starlings & House Sparrows	Year 1
	Coronation Garden	Install x 1 fauna pole – concentrating on bats	Year 1
	Hardwicke Field	Install x 2 fauna towers – Bird & Bat combined	Year 2
	Village Hall	Install x 5 House Martin & x 5 Swallow nest cups with poo collectors	Year 2
	Tytherington Hill North	Install x 2 fauna towers – Bird & Bat combined	Year 3
	Tytherington Hill South	Install x 1 fauna pole – concentrating on Starlings & House Sparrows	Year 4
	Residents	Post on facebook to see who has any nesting birds on their properties – will help identify existing species Organise presentation about nesting birds, threats, how to help, what type of nestboxes, where to get them or build Purchase bulk order of nestboxes and sell to residents at half price – aim for x 10/year	Year 1 Year 2 Year 3-5
	General Notes	Provide guidance with each nest box sold on how and where to install.	
	Sub-project (A Swift Recovery)	Use swift mapper and a post on Facebook to identify existing Swift colonies in the parish Support residents with suitable buildings nearby to install swift nest boxes and start new colonies Start investigating options for creating a colony in the Church Tower	Year 1 Year 2-4 Year 5

# Appendix 4 – Plant enquiry form

## NRSWA Internal plant enquiry form

Please email your form to: <a href="mailto:PlantEnquiries@southglos.gov.uk">PlantEnquiries@southglos.gov.uk</a> (click on the <b>File</b> Menu, click on <b>Send to</b> and then <b>Mail recipient (as attachment)</b> ... to attach the form to a new email).
<b>A separate form must be used for each enquiry and a separate enquiry made for each works/separate geographical area.</b>
<b>Separate sets of coordinates must be given where the radius of search exceeds 250m.</b>

<b>Requesting officer:</b>		
<b>Telephone extension:</b>		
<b>Works description:</b> (brief details of the works to be undertaken)		
<b>Proposed start date of the works:</b> (date works are due to start)		
<b>Location of the works:</b> (please give brief details of the works location)		
<b>Radius of search:</b> (metres)		
<b>Grid coordinates:</b> (easting and northing)	Easting:	Northing:
<b>Additional organisations to be contacted:</b> (Please give contact details of any organisations in addition to the standard contact list)		
<b>Comments:</b> (any relevant additional notes)		

Rev 27/07/2016

## **Environment & Community Venue report**

**Period Covering: E&C Committee 18.05.21 – 06.07.2021**

Remain in Step 3 of the UK Government COVID Spring 2021 roadmap until next expected review date, 19<sup>th</sup> July. An email update about community venues was circulated to all members on 18.06.2021.



### **Armadillo Youth Café & Venue:**

#### **Successes**

- Youth sessions are well attended. Numbers are slowly increasing as more classmates attend. Attendee numbers are in line with the permitted Government and NYA Covid youth attendance guidance;
- All staff are working hard to ensure attendees adhere to the rules and help to keep each other safe;
- Pathways have been a welcome addition as a regular booking. Their staff and volunteers have remarked on how wonderful the building is and how well it complements the work they do;
- The Community Support Apprentice has integrated well at Armadillo. She has contributed some great ideas which have since been implemented;
- The new Pods in the garden have been a fantastic addition. In any weather the young people can sit out, but feel they have an element of privacy;
- The air conditioning unit in the office has been repaired;
- Sunflowers, poppies, and other bee friendly plants have been planted in the raised beds within the garden;
- New menu specials have been created and added to the café menu – our unicorn ice cream cone is a hit!
- Yate Men's Shed have returned for their Thursday morning tea and bacon butty (permitted activity as a support group).

#### **Challenges**

Reopening the cinema for senior events:

- The cinema will remain closed for phase 1 of senior events as it is not safe/ permitted to accommodate the same number of customers in the cinema as in the social café space - to avoid disappointment of some customers securing cinema spaces and others not;
- Phase 1 senior events will open on 1<sup>st</sup> July:
  - Staff to run an extended Thursday senior coffee morning 9.30am – 1.30pm in place of the free cinema;
  - gather customer feedback on future services/phased return of cinema/ event plans;
  - Catering will be consistent to minimise waste: toast, cream tea (scone, jam, cream) or sausage roll;
  - Enable the team to gradually welcome customers back.
- a way forward with cleaning provision is under consideration in consultation with members of the Staffing and Governance Sub-Committee;
- Recruitment for the Venue Assistant in Training role was withdrawn; an alternative structure will be presented to Staffing and Governance Sub-Committee for consideration;
- Recruitment for the Party Host was unsuccessful – role has been re-advertised, to conclude in July.

### **Opportunities/ Future Plans/Decisions to be taken:**

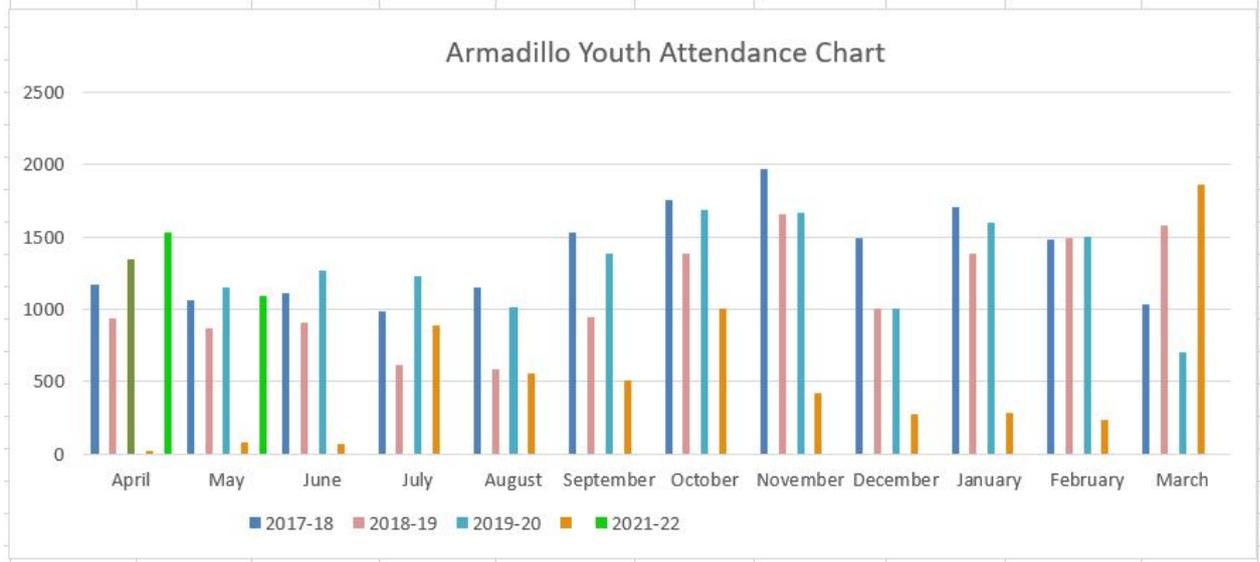
- Planning and review of health and safety documentation and processes has commenced for phased return to community cinema sessions;
- Volunteer recruitment is being considered for senior events and youth sessions;
- Event planning is underway for the 10<sup>th</sup> anniversary on 13<sup>th</sup> December 2021;
- The team is researching and putting together ideas for the ground floor toilets for consideration by the Environment and Community Committee, to potentially provide gender neutral facilities and a new art therapy room.

### **Youth Sessions update**

- As above - remains in step 3 YELLOW alert in line with National Youth Agency Guidance version 6B

### Attendance table

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	
July	981	July	617	July	1232	July**	886	July	
August	1149	August	590	August	1014	August**	557	August	
September	1534	September	946	September	1386	September	509	September	
October	1756	October	1384	October	1684	October	1008	October	
November	1975	November	1662	November	1666	November	415	November	
December	1488	December	1001	December*	1006	December	270	December	
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	1861	March	
	16454		13363		15574		6182		2619



\*orange is year 2020-21



## **The Pop Inn Café**

### **Successes**

- The café is now open Monday, Tuesday and Wednesdays, reduced hours 10am – 2:30pm;
- Great feedback regarding the new look, outdoor seating and card machine function has been received;
- New volunteer applications have been received and we hope to start the new volunteers very soon;
- Supporting the volunteers to become COVID compliant and responding to any arising need to ensure the volunteers feel valued and safe on site;
- Working with Councillors to promote Dementia Friendly week in a way we had not trialled before.

### **Challenges**

- Currently the cafe only has enough volunteers to staff x2 sessions per week on reduced hours as above. Limited volunteer numbers have left some gaps in the rota, x2 volunteers are required for each shift.

### **Opportunities:**

- Re-opening 5 days a week once new volunteer applications have been received and more volunteers return;
- Continuing to promote volunteer opportunities and welcome back existing volunteers;
- Our regular sandwich supplier is no longer in business, so the PIC has not been able to sell sandwiches. Other catering suppliers have been unwilling to take the small order run required. The Venues Operations Assistant continues to explore other options/suppliers who may be able to provide an improved range of items for example, premade bacon sandwiches which would meet the needs of the customers who would like sandwiches on offer.

## Finance/Business/Governance/Committee updates

- Volunteers coordinating the 'Friends of the Pop Inn Café' sought advice from Yate Town Council, to change bank accounts for the group (currently bank with HSBC in Yate which is closing) and it was advised that

*“The matter should be taken to the Management Committee of the PIC to decide which financial institution to use. Also, as all financial matters relating to the PIC have to fall in line with YTC Standing Orders and Financial Regs, consideration has to be given to ethical issues and that the new financial institution has to have a high enough credit rating. With options available in Yate being Lloyds, Halifax, Nat West, Nationwide – which I assume they want as they are switching from HSBC because it is closing down its branch in Yate.”*

- Letters were sent to Pop Inn Café Management Committee members, to ask if any members will take on temporary roles of 'Chairperson' and 'Secretary' in the interim period before the next AGM (to be arranged once restrictions lift). No responses have been received to date.
- Since May, x3 members of the Management Committee have resigned.



## **Yate & District Heritage Centre**

### **Successes**

- YHC re-opened with a booking system at the end of May for Friends and supporters (first x2weeks) and general public in early June. YHC will also be opening on Saturdays;
- Weekday volunteers have nearly all returned and have all begun their ongoing or new projects;
- Despite a lull during the Easter term, the loans box service has picked up again strongly;
- YHC also had its first educational visit from a school in June;
- Lectures remain popular;
- YHC staged another successful day of workshops outside the Heritage Centre building in the May half term.

### **Challenges**

- Volunteers unable to return temporarily or permanently are all Saturday staff. Although we are now open each Saturday, this is currently for 3 hours (10.30am to 1.30pm);
- Getting general visitors to return is a challenge. Some people are clearly not ready to return to an indoor venue and many people are still playing it safe for the time being. Others may be out of the habit of visiting a heritage/museum site and the booking system is still in its infancy;
- Plans for an in person Civil War event have been amended to a digital event following the UK Gov announcements for extended step 3 (to be reviewed on 19<sup>th</sup> July).

### **Opportunities/Future plans**

- YHC hopes to build on the work of the last Education Assistant in terms of online presence and liaising with schools. Completed loans boxes provide a launch pad for exciting projects;
- The HEA recruitment has concluded; interviews took place on 25<sup>th</sup> June and an offer has been made;
- This is Your Heritage: Indian Stories project with SGC has received notification of a successfully Arts Council Funding Application to develop new collections and obtaining new oral history for exhibitions and events across museums in South Glos in 2022-23.

Officers attended a kick off meeting, SGC will now advertise the contributor and commissioned roles (Film Maker and Project Co-ordinator). The CPM (LC) among others from the museum Group will support shortlisting of contributors and commissioned roles. Officers are awaiting confirmation of a following up meeting in late July to review applications;

- Information from the earlier museum databases has now been migrated to the new Access database. Updates of locations have now started based on a thorough check of the collection in 2020. This will take a little time to complete, but the information is there to do this;
- A new YHC leaflet about the venue and its offering is being planned;
- It is hoped lectures will return to YHC in September. YHC aims to live stream the talks with a new video camera.

#### **Finance/Business/Governance/Committee updates:**

- YHC Management Committee and YHC Trust have both met virtually in recent months;
- Funding for forthcoming workshops, International Festival and 2022 St George event is all in place.

#### **Service updates**

- Tbc subject to appointment of new Education Assistant;
- Educational visits by small school groups (bubbles) to Yate Heritage Centre have been introduced to the service offer.

## Yate Town Council

### Record of Agreement of Funding and Targets 2021-22

<b>Provider</b>	Yate & District Heritage Centre Trust	
<b>Title of Services</b>	The advancement of education of the public in the history and development of Yate and district and particularly to assist in the work of Yate Heritage Centre.	
<b>Date of Agreement</b>	1 April 2021 – 31 March 2022	
<b>Parties</b>		
<b>“the Council”</b> Acting by two Yate Town Councillors on behalf of Yate Town Council	Name	Yate Town Council
	Address	Poole Court, Poole Court Drive, Yate, BS37 5PP
<b>“the Provider”</b> acting by Ian Blair and Cheryl Kirby, The Trustees, authorised to sign this Agreement for the Provider	Name(s)	Yate & District Heritage Centre Trust
	Address	Yate & District Heritage Centre, Church Road, Yate, South Gloucestershire, BS37 5BG
<b>Particulars</b>		
<b>“Commencement Date”</b>	1 <sup>st</sup> April 2021	
<b>“Agreement Term”</b>	One year only – FOR MEMBERS TO DECIDE	
<b>“Council Link Officer”</b>	Clerk to Yate Town Council	
<b>“Commissioned Sum”</b>	The sum of £2,500	
<b>“Services”</b>	The services described in Schedule 1 and delivered in compliance with schedules 2 to 3.	

## Agreement

The provision of Yate Town Council Funding amounts to a conditional gift and is therefore not subject to VAT. If, at any time, it is held by the UK government to be subject to VAT, then the Recipient agrees and acknowledges that the Yate Town Council Funding shall have included any and all applicable VAT.

The Provider, in consideration of the Commissioned Sum, Yate & District Heritage Centre Trust agrees:

- to provide the Services in accordance with this Agreement
- to use the Commissioned Sum solely for the purpose of providing the Services
- in delivering the Services to adopt the Service Values set out in Schedule 1
- to achieve the targets set out in Schedule 2 and in doing so comply with the terms of monitoring set out in Schedule 2.
- to comply with the general conditions set out in Schedule 3.

The Yate Town Council Link Officer will provide advice, support and assistance to the provider as appropriate.

<p>Signed on behalf of Yate Town Council</p> <p>Signed .....</p> <p>Name .....</p> <p>Position .....</p> <p>Signed .....</p> <p>Name .....</p> <p>Position .....</p> <p>Witnessed by .....</p>	<p>Signed on behalf of the Provider</p> <p>.....</p> <p>.....</p> <p>Yate &amp; District Heritage Centre Trust</p>
<p>Date of Signature.....2021</p>	<p>Date of Signature..... 2021</p>

# SCHEDULE 1

## THE SERVICE

### 1.1 TITLE OF SERVICE

The advancement of education of the public in the history and development of Yate and district and particularly to assist in the work of Yate Heritage Centre, to enable through education, an understanding of the history of Yate and District; to give people a pride in Yate's past and an understanding of the importance of our past to our future, by collecting safeguarding and making accessible: - local history archives, records and heritage information for education and recreation.

### 1.2 USER GROUP FOR WHOM THE SERVICE WILL BE PROVIDED

Residents of Yate and the wider area.

### 1.3 AIM OF THE SERVICE

To provide and develop an accessible and dynamic community-based heritage service, which preserves, interprets, and brings to life the history and culture of the Yate area for the benefit of all local people.

### 1.4 BRIEF DESCRIPTION OF THE SERVICE TO BE PROVIDED

- To enable through education, and events an understanding of the history of Yate and District; to give people a pride in Yate's past and an understanding of the importance of our past to our future.
- To collect safeguard and make accessible: - local history archives, records and heritage information for education and recreation.

### 1.5 GEOGRAPHICAL AREA COVERED BY THE SERVICE

The parish of Yate.

### 1.6 ESTIMATED EXPENDITURE FOR SERVICE

INCOME SOURCE	
Yate Town Council 2021-2022	2,500
<b>TOTAL</b>	<b>2,500</b>

### 1.7 SERVICE OUTCOMES

1.7.1 All projects grant aided by Yate Town Council are expected to:

- take account of the Council's adopted policies.

- be of local benefit and sustainable within the lifetime of the project.
- well managed and organised.
- The provider must involve and consult with local people.
- Have proper methods of book-keeping and auditing.
- implement good equalities practice in recruitment and service.
- be able to measure its effectiveness and value for money.

The Council also considers that the following outcomes are fundamental to all of the services it provides or arranges.

- Improved health and emotional wellbeing – Services promote and facilitate the health and emotional wellbeing of people who use the services.
- Improved quality of life – Services promote independence, and support people to live a fulfilled life making the most of their capacity and potential.
- Making a positive contribution – People who use services are encouraged to participate fully in their community and their contribution is valued equally with other people.
- Exercising Choice and Control – People, and their carers, have access to choice and control of good quality services, which are responsive to individual needs and preferences.
- Freedom from discrimination and harassment – Those who need social care have equal access to services without hindrance from discrimination or prejudice, they feel safe and are safeguarded from harm.
- Economic wellbeing – People are not disadvantaged financially and have access to economic opportunity and appropriate resources to achieve this.
- Personal dignity and respect – Services provide a confidential, secure setting which respects the individual, helping to preserve people's dignity.

## 1.8 COMMISSIONING PERIOD/AGREEMENT TERM

- 1.8.1 Notwithstanding the provisions of this Agreement about the duration of the Agreement Term, the Council intends to commission the Service for **one year only**. The Council will not be liable for any costs arising from employment or purchasing contracts that are instigated by the trust for the set term of this agreement.
- 1.8.2 The Provider shall provide the services from the Commencement Date and shall continue to provide the Services for the period of the Agreement Term, or until the Agreement is terminated in accordance with clause 4.

**TARGETS AND MONITORING OF THE SERVICE**

**2.1** This Record of Agreement will be subject to at least one meeting with the Council's Link Officer (should it be felt necessary) and prompt submission of monitoring information. Failure to supply information requested by the Council by the due date(s) could affect future payments of the grant.

<b>TARGET</b>	<b>METHOD OF MONITORING</b>
<p><b><u>1 Service Provision</u></b></p> <p>To retain the current level of service through education, an understanding of the history of Yate and District; to give people a pride in Yate's past and an understanding of the importance of our past to our future, to assist in the work of Yate Heritage Centre, collecting, safeguarding and making accessible local history archives, records and heritage information for education and recreation.</p>	<p>Annual reports to be provided by Yate &amp; District heritage Centre Trust setting out delivery from the funding provided by way of an annual report and income expenditure report showing how the money has been spent.</p>
<p><b><u>2 Specific Targets</u></b></p> <p>To provide the events, exhibitions, education materials, collections, and research materials, specifically to provide the St Georges Day event.</p>	<p>Outcomes to be included in annual report to the Town Council.</p>
<p><b><u>3 Service Outcomes</u></b></p> <p>To supply the annual account, reports showing the service outcomes to the Town Council in a timely manner:</p>	<p>Annual report to be received from Yate &amp; District Heritage Centre Trust as soon as possible after year end.</p>

**AGREEMENT CONDITIONS****1 EQUALITIES**

- 1.1 The Provider shall at all times act in accordance with the Equality Act 2010 in relation to its obligations under this Agreement.
- 1.2 The Provider shall have an equality, equal opportunities or equality and diversity policy in respect of the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity race, religion or belief, sex and sexual orientation that covers staff and service users. This policy must be compatible with the Council's own Equal Opportunities Policy and a copy of this must be provided upon request.
- 1.3 The Provider must collect, collate and provide any equalities monitoring information associated with the targets listed within this agreement that is requested by the Council.
- 1.4 The Provider shall not knowingly do anything in the performance of this Agreement which might place the Council in breach of the Council's duties and obligations under the Equality Act 2010 including the Public Sector Equality Duty under Section 149 of that Act;
- 1.5 The Provider shall indemnify the Council against any costs, claims and expenses the Council may incur as a consequence of the Provider's (or its employees') breach of this clause 1.

**2 SAFEGUARDING****2.1 Safeguarding Adults from Abuse**

Yate Town Council acts in accordance with their own Safeguarding and Child Protection policies and procedures which includes undertaking DBS checks when deemed necessary.

**2.2 Safeguarding Children from Abuse**

Yate Town Council acts in accordance with their own Safeguarding and Child Protection policies and procedures which includes undertaking DBS checks when deemed necessary.

**3. TERMINATION**

- 3.1 The Council shall have the right to terminate the Agreement, or to terminate the provision of any part of the Agreement at any time by giving three months' written notice to the Provider.

## **4. VARIATIONS TO THE SERVICES**

- 4.1 The Council reserves the right on giving reasonable written notice at any time to require changes to the Services (including by way of the removal of elements of the Services, the addition of new services, or increasing or decreasing the Services or specifying the order in which the Services are to be performed or the locations where the Services are to be provided) for any reasons whatsoever provided however that such variation does not amount to a fundamental change. Such a change is hereinafter called "a Variation".
- 4.2 Following such notice, the Council and the Provider shall enter into good faith negotiations (for a period of not more than 30 working days from the date thereof or where, in the reasonable opinion of the Council, the Variation is necessary as a matter of urgency due to circumstances outside the Parties' control, such shorter period as the Council shall direct) to agree the terms of the Variation (including any necessary consequential variation in the terms and conditions and/or the Commissioned Sum) such that, in all the circumstances, the Variation properly and fairly reflects the nature and extent of the proposed Variation. If the parties are unable to agree such matters within such period, the Council shall by written notice to the Provider:
- (a) agree that the parties shall continue to perform the Agreement without the Variation; or
  - (b) terminate the Agreement from the date specified in the notice (being not less than 3 months from the date of the notice)
- 4.3 If the parties agree the Variation (including any variation in the Commissioned Sum) the Variation shall be committed to writing and the Provider shall carry out the Services as varied.

## **5 FINANCIAL**

- 5.1 The Council's financial commitment under this agreement will be limited to the Commissioned Sum within this agreement.
- 5.2 The Council shall not be liable for any costs where the Agreement is terminated or cancelled through no fault of the Council. For the avoidance of doubt the Council shall not be liable for any costs or expenses (including redundancy costs) which may arise following the termination of this Agreement other than those costs reasonably and properly due as a direct consequence of a breach by the Council of its obligations under this Agreement. The Council shall not be liable for any economic or consequential losses.
- 5.3 The Council shall pay the Provider the annual sum. The Provider must keep full records indicating how the funding is used, this information must be submitted to the Council annually.
- 5.4 In the event of termination, the Provider shall be obliged to repay to the Council any advanced payments or overpayments.

- 5.5 The Provider will be responsible for any tax and/or National Insurance liability that will arise as a result of this Agreement.
- 5.6 Any sum under-spent will be returned to the Council at the completion of the Agreement. If the Provider is dissolved or, in the opinion of the Council the Provider ceases to function, part or all of the Funding will have to be repaid immediately. Repayment of the Funding will not be sought from individuals unless there is evidence of fraud or unlawful action.
- 5.7 The Provider will inform the Council immediately if funding from any other organisation or funding body ceases, is withdrawn, or reduced during the period of this agreement where this may affect the provision of the service specified in this agreement.

## **6 RECOVERY OF SUMS DUE**

- 6.1 Wherever under the Agreement any sum of money is recoverable from or payable by the Provider (including any sum which the Provider is liable to pay to the Council in respect of any breach of the Agreement), the Council may unilaterally deduct that sum from any sum then due, or which at any later time may become due to the Provider under the Agreement or under any other agreement or contract with the Council.
- 6.2 Any overpayment by the Council to the Provider, shall be a sum of money recoverable by the Council from the Provider.
- 6.3 The Provider shall make any payments due to the Council without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise unless the Provider has a valid Court Order requiring an amount equal to such deduction to be paid by the Council to the Provider.
- 6.4 The parties acknowledge that where this Agreement has been made following a negotiated procedure and in circumstances where the actual cost of the delivery of the Services is uncertain that the Commissioned Sum represents an estimate only.

## **7. CONFIDENTIALITY AND DATA PROTECTION**

Yate & District Heritage Centre Trust acts in accordance with their own Confidentiality and GDPR policies and procedures, any sensitive data protected by GDPR will not be shared with Yate Town Council as this will be considered as a breach.

- 7.1 The Provider shall not sub-contract service provision to other providers or transfer personal data to a country outside of the EEA or an international organisation without consulting and seeking consent of the Council.
- 7.2 The Provider co-operate with the Council to allow it to respond to requests for exercising data subject's rights.
- 7.3 The Provider shall indemnify the Council in respect of any losses, claims or expenses arising out of the Provider's failure to comply with its obligations under this Clause 8.1.

## **8 FREEDOM OF INFORMATION**

- 8.1 The Provider shall in all respects co-operate with the Council's reasonable requests so as to assist in enabling the Council to comply with all legislation relating to access of information, the Freedom of Information Act 2000 ("the 2000 Act") and any legislation or guidance issued under or in relation to the 2000 Act and the Provider shall not disclose to any person any information relating to the Services which is exempt from disclosure without the prior written agreement of the Council.

## **9 COMPLIANCE WITH THE LAW**

- 9.1 The Provider shall comply with all relevant legal provisions, whether in the form of Orders, Regulations, Statutes, Statutory Instruments, Codes of Practice, Bylaws, Directives or the like, to be observed and performed in connection with the Services provided under the agreement. Furthermore, the Provider recognises and accepts that in carrying out the Services on behalf of the Council it may be treated for the purposes of certain of these provisions as if it were a local authority and shall indemnify the Council accordingly against any cost or expense or loss or damage caused to the Council by the Provider's breach or non-compliance with any such legal provision.

## **10 DISASTER RECOVERY**

Yate & District Heritage Centre Trust acts in accordance with their own emergency procedures relating to 'Disaster Recovery'.

## **11. CARBON NET ZERO COMMITMENT**

The Council pledge to make Yate Town Council carbon net zero by 2030 and to adapt its approaches for the town to transition towards resilience.

In February 2020, Yate Town Council adopted the following Declaration of Climate and Ecological Crisis and Commitment to Action:

*Yate Town Council recognises the urgency of the climate and ecological crises facing the planet. These are not new or isolated concerns; they are entangled in wider issues of justice and equality.*

*We commit to working for a future in which we have transformed our relationship with the planet, its resources and each other. We see this as a continuing journey of transition towards a different and better future for the planet and its communities.*

*As a first step, we commit our Council to ensure every Council decision is taken with due consideration of its impact on the planet. We commit to aiming for net zero carbon by 2030, and to reducing our impact to as close to zero as possible, as quickly as we can, hoping to get there before 2030.*

*We ask our Officers and Carbon Net Zero Sub-Committee to bring forward an action plan to achieve that commitment for our next meeting, together with guidance on opportunities such as borrowing which may speed up our ability to respond.*

*Our first priority is to put our own house in order, but in doing so, we will also work with individuals and organisations in our community to play our part in building a movement that transforms our town.*

*We commit to using the Council resources to help achieve a just transition.*

*We celebrate the rich diversity of responses that are already visible and continue to emerge in the face of these crises and will be challenged by them, will together create new opportunities and work with them as we reimagine and work towards a better future.*

*We do not know how fast we can travel or the destination, but we are committed to acting as quickly as we can.*

Yate & District Heritage Centre Trust will act in accordance with their own Declaration of Climate and Ecological Crisis, and Environmental Policy.

## **12 INSURANCE**

The Provider will indemnify the Council against all costs, damages, and liability the Council may incur in connection with the acts and omissions (including but not limited to dishonesty) of the Provider arising in respect of its performance of its obligations under the contract, negligence (including breach of professional duty) and defamatory statements. This is in relation to activities completed by the trust only that the Council is not involved in.

## **13 SUSTAINABILITY**

It is expected that the Project will bring sustainable improvement in the quality of life and environment.

## PUBLIC PATH DIVERSION ORDER

## TOWN AND COUNTRY PLANNING ACT 1990, SECTION 257

SOUTH GLOUCESTERSHIRE COUNCIL  
(FOOTPATH LYA 53 (PART) AT NORTH YATE - NEW NEIGHBOURHOOD) PUBLIC  
PATH DIVERSION ORDER 2021

This order is made by South Gloucestershire District Council under section 257 of the Town and Country Planning Act 1990 because it is satisfied that it is necessary to divert the footpath to which this order relates in order to enable development to be carried out in accordance with planning permission (1) P19/12246/RM and (2) PK18/1656/RM both granted under Part III of the Town and Country Planning Act 1990 namely: (1) the erection of 155 no. dwellings, with roads, parking and associated works with appearance, landscaping, layout, scale and access to be determined. (Approval of Reserved Matters to be read in conjunction with outline permission PK12/1913/O as amended by PK17/4826/RVC) and (2) approval of remaining site wide infrastructure including primary and secondary streets, utilities, services, foul and surface water drainage, hard and soft landscaping in relation to Phase 0 (Reserved Matters application to be read in conjunction with outline planning permission PK12/1913/O) amended by PK17/4826/RVC in regards to landscaping, appearance, layout and scale)

## BY THIS ORDER:

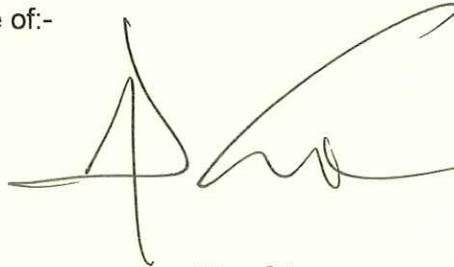
1. The footpath over the land shown by a bold black line on the attached map and described in Part 1 of the Schedule to this order ("the Schedule") shall be diverted as provided below.
2. There shall be created to the reasonable satisfaction of South Gloucestershire District Council an alternative highway for use as a replacement for the said footpath as provided in Part 2 of the Schedule and shown by bold black dashes on the attached map.
3. The diversion of the footpath shall have effect on the date on which South Gloucestershire District Council certify that the terms of Article 2 above have been complied with.
4. The following works shall be carried out in relation to the highway described in Part 2 of the Schedule; namely that the length of footpath is to be surfaced, signposted and waymarked to the satisfaction of South Gloucestershire Council.
5. BDW Trading Ltd of 710 Waterside Drive, Aztec West BS32 4UD is hereby required to pay for the cost of carrying out the said works.

<u>AUTHORITY FOR SEALING</u>	
E&CS DELEGATED AUTHORITY	
OF:	14.10.2020
INITIALS:	LET

6. Where immediately before the date on which the footpath is diverted there is apparatus under, in, on, over, along or across it belonging to statutory undertakers for the purpose of carrying on their undertaking, the undertakers shall continue to have the same rights in respect of the apparatus as they then had.

Given under the Common Seal of South Gloucestershire District Council on the 23rd day of June 2021.

THE COMMON SEAL of  
SOUTH GLOUCESTERSHIRE  
DISTRICT COUNCIL was hereunto  
affixed in the presence of:-



Solicitor



Authority for Sealing  
Comm Min/Del Power  
Seal Reg No 24598

## SCHEDULE

### PART 1

#### DESCRIPTION OF SITE OF EXISTING PATH OR WAY

That length of public footpath LYA 53 in the Unitary District of South Gloucestershire in the Parish of Yate which runs from Point S (grid reference ST 7088 8517) on Tanhouse Lane in a southerly direction for a distance of 424 metres to Point L (grid reference ST 7093 8476) where it meets the unaffected part of public footpath LYA 53. Shown by a bold black line marked S - L on the map contained in this order.

### PART 2

#### DESCRIPTION OF SITE OF ALTERNATIVE HIGHWAY

From Point S (grid reference ST 7088 8517) where it meets the adopted highway on Tanhouse Lane running in a south easterly direction for 10 metres then in a southerly direction for 161 metres to Point R (grid reference ST 7089 8501), where it crosses an estate road turning west south west for 5 metres to Point Q (grid reference ST 7089 8501), then south for 12 metres to Point P (grid reference ST 7089 8500) then running east for 5 metres to Point O (grid reference ST 7089 8500) before returning to a southerly direction alongside an estate road for a distance of 240 metres to Point N (grid reference ST 7092 8476) where it crosses the estate road in an easterly direction for a distance of 11 metres to Point L (grid reference ST 7093 8476) where it meets the unaffected part of LYA 53. Having a width throughout of 2 metres and shown by a bold broken line marked S - R - Q - P - O - N - L on the map contained in this order.



**NOTES OF THE ADVISORY MEETING OF MEMBERS OF THE YATE AGEING BETTER, HEALTH AND WELLBEING SUB-COMMITTEE HELD ON 22<sup>nd</sup> JUNE 2021 FROM 2PM TILL 3PM VIA ZOOM**

Present: Yate Town Councillors- Sandra Emms, Jane Price, Penny Thoys (Chair) and Karl Tomasin (part-meeting).  
Yate Town Council Officers - Lori Ramsay (Community Projects Manager).  
Carene Whiting-Hays (Venues Operation Officer).  
Stephanie Thorne (Venues Operation Assistant).

**1. TO ELECT A CHAIR OF THE MEETING**

Councillor Penny Thoys was elected as Chair for this advisory meeting.

**2. APOLOGIES FOR ABSENCE**

It was **NOTED** that apologies for absence had been received from:

- Yate Town Councillors - John Gawn and Chris Willmore;
- Yate Town Council Staff – Estates Manager and the Community Projects Officer.

**3. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011**

No Declarations of Interest under the Localism Act 2011 received.

**4. MINUTES OF THE YATE AGEING BETTER, HEALTH AND WELLBEING SUB-COMMITTEE MEETING HELD ON 26<sup>th</sup> APRIL 2021**

It was **NOTED** that the minutes from the meeting held 26<sup>th</sup> April 2021 (Appendix 1), will be formally agreed at the next formal meeting of the Yate Ageing Better, Health & Wellbeing Sub-Committee.

**5. ACTION LIST REVIEW**

*(Councillor Karl Tomasin entered the meeting).*

The current actions spreadsheet (Appendix 2) was **RECEIVED** and The following items are actions to be undertaken by the Clerk using delegated powers:

Item Number	
<b>5/a</b>	<ul style="list-style-type: none"> <li>• The Dementia Friendly session at the Pop Inn Cafe to start on a Wednesday 12pm – 2pm. Councillor Sandra Emms to work with the Venues Operation Officer and Assistant on launching the session imminently.</li> </ul>

<b>5/b</b>	<ul style="list-style-type: none"> <li>• The Community Projects Officer to progress one single Yate Ageing Better event, October 1st (Celebration of Age Day) at the Pop Inn Café and using stalls throughout the Shopping Centre subject to Shopping Centre approval;</li> <li>• The following amounts be transferred from the Yate Ageing Better, Health and Well Being Reserves: <ul style="list-style-type: none"> <li>○ £500.00 for the Pop Inn Café 20 year celebration taking place Summer 2021;</li> <li>○ £1,000.00 for the Yate Ageing Better launch event to take place 1<sup>st</sup> October 2021.</li> </ul> </li> </ul>
<b>5/c</b>	<p>The Community Projects Manager to:</p> <ul style="list-style-type: none"> <li>• Work with the sub-committee to progress the launch of the Champions scheme and awards by creating a volunteer role with appropriate YTC paperwork and support to gather feedback from the over 50's living in and visiting Yate;</li> <li>• The Champions must have a clear support mechanism within the Council and should be encouraged to feed back to the sub-committee at least every 6 months;</li> <li>• Set up a working group to progress to include Councillors Sandra Emms, Jane Price and Penny Thoyts. The group to finalise the associated paperwork required in time to launch recruitment at the October event.</li> </ul>
<b>5/d</b>	<p>The Community Projects Manager to:</p> <ul style="list-style-type: none"> <li>• Set up a working group to progress the strategy for the YMCA to include Councillors Sandra Emms, Jane Price and Penny Thoyts;</li> <li>• Extend the invitation to the wider sub-committee and Yate Town Councillor John Emms having expressed an interest outside of this sub-committee to progress this piece of work.</li> </ul>
<b>5/e</b>	<ul style="list-style-type: none"> <li>• Discussions to be taken forward by the YMCA working group moving forward.</li> </ul>
<b>5/f</b>	<ul style="list-style-type: none"> <li>• Any new projects or works to the YMCA should improve accessibility wherever possible, a full venue accessibility assessment would be useful once the time comes for a</li> </ul>

	wider organisation review of all facilities takes place in the future.
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The additional action update spreadsheet (Appendix 3) was **RECEIVED** and **NOTED**.

## 6. YMCA UPDATE

It was **NOTED** that the following works funded by the £2,700.00 Area Wide Grant has been undertaken at the YMCA:

- Two disabled parking bays at a cost of £300.00;
- A hearing loop system at a cost of £1,297.10.

It was further **NOTED** that

- The Community Projects Manager (LR) will work with the Estates Manager and Councillor Sandra Emms to arrange a site visit to identify items to procure using the £1,102.90 residual funds from the Area Wide Grant award to improve accessibility;
- Items required include flooring, kitchen appliances and kitchen equipment to support the needs of those living with Dementia and are environmentally friendly wherever possible.

### (a) YMCA Kitchen Project

The following project updates were **RECEIVED** and **NOTED** from the Community Projects Manager:

- Delivery of the kitchen is scheduled to be no later than 19<sup>th</sup> July;
- A new regular community prayer booking will take place at the YMCA on Fridays 1pm - 3pm, commencing Friday 25<sup>th</sup> June 2021;
- The contractor has been advised that works should conclude on Fridays at no later than 12pm to enable the venue to be prepared for the booking;
- The Community Projects Manager and the Estates Manager are meeting on site at the YMCA Thursday 24<sup>th</sup> June, to explore the possibility of reopening the internal access from the main room into the smaller committee/breakout room to allow improved access throughout the venue.

## 7. AGEING FRIENDLY NETWORK

It was **NOTED** that:

- Further to an internal Community Projects Team discussion about project capacity, the Community Projects Manager (LR) will work with Rhonda Riachi and the subcommittee to progress the application into the WHO's (World Health Organisation) 'Global network for Age-friendly Cities' Membership. A meeting between the Community Projects Manager and Rhonda Riachi is being coordinated by the Community Projects Officer (SJ) to take place imminently;
- The Community Projects Officer (SJ) will attend any useful weekly webinars hosted by the 'Age Friendly Network', reporting any information to consider to the wider sub-committee;
- An order has been placed for a password protected area on the Yate Town Council website. Where we could host project related files, accessible to Staff, committees and Councillors.

## 8. GARDENING COMPETITION

It was **NOTED** that Councillors Jane Price and Penny Thoyts are coordinating a meeting with members of Yate Community Plan, to discuss launching a competition locally and will report updates back to the next sub-committee meeting.

## 9. POP INN CAFÉ AND OVER 50's ARMADILLO ACTIVITIES UPDATES

It was **NOTED** that:

- There are no hire bookings at the Pop Inn Café before 19<sup>th</sup> July 2021;
- The Community Projects Manager worked with Councillors John Gawn and Karl Tomasin, to explore meeting with the management committee to identify and work through any concerns about the Pop Inn Café. We received further feedback to confirm this meeting was not required at this point.

The following updates were **RECEIVED** from the Venues Operations Officer and the Venues Operations Assistant:

### (a) Pop Inn Café Opening Schedule

It was **NOTED** the Pop Inn Café is currently opening on Mondays, Tuesdays and Wednesdays 10am-2pm.

### (b) Pop Inn Café 20 Year Celebration

It was **NOTED** that Councillor Chris Willmore is working with the Venues Operations Officer and Assistant to coordinate this event and a date/time to be agreed before the next Sub-Committee meeting.

### **(c) Reopening of Over 50's Armadillo Café & Cinema Sessions**

It was **NOTED** that:

- The Thursday sessions will reopen from 1<sup>st</sup> July 2021 and the cinema facility will not be open however the café session has been extended to compensate for this, from 9.30-1.30pm
- South Gloucestershire Council no longer contribute grant funds to the Over 50's Café Cinema Session. The Community Projects Managers are working with the Venues Operation Officer to compile running costs of delivering the two weekly sessions. This will enable better strategy development moving forward to seek future grant funding.

## **10. CONSIDERATION OF IMPACT ON DECISIONS ON CLIMATE AND WASTE**

It was **NOTED** that any appliances procured for the YMCA be done with the best carbon rating available wherever possible and that any materials being taken off site are reused and recycled if possible.

## **11. DATE OF NEXT MEETING**

It was **NOTED** that this sub-committee reports into the Environment and Committee Meeting, which will take place 6<sup>th</sup> July 2021 and 21<sup>st</sup> September 2021.

It was further **NOTED** that the date of the next advisory meeting of Members of The Members of the Yate Ageing Better, Health and Well Being Sub-Committee. will be Tuesday 14<sup>th</sup> September from 2pm-3pm.

Appendix 2- Actions to be progressed

List by priority	Theme	Action	staff lead	COVID considerations
1	POP INN CAFÉ	<b>Dementia Friendly sessions in the Pop Inn Café</b>	ST/ CWH	All volunteers to have undertaken the venue COVID information session before starting at the Pop Inn Café
<b>Member Feedback Required</b>	1. Would members like to change the day to a current open session? (Monday, Tuesday & Wednesday) alternative could be sticking to a Friday if Members of the sub committee would like to volunteer for the session to take place until we find replacements? 3. Change the venue however, we would still require volunteers to run the session.			2. An
1	EVENT	<b>Organise a Yate Ageing Better launch event</b>	SJ	Social gathering will need to comply to relevant restrictions at time of planning/execution
1	EVENT	<b>Host an Annual Celebration of Age Festival in the town</b>	SJ	Social gathering will need to comply to relevant restrictions at time of planning/execution
<b>Member Feedback Required</b>	1. Would members like to combine YAB events and deliver one single event on 1st October at the YMCA or Pop Inn Cafe (International celebration of age day) or keep the 3 as separate events? The Armadillo would only be available on Thursday 30th between senior cinema sessions. There is currently zero budget to deliver any YAB events however Finance has confirmed there is funding within earmarked reserves, How much would Members like to allocate to events? 3. Would Members like to nominate a lead liaison representative to work with SJ and ST/CWH outside of the committee meetings to progress the event?			2.
1	EVENT	<b>Champions recruitment and Yate Ageing Better Awards: Involve and empower older people in the community</b>	LR	Social gathering will need to comply to relevant restrictions at time of planning/execution
<b>Member Feedback Required</b>	1. Do Members want this to be a volunteer role or is it more of a session inviting champions to meet and share ideas/feedback quarterley like a forum with it's own TOR started by YTC but carried forward by the champions themselves aimed at the over 50s living locally? Member of the committee volunteer to assist LR in progressing outside of meetings to speed this along? 3. Would Members like to nominate a lead liaison representative to work with SJ and ST/CWH outside of the committee meetings to progress the event?			2. Could a
2	STRATEGY AND OPERA	<b>Progress YMCA Strategy and Operations</b>	LR	
<b>Member Feedback Required</b>	1. Would Members like to set up a smaller working group to revisit and progress the original business case and operational plan to finalise the vision/strategy for use of YMCA moving forward? 2. To seek comparable garden quotes Officers need to know if the rear garden is to be completely flat with an outdoor paved space? 3. Would Members like to nominate a Member to work with Officers to agree a draft spec to gather quotes on (including accessible planters working with Yate Men's Shed) 4. The Estates Manager is awaiting feedback from the local Police beat team regarding the additional gate at the rear of the property as it may cause an issue of entrapment if we install where we had originally proposed to. awaiting the response from the 'Welcome Back' fund which could be used to undertake garden works. still want us to approach Mamas CIC as they had expressed an interest in running some intergenerational sessions in Yate or hold off contacting community groups and organisations until further planning for the use of YMCA has taken place?			5. We are 6. Do Members
2	ARMADILLO	<b>Trial the music session held at the Pop Inn Café at the Armadillo</b>	CWH/ ST	Relocating to a new venue will require creation of risk assessments and COVID paperwork as we have done for our other community veunes.
<b>Member Feedback Required</b>	1. There isn't availability at the Armadillo to identify a regular day/time (finance has impressed we need to increase lettings income this year), Would Members like to relocate to Pop Inn Café or YMCA? And if yes what day/time and where would resources come from to staff/volunteer session? alternative would Members be happy with ST compiling and promoting a list of local music events that may be of interest such as Jazz club etc?			2. As an
2	YMCA	<b>YMCA Accessibility Review- utilising community groups to offer feedback on accessibility of the venue</b>	LR	
<b>Member Feedback Required</b>	1. Is this being put on hold until we look to assess accessibility of our wider venues? 2. If Members would like to progress, WECIL and SGDEN have advised this is usually a chargeable service. We could seek quotes if this is deemed an urgent need for the YMCA.			

Appendix 3- Updates to NOTE

List by priority	Theme	Action	staff lead	status	Action breakdown	status at 07.06.2021
1	YMCA	Kitchen refurbishment works to be completed	LR/ PJ	Ongoing	1. Kitchen install booked for July. 2. Hearing loop being installed 8.7.2021 3. Further works needed on the floor, décor, appliances.	LR to work with PJ and SE to organise meeting to manage the underspend for the AWG funds (£1,102.90 ensuring items purchased promote accessibility.
1	RESEARCH	How to encourage people back into local facilities and cafes and to raise residents confidence in the safety of those facilities.	SJ/CWH/ AP	Ongoing	Officers to communicate with other agencies for support an guidance. Also get feedback from our hirers and customers.	Ongoing- The Venues Operations Assistant is working with the Venues Operations Apprentice to capture feedback from our Pop Inn Café and Armadillo Senior Sessions customers. AP to design a survey. What activities/ services/facilities are needed for residents - to inform future YTC/YAB events and projects. Report back update at next meeting.
1	YATE SHOPPING CENTRE	Dementia	LR/SE	Ongoing	Work with AL at Yate Shopping Centre to request meeting to discuss improving the shopping centre for those visiting with Dementia including colour coding 4 shopping centre exits	LR emailed AL - Response Awaited
1	YATE SHOPPING CENTRE	Encouraging shops at the shopping centre to become dementia friendly and undertake further training via Town Strategy	Sandra Emms	Ongoing- Shopping Centre Manager suggested that YTC host Dementia Friendly training initiative. Awareness packs or similar distributed to shops and places of business on the centre.	Work with AL to try to establish Dementia Friendly Shopping commitments and prepare a list of shops that are dementia friendly	No further Officer Actions required at this time.
1	FACILITIES	Promote the Can't Wait scheme	SST	Concluded	This will depend on the Government announcements around lifting restrictions as of 21st June 2021. We are unable to get a list of those operating during lockdown as it is down to each facilities' discretion to operate scheme or not which SGC accept.	No immediate Officer Actions required at this time.
1	FACILITIES	Pop Inn Café	ST/CWH	Concluded	Installation of a new coffee machine in line with that of the machine located at Armadillo; research short term hire costs. Define the clear need based on customer feedback.	No immediate Officer Actions required at this time.- On futher feedback received, the volunteers and customers do not want coffee machine, to be revisited if customer preference changes or annually during stock review September 2022

1	YATE SHOPPING CENTRE	Community spaces	LR	Concluded	Email SC manager to investigate possibility of using canopy space – when restrictions permit gatherings - community groups/ performances/ free events for those unable to access	No immediate Officer Actions required at this time.- Canopy is currently in use by Boswells until June at the earliest. When restrictions lift the beach will be in situ for the summer. They have offered use of other outdoor space if required (not under cover)
1	COMMUNITY	encouraging and supporting volunteers	ST	Concluded	AGE UK South Gloucestershire have confirmed that their volunteer befriending service is back in operation.	No immediate Officer Actions required at this time. Venues Operation Assistant promoted the scheme via our social medias week commencing 7.6.21
2	DIGITAL	Ensuring YTC website review includes a YAB page of its own	ST/AP/CWH	Ongoing	ST/AP to update the Yate Ageing Better page to include new photos/ PIC opening times/ coffee morning opening date and time/ volunteer vacancies including dementia café volunteers	Planned to update by July 2021.
2	PARTNERSHIP WORKING	Work with GP's and Social Care: dementia - support and promote questionnaire (Sandra Emms)	LC/LR/SE	Ongoing	GP not available to support directly, may take literature following step 4 covid,"very busy with pandemic and general patient care"	Follow up from letter sent & contact followed up by email- No response received.
2	COMMUNITY PROJECTS ACTION	Linking YMCA and NNYCB	LC/LR/PJ	Ongoing	To work together to ensure appropriate links are made between the New North Yate Community Building and the YMCA;	No immediate Officer Actions required at this time.
2	FACILITIES	Make Full Use of the Town Council's Assets: Urbie	ALL	Concluded	Added a prompt to our events planning checklist for Officers to work with the appropriate committees to identify whether the Urbie is needed or not for each event.	No immediate Officer Actions required at this time.
2	FACILITIES	Opportunities for Older People to Eat and Cook Together	LR	Concluded	To explore using the YMCA with The Candle.	No immediate Officer Actions required at this time. The Candle have confirmed that at this time they wouldn't be interested in taking forward a booking/using the YMCA. The 'door is still open' should they wish to discuss any opportunities to work together moving forward.
2	YMCA	Cooking and Eating together	ST	Concluded	Promote local lunch clubs across all media platforms as soon as COVID19 restrictions ease to enable these sessions to restart.	ST target date by July
2	FACILITIES	Playlist for Life	ST	Concluded	Promote the 'Playlist for Life' initiative via social media with a set of instructions aimed at older people that would like to access the project. Instructions available as pdf on their website	No immediate Officer Actions required at this time.

2	FACILITIES	Playlist for life	ST	Concluded	Share any articles or social media posts which support the positive impact of music for those living with or caring for somebody with Dementia	No immediate Officer Actions required at this time.
3	FACILITIES	Contact YOSC Ltd., to discuss potential development of	LR	On hold	On hold until the governance arrangements with YOSC Ltd is finalised.	No immediate Officer Actions required at this time.
3	COMMUNITY	Mental Wellbeing in Yate	LR/PT	On Hold- To revisit once COVID restrictions lift	LR to talk to PT to identify whether we need to meet again with South Gloucestershire Social Services at a senior level to level to get a greater understanding of what is available in Yate	No immediate Officer Actions required at this time.
3	COMMUNITY	Mental Wellbeing in Yate	ST	Ongoing	As part of ST promoting volunteering opportunities, we will explore opportunities for UWE students looking for experience to work as volunteers' opportunities in a café which could benefit the Pop Inn, Armadillo Senior Sessions and the YMCA once forward plan agreed;	Target date by July 2021
3	FACILITIES	Pop Inn Café- any materials extracted from improvement works taking	ST	Concluded	All refurbishment works have been completed, ensuring carbon neutral was a key element of improvements	No immediate Officer Actions required at this time.
3	STAFFING	Encourage and Support Volunteers- 1. Promote volunteering opportunities on YTC platforms:	ST/ CWH	Concluded	Promoted recently during volunteer week 3-7th June, ST is also planning to readvertise/promote existing vacancies at Pop Inn Café throughout June	No immediate Officer Actions required at this time.
3	COMMUNITY	Mental Wellbeing in Yate	ST	Ongoing	As part of ST promoting volunteering opportunities, we will explore opportunities for UWE students looking for experience to work as volunteers' opportunities in a café which could benefit the Pop Inn, Armadillo Senior Sessions and the YMCA once forward plan agreed;	Target date by July 2021

3	COMMUNITY	Mental Wellbeing in Yate	SST	Concluded	Service Support team to contact the South Gloucestershire Disability Equality Network (SGDEN) and request assistance from South Gloucestershire Council, to encourage businesses to make their toilets available to disabled people or those with medical conditions with an urgent need.	No immediate Officer Actions required at this time- This is being handled by the 'Can't Wait' Scheme coordinators at South Glos Council
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# Appendix 6

## 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	tba
Community Engagement Forum	19.05.21	Minutes not yet received	tba
Fairtrade South Gloucestershire	16.03.20		
Friends of Brinsham Park	09.06.21	Minutes not yet received	tba
Friends of The Common	19.05.20	Minutes not yet received	tba
Friends of Kingsgate Park	03.02.21	Minutes not yet received	AGM tbc 28/29/30 June 21
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	13.05.21	Minutes circulated 20.05.21	11.11.2021
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	Minutes not yet received	tba
River Frome Forum (New) <i>(inc River Frome reconnected &amp; Avon Frome partnerships)</i>	11.05.21	Minutes not yet received	tba
Shopmobility	03.12.20	Minutes not yet received	tba
Sodbury & Yate Business Association	20.02.20 18.02.21 27.05.21	Minutes not yet received	tba

	28.06.21		
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.	
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
Town and Parish Council Forum	27.04.21	Minutes not yet received	19.7.21 tbc
Yate Community Association			tba
Yate & District Twinning Association	18.10.19 AGM 04.12.21	Minutes not yet received	tba
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	tba
Yate Community Plan	01.03.21	23.03.21	tba
Yate Genieri Link	13.01.21 17.02.21 14.04.21 12.05.21 07.06.21	Minutes not yet received. <i>(minutes meeting 14.4.21 circulated 15.4.21, minutes 12.5.21 circulated 13.5.21)</i>	tba
Yate Town Centre Strategy Group	01.03.21	Meetings suspended	email Newsletter issued in lieu of meetings



## Performance Monitoring Form

### Yate Town Council Youth Provision Record of Agreement Delivered by: Off The Record

For period: 1 April 2021 - 31 March 2022

<p><b>Please return to:</b></p>	<p>Community Projects Manager Yate Town Council Poole Court Poole Court Drive Yate South Gloucestershire BS37 5PP</p> <p>info@yatetowncouncil.gov.uk</p> <p>01454 866506</p>
<p><b><i>Please return as soon as possible after the reporting period ends.</i></b></p> <p><b><i>Failure to supply the monitoring information by the due date could affect future payments.</i></b></p>	

## AIM OF THE SERVICE

To provide a weekly hub at the Armadillo in Yate on a Wednesday between 3.30pm & 5.30pm as a drop-in centre. To also provide support to the same cohort via telephone access and email. The service to be made available to young people aged 11-25 living in Yate & the wider locality by providing the following:

- Programme of creative & art based workshops;
- Workshops to help young people struggling with difficult feelings related to stress, anxiety, low mood or depression;
- Fun & informal self-help workshops for anyone who wants to learn about good self-care;
- Workshops for anyone using self-harm as a coping strategy;
- A gender and sexuality youth group with special one to one support;
- Anti-bully support group.

***NB\* Armadillo is open to the public for 50 weeks of the year and therefore, a "weekly" session would amount to 50 HUB sessions annually.***

## 1. Annual overview

### 1.1 Brief summary of service performance over the duration of the agreement.

*Please provide a brief report covering the number of sessions delivered, attendance figures and footfall for all sessions, successes of the engagement process, details of any challenges and a clear strategy to address any challenges moving forward.*

*We delivered a total of xxx sessions  
 With xxx attendances at sessions (inc online)  
 xxx hours of session delivery  
 xxx contact hours with young people  
 Any themes / patterns in the delivery data that may require further attention or resource*

## 2. Data capture

### 2.1. Annual Summary of service

Type of service (as per schedule)	No. sessions provided	No. of yp who accessed the service	Age 11-16yrs	Age 16-18ys	Age 18-25yrs
Creative workshops					
Service for "stress, anxiety, low mood or depression"					
Self help / self care workshops					
Self harm coping strategy workshops					
Gender/ sexuality group					
Anti-bully support group					

**2.1.a. Q1 1 April 2021 – 30 June 2021**

Type of service (as per schedule)	No. sessions provided	No. of yp who accessed the service	Age 11-16yrs	Age 16-18ys	Age 18-25yrs
Creative workshops					
Service for “stress, anxiety, low mood or depression”					
Self help / self care workshops					
Self harm coping strategy workshops					
Gender/ sexuality group					
Anti-bully support group					

**2.1.b. Q2 1 July 2021 – 30 September 2021**

Type of service (as per schedule)	No. sessions provided	No. of yp who accessed the service	Age 11-16yrs	Age 16-18ys	Age 18-25yrs
Creative workshops					
Service for “stress, anxiety, low mood or depression”					
Self help / self care workshops					
Self harm coping strategy workshops					

Gender/ sexuality group					
Anti-bully support group					

**2.1.c. Q3 1 October 2021 – 31 December 2021**

Type of service (as per schedule)	No. sessions provided	No. of yp who accessed the service	Age 11-16yrs	Age 16-18ys	Age 18-25yrs
Creative workshops					
Service for “stress, anxiety, low mood or depression”					
Self help / self care workshops					
Self harm coping strategy workshops					
Gender/ sexuality group					
Anti-bully support group					

**2.1.d. Q4 1 January 2022 – 31 March 2022**

Type of service (as per schedule)	No. sessions provided	No. of yp who accessed the service	Age 11-16yrs	Age 16-18ys	Age 18-25yrs
Creative workshops					
Service for “stress, anxiety, low mood or depression”					

Self help / self care workshops					
Self harm coping strategy workshops					
Gender/sexuality group					
Anti-bully support group					

### 3. Graphs and Comparison

Please present the data collected in item 2 as a graph. Please also include quarterly and yearly comparisons as applicable. This can be presented below or at the end of the report.

*Insert graphs*

### 4. Targets/Achievements to Date

Please provide summative statements to demonstrate success or otherwise of your service against the targets in the Record of Agreement (formerly SLA).

### 5. Young People Feedback and Participation

How are you collecting and using feedback from and participation with young people to shape and develop the service?

## 6. A Forward Plan

Please provide a summary of your forward plan for the upcoming year.

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## 7. Added Value

Are there any additional services that your service provides in addition to the contracted service, that compliments or “adds value” to the project. If so, please describe overleaf.

--

## 8. Financial Information

Please complete the following in relation to the Income and Expenditure identified in your service level agreement.

### 8.1. Funding summary

<b>TYPE OF FUNDING RECEIVED</b>	<b>Amount Awarded</b>
Yate Town Council Funding	
Other Income (Please indicate amount and Source)	
<b>TOTAL INCOME</b>	

### 8.2. Annual Expenditure

<b>ANNUAL EXPENDITURE (Itemised)</b>	<b>Amount Spent</b>
Hire	
Staffing	
IT	
Session resources	
Other (please explain misc spend as best as possible)	
<b>TOTAL</b>	

### 8.3 Quarterly Expenditure

QUARTERLY EXPENDITURE	TOTALS
Q1 (add period)	
Q2 (add period)	
Q3 (add period)	
Q4 (add period)	

### 8.4. Additional Comments

*Any additional comments relating to expenditure/income*

### 9. Compliments

Has the project received any compliments? If so, what was the feedback?

### 10. Equal Opportunities

	Total
1a. How many Yate and District young people have benefited from your project over the monitoring period?	
Please confirm that people attending the service are aged 11-25 years old	Yes / No
Based on the total given in 1a please give a breakdown against the following equality categories ( <i>estimated figures are acceptable</i> )	
<b>2. Age</b>	
Please give numbers of young people attending who are aged 11-16 years old	
Please give numbers of young people attending who are aged 16- 18 years old	
Please give numbers of young people	

attending who are aged 18 – 25 years old.	
<b>Total</b> (should match the number in 1a)	
<b>3. Disability</b> Number of young people (included in the number shown in 1a) who have declared a disability.	
<b>Does the Young Person consider themselves to be disabled?</b>	
No	
Prefer not to say	
Yes - Physical impairment, such as difficulty using arms or mobility issues which may mean using a wheelchair or crutches	
Yes - Sensory impairment, such as being blind / having a serious visual impairment or being deaf / have a serious hearing impairment	
Yes - Mental health condition, such as depression, anxiety or schizophrenia	
Yes - Learning disability/difficulty (such as Down's Syndrome, dyslexia, dyspraxia) or cognitive impairment (such as autistic spectrum disorder)	
Yes - Long standing illness or health condition, such as cancer, HIV, diabetes, chronic heart disease or epilepsy	
Yes - Other (please state)	
<b>4. Ethnic origin (based on census categories)</b> Have young people from minority ethnic backgrounds attended? Please complete the following breakdown	
Arab	0
Asian/Asian British - Bangladeshi	0
Asian / Asian British- Indian	0
Asian / Asian British - Pakistani	0
Asian / Asian British- Chinese	0
Asian / Asian British – Other (please state)	0
Black/African/Caribbean/Black British - African	0
Black/African/Caribbean/Black British - Caribbean	0
Black/African/Caribbean/Black British – Other(please state)	0

Gypsy or Traveller of Irish Heritage	0
Mixed/Multiple Ethnic Groups – White & Asian	0
Mixed/Multiple Ethnic Groups – White & Black African	
Mixed/Multiple Ethnic Groups – White & Black Caribbean	0
Mixed/Multiple Ethnic Groups – Other (please state)	
White – English/Welsh/Scottish/Northern Irish/British	
White – Irish	
White – Other ( <i>please state</i> )	
Other ethnic group ( <i>please state</i> )	
Prefer not to say	
<b>Total</b> ( <i>should match the number in 1a</i> )	
<b>5. Gender</b>	
Female	
Male	
Other	
Prefer not to say	
<b>6. Numbers of young people with a gender identity different to the sex they were assigned at birth.</b>	
<b>7. Based on the number of young people in 1a, please give numbers to the following</b>	
Projects working with targeted groups of young people may be asked for further information about the service users. This will have been requested by your Link Officer.	
Looked after young people (in care/or leaving care)	
Young carers	
Young people who have a long term health condition or disability	
Young people Not in Education, Employment or Training (NEET)	
Excluded from education or at risk of exclusion	
Young people who identify as LGBTQ+ (this means Lesbian, Gay, Bisexual, Transgender or Questioning their sexuality).	
Young people from low income families	
Young offenders/at risk of offending	

Young people attending that live in priority neighbourhoods (Yate, Filton, Patchway, Cadbury Heath, Staple Hill and Kingswood)	
Young refugees or asylum seekers	
Other ( <i>please state</i> )	

## 11. Marketing and promotion

### 11.1. Where are you promoting the service?

*Please provide links to marketing platforms (Instagram, Facebook, TikTok, Youtube, physical locations, 3<sup>rd</sup> party locations, schools, gp surgeries etc etc). Have you promoted via Yate Town Council social Media platforms?*

### 11.2. Marketing frequency

*How often is this service promoted/ where?*

### 11.3. Marketing successes and challenges

*Please state where your marketing is most and least successful. Please make suggestions for ways to improve promotion and viability of service.*

## 12. Self-Evaluation RAG form

Please complete the following RAG Form using the below guidance:

**RED** = 0% to 49% of the targets completed

**AMBER** = 50% to 74% of the targets completed

**GREEN** = 75% to 100% of the targets completed

TARGET	RAG (Red, Amber or Green)
--------	------------------------------

50 Armadillo sessions	
young people attend sessions each week	
promotion of the service	
<b>OVERALL RAG RATING</b> (To be completed by the provider)	<b>Green</b>

**13. We welcome your feedback**

*Are there any improvements or changes we could usefully make to the monitoring process? Any other additional comments?*

## Confidential Appendix

### a. Safeguarding Concerns/Incidents

Confidentiality – please do not use the names of young people

### b. Health and Safety Concerns

### c. Complaints

Has the project received any complaints? If so please state the nature of the complaint and how it was handled.

# Environment and Community Committee

Pending Log as of 6 July 2021

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 <b>NOTE</b>:</p> <ul style="list-style-type: none"> <li>• the Anti-Social Behaviour (ASB) Crime and Policing Bill received Royal Assent in March 2014 and is now a legal Act;</li> <li>• Dog Control Orders are now part of Public Spaces Protection Orders (PSPO) under the ASB, Crime and Policing Act 2014;</li> <li>• Public Spaces Protection Orders can only be made by a Local Authority and not by Town and Parish Councils;</li> <li>• Correspondence has been sent to South Gloucestershire Council requesting they implement the required PSPO's in Yate.</li> </ul> <p>To <b>NOTE</b> 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><b>E&amp;C 24.9.19</b></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"> <li>• <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></li> <li>• <i>Yate Town Council:</i> <ul style="list-style-type: none"> <li>○ <i>would like a greater understanding of South Gloucestershire Council's maintenance processes for pathways;</i></li> <li>○ <i>would like any vacant South Gloucestershire Council Street Cleaner post filled;</i></li> <li>○ <i>would like South Gloucestershire Council to:</i></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ <i>repair tarmac paths where necessary;</i></li> <li>▪ <i>deep weed / cut back along footpaths where needed;</i></li> <li>▪ <i>repair the damaged walls alongside footpaths for safety reasons;</i></li> <li>▪ <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></li> </ul> <p>A response was received and further update is awaited.</p>
<p>South Gloucestershire Council - Leases Outstanding</p>	<p><b>a) Witches Hat</b>  Lease expired 30 September 2015.  October 2019 – Lease with comments returned to South Glos – acknowledgment received, further response awaited. (regularly reminded)</p> <p><b>b) The Common</b>  A long term aspiration, however most recent negotiations began in earnest in 2013</p> <p><b><i>E&amp;P 28.5.13</i></b>  <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><b>c) Land at Ridgewood</b>  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> <p>25.6.21 - Chased</p>