



MEETING of Yate Town Council's Environment and Community Committee

Wednesday 1st March 2023

You are invited to attend a Meeting of the **ENVIRONMENT AND COMMUNITY COMMITTEE** of **Yate Town Council** to be held at Poole Court on **Tuesday 7th March 2023** between 7.00pm - 9.00pm for the purpose of transacting the business set out in the Agenda below.

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.

In the event of a fire alarm or other emergency (signalled by a continuously ringing bell), please exit the Council Chamber and leave the building through the nearest fire exit or safest evacuation route. Please meet by the flag pole in the car park. (NB: The nearest fire exit is located at the end of the corridor. (Exit the Council Chamber and turn right)).

1. Apologies for Absence.
2. 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.

3. Public Participation Session with Respect to Items on the Agenda



4. To receive and approve the Minutes of the Environment and Community Committee meeting held on 24th January 2023.
[Click here for minutes](#)

5. To consider the following Items on the Clerk's Report:

Item 1 Items for Discussion/Requiring Resolution or Recommendation to Full Council

- 1/1 Consultations
 - a) Current Consultations – South Glos Council Developing Recycling & Reuse Facilities;
 - b) Town and Parish Council Forum; Parish Charter Review
 - c) Urgent Consultations
- 1/2 Kingsgate Park Gate Licence
- 1/3 Park & Play Areas Locking & Unlocking
- 1/4 Yate Ageing Better Health & Wellbeing Sub-Committee
- 1/5 Yate Heritage Centre Service
- 1/6 Autumn Brook – Bug Hotel

Item 2 Items for Noting

- 2/1 Estates Manager's Report
- 2/2 Status of all groups that report to the Environment and Community Committee
- 2/3 Leases
- 2/4 Consultations
- 2/5 Youth
- 2/6 Climate and Planet Commitment
- 2/7 Graffiti and Litter
- 2/8 Tension Monitoring
- 2/9 Outstanding Items

Item 3 Confidential Items

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

- 3/1 Confidentiality Confirmation
- 3/2 Urgent Confidential Items

Item 4 Consideration of Impact of Decisions on Climate and Waste

Clerk's Report

Yate Town Council Meeting of the Environment and Community Committee 7th March 2023

Clerk's Report

Item 1 Items for Discussion / Requiring Resolution or Recommendation to Full Council

1.1 Consultations

a) Current Consultations

Consultation Name	Link / Appendix	Date circulated	Closing date	Notes
South Gloucestershire Council - Developing Recycling and Reuse Facilities	Click here to view consultation		24.03.23	
Town & Parish Council Forum; Parish Charter Review	Click here to see new draft Parish Charter	24.2.23	1.3.23 extension requested	Response has been drafted and will be circulated

b) Urgent consultations

To receive any urgent consultations.

1.2 Kingsgate Park – Licence for Gate

To agree to renew and sign the annual licence for the gate at the Vintage Birdcage Cakery which runs from 1st April 2023 – 31st March 2024.

1.3 Park & Play Areas Locking and Unlocking

The following was resolved at the Environment & Community Committee meeting held on 28th September 2022;

*It was **RESOLVED** to continue to leave the gates unlocked at the Brinsham Park car park, Kingsgate Park, Tyndale Park & Play Area and at the Witches Hat Play Area, to continue to monitor and to review in Spring 2023 or sooner if necessary.*

To **NOTE** no complaints have been received regarding the sites being left unlocked; however vandalism at Kingsgate Park during this period has increased however this did not occur during a time the park would be locked.

To **REVIEW** the parks & play areas locking and unlocking.

1.4 Yate Ageing Better Health and Wellbeing Sub-Committee (YABHW)

The meeting arranged for 30 January 2023 was cancelled as it was not going to be quorate.

To receive and consider the following Officer recommendations (circulated to YABHW by email on 3 February 2023):

- a. Pop Inn Café:
 - a. YABHW budget to cover any shortfall in funding, from Member Awarded (MAF) funding applications, to the value of £1,000, for x6 Pop Inn Cafe “pay what you can” community lunches; YABHW budget availability is currently £8,148.83. MAF funding offer from Cllr Ben Nutland £320 confirmed and Cllr Mike Drew £400 pending.
- b. Education Request:
 - a. To accept the student request, from Trainee Clinical Psychologist at University of Exeter, to meet (with the student) to discuss/present their project;
 - b. to nominate YTC/YABHW representatives, to meet the student and consider their proposal.
- c. Dementia Café:
 - a. applications are made for basic DBS checks for all dementia café volunteers, costing £18 per person, to be funded by the YABHW budget (to be applied for directly from Gov.uk, if SGC processes are likely to cause delay);
 - b. Café budget to be funded by the YABHW budget:
 - i. £300 for light refreshments to be provided for free at dementia café session, refreshments in addition to the existing catering offer at the Pop Inn Café;
 - ii. £300 marketing budget, to promote the dementia café e.g. Boundary Magazine adverts x3;

- iii. £500 earmarked for activity providers at the dementia café, if a need for additional activities is identified by the volunteers and/or the public;
 - c. to launch the first dementia café session on the first Friday in April 2023 (following Good Friday), to use initial session(s) as a light touch coffee and chat session, to gather feedback from the public, on the type of activities they would like to access at the dementia café;
 - d. to review service attendance and delivery format, x3 and x5 months from launch; to return findings to YABHW Sub-Committee (and/or nominated reps), for consideration;
 - e. to allocate officer support to the initial x3 session(s), to support volunteers and customers, and to supervise any volunteers where a DBS check has not been returned;
 - f. To nominate YABHW representatives to work directly with officers, where decisions on the dementia café delivery are required.
- d. Set priorities for YABHW Sub-Committee in 2023:
- a. Dementia Café launch (where viable);
 - b. To plan and deliver the annual Yate Ageing Better Festival, in 2023;
 - c. To work with SGC Ageing Better Partnership Board to inform the strategic plan for “Ageing Better” in South Gloucestershire;
 - d. To work with SGC Ageing Better Partnership Board working group (and stakeholders), to provide practical support and insight, for activities and services in the community;
 - e. To conclude actions to recruit “YAB Champions” and instead:
 - i. YABHW representative to attend Pop Inn Café “pay what you can” lunches, to build rapport with community and gather feedback from customers on community need, to inform forward plans;
 - ii. YABHW representative monthly attendance at Armadillo Senior sessions, to build rapport with community, and gather feedback from customers on community need, to inform forward plans.
 - iii. To nominate YABHW representatives for the above activities.
- e. Warm Welcome (WW):
- a. To conclude as planned, on 31st March 2023:
 - b. Officers to arrange a thank you letter from the Mayor, to external WW partners;
- f. Yate Ageing Better Health and Wellbeing Festival 2023:
- a. To approve the 2023 Festival proposal (Appendix 1);
 - b. To nominate representatives to work directly with officers, where decisions on the festival are required;
 - c. Officers to contact Chipping Sodbury Rotary Club, to explore opportunities to work together on this event; to return findings to YABHW Sub-Committee (and/or nominated reps), for consideration.
- g. To grant delegated powers to the Town Clerk, in consultation with the Chair of the Yate Ageing Better Health and Wellbeing Committee (Councillor Cheryl Kirby), to progress any matters relating to the priorities set by YABHW Sub-Committee, for 2023 (outlined above).

1.5 Yate Heritage Centre Service

To receive an update if available.

1.6 Autumn Brook – Bug Hotel

The Autumn Brook community group has approached the Town Council, seeking support to obtain funding and install a bug hotel in one of their green spaces. It is **RECOMMENDED** that:

- YTC seek MAF funding for a bug hotel;
- Written permission be sought from Autumn Brook Management Committee, giving permission for YTC to install a bug hotel on their land (NB: If MAF funding is obtained by YTC, YTC will be unable to transfer the bug hotel so it will remain a YTC asset);
- To also refer community groups to CVS for support to access funding, where they do not immediately meet external funding grant criteria.

2. ITEMS FOR NOTING

2.1 Estates Manager’s Report

To receive Estate Manager’s Report with items for noting.

[Click here to read Estate Managers Report](#)

2.2 Status of all Groups that report to the Environment & Community Committee

To **NOTE** the following;

Sub-Committee/Group	Date of Meeting/Update	Appendix
Venues	Report for the period	Click here to read Venues Report
Events Sub Committee	A meeting of the Events Sub Committee took place on 20 th January 2023	Click here to read
Joint Parishes Consultative Committee	No update	
Allotments	A meeting of the Allotments Sub-Committee took place on Wednesday 1st February 2023.	Click here to read minutes

Public Rights of Way, Commons and Greens Sub-Committee	The South Gloucestershire Council modification order for LYA45 (Part of Tanhouse Lane) was received and circulated on 20 th January 2023. (Yate Town Council did not object to this amended diversion having discussed and agreed this amended route with representative from Barratt Homes)	Click here to see modification order
Reports from Representatives on Outside Bodies	Minutes received from outside bodies were previously circulated to Members with a request to advise if they wish to discuss matters contained therein.	Click here for Outside Bodies
Town Centre Strategy Group	A doodle will be circulated and to arrange the next meeting.	

2.3 Leases for Ridgewood, The Common (including pitches), Witches Hat and Eastfield Drive.

To **NOTE** that South Gloucestershire Council has been chased for movement on leases for Ridgewood, The Common (including pitches, the lease for which expires in September 2022) as well as Eastfield Drive site. A YTC/SGC officer meeting is planned for 13th March 2022 to discuss progress (as well as introduce the suggestion that YTC assume ownership of Kingsgate Park, further to Full Council 21 February 2023).

A draft lease for the Witches Hat has been received and is in the process of being reviewed.

2.4 CONSULTATIONS

a) Consultation Responses

No consultation responses to be received.

2.5 Youth

a) Armadillo Youth Venue

To **NOTE** casual Venue Assistant positions were advertised in February 2023; recruitment for casual staff will be ongoing.

b) Youth Service

- A Youth Commissioning Service meeting with South Gloucestershire Council took place on Thursday 23rd February 2023 to discuss youth provision from 1st April 2024. To receive update;
- To receive verbal update in respect of the meeting with Learning Partnership West that will take place at 6pm on Tuesday 7th March (immediately prior to this meeting of Environment & Community Committee).

2.6 Climate and Planet Commitment

To **NOTE** Climate and Planet Commitment update.

[Click here to read update](#)

2.7 Graffiti and Litter

To **NOTE** graffiti (tagging) was identified at Kingsgate Play Area and Peg Hill skate Park, and was removed the same day and reported to the police online.

2.8 Tension Monitoring

To be advised that a request from the Town and Parish Council's Forum has been received to collate and submit Tension Monitoring forms to South Gloucestershire Council's Community Safety Team. Further information has been requested from South Gloucestershire Council in respect of how the data will be used and the outcomes to be expected and also to remind that requests should come direct to Town and Parish Councils and not via the Forum alone. [Click here to find out about Tension Monitoring](#)

2.9 Outstanding Items

To **NOTE** status of pending log. [Click here to read](#)

Item 3. Confidential Items

3.1 Confidentiality Confirmation

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

3.2 Confidential Items

To receive any urgent confidential items.

3.3 To **RESOLVE** to return to public session.

Item 4. Consideration of Impact of Decision on Climate and Waste

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



Yate Ageing Better Festival 2023 Proposal

Date of event: Wednesday 19th July 2023, 11am – 2pm

1. Summary of key learning from 2022 Festival event

- Location Yate Shopping Centre:
 - Central location for travel and access
 - Provided much more space than 2021 locations, increasing capacity for stall holders, activities and entertainment
 - Catering could be provided by the Pop Inn Café
 - Attracted visitors from general shopping footfall
 - Close proximity to Yate Leisure Centre, a key stakeholder and event resource provider (activities and stage), reducing logistical need to transport equipment
 - Pop Inn Café was used for event storage, reducing impact on other YTC venue users (e.g. Armadillo), and reducing need to transport equipment between sites.

- Day/ time of day/ time of year:
 - Thursday – same day as Armadillo senior cinema, which stretched staff resources too far by covering multiple sites and services. Officers recommend future YAB Festivals to be held on a different day so resources can be concentrated on event;
 - Time of day was popular; late morning to mid-afternoon is the highest footfall time for the location;
 - Summer event, most likely to have good weather. Consider hiring/sourcing from YTC stock more gazebos for shade for future events.

- Layout:
 - “Market style” worked very well in the courtyard space
 - Captured passing visitors of all ages
 - Supported access - clear sight lines to stalls and activities, and direct physical access to each stall holder
 - Central stage area with close proximity to the Pop Inn Café reduced the need for additional generators
 - Urbie used as central point for YTC enquiries
 - Close proximately to Pop Inn Café provided nearby facilities for welfare (toilets), refreshments and seating

- **Activities:**
 - Variety of stall holders providing information and advice
 - To explore next year - opportunities for street trading
 - Refreshments supplied by the Pop Inn Café (afternoon tea boxes were very popular and received positive feedback)
 - Central stage for entertainment and participation activities including chair exercise and music – central location of stage helped to pull in passing visitors;
 - Continue to grow stallholder participation in future years, varied activities and services to keep vibrancy of event, and to support a move away from health narrative that is generally applied to events for the target audiences.

- **Resourcing:**
 - Staff – as above, not to have conflicting activities that take staff resources away from event;
 - Clear layout plans to be provided to Estates team ahead of the day, to aid set up and reduce time spent waiting on direction from the event team;
 - Tables, chairs and gazebos – not enough booked/arranged which led to resourcing activities on the day. For future events any of these items not in use at other YTC sites, to be utilised for this event, ideally stored at the PIC the day before;
 - Ask stall holders to bring own gazebos, tables and chairs, if they have them, to maximise YTC resources to those that do not have these resources;
 - Storage – to arrange as much on site storage as possible, ahead of the event taking place, to minimise time lost to travel and strain on staff setting up event (Pop Inn Café ideal storage location)
 - Consider hire of PA system for future events, system with Bluetooth for background music;
 - Reusable bags, very popular with visitors, great resources for disturbing / collecting information available from stall holders on the day.

2. Aim of event 2023/ Mission Statement

To provide an inspiring and vibrant event for the residents of Yate and the locality, to challenge the stigmatisms of “ageing” communities, and represent the diverse variety of opportunities available to communities at all stages of life, by promoting community groups, facilities, services and activities, who provide enriching experiences in Yate and the surrounding community, for persons over 50years of age.

3. Forward plan 2023 event

a. Date and time 2023

It is proposed:

- the annual festival takes place again in mid-July, where the weather is likely to provide good conditions;
- holding the event at a time where a wet weather plan is more likely to be needed, will drastically reduce the space available for the event, and the quality of the “festival experience” provided;
- a summer event provides better conditions for performers and other activities;
- an outdoor event in the summer has a “festival” feel and aesthetic;
- a date in July, provides marketing opportunities for the YAB Festival to be promoted at Yate Heritage Centre’s St George’s Day in April, and Yate Rocks! in June;
- the day (Wednesday) does not conflict with other key services, for which the YAB festival team are required to facilitate;
- the time recommended is the prime time for footfall of the target age, at Yate Shopping Centre.

The date and time proposed:

- does not conflict with any other YTC events
- has been confirmed by Yate Shopping Centre as available.
- focuses on the centre of the day, when people are shopping, out for lunch and does not conflict with school pick up times, which can involve the target audience.

b. Location 2023

Yate Shopping Centre, south courtyard, from outside the Pop Inn Café spanning the space towards the Leisure Centre, the Bolero Lounge and the south carpark (same as 2022).

c. Style/ layout

- i. To mirror the 2022 format and layout “Market style”.

d. Entertainment 2023

To consider the following options:

- invite local groups from previous events;
- to encourage entertainment provided by intergenerational musicians and vocalists;
- to invite Yate Leisure Centre for public classes and demonstrations;
- to make contact with Music Train, if they are available at the time of the festival;

- Central stage location, similar location to 2022, almost adjacent to the Pop Inn, in order to supply electric;
- Book PA system and microphones.

e. Food Traders

Event catering to be provided by the Pop Inn Café, to provide fundraising opportunity for over 50s café and to promote a marketing opportunity for the Pop Inn, to reach new customers.

f. Stall holders

Confirmed stalls:

- Yate Town Council
- Yate Heritage Centre

To consider invites to:

1. Key local partners for example:

- One you
- Walking for health
- U3A
- Green Community Transport
- “Friends of” groups e.g Yate Heritage Centre and local Open Spaces (Kingsgate Park, Brinsham, Yate Common)
- Yate and Sodbury Clean up
- Climate Action Yate And Chipping Sodbury
- Community Bike Hub
- Yate Men’s Shed
- Yate Outdoor Sports Complex (YOSC Ltd).

2. A variety of hobbies and interest groups;

3. Service providers for target audience e.g:

- NHS services e.g. digital sign up services;
- South Glos Ageing Better Partnership Board and working group.

g. Environmental considerations:

- To consult the sustainable events checklist as actions are planned.

h. Health and safety considerations/ requirements;

- Staffing – to include first aider and safeguarding lead;
- First aid kits (on Urbie/ Pop Inn Cafe);
- Defib nearby (Armadillo)

- iv. Mobile phones for emergency calls;
- v. Fire extinguishers (in Pop Inn/ designated fire extinguisher and blanket for events);
- vi. Ambulance / first aid service – to be hired; check with insurance if required
- vii. Risk assessments – event space and activities;
- viii. Insurance cover – to be checked with the provider, when appointed (Finance to support);
- ix. Safety covers for electrical cables.
- x. Site access
- xi. Moving vehicles (require a banksman for access and egress, no vehicle movement during the event)
- xii. Ensuring gazebos are securely tied down;
- xiii. Notify local Police of event.

i. Additional resources:

- i. Staffing – Community Projects (all staff), Estates (set up/clear down only) volunteers from Pop Inn Café, YTC Councillors – to include first aider and safeguarding lead;
- ii. Chairs, tables, gazebos;
- iii. PA system;
- iv. Device for background music;
- v. Staging – ask Yate Leisure Centre;
- vi. Block booking of YTC venues for storage (PIC/PH/AYC);
- vii. Urbie;
- viii. Catering equipment (TBC)
- ix. Give away bags (reusable canvas with YAB logo);
 - 1. Literature on services and opportunities;
 - 2. Goodie giveaway (TBC).

j. Collaboration with Yate Shopping Centre Management

To meet early on the planning of the YAB Festival to invite the shopping centre to be more actively involved in the festival with;

- potential sponsorship/ stage/ food outlets/entertainment.
- Banners – display in location
- 3rd party marketing - Social media, leaflets, press releases, word of mouth – via retailers;
- Licensing – if required for activities. TENS

k. Businesses / sponsorship opportunities (to be investigated)

- i. SGC grants and MAF;
- ii. Local businesses e.g. mobility
- iii. Rotary Club Chipping Sodbury
- iv. Donations of products or services to event.

I. Marketing plan

To utilise YTC internal marketing resources including:

- Canva account
- Social media adverts (Facebook, Instagram, Twitter, LinkedIn)
- Pre-existing banners
- Noticeboards (all locations)
- Press release contacts
- 3rd party via partnerships e.g. WHO, SGC Ageing Better Board partnerships, Age Uk.

To utilise external marketing resources including:

- The Focus
- My Yate
- The Gazette
- The Bristol Post
- The Cable
- The Boundary (paid advert)
- BBC Radio Bristol
- BBC Points West
- ITV.

m. Budget

£2000 total YTC budget agreed, spend to prioritise key resources, including:

- i. Ambulance / first aid service; check with insurance if required
- ii. External Marketing e.g. advert in Boundary;
- iii. PA system/ device for background music
- iv. Catering equipment (TBC);
- v. Give away bags (reusable canvas with YAB logo);
- vi. Additional staffing;
- vii. Staging.