



YATE TOWN COUNCIL

Wednesday 23 December 2015

You are hereby summoned to attend a meeting of **YATE TOWN COUNCIL** to be held at Poole Court, Yate on Tuesday 5 January 2016 between 7.15pm and 9.00pm for the purpose of transacting the business set out in the Agenda below.

Hayley Townsend

Hayley Townsend
Town Clerk

* * * * *

A G E N D A

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 To receive any requests for dispensations.
- 4 Public Participation Session with Respect to Items on the Agenda.
- 5 To receive, consider and confirm Minutes of the Full Council Meeting held on 27 October 2015. (Copy herewith)
- 6 To receive, consider and confirm Minutes of the Finance and General Purposes Committee Meeting held on 1 December 2015. (Copy herewith)

Item 8/1
 - a) To receive report in respect of Poole Court Security (Confidential Copy herewith)
 - b) To receive an update in respect of heating at Poole Court.
- 7 To receive and consider the following items on the Clerk's Report. (Copy herewith)
 - 1 **Financial Reports**
 - 1/1 Accounts for Payment
 - 1/2 2016/2017 Budget

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



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- 2 **Sub-Committee Reports**
 - 2/1 Planning Sub-Committee
 - 2/2 Staffing and Governance Sub-Committee
- 3 **Town Council Project Steering Group Committee Reports (Task Limited)**
 - 3/1 Abbotswood Shopping Centre
 - 3/2 Elswick Park Development Project Steering Group Committee
 - 3/3 North Yate Project Steering Group Committee
 - 3/4 Parish Hall Redevelopment Steering Group Committee
 - a) Project
 - b) Hanson Sports and Social Club Proposal
 - 3/5 Play Areas Project Steering Group Committee
 - 3/6 Land at the Rear of Ridgewood
 - 3/7 YOSC
- 4 **Working Groups**
 - 4/1 Kingsgate Park Café/Kiosk Working Group
- 5 **Yate Town Centre/Shopping Centres**
 - 5/1 Yate Town Centre Strategy Group
- 6 **Consultations**
 - 6/1 South Gloucestershire Council – Child Poverty Needs Assessment.
 - 6/2 South Gloucestershire Council – Draft Cycling Study
 - 6/3 Response to Timing of Community Infrastructure Levy Payments Consultation
 - 6/4 Response to Review of Modern Records Consultation
 - 6/5 Response to Housing Related Support Review Consultation
 - 6/6 2016/17 Council Tax Base and Provisional 2016/17 Local Council Tax Reduction Support Grant Allocations
 - 6/7 Urgent Consultations
- 7 **90th Birthday HRH Queen Elizabeth II**
- 8 **St Mary's Green**
- 9 **Yate Traffic & Transport Study**

**TOWN CLERK'S REPORT TO FULL COUNCIL MEETING TO BE HELD
ON TUESDAY 5 JANUARY 2016**

1 FINANCIAL REPORTS

1/1 Accounts for Payment

To receive and approve accounts for payment. (Appendix 1)

1/2 2016/2017 Budget

To receive and approve budget for 2016/2017 (Appendix 2)

2 SUB-COMMITTEE REPORTS

2/1 Planning Sub-Committee

(a) To **NOTE** the minutes of the Planning Sub-Committee meeting held on 2 December 2015. (Appendix 3)

(b) To **NOTE** that the next meeting of the Planning-Sub Committee will be held immediately after the Full Council meeting on 5 January 2016; to identify representatives to attend.

2/2 Staffing and Governance Sub-Committee

To receive the confidential minutes of the Staffing and Governance Sub-Committee meeting held on 2 December 2015 (Confidential Appendix 4)

**3 TOWN COUNCIL PROJECT STEERING GROUP COMMITTEES
REPORTS (TASK LIMITED)**

3/1 Abbotswood Shopping Centre

To receive confidential update in respect of negotiations.

3/2 Elswick Park Development Project Steering Group Committee

To receive the confidential minutes of the meeting held on Monday 30 November 2015 with representatives from Taylor Wimpy to discuss the development of land at Elswick Park. (Confidential Appendix 5)

3/3 North Yate Project Steering Group Committee

To receive information.

3/4 Parish Hall Redevelopment Project Steering Group Committee

(a) Project

To **NOTE** that this project is held in abeyance. *(NB: Further to minute number 42/5 of the Full Council meeting held on 2 September 2014, the redevelopment plans for*

the Parish Hall are to be reconsidered if the Town Council is unable to secure the Community Arts Development building at Elswick Park).

(b) Hanson Sports and Social Club Proposal

To receive any update.

3/5 Play Areas Project Steering Group Committee

To receive the minutes of the Play Areas Project Steering Group held on 14th December 2015. (Appendix 6)

3/6 Land at the Rear of Ridgewood Community Centre

To receive any further update.

3/7 YOSC

a) To receive confidential minutes in respect of the post handover of YOSC meeting held on 16 November 2015 & 15 December 2015 (Confidential 7a & 7b).

b) To receive confidential correspondence from South Gloucestershire Council in respect of Heads of Terms for the lease of YOSC. (Confidential appendix 8) and response from Yate Town Council. (Confidential appendix 9)
To receive any further update and agree way forward.

c) To receive update in respect of street lighting at YOSC.

5 WORKING GROUPS

5/1 Kingsgate Park Café/Kiosk Working Group Meeting

To NOTE that submission of tenders for the Kingsgate Park Café/Kiosk are to be advertised for 6 weeks from Monday 4th January 2016 until Friday 12th February 2016. The results of the tenders to be considered by Full Council on 23rd February 2016.

6 YATE TOWN CENTRE/SHOPPING CENTRES

6/1 Yate Town Centre Strategy Group

To receive the minutes of the Yate Town Centre Strategy Group meeting held on 2 December 2015. (Appendix 10)

6 CONSULTATIONS (*Paper copies of all consultations are available to view in the Town Council office*)

6/1 South Gloucestershire Council – Child Poverty Needs Assessment

Previously circulated by email on 3 December 2015. Available from:

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

Consultation open from 2nd December 2015 – 13th January 2016.

6/2 South Gloucestershire Council – Draft Cycling Strategy

Previously circulated on 3 December 2015

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

Consultation open from 30 November – 15 January 2016

6/3 Timing of Community Infrastructure Levy Payments Consultation

Further to minute number 62/5 of the Full Council meeting on 27th October 2015, To **NOTE** the following response has been submitted to South Gloucestershire Council;

'Yate Town Council opposes annual payments in arrears. Payments should be made quarterly or at worst, twice a year.'

6/4 Review of Modern Records – Consultation

Further to minute number 62/3 of the Full Council meeting on 27th October 2015, to **NOTE** the following response has been submitted to South Gloucestershire Council;

'The Town Council oppose the proposals, which amount to cultural vandalism of the highest order. The review suggests permanent irreparable damage to the narrative of who we are culturally. Documents that show the history of people, origins and cultures matter. Archives matter, because they tell the tale of who we are, and where we have come from, which is an important narrative. The Town Council opposes the suggestions because of the irreversible nature of them which will lead to the permanent loss of records which are crucial to the narrative of who we are and our journey.'

6/5 Housing Related Support Review – Consultation

Further to minute number 62/1 of the Full Council meeting on 27th October 2015, to **NOTE** the following response has been submitted to South Gloucestershire Council;

'Yate Town Council responds to the above consultation as follows:

Whilst rationalising all the services to cut waste and make it simpler is supported, Yate Town Council object to cutting the direct support.

Group support and drop in sessions have their place but many requiring housing related support are those that require adaptations to enable them to remain in their own homes are unable to attend. Focus needs to be upon ensuring that when someone needs support they get quick, effective on site delivery of support.

Cuts should not start with hitting support to the vulnerable.'

6/6 2016/17 Council Tax Base and Provisional 2016/17 Local Council Tax Reduction Support Grant Allocations

To receive the outcome of the above consultation. (Appendix 11)

6/7 Urgent Consultations

To receive any urgent consultations.

7 90th BIRTHDAY OF QUEEN ELIZABETH II

To consider any plans to commemorate the 90th Birthday of Queen Elizabeth II (21st April 2016) within the Parish of Yate.

8 ST MARY'S GREEN WAYLEAVE

To receive and consider wayleave agreement from Western Power Distribution. (Appendix 12)

9 YATE TRAFFIC & TRANSPORT STUDY

To receive the minutes of the meeting held on 30 November 2015 to discuss the Yate Traffic and Transport Study.(Appendix 13)

10 LOCAL COUNCIL AWARD SCHEME

To **NOTE** that further consideration will be given to the Local Council Award Scheme after the staff review which is due in the first quarter of 2016.

Cheques/Direct Debits/Visa/Electronic Payments List
F&GP - 1st December 2015

METHOD	ACCOUNTS FOR PAYMENT	DESCRIPTION	AMOUNT	Member 1 Initial	Member 2 Initial	Clerk or RFO Initial
EP	YOSC Ltd	Transf to YOSC Ltd from SGC Transferred Funds	£ 6,172.86	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

£ 6,172.86

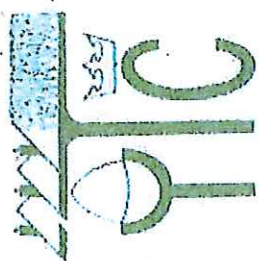
Member 1 - Print Name Tony Davis Date 8/12/15
 Member 2 - Print Name IAN BARK Date 8/12/15

Cheques/Direct Debits/Visa/Electronic Payments List
F&GP - 1st December 2015 plus 1 interim payment

METHOD	ACCOUNTS FOR PAYMENT	DESCRIPTION	AMOUNT	Member 1 Initial	Member 2 Initial	Clerk or RFO Initial
EP	Bradley Stoke Windows	Fire Door Works to Parish Hall	£ 250.00	AD	CB	AY
EP	Murray Hire	Estates Equipment Repair	£ 24.00			AY

£ 274.00

Member 1 - Print Name TONY DAVIS Date 7/12/15
 Member 2 - Print Name Chevy Kirby Date 7/12/15



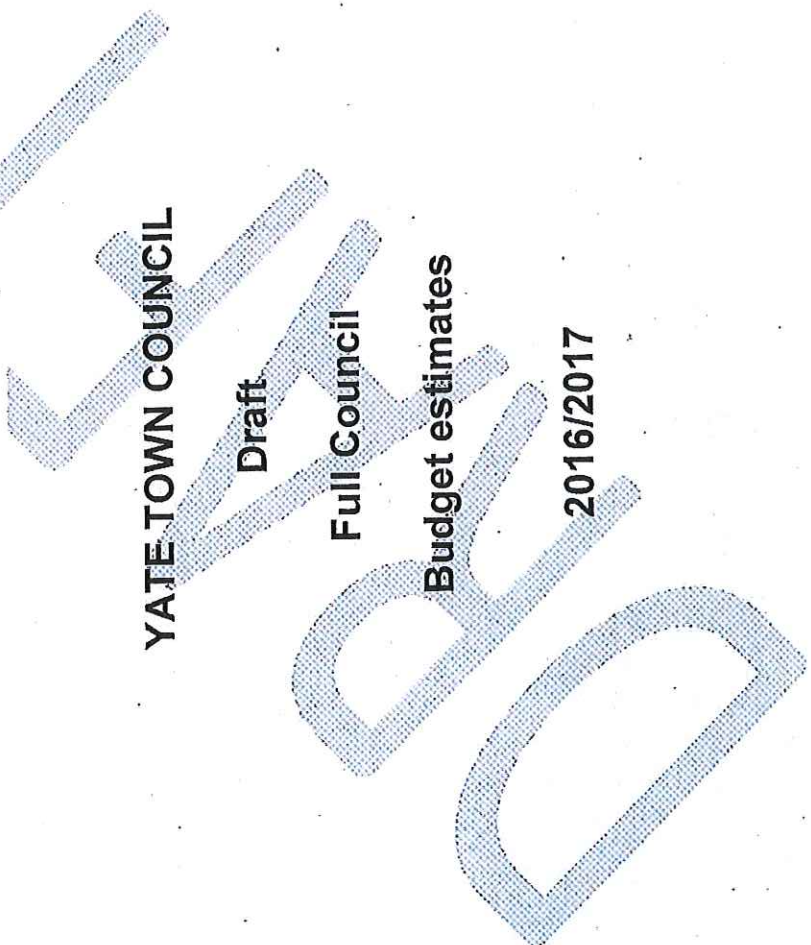
YATE TOWN COUNCIL

Draft

Full Council

Budget estimates

2016/2017



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WORK IN PROGRESS

BASIS FOR SETTING 2016/2017 BUDGET

Budget Increase

The RPI for September 2015 is 0.8%. This figure has been used to increase the precept and as a general guide for increasing the budget. An increase of 3% plus known variations have been applied to the 2017-2019 estimated budgets.

Gas and Electricity

Gas and electricity budgets are based on historical consumption

Insurance

Insurance premium tax is increasing from 6% to 9.5% this year and insurance sums are index linked at 3%.

Pay Awards

A 1% increase has been applied to all salaries of SCP 18 and above, those below this scale have had a larger increase applied to take into account the restructure that would be required to meet the new government national minimum wage of £9-per hour in 2020 and its longer term knock on affects (this is the employers offer to the unions and is the best estimate at this stage), this has been applied along with the annual scale increases where applicable.

Yate Town Council has previously paid in line with the Living Wage set by the Living Wage Foundation.

National Insurance Contributions

As from 1 April 2016 the contracted out arrangement in relation to work related pension schemes will end along with the National Insurance rebate. The new employers National Insurance contribution rate will increase to 13.8%, currently paid at 10.4% for those staff in the pension scheme, an increase of 3.4%.

Pensions

The pension increases following the actuarial valuation were set in 2013/2014 as follows:

Employer Contributions	
• 2014/15	12.3% of payroll
• 2015/16	13.3% of payroll
• 2016/17	14.3% of payroll
Deficit Recovery	
• 2014/15	£10,500
• 2015/16	£11,200
• 2016/17	£12,100

Yate Town Council can elect to pay higher contributions.

For the purpose of the attached budget the phased increase has been used on both counts, employer's contributions and deficit recovery sums.

The pension contribution sums may look inflated for the 2016/2017 financial year, however Yate Town Council is due for auto enrolment as from the beginning of 2016, therefore pension contributions have been calculated for every member of staff including those who have currently opted out of the scheme (staff can opt back in at any time).

Rates

These have been estimated with an RPI increase on the 2015/2016 financial year actuals.

LEADER

THE FOLLOWING NOTES REFER TO THE ITEMS THAT VARY FROM THOSE LISTED ABOVE. PLEASE NOTE THIS BUDGET IS SUBJECT TO CHANGE AS AND WHEN MORE UP TO DATE INFORMATION BECOMES AVAILABLE.

ENVIRONMENT AND PLANNING COMMITTEE BUDGET NOTES

NB: The 2016/2017 Environment & Planning Budget is showing a net increase of £49,033 against the 2015/2016 budget after the 1% annual increase has been applied. Full explanations are given below in the notes however the significant increases are as follows:

• YOSC Property Insurance	£ 3,800
• Kingsgate Park Loan Repayment	£ 8,434
• Kingsgate Park Income down	£ 5,000
• Abbotswood	£ 6,000
• Grass Cutting contract SGC	£ 6,000
• Estates Staff	£23,000

1) (1) Sports Facilities

Bowling Green and Pavilion

This budget will be overspent this financial year due to electric sockets test having been undertaken this year at £420 and not budgeted for. A further £565 overspend has been incurred on the repair to the pump and the cost of a new security system being installed at £900 with security revenue costs being introduced at £135 per annum.

YOSC

This is a new budget head and shows the cost of insurance for a newly acquired Yate Town Council property. The running of the operation will be carried out by YOSC Limited so there will be no further revenue costs.

2) (2) Parks

Kingsgate Park

Extra funding of £1,400 has been allocated to this budget head in 2016/2017 to allow for the repair of an old stretch of tarmac in the park and the marking out of the car park bays in the car park. A further sum £8,434 (as highlighted in tabled below, has been included to cover the cost of one half year payment on a potential loan from the public works loan board to cover the cost of refurbished toilets and works to the yard to make more secure. The loan applied is for £150,000 to be repaid over 10 years.

However the following options could also be considered:

Loan Amount	£150,000	£200,000	£150,000	£200,000
Loan Period	% increase on the precept		Six monthly repayments	
5 years	4.24	5.65	15,744.01	20,992.02
10 years	2.27	3.03	8,434.17	11,245.56
15 years	1.64	2.19	6,096.41	8,128.54

NB The above rates are as at 10 December 2015 taken from the Public Works Loan Board website.

The income for 2014/2015 was approximately £8,000 this will not be achieved for 2016/2107 due to the ice cream contract not having been renewed as from October 2015 due to council going out to tender for a cafe to be operated on site as from spring 2016.

Brinsham Fields

This budget head is showing as overspent in 2015/2016 reflecting the improvement works to be undertaken to the jetty and the nesting islands; the overspend is reflected under grants income showing grants which have been secured.

3) (3) Play Area Maintenance

£1,240 extra has been requested by the Estates Officer for inclusion in the 2016/2017 budget to enable a refurbishment of the Yate West Kickabout site to undertake the re-galvanising of the posts and new white lining of the courts, this funding has been offset by a transfer from the Play Area refurbishment earmarked reserves in the budget, however an application for s106 monies will be made. A further £500 has been allocated under the locking/security at the Witches Hat to allow for a full years cost.

Members have agreed £1,600 be used from earmarked reserves to fund the installation of the bund at Longs Drive in 2015/2016. This work to be undertaken asap.

4) (4) Open Spaces

The proposed Open Spaces budget for 2016/2017 is showing an increase of approx. £4,000. The sum of £26,350 has been allocated to this budget head to pay for the buyback of extra Streetscene and Highway Maintenance services from South Gloucestershire Council in 2016/2017; only £14,000 has been transferred from earmarked reserves to fund the 2016/2017 expenditure (as opposed to £20,000 transferred in 2015/2016) with the view to reducing this sum by £7,000 per annum in 2017/2018 and 2018/2019 so that it is eventually funded directly via the budget without eating into reserves.

5) (5) Abbotswood

The Estates Officer has estimated that funding in the sum of £6,000 should be allocated to Abbotswood for 2016/2017. This fund is to reflect a one off to bring the site up to standard and a small provision be made in future years to meet the cost of on-going maintenance.

6) (7) Public Rights of Way

The public footpath orders are due to be paid for this financial year 2015/2016; this cost will be met from monies set aside in earmarked reserves.

7) (8) Estates Staff

The Estates staff budget will be under spent in the 2015/2016 financial year. Funding was allocated for the full year for staff members to re-join the pension scheme should they so wish however as yet no one has rejoined. All staff that have previously opted out will be rejoined in the New Year when Yate Town Council will become part of the auto enrolment system.

The pension actuarial valuation increase has been applied to the next financial year (as mentioned on previous page). This along with the assumed cost for members of staff who are currently opted out of the scheme but may wish to opt back in have been included showing a possible increase in costs.

Further funding has been allocated to this budget head to enable an estates apprentice to be appointed in 2016/2017. The allocation made has been based upon engaging an apprentice aged between 21 - 25 on the minimum wage at £6.70 per hour even though the member of staff be younger than 21 the higher provision has been made.

8) (9) Estates Equipment, Vehicles and Machinery

It is anticipated this budget head will be overspent this financial year due to £2,600 of repair works carried out on the Etesia mower on top of the £500 budgeted. Replacement equipment has also been purchased in the sum of £2,748 which is reflected under insurance income.

9) (10) Transport Initiatives

The Transport Initiatives budget shows as overspent this financial year however the overspend is matched by an insurance claim shown under income.

ENVIRONMENT AND PLAYING COMMITTEE

LAST YEAR BUDGET 2014/2015	LAST YEAR ACTUAL 2014/2015	(1) SPORTS FACILITIES	CURRENT YEAR BUDGET 2015/2016	CURRENT YTD ACTUAL (SEPT) 2015/2016	ANNUAL PROJECTED 2015/2016	PROPOSED ESTIMATE 2016/2017
EXPENDITURE						
16,107	15,480	Bowling Green & Pavilion	16,919	9,812	18,796	17,571
8,590	4,654	Football Pavilion and Pitches	7,815	3,356	7,667	7,908
1,130	339	Tennis Courts	1,150	333	1,045	1,008
0	0	Yate Outdoor Sports Complex	0	0	1,776	3,800
25,827	20,673	Total Expenditure	25,884	13,501	29,284	30,287
INCOME						
18,720	18,720	Bowling Green & Pavilion	19,151	9,576	19,151	19,710
7,854	7,771	Football Pavilion and Pitches	6,810	3,668	6,810	6,878
1,135	458	Tennis Courts	1,300	1,070	1,400	1,400
27,709	26,949	Total Income	27,261	14,314	27,361	27,988
(1,882)	(6,276)	SPORTS FACILITIES NET COSTS	(1,377)	(813)	1,923	2,299

(2) PARKS						
EXPENDITURE						
14,560	13,049	Kingsgate Park	15,262	5,532	14,438	24,967
6,772	3,232	Brinsham Fields Park	9,048	4,485	14,834	8,104
7,000	0	Yate Common	7,000	0	0	7,000
28,332	16,281	Total Expenditure	31,311	10,017	29,272	40,071
INCOME						
7,573	7,935	Kingsgate Park	8,118	76	76	3,076
0	126	Brinsham Fields Park	0	0	7,132	0
7,573	8,061	Total Income	8,118	76	7,208	3,076
20,759	8,220	PARKS NET COSTS	23,193	9,941	22,064	36,995

(3) PLAY AREA MAINTENANCE						
EXPENDITURE						
22,245	13,986	Total Expenditure	24,208	5,805	22,469	25,162
INCOME						
0	0	Total Income	0	0	0	0
22,245	13,986	PLAY AREAS NET COSTS	24,208	5,805	22,469	25,162

(4) OPEN SPACES						
EXPENDITURE						
12,208	34,748	Total Expenditure	19,236	16,699	19,513	22,260
INCOME						
125	211	Total Income	124	60	124	0
12,083	34,537	OPEN SPACES NET COSTS	19,112	16,639	19,389	22,260

PROPOSED ESTIMATE 2017/2018	PROPOSED ESTIMATE 2018/2019
18,098	18,641
8,145	8,389
1,038	1,069
3,914	4,031
31,196	32,131
20,301	20,910
7,084	7,297
1,442	1,485
28,828	29,693
2,368	2,439

33,897	34,408
8,347	8,598
7,210	7,426
49,454	50,432
3,168	3,263
0	0
3,168	3,263
46,286	47,169

25,857	26,573
0	0
25,857	26,573

38,788	38,846
0	0
38,788	38,846

ENVIRONMENT AND PLANNING COMMITTEE

LAST YEAR BUDGET 2014/2015	LAST YEAR ACTUAL 2014/2015	CURRENT YEAR BUDGET 2015/2016	CURRENT YTD ACTUAL (SEPT) 2015/2016	ANNUAL PROJECTED 2015/2016	PROPOSED ESTIMATE 2016/2017
(5) ABBOTTSWOOD					
EXPENDITURE					
0	0	0	0	0	5,400
Total Expenditure					
0					
INCOME					
0	0	0	0	0	0
Total Income					
0	0	0	0	0	5,400
ABBOTTSWOOD OPEN SPACE NET COSTS					

PROPOSED ESTIMATE 2017/2018	5,562
	0
	5,562

PROPOSED ESTIMATE 2018/2019	5,305
	0
	5,305

LAST YEAR BUDGET 2014/2015	LAST YEAR ACTUAL 2014/2015	CURRENT YEAR BUDGET 2015/2016	CURRENT YTD ACTUAL (SEPT) 2015/2016	ANNUAL PROJECTED 2015/2016	PROPOSED ESTIMATE 2016/2017
(6) WOODS AT THE REAR OF RIDGEWOOD CENTRE					
EXPENDITURE					
0	0	0	0	0	0
Total Expenditure					
0					
INCOME					
0	0	0	0	0	0
Total Income					
0	0	0	0	0	0
WOODS AT THE REAR OF RIDGEWOOD CENTRE NET COSTS					

PROPOSED ESTIMATE 2017/2018	0
	0
	0

PROPOSED ESTIMATE 2018/2019	0
	0
	0

LAST YEAR BUDGET 2014/2015	LAST YEAR ACTUAL 2014/2015	CURRENT YEAR BUDGET 2015/2016	CURRENT YTD ACTUAL (SEPT) 2015/2016	ANNUAL PROJECTED 2015/2016	PROPOSED ESTIMATE 2016/2017
(7) PUBLIC RIGHTS OF WAY					
EXPENDITURE					
500	1,460	500	0	500	500
Total Expenditure					
0					
INCOME					
0	0	0	0	0	0
Total Income					
500	1,460	500	0	500	500
PUBLIC RIGHTS OF WAY NET COSTS					

PROPOSED ESTIMATE 2017/2018	500
	0
	500

PROPOSED ESTIMATE 2018/2019	500
	0
	500

ENVIRONMENT AND PLANNING COMMITTEE

LAST YEAR BUDGET 2014/2015	LAST YEAR ACTUAL 2014/2015	(8) ESTATES STAFF EXPENDITURE	CURRENT YEAR BUDGET 2015/2016	CURRENT YTD ACTUAL (SEPT) 2015/2016	ANNUAL PROJECTED 2015/2016	PROPOSED ESTIMATE 2016/2017
170,500	161,464	Salaries	176,000	85,430	174,000	179,340
11,000	10,189	Employers NIC	11,500	5,382	12,014	14,700
18,000	16,782	Employers Superannuation	28,000	9,318	23,775	30,570
0	0	Estates Apprentice	0	0	0	15,470
5,600	1,401	Staff Training	5,000	13	5,358	5,330
200	175	Expenses	205	10	200	200
3,930	2,752	Health and Safety	3,924	921	3,674	3,550
209,230	192,763	Total Expenditure	224,629	101,074	219,019	249,160
0	86	INCOME	0	25	25	0
0	86	Total Income	0	25	25	0
209,230	192,677	ESTATES STAFF NET COSTS	224,629	101,049	218,994	249,160

PROPOSED ESTIMATE 2017/2018	PROPOSED ESTIMATE 2018/2019
184,720	188,784
15,141	15,474
31,487	32,180
15,625	15,781
5,490	5,665
206	212
3,657	3,766
256,325	261,852
0	0
0	0
256,325	261,852

(9) ESTATES EQUIPMENT VEHICLES AND MACHINERY	
EXPENDITURE	
45,468	37,292
Total Expenditure 35,908 18,725 38,356 36,694	
INCOME	
0	0
0	200
4,572	3,388
0	640
0	3,388
Total Income 0 640 3,388 0	
ESTATES EQUIPMENT VEHICLES AND MACHINERY EXPENDITURE NET COSTS 35,908 18,085 34,968 36,694	

37,869
0
0
0
37,869

37,228
0
0
0
37,228

(10) TRANSPORT INITIATIVES	
EXPENDITURE	
0	0
500	638
320	325
820	963
Total Expenditure 823 1,213 828	
INCOME	
0	0
0	656
0	656
Total Income 0 656 656 0	
820	307
TRANSPORT INITIATIVES NET COSTS 823 557 828	

0
530
348
879
0
0
0
853

0
515
338
853
0
0
0
853

ENVIRONMENT AND PLANNING COMMITTEE

LAST YEAR BUDGET 2014/2015	LAST YEAR ACTUAL 2014/2015	ENVIRONMENT AND PLANNING EXPENDITURE TOTALS	CURRENT YEAR BUDGET 2015/2016	CURRENT YTD ACTUAL (SEPT) 2015/2016	ANNUAL PROJECTED 2015/2016	PROPOSED ESTIMATE 2016/2017
25,827	20,673	SPORTS FACILITIES	25,884	13,501	29,284	30,287
28,332	16,281	PARKS & COMMONS	31,311	10,017	29,272	40,071
22,245	13,986	PLAY AREAS	24,208	5,805	22,469	25,162
12,208	34,748	OPEN SPACES	19,236	16,699	19,513	22,260
0	0	ABBOTTSWOOD	0	0	0	5,400
		WOODS AT THE REAR OF RIDGEWOOD CENTRE	0	0	0	0
500	1,460	PUBLIC RIGHTS OF WAY	500	0	500	500
209,230	192,763	ESTATES STAFF	224,629	101,074	219,019	249,160
45,468	37,292	ESTATES EQUIPMENT VEHICLES AND MACHINERY	35,908	18,725	38,356	36,694
820	316	TRANSPORT INITIATIVES	823	963	1,213	828
344,630	317,519	Total Expenditure	362,498	166,734	359,626	410,362

PROPOSED ESTIMATE 2017/2018
31,196
49,454
25,857
38,788
5,562
500
256,325
37,228
853
445,762

PROPOSED ESTIMATE 2018/2019
32,131
50,432
26,573
38,846
5,305
500
261,852
37,869
879
454,387

LAST YEAR BUDGET 2014/2015	LAST YEAR ACTUAL 2014/2015	ENVIRONMENT AND PLANNING INCOME TOTALS	CURRENT YEAR BUDGET 2015/2016	CURRENT YTD ACTUAL (SEPT) 2015/2016	ANNUAL PROJECTED 2015/2016	PROPOSED ESTIMATE 2016/2017
27,709	26,949	SPORTS FACILITIES	27,261	14,314	27,361	27,988
7,573	8,061	PARKS	8,118	76	7,208	3,076
0	0	PLAY AREAS	0	0	0	0
125	211	OPEN SPACES	124	60	124	0
0	0	PUBLIC RIGHTS OF WAY	0	0	0	0
0	86	ESTATES STAFF	0	25	25	0
0	4,572	ESTATES EQUIPMENT VEHICLES AND MACHINERY	0	640	3,588	0
0	0	TRANSPORT INITIATIVES	0	656	656	0
35,407	39,879	Total Income	35,503	15,771	38,962	31,064
309,223	277,640	ENVIRONMENT AND PLANNING NET COSTS	326,995	151,013	320,664	379,298

PROPOSED ESTIMATE 2017/2018
28,828
3,168
0
0
0
0
0
0
0
0
31,996
413,766

PROPOSED ESTIMATE 2018/2019
29,693
3,263
0
0
0
0
0
0
0
0
32,956
421,431

FINANCE AND GENERAL PURPOSES COMMITTEE BUDGET NOTES

NB: The 2016/2017 Finance and General Purposes Budget is showing a net increase of £78,800 against the 2015/2016 budget after the 1% annual increase has been applied. Full explanations are given below in the notes however the significant increases are as follows:

Service Support Staff	£ 6,500
Local Council Tax Support Grant (LCTSG)	£42,585
Property Valuations	£ 6,500
Youth and Community Support	£28,300
Heritage Centre	£ 3,000
Pop Inn Cafe	£ 3,000
Poole Court	£ 7,800

10) (11) Democratic Representation

No funding has been allocated under this heading for 2016/2017 budget towards the election costs for the 2019 election, due to £17,099 remaining in the election earmarked reserve fund after this year's costs have been deducted.

11) (12) Civic Expenses

An extra £200 has been allocated to this budget head to cover the cost of a Members photo planned to take place every 4 years. £100 extra for both the civic and remembrance services has been allowed in 2016/2017 to cover the cost of these events.

12) (13) Service Support

The full salary costs are shown as being expended this year to cover the cost of extra support required in the office this financial year and to provide an extra workstation.

Costs have been incurred allowing for valuations of two new premises to be undertaken. In line with the valuation office recommendation that properties should be re-valued every three years the sum of £1,500 has been allowed for in the 2016/2017 budget to enable a desktop valuation to be undertaken; Last valuation undertaken in 2013.

It is anticipated the LCTSG will be reduced from £87,083, received in 2015/2016, to £51,339 in 2016/2017. NB: £51,335 has been included as income in the 2016/2017 budget under the LCTSG. However this is a South Gloucestershire Council Member decision to be taken in December which will be subject to the Government's announcement of the 2016/17 Local Government Finance Settlement. There may be further cuts or no monies awarded at all, which would further reduce the 2016/2017 budgeted income.

13) (14) Youth and Community Support

The Youth and Community Support budget show as overspent for 2015/2016 however this is offset with grants received.

The increases between the 2015/2016 and 2016/2017 budget are due to:

- An extra £8,500 allocated to the SLA to fund a replaced URBIE via lease purchase over 5 years;
- No Positive Activities grant having been allowed for in 2016/2017; £24,700 received this financial year;
- A further £1,500 having been allocated to a possible further SLA.

14) (15) Heritage Centre

Funding for two interns has been allocated to the Heritage Centre budget Head for 2016/2017. Funding allocated to 2015/2016 has not been used.

The Heritage Centre budget is showing an increase of approximately £2,300 for 2016/2017 due to:

- £500 extra for storage;
- £300 the security costs were under budgeted for 2015/2016 a more reflective sum has been budgeted for 2016/2017;
- £300 superannuation increase
- £500 increases in cleaning contract (this contract has not been increased for number of years therefore the increase recently applied reflect this);
- £850 staff training identified.

15) (16) Properties

Parish Hall

It is anticipated the Parish Hall budget will be overspent by approximately £1,200 this year due to:

- £200 the annual spring clean costing more than the budget sum;
- £280 unbudgeted electrical socket tests due every 5 years;
- £540 wiring fault and light fitting works;
- £200 spent over budget on central heating works

An extra £200 has been allocated to the 2016/2017 budget to allow for insulation to be installed over the toilets at the Parish Hall.

Pop Inn Cafe

A further drop in income is anticipated in the 2015/2015 financial year. This has also been reflected when setting the 2016/2017 budget. £3,000.

Poole Court

An approximate overspend of £4,400 is anticipated this financial year for Poole Court.

- £650 extra security following break in;
- £1,850 unbudgeted electrical socket testing (due every 5 years);
- £1,600 extra rates bill for Celestine Room following the previous occupant leaving in June.
- £730 increase in cost of annual spring clean

The Celestine room has been empty since the end of June therefore it is anticipated the income will be down by £4,500 this financial year. The income has been set to reflect this also for 2016/2017 however every effort is being made to find a replacement tenant.

£3,300 extra has been allocated to the 2016/2017 budget;

- £2,150 rates;
- £1,500 electricity (budget provision advised by the energy provider);

Armadillo Youth Café

The year to date expenditure under this budget heading is temporarily inflated awaiting year end adjustment. This sum includes the grant given to the Armadillo along with the Armadillo actual expenditure to date. This will be amended at year end to reflect actual expenditure.

FINANCE AND GENERAL PURPOSES COMMITTEE

LAST YEAR BUDGET 2014/2015	LAST YEAR ACTUAL 2014/2015	(11) DEMOCRATIC REPRESENTATION EXPENDITURE	CURRENT YEAR BUDGET 2015/2016	CURRENT YTD ACTUAL (SEPT) 2015/2016	ANNUAL PROJECTED 2015/2016	PROPOSED ESTIMATE 2016/2017
250	6	Travel Expenses	250	0	250	300
250	331	Conference Fees	500	0	500	500
500	225	Members Training	1,000	70	500	500
10,000	0	Elections	18,000	0	14,224	0
0	0	Transferred to Earmarked Reserves	0	0	0	0
0	0	Transferred from Earmarked Reserves	(18,000)	0	(14,224)	0
11,000	562	DEMOCRATIC REPRESENTATION NET COSTS	1,750	70	1,250	1,300

PROPOSED ESTIMATE 2017/2018	PROPOSED ESTIMATE 2018/2019
309	318
515	530
1,000	1,030
10,000	10,000
0	0
0	0
11,824	11,879

LAST YEAR BUDGET 2014/2015	LAST YEAR ACTUAL 2014/2015	(12) CIVIC EXPENDITURE	CURRENT YEAR BUDGET 2015/2016	CURRENT YTD ACTUAL (SEPT) 2015/2016	ANNUAL PROJECTED 2015/2016	PROPOSED ESTIMATE 2016/2017
800	800	Chairman's Allowance	820	604	604	820
3,630	3,463	Civic Events (EG Remembrance Service etc.)	3,608	1,293	3,554	3,922
4,430	4,263	Total Expenditure	4,428	1,897	4,158	4,742
0	267	INCOME	0	0	0	0
0	267	Total Income	0	0	0	0
4,430	3,996	CIVIC NET COST	4,428	1,897	4,158	4,742

PROPOSED ESTIMATE 2017/2018	PROPOSED ESTIMATE 2018/2019
845	870
4,023	4,144
4,868	5,014
0	0
0	0
4,868	5,014

LAST YEAR BUDGET 2014/2015	LAST YEAR ACTUAL 2014/2015	(13) SERVICE SUPPORT EXPENDITURE	CURRENT YEAR BUDGET 2015/2016	CURRENT YTD ACTUAL (SEPT) 2015/2016	ANNUAL PROJECTED 2015/2016	PROPOSED ESTIMATE 2016/2017
62,849	49,126	Service Support	62,705	21,915	61,774	62,832
180,000	166,107	Salaries	189,910	86,172	189,910	195,350
12,000	11,034	Employers NIC	12,500	4,886	12,500	15,650
27,000	29,272	Employers Superannuation	30,500	14,167	30,500	33,350
281,849	255,539	Total Expenditure	295,615	127,140	294,684	307,182
0	0	INCOME	0	0	0	0
2,000	93,119	Bank Interest/Service Support/Misc	2,000	1,675	5,140	2,000
83,448	0	Local Council Tax Support Grant	87,083	87,083	87,083	44,498
85,448	93,119	Total Income	89,083	88,758	92,223	46,498
196,401	162,420	SERVICE SUPPORT NET COST	206,532	38,382	202,461	260,684

PROPOSED ESTIMATE 2017/2018	PROPOSED ESTIMATE 2018/2019
65,436	64,213
201,000	205,422
13,500	13,797
34,200	34,952
314,136	318,384
2,000	2,000
20,000	0
22,000	2,000
292,136	316,384

FINANCE AND GENERAL PURPOSES COMMITTEE

LAST YEAR BUDGET 2014/2015	LAST YEAR ACTUAL 2014/2015	(14) YOUTH AND COMMUNITY SUPPORT EXPENDITURE	CURRENT YEAR BUDGET 2015/2016	CURRENT YTD ACTUAL (SEPT) 2015/2016	ANNUAL PROJECTED 2015/2016	PROPOSED ESTIMATE 2016/2017	PROPOSED ESTIMATE 2017/2018	PROPOSED ESTIMATE 2018/2019
9,500	10,331	Grants	9,500	616	9,500	9,500	9,500	9,500
8,000	8,000	CAB	8,000	8,000	8,000	8,000	8,000	8,500
89,923	60,435	Youth Provision	88,425	8,065	81,330	84,400	99,149	102,123
1,200	1,200	CPRE	1,200	1,200	1,200	1,200	1,200	1,272
4,820	4,817	N50 Night Bus	4,820	0	4,820	4,300	15,000	15,000
13,900	14,120	Events in the Parks	15,627	15,030	15,580	15,232	16,307	16,796
250	37	Christmas Carol & Grants Event	258	0	150	261	266	274
0	691	Station Event	0	0	0	0	0	0
0	0	Poole Court 25th Anniversary Event	1,000	0	500	0	0	0
0	0	Yate Community Plan	0	0	0	0	0	0
0	6,101	Southern Brooks Community Partnership	12,750	4,265	16,940	16,900	17,407	17,929
0	57,861	Transferred to Earmarked Reserves	0	0	34,034	0	0	0
0	0	Transferred from Earmarked Reserves	(12,750)	0	(13,750)	0	0	0
127,593	163,593	Total Expenditure	128,830	37,476	158,304	139,792	166,828	171,394
		INCOME						
2,500	34,226	Total Income	2,500	30,694	32,409	2,000	2,500	2,500
125,093	129,367	YOUTH AND COMMUNITY SUPPORT NET COSTS	126,330	6,482	125,895	137,792	164,328	168,894

FINANCE AND GENERAL PURPOSES COMMITTEE

LAST YEAR BUDGET 2014/2015		LAST YEAR ACTUAL 2014/2015		(15) HERITAGE CENTRE EXPENDITURE		CURRENT YEAR BUDGET 2015/2016		CURRENT YTD ACTUAL (SEPT) 2015/2016		ANNUAL PROJECTED 2015/2016		PROPOSED ESTIMATE 2016/2017	
33,650	33,720	33,720	33,720	Salaries	39,300	17,160	34,253	39,384	40,566	41,782	41,782	41,782	41,782
2,300	2,134	2,134	2,134	Employers NIC	2,650	1,080	2,230	3,000	3,090	3,183	3,183	3,183	3,183
4,500	4,516	4,516	4,516	Employers Superannuation	5,500	2,379	5,568	5,857	6,033	6,214	6,214	6,214	6,214
163	170	170	170	Staff Equipment	240	131	240	250	258	265	265	265	265
120	45	45	45	Travel Expenses	123	0	123	124	128	132	132	132	132
500	25	25	25	Staff Training	500	13	710	1,350	1,391	1,432	1,432	1,432	1,432
1,955	1,931	1,931	1,931	Rates	1,975	1,180	1,968	1,988	2,047	2,109	2,109	2,109	2,109
172	196	196	196	Water and Sewerage Rates	176	72	200	202	208	214	214	214	214
783	499	499	499	Electricity	783	378	783	822	847	872	872	872	872
812	580	580	580	Gas	812	300	812	820	845	870	870	870	870
120	0	0	0	Cleaning Materials	123	56	123	124	128	132	132	132	132
2,154	1,844	1,844	1,844	Cleaning Contracts	2,064	1,549	2,483	2,535	2,611	2,689	2,689	2,689	2,689
743	619	619	619	Maintenance Contracts	878	130	778	882	788	812	812	812	812
700	758	758	758	Building Maintenance	822	691	1,366	967	700	721	721	721	721
1,506	1,542	1,542	1,542	Security	1,342	1,257	1,671	1,688	1,738	1,790	1,790	1,790	1,790
732	409	409	409	Communication costs	642	31	705	578	545	561	561	561	561
449	401	401	401	Insurance	410	417	417	444	457	471	471	471	471
2,377	1,983	1,983	1,983	IT	2,300	1,135	2,000	2,300	2,369	2,440	2,440	2,440	2,440
250	0	0	0	Equipment Maintenance	250	0	250	250	258	265	265	265	265
500	0	0	0	Equipment Replacement	500	0	500	500	515	530	530	530	530
2,500	4,004	4,004	4,004	Events/Exhibitions/Educational, Collection & Research Material	2,500	2,500	2,500	2,500	2,575	2,652	2,652	2,652	2,652
988	987	987	987	Storage	1,012	0	1,500	1,500	1,545	1,591	1,591	1,591	1,591
18,124	18,124	18,124	18,124	Loan	18,124	9,062	18,124	18,124	19,228	19,228	19,228	19,228	19,228
76,098	74,487	74,487	74,487	Total Expenditure	83,026	39,521	79,304	86,188	88,868	90,957	90,957	90,957	90,957
INCOME													
2,388	3,148	3,148	3,148	Heritage Centre	3,090	2,974	3,090	3,100	3,090	3,108	3,108	3,108	3,108
2,388	3,148	3,148	3,148	Total Income	3,090	2,974	3,090	3,100	3,100	3,108	3,108	3,108	3,108
73,710	71,339	71,339	71,339	HERITAGE CENTRE NET COSTS	79,936	36,547	76,214	83,088	83,088	87,849	87,849	87,849	87,849

FINANCE AND GENERAL PURPOSES COMMITTEE

LAST YEAR BUDGET 2014/2015	LAST YEAR ACTUAL 2014/2015	(16) PROPERTIES EXPENDITURE	CURRENT YEAR BUDGET 2015/2016	CURRENT YTD ACTUAL (SEPT) 2015/2016	ANNUAL PROJECTED 2015/2016	PROPOSED ESTIMATE 2016/2017
14,277	11,034	Parish Hall	13,364	7,544	14,576	13,891
29,439	23,613	Pop Inn Café	28,477	11,990	25,865	28,115
7,950	7,915	PIC Salaries	8,003	4,002	8,003	8,084
100	6	PIC Employers NIC	30	0	10	30
1,200	1,225	PIC Employers Superannuation	1,300	642	1,301	1,380
48,565	47,112	Pool Court	55,149	29,395	59,525	58,403
16,800	16,255	P/Crt Salaries	16,450	8,265	16,441	16,605
880	761	P/Crt Employers NIC	882	386	866	1,200
3,150	3,072	P/Crt Employers Superannuation	3,500	1,627	3,550	3,850
99,000	118,382	Youth Café	99,000	137,656	99,000	99,000
37,820	19,085	Youth Café Loan Repayment	37,820	9,858	37,820	37,820
259,181	248,460	Total Expenditure	263,975	211,365	266,957	268,378
		INCOME				
13,301	13,028	Parish Hall	13,660	7,027	13,481	14,000
30,516	25,871	Pop Inn Café	26,925	11,989	23,294	24,000
52,483	67,132	Pool Court	57,024	26,272	52,506	53,805
0	30,162	Youth Café	0	456,319	0	0
96,300	136,193	Total Income	97,609	501,607	89,281	91,805
162,881	112,267	PROPERTIES NET COSTS	166,366	(290,242)	177,676	176,574

PROPOSED ESTIMATE 2017/2018	PROPOSED ESTIMATE 2018/2019
14,308	14,737
28,959	29,712
8,327	8,510
31	32
1,421	1,453
56,936	58,644
17,103	17,479
1,236	1,263
3,966	4,053
99,000	99,000
37,820	37,820
269,105	272,702

PROPOSED ESTIMATE 2017/2018	PROPOSED ESTIMATE 2018/2019
14,420	14,853
24,720	25,462
54,429	55,121
0	0
93,569	95,436
175,536	177,267

FINANCE AND GENERAL PURPOSES COMMITTEE

LAST YEAR BUDGET 2014/2015	LAST YEAR ACTUAL 2014/2015	FINANCE AND GENERAL PURPOSES EXPENDITURE TOTALS	CURRENT YEAR BUDGET 2015/2016	CURRENT YTD ACTUAL (SEPT) 2015/2016	ANNUAL PROJECTED 2015/2016	PROPOSED ESTIMATE 2016/2017	PROPOSED ESTIMATE 2017/2018	PROPOSED ESTIMATE 2018/2019
11,000	562	DEMOCRATIC REPRESENTATION	1,750	70	1,250	1,300	11,824	11,879
4,430	4,263	CIVIC	4,428	1,897	4,158	4,742	4,868	5,014
281,849	255,539	SERVICE SUPPORT	295,615	127,140	294,684	307,182	314,136	318,384
127,593	163,593	YOUTH AND COMMUNITY SUPPORT	128,830	37,176	158,304	139,792	166,828	171,394
76,098	74,487	HERITAGE CENTRE	83,026	39,521	79,403	86,188	88,868	90,957
259,181	248,460	PROPERTIES	263,975	211,365	266,957	268,378	269,105	272,702
760,151	746,904	<i>Total Expenditure</i>	777,624	417,169	804,657	807,583	855,629	870,330
		FINANCE & GENERAL PURPOSES INCOME TOTALS						
0	267	CIVIC	0	0	0	0	0	0
85,448	93,119	SERVICE SUPPORT	89,083	88,758	92,223	46,498	22,000	2,000
2,500	34,226	YOUTH AND COMMUNITY SUPPORT	2,500	30,694	32,409	2,000	2,500	2,500
2,388	3,148	HERITAGE CENTRE	3,090	2,974	3,090	3,100	3,090	3,108
96,300	136,193	PROPERTIES	97,609	501,607	89,281	91,805	93,569	95,436
186,636	266,953	<i>Total Income</i>	192,282	624,033	217,005	143,403	121,159	103,043
573,515	479,951	FINANCE AND GENERAL PURPOSES NET COSTS	585,342	(206,864)	587,654	664,180	734,470	767,287

CAPITAL AND OTHER EXPENDITURE BUDGET NOTES

16) (17) Play Areas and Sports Facilities

The following Play Areas and Sports Facility projects have been completed in the 2015/2016 financial year:

- Peg Hill Refurbishment
- Sunnyside Lane Tennis Courts refurbishment
- Tyndale Park refurbishment
- Witches Hat refurbishment

Both New Homes Bonus (NHB) and S106 has been secured for these projects as listed below with the balance being paid from the Yate Town Council earmarked reserve budget. NB: The income below is shown in the accounts over the two years 2014/2016 in line with the year in which the expenditure was made:

Project	NHB	s106
Peg Hill Refurbishment	30,000	18,753
Sunnyside Lane Tennis Courts	22,900	8,800
Tyndale Park refurbishment	100,000	
Witches Hat Play Area		15,527

(Possible funding from s106 Rodford future works yet to be agreed £32,684.54 in relation to the works at the Witches Hat)

Funding from the NHB has been secured for:

- St Mary's Play Area £70,000
- The Ridge £10,000

It is anticipated these projects will be completed in the 2016/2017 financial year.

17) (18) Buildings

Building Fund

It is anticipated £56,052 will be spent on buildings in 2015/2016 represented as follows:

Purchase of land at Abbotswood	£20,000
Works to the lift at Poole Court	£36,052

£10,000 of this expenditure is met from the building fund allocated for 2015/2016 and the remaining sum taken from earmarked reserves leaving £359 in the earmarked reserves building fund.

It has been advised that the boilers and the floor controls in connection with the heating at Poole Court need replacing at an estimated cost of £30,000. It has therefore been proposed that the sum of £17,400 be allocated to the building fund for 2016/2017 to facilitate the following:

- o £1,000 to refurbish flat roof at the Parish Hall;
- o £1,400 Pop Inn Cafe new carpets - subject to review;
- o £15,000 first half of Poole Court boiler works

This sum has been placed in the budget.

NB there would be no further funding available under building earmarked reserves.

Poole Court Refurbishment

The sum of £1,308 remains in the Poole Court refurbishment budget and it has been requested that £1,000 be used to replace the floor covering in the visitor's toilets on both the ground and first floor at Poole Court.

18) (20) Parks and Greens

2015 – 2016 Proposed expenditure:

- £15,000 - fencing and gates at Roadford playing fields;
- £44,000 – lighting in Kingsgate Park;
- £2,650 – shipping container Kingsgate Park yard.

NB: The above expenditure to be met from earmarked reserves

£2,000 was placed in the 2014/2015 budget for The Friends of Kingsgate Park to plan and design the kiosk at Kingsgate Park and enable them to fund raise for this project has not been used either last financial year or this to date.

£13,000 was budgeted to fund the replacement notice boards and signs in 2015/2016 on a rolling programme. This review is underway. Further works have been identified in 2015/2016 and appear under projects for consideration to be undertaken in 2016/2017 below.

19) (21) Other Project Expenditure

Estates Vehicles & Equipment

A tractor was purchased in the sum of £40,285

Estates Compound

£1,000 was allocated under this budget head for use in 2015/2016 to replace the chain link fence at Sunnyside Lane compound at the request of the estates officer.

Business and Staffing Review

£60,000 has been allocated for 2016/2017 to fund any possible increase in staff or vehicles following the business and staffing review.

Station Improvements - Friends of Yate Station

£5,000 has been allocated to this heading for the 2016/2017 financial year. (See F&GP 28.07.15 min 5/1)

Community Payback

The Estates officer has requested that £2,500 be placed in the budget to fund Community Payback this financial year.

Other Projects for Consideration to be undertaken in 2016/2017

- £13,000 to fund the replacement notice boards and signs in 2016/2017 on a rolling programme;
- £ 4,500 Estates Equipment water bowser pressure washer and £800 for bike and associated equipment;
- £10,000 Neighbourhood Plan;
- £164,210 to fund in Kingsgate Park:
 - £135,000 unisex toilet with baby change and 6 further unisex toilets;
 - £3,340 fencing to stop break – ins;
 - £10,000 concrete area to yard (1st of several phases);
 - £1,155 alarm installation;
 - £15,000 management works to 2 newt ponds. (Hopefully to be grant funded)

Please note the above items highlighted could be funded by way of a loan which has been incorporated into the draft budget for consideration.

You may also wish to give consideration to replenishing the building fund and making provision for IT which is due to be changed in 2017/2018.

CAPITAL AND PROJECT EXPENDITURE

LAST YEAR BUDGET 2014/2015	LAST YEAR ACTUAL 2014/2015	(17) PLAY AREAS AND SPORTS FACILITIES EXPENDITURE	CURRENT YEAR BUDGET 2015/2016	CURRENT YTD ACTUAL (SEPT) 2015/2016	ANNUAL PROJECTED 2015/2016	PROPOSED ESTIMATE 2016/2017
0	0	CE - ST MARY'S PLAY AREA REFURB	0	0	0	70,000
0	0	CE - TYNDALE PARK PLAY AREA PROJECT	0	1,399	1,399	0
0	39,713	CE - WITCHES HAT PLAY AREA PROJECT	0	108,364	111,477	0
0	9,635	CE - PEG HILL REFURB	0	46,913	47,783	0
3,900	0	CE - HOWARD LEWIS PLAY AREA	0	0	0	10,000
0	0	CE - LONGS DRIVE	0	0	1,600	0
0	0	CE - SUNNYSIDE TENNIS COURTS	0	1,800	1,800	0
0	0	TRANS TO EARMARKED RESERVES	0	0	0	0
(3,900)	0	RESERVES	0	0	(43,222)	0
0	49,348	Total Expenditure	0	158,476	120,837	10,000
LAST YEAR BUDGET 2014/2015	LAST YEAR ACTUAL 2014/2015	(18) BUILDINGS EXPENDITURE	CURRENT YEAR BUDGET 2015/2016	CURRENT YTD ACTUAL (SEPT) 2015/2016	ANNUAL PROJECTED 2015/2016	PROPOSED ESTIMATE 2016/2017
0	0	REFURBISHMENT	0	0	0	1,000
0	25,154	CE - YOUTH CAFÉ	0	0	0	0
4,000	6,515	CE - ABBOTSWOOD	0	0	20,000	0
0	0	CE - BUILDING FUND	10,000	0	36,052	16,000
0	0	TRANS TO EARMARKED RESERVES	0	0	10,000	0
0	0	TRANS FROM EARMARKED RESERVES	0	0	(56,052)	(1,000)
4,000	31,669	Total Expenditure	10,000	0	10,000	16,000
LAST YEAR BUDGET 2014/2015	LAST YEAR ACTUAL 2014/2015	(19) BUS SHELTERS EXPENDITURE	CURRENT YEAR BUDGET 2015/2016	CURRENT YTD ACTUAL (SEPT) 2015/2016	ANNUAL PROJECTED 2015/2016	PROPOSED ESTIMATE 2016/2017
0	0	CE - NEW BUS SHELTERS	0	0	0	0
0	0	Total Expenditure	0	0	0	0

PROPOSED ESTIMATE 2017/2018	0
PROPOSED ESTIMATE 2018/2019	0

PROPOSED ESTIMATE 2017/2018	20,000
PROPOSED ESTIMATE 2018/2019	10,000

CAPITAL AND PROJECT INCOME

LAST YEAR BUDGET 2014/2015	LAST YEAR ACTUAL 2014/2015	CAPITAL - INCOME	CURRENT YEAR BUDGET 2015/2016	CURRENT YTD ACTUAL (SEPT) 2015/2016	ANNUAL PROJECTED 2015/2016	PROPOSED ESTIMATE 2016/2017	PROPOSED ESTIMATE 2017/2018	PROPOSED ESTIMATE 2018/2019
0	0	CE - INCOME GRANTS REC (GOV)	0	87,637	117,637	80,000	0	0
0	0	CE - INCOME GRANTS RECEIVED (OTHER)	0	0	0	0	0	0
0	0	CE - INCOME LOAN	0	0	0	0	0	0
0	0	Total Income	0	87,637	117,637	80,000	0	0

18,125	81,017	CAPITAL EXPENDITURE NET COST	31,990	111,124	234,799	92,000	20,000	10,000
(10,125)	0	LESS EARMARKED FUNDS	0	0	(201,209)	(1,000)	0	0
8,000	81,017	CAPITAL NET SPEND	31,990	111,124	33,590	91,000	20,000	10,000

EARMARKED RESERVES

It is anticipated that the following earmarked reserves will be held at the end of the 2015/2016 financial year after provisions have been made for the above projects as identified:

1 - Kickabout/Play Areas	29,182	£44,822 to fund play are projects = £ 35,242 Witches Hat and £9,610 Peg Hill
2 - Building Fund	359	£10,000 transferred in from this year's capital allocation and £1,500 transferred out to the hatch works ER to keep separate and £25,000 out towards lift works at Poole Court
3 - Poole Court Refurbishment	1,308	Remains same as opening balance
4 - Poole Court Hatch Reinstatement	1,500	£1,500 from building Fund
5 - Armadillo Capital Funds	18,658	Remains the same as opening balance
6 - Armadillo Settlement	198,000	£297,000 settlement received from SGC and £98,000 transferred to Armadillo as operational costs
7 - Armadillo Sinking Fund	65,162	£35,000 transferred into this account from the Armadillo in April.
8 - Allotments	12,000	Remains the same as opening balance
9 - Estates Vehicles & Equipment	0	£18,624 part Batwing mower cost and £2,650 shipping container
10 - Service & Project Support	29,811	£133,516 - £20,000 towards Streetscene works, £21,664 balance of Batwing Mower, £7,072, balance of lift works, £1,000 grants, £3,890 Partsh-Rail boiler (originally agreed to take from contingency min 8/1 F&GP Oct 16), £20,000 Abbotswood, £44,000 lights at Kingsgate Park and £15,000 Rodford Fencing.
11 - Elections	17,099	£14,224 paid for election.
12 - Public Rights of Way	6,081	Remains the same as opening balance
13 - Youth Provision	137,100	£31,794 balance of youth funding

- 1) Held towards the cost of new or the refurbishment of kickabout/play areas.
- 2) This fund is increased annually to enable the Town Council to meet the cost of urgent building repairs etc.
- 3) To refurbish Poole Court and is being used on an as required basis.
- 4) This money was paid by South Gloucestershire Council when the Registration Service left Poole Court for the specific action of reinstating the hatch and must be kept in retention for this purpose.
- 5) The balance of capital monies held on behalf of the Armadillo to fund capital expenditure as and when identified.
- 6) Armadillo settlement monies held to assist with the running costs of the Armadillo.

- 7) Sinking fund held to fund large building repairs to the Armadillo
- 8) Allotments - £12,000 was earmarked in 2012/2013 to develop land for use as allotments should land become available.
- 9) Funding set aside to meet the cost of estate vehicles and equipment.
- 10) Funding held to support Capital and Project expenditure identified by the council where the cost has not yet been fully established
- 11) The cost of the election in 2015 was met from this earmarked fund and further funds are to be accrued for the 2019 elections
- 12) Public Rights of Way monies for the public footpath order.
- 13) Funding allocated to meet future Youth Provision

EARMARKED RESERVES

	Balance available as at 31 March 2015	Transfer In	Transfer out	Anticipated Balance as at 31 March 2016	PROPOSED ESTIMATE 2017/2018	PROPOSED ESTIMATE 2018/2019
EARMARKED RESERVES						
ER - MILLSIDE RESTORATION PROJECT	700	0	700	0	0	0
ER - KICKABOUT PROJECTS	3,900	0	0	3,900	3,900	3,900
ER - PLAY AREA PROJECTS	77,404	0	49,822	27,582	27,582	27,582
ER - BUILDING FUND	16,859	10,000	26,500	359	359	359
ER - POOLE COURT REFURBISHMENT	1,308	0	0	1,308	1,308	1,308
ER - POOLE COURT HATCH REINSTATEMENT	0	1,500	0	1,500	1,500	1,500
ER - ARMADILLO PROJECT FUND	18,658	0	0	18,658	18,658	18,658
ER - ARMADILLO SETTLEMENT	0	297,000	99,000	198,000	198,000	198,000
ER - ARMADILLO SINKING FUND	30,162	0	0	30,162	30,162	30,162
ER - ALLOTMENTS	12,000	0	0	12,000	12,000	12,000
ER - ESTATES VEHICLES/EQUIPMENT	21,271	0	21,271	0	0	0
ER - SERVICE & PROJECT SUPPORT	155,062	6,735	132,716	29,081	29,081	29,081
ER - ELECTIONS	31,323	0	14,224	17,099	17,099	17,099
ER - COMMUNITY WORK IN YATE	12,675	0	12,675	0	0	0
ER - COMMUNITY HERITAGE MAP	120	0	120	0	0	0
ER - KINGSGATE PARK MANAGEMENT PLAN	625	0	625	0	0	0
ER - PUBLIC RIGHT OF WAY	6,081	0	0	6,081	6,081	6,081
ER - GRANT FUNDING	1,612	0	1,612	0	0	0
ER - YOUTH PROVISION	105,306	31,794	0	137,100	137,100	137,100
	495,066	347,029	359,265	482,830	482,830	482,830

PRECEPT CALCULATIONS

Informal Council Tax base figures for the 2016/2017 financial year of 7,111 Band D equivalent houses in the parish of Yate have been used to calculate the draft budget.

Please note these figures are only provisional and are subject to change

Tax Base		cost per band D House	precept raised	Total funds raised		Increase per band D household per annum	Increase per band D household per week
2015-2016							
6,685	x	130.67	873,514	873,514		nil	nil
2016-2017							
7,111	x	130.67	929,194	929,194		nil	nil
<p>If Band D council tax were to remain the same using 7,111 Band D equivalent houses, the following precept could be raised:</p>							
7,111	x	131.98	938,486	938,486	£	1.31	£ 0.03
<p>If Band D council tax was increased by 1% using 7,111 Band D equivalent houses the following precept could be raised:</p>							
7,111	x	150.84	1,072,656	1,072,656	£	20.17	£ 0.39

Based upon the attached draft budget estimates, an increase of approximately 15.44% against last years budget is reflected.

some of the items making up this increase as follows:

proposed capital spend contained in the current draft	81,000
provisional amount allocated for cut in the LCTSG	42,585
extra in budget for Abbotswood maintenance, woods, grass cuts etc	35,000
reduction in youth grants	27,000
	185,585

NB: The cost of each £10,000 raised via the precept will cost each band D household and extra £1.41 per annum based upon the above informal tax base figures for 2016/2017

It is anticipated there will be an extra 426 band d Properties in the council tax base for 2016/2017 providing an extra £56,222 based upon last years precept per band D property with a 1% increase.

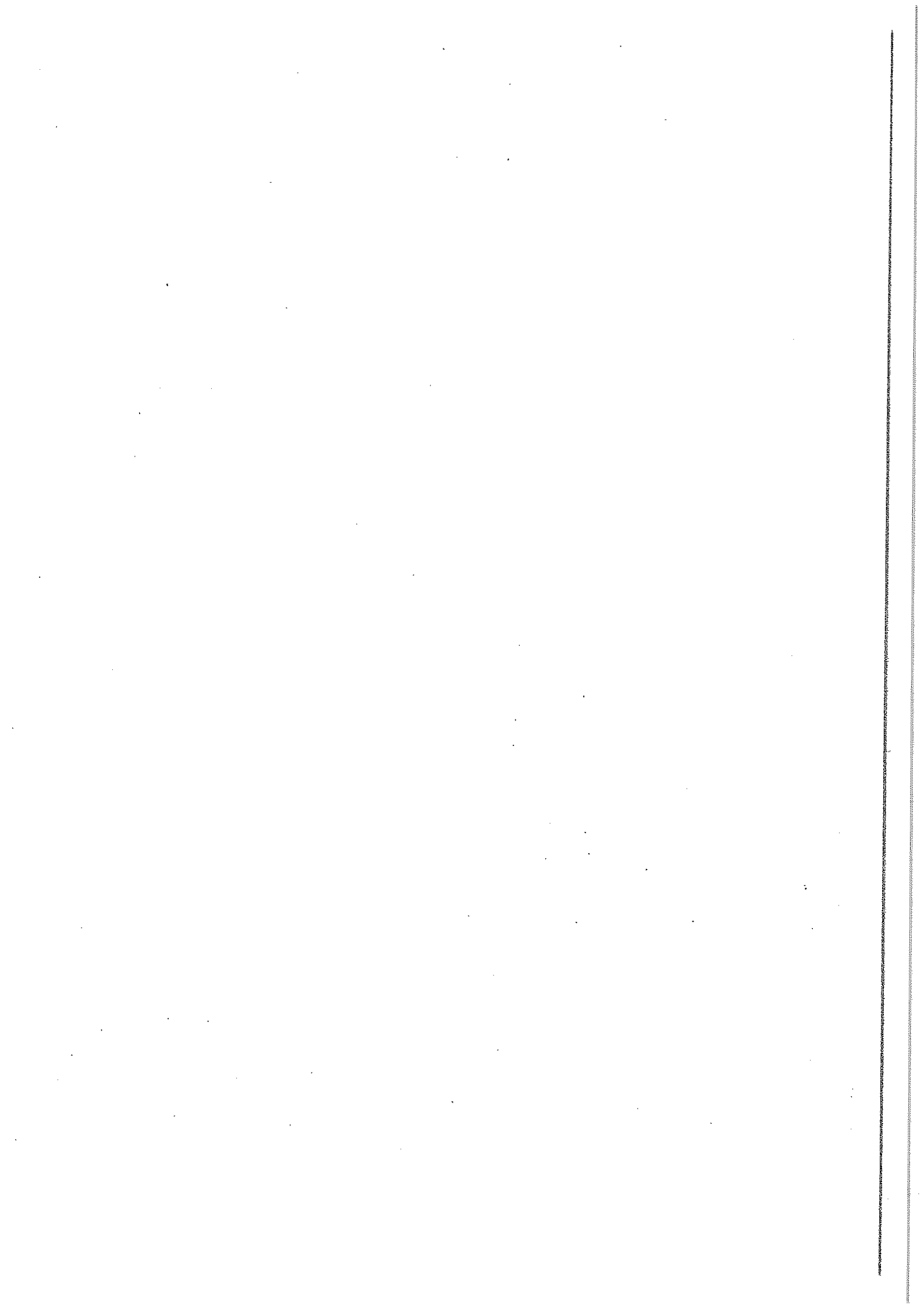
RESERVES SUMMARY

ACTUAL RESERVES

Budget Summary	2015-2016		2016-2017	Budget	
	Projected	Budgeted	Proposed	Incr/(Deccr)	
REVENUE EXPENDITURE					
Environment and Planning	359,626	362,498	410,362	47,864	13%
Finance and General Purposes	804,657	777,624	807,583	29,959	4%
	<u>1,164,282</u>	<u>1,140,122</u>	<u>1,217,945</u>	<u>77,823</u>	
INCOME					
Environment and Planning	38,952	35,503	31,064	(4,438)	-13%
Finance and General Purposes	217,003	192,282	143,403	(48,879)	-25%
	<u>255,955</u>	<u>227,785</u>	<u>174,467</u>	<u>(53,317)</u>	
TOTAL REVENUE EXPENDITURE	<u>908,317</u>	<u>912,337</u>	<u>1,043,478</u>	<u>131,140</u>	14%
CAPITAL AND PROJECT EXPENDITURE (NET)					
General Reserves as at 1 April 2015	234,799	31,990	93,600	61,610	
Less: Funded from Earmarked Reserves	(201,209)		(1,000)	1,000	
TOTAL NET EXPENDITURE	<u>941,907</u>	<u>944,327</u>	<u>1,136,078</u>	<u>191,750</u>	
Financed as Follows:					
General Reserves as at 1 April 2015	422,684		354,291		
General Reserve as at 31 March 2016	354,291		290,869 **		
Used/(Available) to Fund Expenditure	68,393	70,813	63,422		
TOTAL PRECEPT	<u>873,514</u>	<u>873,514</u>	<u>1,072,656</u>		
	<u>941,907</u>	<u>944,327</u>	<u>1,136,078</u>		

**Note	Recommended reserve equal to 3 months net expenditure Plus £30000 contingency	252,079	258,084	290,869
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Earmarked Reserves	Actual 31.03.14	Actual 31.03.15	Anticipated 31.03.16
Capital Projects	329,247	356,490	95,469
Others	80,598	138,575	387,361
	<u>409,845</u>	<u>495,065</u>	<u>482,830</u>



MINUTES OF THE PLANNING SUB-COMMITTEE MEETING HELD ON TUESDAY 1ST DECEMBER 2015 FROM 9.30PM – 9.45PM AT POOLE COURT, YATE.

PRESENT: Councillors John Gawn, Margaret Marshall, Tony Davis and Aziz Chowdhry
Admin Officer (YTC)

1. APOLOGIES FOR ABSENCE

RESOLVED Apologies for absence were received and accepted from Councillors, Mike Drew, Sue Walker, Karl Tomasin, Cheryl Kirby, John Ford and Chris Willmore. Councillors Ian Blair, John Davis, Wully Perks, Ben Campbell, Penny Thoyts Alan Monaghan and Chris Edmonds, were absent.

2. MEMBERS' DECLARATION OF INTERESTS

No Declarations of Interest were received.

3. PLANNING APPLICATIONS

The meeting considered planning applications received from South Gloucestershire Council.

It was **RESOLVED** that comments contained in Appendix 1 be submitted to South Gloucestershire Council.

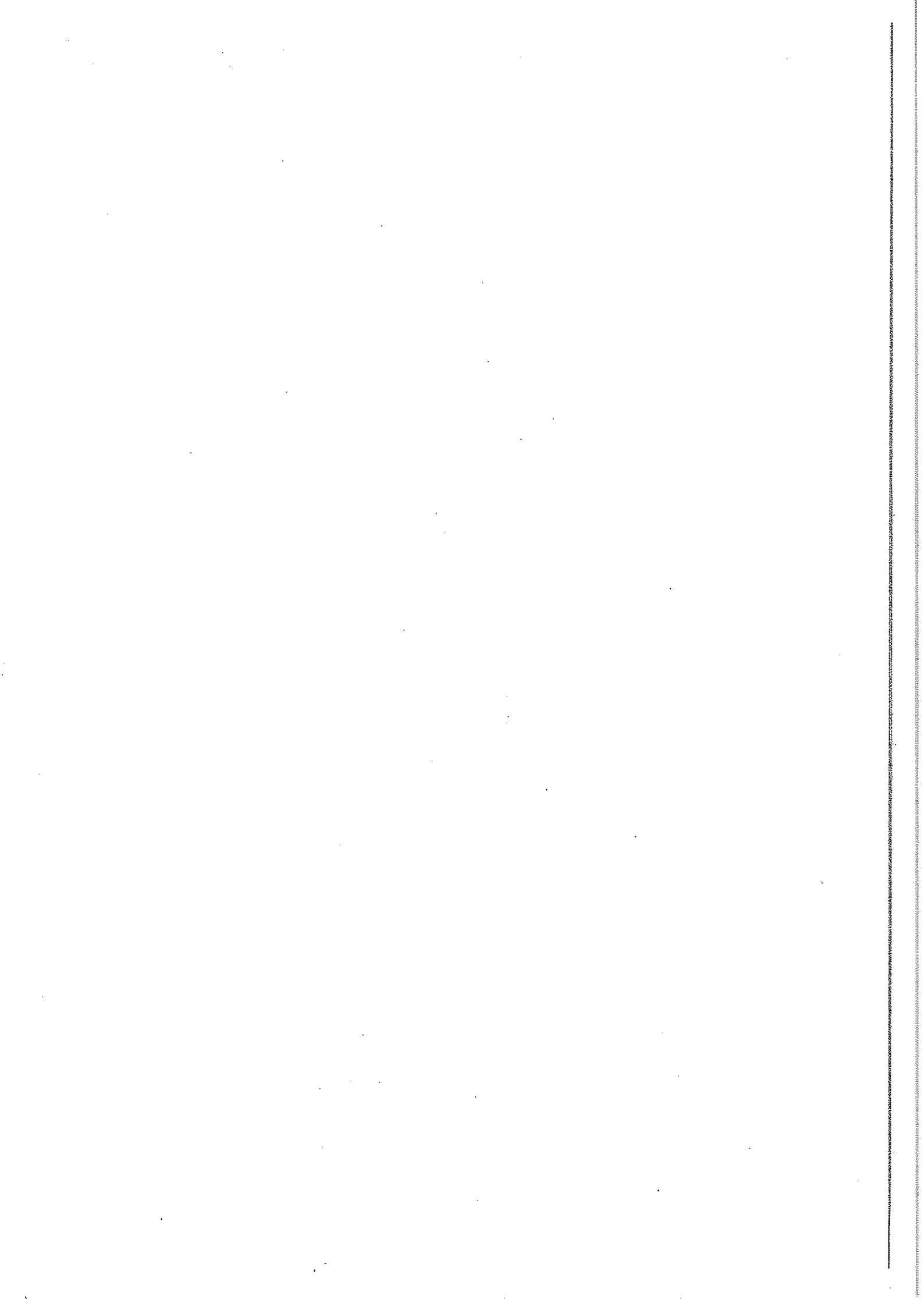
4. PK15/4139/F - 12 LANCASTER ROAD, YATE BS37 5SU

It was **NOTED** that PK15/4139/F is to be considered by Development Control (East) Committee at the Civic Centre, High Street, Kingswood on 3rd December 2015.

5. DATE OF NEXT MEETING

The next Planning Sub Committee meeting will be held on:

Provisional date and time to be agreed week commencing 14th December 2015 if required. Tuesday, 5th January 2015 at 8.30pm or immediately after Full Council.



YATE TOWN COUNCIL PLANNING APPLICATIONS

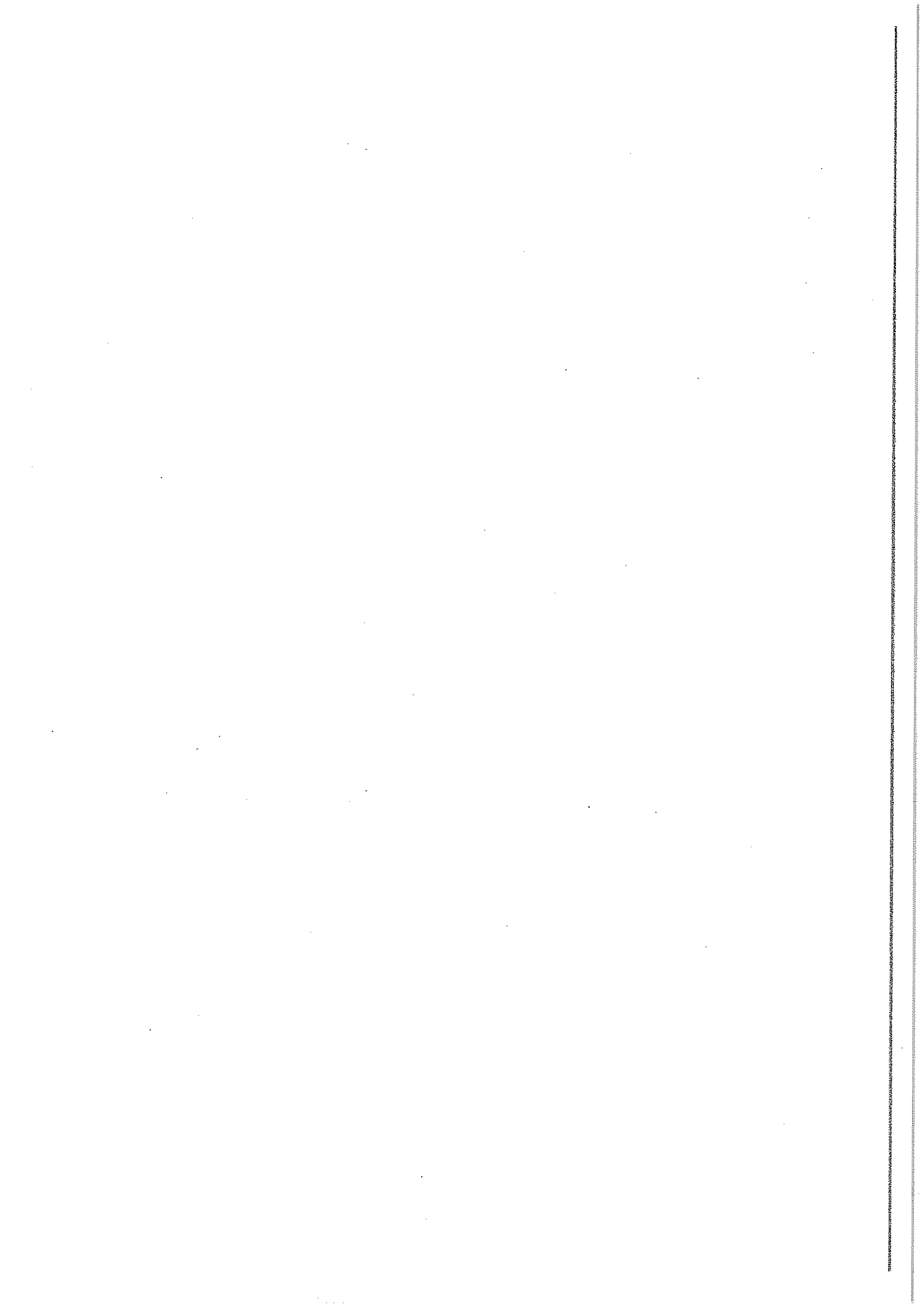
1st December 2015

Ref. No.	PK15/4743/F
Description	Erection of side extension to facilitate subdivision of existing dwelling to form 2no. self-contained flats.
Location	53 Bader Close Yate Bristol South Gloucestershire BS37 5UB
Applicant	Mr D Buckley
Received	16 th Nov 2015
YTC Comments	Object on grounds of Highway Safety/parking

Ref. No.	PK15/4891/F
Description	Erection of conservatory to front and side elevation.
Location	15 Troon Yate Bristol South Gloucestershire BS37 4HY
Applicant	
Received	16 th Nov 2015
YTC Comments	No objection

Tabled Items

Ref. No.	PK15/5074/F Installation of condenser unit on first floor side elevation 3 North Walk Yate South Gloucestershire BS37 4AG
Description	Installation of condenser unit on first floor side elevation
Location	3 North Walk Yate South Gloucestershire BS37 4AG
Applicant	Royal Bank of Scotland
Received	26 th November 2015
YTC Comments	No objection



MINUTES OF THE PLAY AREA PROJECTS STEERING GROUP COMMITTEE MEETING HELD ON MONDAY 14th DECEMBER 2015 FROM 6.00PM- 6.45PM AT POOLE COURT.

PRESENT: Councillors Ian Blair, Tony Davis, John Ford (part-meeting), Karl Tomasin, Chris Willmore - Yate Town Council.
Admin Officer - Yate Town Council.

1. APOLOGIES FOR ABSENCE

RESOLVED Apologies for absence were received and accepted from Councillors Alan Monaghan and Wully Perks, and Yate Town Council Estates Officer.

Councillors Aziz Chowdhry and Chris Edmonds were absent.

2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

None received.

3. MINUTES OF THE PREVIOUS MEETING

RESOLVED The minutes of the previous meeting held on Monday 21st September 2015 be approved as a true and accurate record.

4. WITCHES HAT PLAY AREA

It was **NOTED** that the Detached Youth Team had completed the street art project to the skate surface and graffiti wall. Thanks were extended to all involved.

It was further **NOTED** that the Detached Youth Team have been working with young people at St Nix Youth Club to come up with ideas for a sign at Witches Hat. These ideas are going to be compiled and presented to a future meeting of the Play Area Projects Steering Group Committee for consideration.

To **NOTE** that a review is being undertaken of all Yate Town Council signage in 2016 so ensure anything agreed ties in with the wider review.

5. HOWARD LEWIS PLAY AREA

The following items were **NOTED**:

- Correspondence received from South Gloucestershire Council confirms that on this occasion, due to the way the New Homes Bonus application form was worded, the services of a specialist contractor should be sought to undertake the feasibility study and public consultation;
- A project brief (Appendix 1) was sent to a number of suppliers and advertised on the Yate Town Council website, inviting quotations to be provided for consideration.

3 quotations were received and considered (Confidential Appendix 2).

RESOLVED: An order to be placed for £2,880 instructing Alison Brown to undertake the feasibility study and public consultation. Works to include the development of any resulting plans to include broad principles.

6. **ST MARY'S PLAY AREA**

The following update regarding the flood risk situation supplied by the Estates Officer was received and **NOTED**:

'The flood map doesn't show any more details than we saw last night. However having looked at this in some detail, I'm convinced that zone 2 (1:100 to 1:1000 annual probability of flooding) reaches to the fence at the bottom of the play area. The item furthest down the site (Swingabout) would be unaffected by any flooding which might reach it. Items higher up the site are outside zone 2.'

Councillor John Ford joined the meeting

A discussion took place about the way forward with the project at St Mary's. It was **RESOLVED** that a public consultation flyer outlining the suggestions be prepared and delivered to houses located in Templar Road to obtain feedback from residents.

7. **ABBOTSWOOD CONSULTATION**

NOTED Abbotswood Action are leading on this project and will be undertaking a public consultation exercise in due course.

8. **BRINSHAM PARK**

NOTED Landscape Architect has been engaged. She has contacted Brimsham Green School and Dawn Young about holding various consultation sessions with young people in early 2016 as an initial step.

9. **DATE OF NEXT MEETING**

RESOLVED The next meeting to be held as required (Doodle to be sent to members for availability) at Poole Court, Yate.

Howard Lewis Play Area – Feasibility Study Project Outline

Yate Town council are looking to engage the services of a professional to undertake an in-depth consultation and feasibility study looking into the play provision located at the Howard Lewis play area in Yate.

The Howard Lewis play area is located on a large circle of land right in the middle of The Ridge housing estate – and thus it is a totally artificial site, with very little in terms of natural landscaping features other than trees. Because of this, it's really important that the equipment used on this site is exciting and offers a wide range of play opportunities. It is a key feature of this housing area in Yate (and neighbouring Chipping Sodbury) as lots of families live in this area.

This play area has not been enhanced for many years – the last change undertaken was the removal of a multi-climbing unit in 2008 so it is long overdue an update. The finished design brief should include a plan to make the play area more appealing to primary school age children – with a focus on the provision being a low key play area for local children to enjoy, rather than a destination play area.

Howard Lewis also has a tennis court on the site which has been opened up for informal use, which may or may not be enhanced as part of this refresh if appropriate - not as a formal ball games area, but maybe by painting lines on the surface for example to allow for it to be used in a greater number of ways.

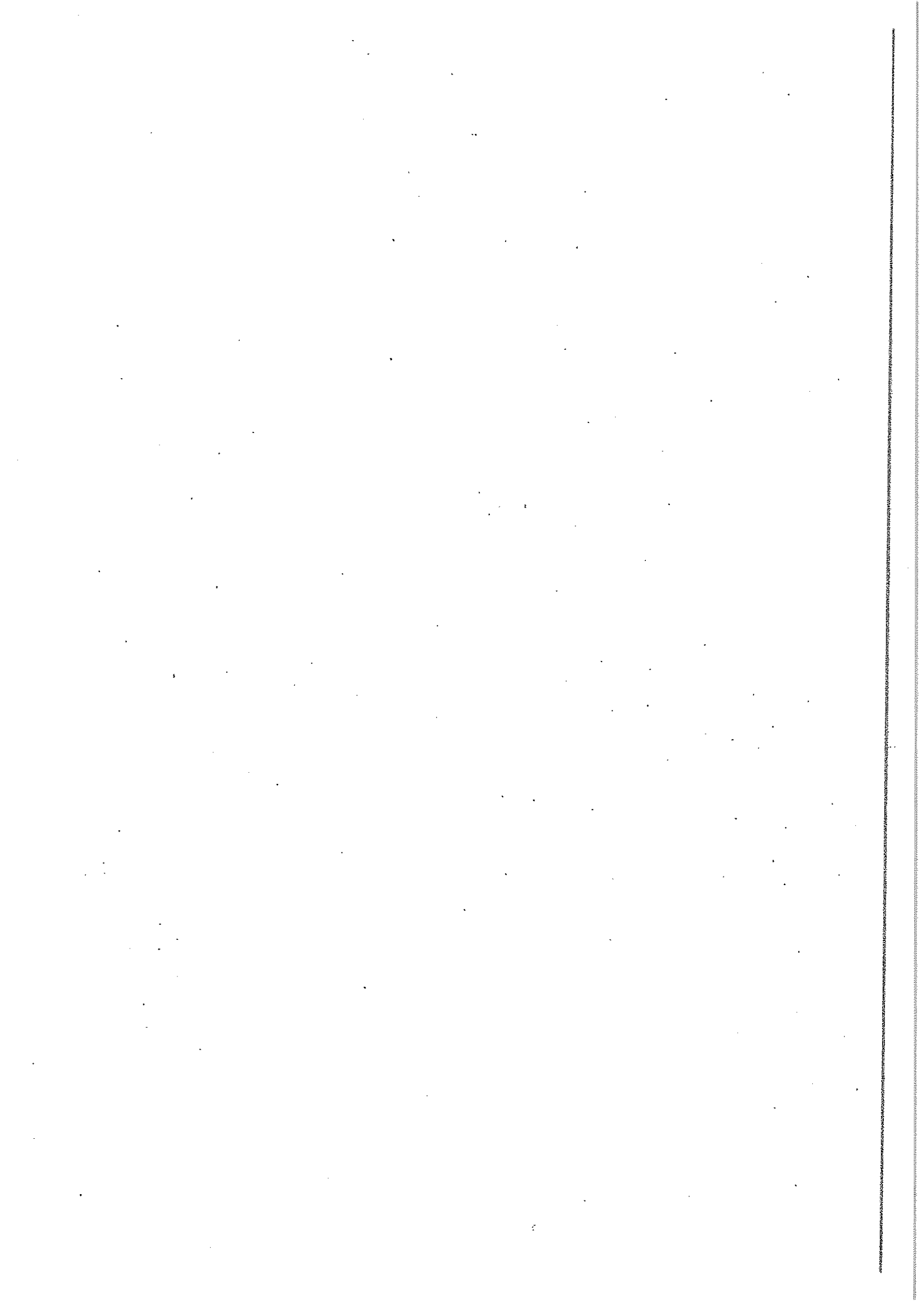
The location of the site also means that local residents need to be carefully and thoroughly consulted and engaged in the process before future plans can be made. This is essential for both the long term success of the project, and also to ensure local people are supportive of future plans and feel it will be of benefit to their community.

It is proposed a professional be commissioned to undertake this project which will include:

- 1/ Initial site review - to scope the suitability of existing equipment and site, and identify the gaps in provision;**
- 2/ Extensive public consultation, develop and collate a questionnaire, run local workshops with residents and local schools (both Broadway Infants and The Ridge Junior School) and collate all information;**
- 3/ Develop broad principles for the refurbishment - and then check these with Yate Town Council and local residents;**
- 4/ Use these principles to develop a comprehensive design brief, concept sketches and plans for any landscaping works if required to enable a tender process to take place.**

If you would like to submit an expression of interest in undertaking the above feasibility study, please submit a detailed plan outlining your approach and relevant costings by 5pm on Friday 11th December 2015 to Yate Town Council, Poole Court, Poole Court Drive, Yate, BS37 5PP or email information to: info@yatetowncouncil.gov.uk

If you wish to discuss any aspects of this project, please contact Yate Town Council on tel: 01454 866506 for more information or to arrange a site visit to the Howard Lewis Play Area.



**MINUTES OF THE YATE TOWN CENTRE STRATEGY GROUP MEETING
HELD FROM 6.00 -7.10PM ON WEDNESDAY 2 DECEMBER 2015 AT
POOLE COURT, YATE.**

PRESENT: Andrew Lowrey (Yate Shopping Centre), Mark Hull, Gary Hale & Dan Bramwell (Crestbridge) Councillor Ruth Davis (South Gloucestershire Council), Mike Garrett (Healthwatch), James Rowe (Armadillo Youth Venue and Café), Matt Simmons (Yate Leisure Centre) Councillors Keeley Barrett-Waines, Christine Howard (Dodington Parish Council), Councillors Tony Davis (Chair) John Davis, John Gawn, Margaret Marshall, Wully Perks and Sue Walker and Snr Admin Officer (Yate Town Council).

1. APOLOGIES FOR ABSENCE

RESOLVED Apologies for absence were received from Steve Evans, Martin Burton, Dawn Young, Claire Jaggard, and Councillor Chris Willmore.

2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

No declarations were received.

**3. MINUTES OF THE YATE TOWN CENTRE STRATEGY GROUP
MEETING HELD ON 9 SEPTEMBER 2015**

RESOLVED The minutes of the Yate Town Centre Strategy Group meeting held on 9 September 2015 were approved as a true and accurate record.

4. UPDATE FROM CIRCADIAN TRUST

The representative from Circadian Trust advised the following;

- Dementia Sessions are now taking place at the Leisure Centre from 10am – 12pm with approx. 20 people attending and taking part in activities such as singing, table tennis and badminton.
- Virtual training sessions are due to start soon - a tutor is streamed onto a screen during training sessions.

The Chair formally thanked the Leisure Centre Manager for his commitment to Dementia Awareness.

5. UPDATE FROM CRESTBRIDGE

Representatives of Crestbridge provided updates as follows;

Statistics for October 2015;

- 59 Cyclists were stopped and removed from site – 38 Walkways – 13 Undercover/Main car park – 0 West end – 3 Riverside
- 72 groups of youths were spoken to and removed from site – 30 Walkways – 27 Undercover/Main car park – 11 West End – 4 Riverside

- 5 Store net calls were received asking for assistance
- 9 premises were found insecure on evening checks involving tenant call outs
- 70 Defect reports were raised under health and safety checks
- 8 Intruder alarm activations were dealt with involving tenant call outs
- 44 groups of vehicles were removed – 28 Undercover/Main – 12 West car park – Riverside - 4

General update:

- Next retail store is due to open on 10th December 2015;
- Pets @ Home is now open;
- Two retailers are interested in the final unit at Riverside;
- The pod in the car park is still to proceed however a further amendment to the planning application is necessary as the shape is to change to avoid cabling – it is hoped to be open by Easter 2016;
- Cinema hand over is imminent - there will be a 4 month fit out and it is hoped the cinema will be open just after Easter 2016;
- Starbucks is now open in the ex Burton site;
- 3 units in North Walk under offer;
- Negotiations are ongoing with a national retailer in respect of the old Entertainer site, there may be a need for a possible extension;
- 4 flats are to be created above Starbucks;
- No movement in respect of hotel chain coming to Yate;
- Car parking restrictions at Riverside car park don't apply in the evening.

6. UPDATE FROM TESCO

No information was received.

7. UPDATE FROM THE ARMADILLO

The Business Manager from Armadillo Youth Venue and Café advised the meeting of the following;

- The focus of the Armadillo is to provide facilities for 11-18 year olds from the local area and lots of promotion has taken place;
- 3 new events have taken place with corporate companies using the facility by day for recruitment purposes;
- Whirlpool is looking to host their family day at the venue;
- A vacancy for a Venue Assistant is yet to be filled;
- Anyone welcome to pop in to see the facility.

8. YOUTH WORK

No update was received.

9. UPDATE FROM YATE LIBRARY

An update from South Gloucestershire Council was circulated (Appendix 1).

**Yate Town Centre Strategy Group
December 2015**

**Library Report
Discover Festival**

South Gloucestershire Council held the Discover Festival September – October to highlight the vibrant community activities that take place in South Gloucestershire. The highlight at Yate Library was a talk on cycling from Lands End to John O Groats by two library staff to a full audience. Other popular events included a talk on the Fry's Family, a demonstration of BookArt and (on another occasion) Reflexology, an Afternoon Tea in aid of charity, a Ukulele band performance and a talk on how Talking Books are produced.

ICT Support

Yate Library runs a series of activities to help people Get Online, these include 1:1 sessions by volunteers and formal sessions by Community Learning. In the last few months the library has also run an iPad course run by U3A and a pilot event with staff from NatWest Bank to support people getting on line. This morning focused on shopping on line and finding the best energy deal; a monthly event is now in the pipeline.

The library will be supporting the South Gloucestershire Council project to provide low cost computer equipment to certain groups (e.g. older people, those on certain benefits) and registered charities. If you know of anyone who would benefit from a low cost computer (c£100.00) please refer them to the library.

Bookstart

We are now embarking on an annual visits to all 25 pre-school settings in the locality to read stories and deliver Bookstart packs to the children who will be moving onto school in September. This scheme has a significant impact on the standards of children's literacy.

Recent events for primary aged children have included Winter Crafts & Roller Ghoster during October half term (121 children came in total) plus two Snowman/Father Christmas storytimes to coincide with the appearance of these Raymond Briggs characters at the shopping centre Xmas lights switch on (65 children came to these two event). Author Emma Carroll visited as part of her Snow Tour promotion entertaining children from Tyndale School with stories from her books.

10. TOWN CENTRE ISSUES

(a) South Gloucestershire Council Updates on Town Centre Issues

No update was received.

Councillor Ruth Davis agreed to chase signage for the Minor Injuries Unit with the relevant department at South Gloucestershire Council.

(b) Dementia Friendly Town

No update was received.

11. RIVER FROME / LINK ROAD

Further to minute number 12 of the Town Strategy Meeting held on 11 June 2014;

*'It was **RESOLVED** that until the Yate Cinema Development is complete no further action is necessary in respect of the River Frome/Link Road improvements.'*

No information was received.

12. YATE AMBULANCE STATION – AMBULANCE SERVICE REVIEW

No further updates received.

13. HEALTHWATCH SOUTH GLOUCESTERSHIRE

The Healthwatch South Gloucestershire representative updated the meeting with news of the survey in respect of Minor Injury Services, details can be found at;

<https://www.southgloucestershireccg.nhs.uk/your-health-local-services/health-services/services-development/minor-injuries-service/>

14. TOWN CENTRE HEALTH CHECK

No update was received.

15. DATE OF NEXT MEETING

RESOLVED The next meeting of the Yate Town Centre Strategy Group to take place at 6.00pm on Wednesday 15th March 2016 at Poole Court, Yate.

Julia Alden

Subject: FW: Consultation Decisions, 2016/17 Council Tax Base and Provisional 2016/17 Local Council Tax Reduction Support Grant Allocations
Attachments: Consultation.docx; CTBase1617v1.doc; Parish & Town Council Response Form 1617.doc

From: Andrew Birch [<mailto:Andrew.Birch@southglos.gov.uk>]
Sent: 15 December 2015 07:12
To: Town & Parish Clerks
Cc: Chris Manvell
Subject: Consultation Decisions, 2016/17 Council Tax Base and Provisional 2016/17 Local Council Tax Reduction Support Grant Allocations

Dear All,

The purpose of this e-mail is to inform you of the outcome of the two recent consultations with Parish/Town Councils on the review of the Special Expenses system and the amount of the Local Council Tax Reduction Support Grant from 2016/17 and onwards, following decisions at the Council's Policy and Resources Committee meeting held on the 14 December 2015.

This e-mail also includes the approved 2016/17 Council Tax Base and provisional Local Council Tax Reduction Support Grant allocation by Parish/Town Council, again, following decisions at the Council's Policy and Resources Committee meeting held on the 14 December 2015.

Consultations on the Special Expenses System and Total Amount of Local Council Tax Support Grant

The outcome of the consultation on the review of the Special Expenses system is to retain the existing Special Expenses system for 2016/17, in line with the majority of views received. It was also decided that a detailed consultation exercise on the Special Expenses system for 2017/18 will be undertaken together with verifying the current Special Expenses charges with individual Parish/Town Councils.

The outcome of the consultation on the amount of the Local Council Tax Reduction Support Grant for 2016/17 and onwards is to reduce the amount pro-rata to the reduction in South Gloucestershire Council's reduction in Revenue Support Grant since 2013/14, when the Local Council Tax Support Grant was introduced. This maintains the ratio of the Local Council Tax Reduction Support Grant at the 2013/14 level. This is again in line with the majority of views received. A copy of the consultation results are attached.

2016/17 Council Tax Base

Policy and Resources Committee on the 14 December 2015 agreed the 2016/17 Council Tax Base as set out in the attached summary of all the 2016/17 Council Tax Bases by Parish/Town Council (Column 1). The 2016/17 Council Tax Bases also continue to incorporate, where relevant, all the boundary changes agreed by South Gloucestershire Council at its May 2013 meeting following the Community Governance Review.

Local Council Tax Reduction Support Grant

Policy and Resources Committee on 14 December 2015 also agreed the provisional 2016/17 Local Council Tax Reduction Support Grant allocations to Parish/Town Councils as set out in the attached summary, in line with their decision to reduce the 2016/17 Local Council Tax Reduction Support Grant total allocation to a provisional sum of £268,135 (Column 2.). The calculations have been based on an estimate of South Gloucestershire Council's Revenue Support Grant 2016/17 value, with the actual amount due to be announced as part of the 2016/17 Local Government Finance Settlement. The 2016/17 Local Council Tax Reduction Support Grant allocations will be updated when the 2016/17 Local Government Finance Settlement is published.

Provisional figures for the current estimated 2016/17 Local Council Tax Reduction Support Grant allocations are included in the attachment to assist Parish/Town Councils with their 2016/17 budget planning. I will write to Parish/Town Councils with their final allocations once the Local Government Finance Settlement is published.

Potential Referendum Threshold

To date, there has not been any announcement on the application of a Referendum Threshold to Parish/Town Councils for the 2016/17 financial year. I will write to you again once information on any Referendum Threshold becomes available.

Indicative 2017/18, 2018/19 & 2019/20 Council Tax Bases

The Committee also agreed the indicative 2017/18 (Column 3), 2018/19 (Column 4) and 2019/20 (Column 5) Council Tax Bases, which again are included in the attachment.

I will also be writing to all Parish/Town Councils separately with these figures together with this year's arrangements for returning the Section 41 Notification of 2016/17 Precept on Billing Authority Forms (copy attached). The absolute deadline for these forms to be returned to me is **Friday 5 February 2016**, although, earlier returns would be appreciated.

Should you require any further clarification or guidance, once you have received your separate letter, please do not hesitate to contact me.

Thanks

Andrew Birch
Deputy Head of Finance
Finance & Customer Services
Chief Executive & Corporate Resources Department
South Gloucestershire Council
01454 865985

South Gloucestershire Council . Achieving excellence for our residents and their communities, ensuring South Gloucestershire continues to be a great place to live and work

This email and any files transmitted with it from South Gloucestershire Council are confidential and intended solely for the use of the individual or entity to whom they are addressed. You should not forward it by any method to anyone else who does not have a justified 'need to know'.

Comments on Parish/Town Councils' Responses to Consultations on Future Arrangements from 2016/17 for 1) the Special Expenses Scheme and 2) the LCTR Support Grant payable to Parish/Town Councils

General

- Both Consultation Papers were issued electronically to all Clerks on 4 September 2015 for return by 23 October. The analysis below has added in any responses received up to and including 30 October. No further responses were received after 30 October.
- At the request of a number of Clerks, two briefing meetings were arranged and held on 5 October. These were attended by 35 Clerks/Members from 25 of the 47 Parish/Town Councils.
- The Town and Parish Forum was attended on 8 October to provide a briefing on the consultations and to take questions. This meeting was attended by around 30 Parish/Town Council representatives some of whom had not been able to attend the 5 October briefings.
- The Town and Parish Forum was invited to send in a collective response if it wished but had not done so as at 30 October.
- Responses have been received from 26 Parish/Town Councils for the Special Expenses and from 26 Parish/Town Councils for the Local Council Tax Reduction Support Grant. Of these, 24 Parish/Town Councils responded to both consultations.
- A number of responses were provided as general comments rather than answers to the specific questions set out in the Consultation Papers.
- The response rates were Special Expenses 54% and LCTR Support Grant 54%.

Special Expenses responses

Q1 Retain/Amend/Cease the Special Expenses System from 2016/17

The first preferences of the 26 respondees were as follows:-

Retain	14	Of these, 3 had amend as 2 nd choice and cease as 3 rd choice
Amend	1	This response had retain as 2 nd choice and cease as 3 rd choice
Cease	6	Of these, 2 had retain as 2 nd choice and amend as 3 rd choice
No response given / general response	5	
Total	26	

Q2 If scheme amended, what functions should be deleted

Only three responses identified any specific functions which should be deleted from an on-going scheme as follows:-

Delete current functions within the Special Expenses system

Community Halls

All 11 current functions except Open Spaces, and Open Spaces ex HRA

All 11 current functions except Community Halls and Open Spaces ex HRA, but with Community Centres and Youth Centres incorporated within the retained Community Halls

Q3 If scheme amended, what functions should be added

In addition to that implied by the final response listed under Q2 above which proposed redefining the retained Community Halls function to include Community Centres and Youth Centres, only one other addition was proposed – Leisure Centres

Q4 If scheme was to be amended and any of the current functions are deleted, should any of the deletions be considered for any of the alternative arrangements as indicated in the 2002 Government Guidance document

Only two responses identified specific possible options and a further two responses were dismissive of the validity of the alternative approach options in that a Grant based option system would be too vulnerable to subsequent budget cuts and an In Kind system was seen as all or nothing and did not consider offering potential incentives for supporting partial/marginal function transfers

Delegate function and provide funding option alternative arrangement

Bus Shelters, Open Spaces and Open Spaces ex HRA

Community Halls and Commuted Sums

Q5 Any other comments

The list below is a mixture of specific and general comments made in the 26 responses. The figure in the final column below gives the number of times the point was made. The comment is a paraphrase giving the gist of similar points.

Ref	Comment	Num-ber of times
1	Insufficient information and/or explanation or inaccurate data being used so unable to make a considered decision	6
2	Most people do not understand Special Expenses	2
3	Parish Council will get the blame for any Council Tax increase from picking up any reduced SGC services	2
4	Need to consult/meet each Parish/Town Council individually so can explain their Special Expenses details and enable proper consideration of change	2
5	Admin costs small to enable greater fairness to Council Tax payers	1
6	Actual costs essential; carry out proper review periodically to ensure data remains accurate	1
7	Do not change scheme for a year while consult each Parish/Town Council individually on their details and views, as too short a consultation period	13
8	Consult properly on specific changes	2

9	Inequitable if change system	3
10	No change preferred	2
11	Inevitable change is required given impact of austerity measures	1
12	Parish Council does not meet until end of November so cannot respond in time	1
13	Parish Council has no capacity to take on any SGC services	1

Conclusions – Special Expenses System

- Just over half the 47 Parish/Town Councils responded
- Many respondees wished to retain the current scheme at least for 2016/17
- There were many calls for a more detailed consultation at individual Parish/Town Council level and provision of further explanations about their specific figures in order that a more considered view could be given before potentially implementing scheme change from 2017/18
- Only 6 respondees indicated cease in 2016/17 as their first choice
- Limited interest in deleting functions from the existing list with one proposal for a new function (Leisure Centres), although one other response wished to include Community Centres and Youth Centres within the Community Halls function
- Little interest was shown in using alternative approaches for any deleted function

LCTR Support Grant responses

Q1 Revenue Support Grant/Settlement Funding Assessment/Other based reduction

The first preferences of the 26 respondees were as follows:-

Revenue Support Grant	12	Of these, 5 had Start Up Funding Assessment/Settlement Funding Assessment as 2 nd choice and none suggested another method
Start Up Funding Assessment/Settlement Funding Assessment	2	Of these, 1 had RSG as 2 nd choice and Other as 3 rd choice, and 1 suggested Start Up Funding Assessment/Settlement Funding Assessment basis for 2016/17 then the Revenue Support Grant basis from 2017/18
Other	0	
No response given/ general response	12	These included 3 who objected to any level of reduction, 2 who had no views about the reduction methodology as the differential sums were small, and 4 who indicated they had insufficient time to consider the implications
Total	26	

Q2 Any Insurmountable Implications

21 of the 26 responses indicated there were no insurmountable issues envisaged if the LCTR Support Grant was reduced. Some responses caveated this view with the proviso as long as the Government does not impose a Referendum Threshold condition on the Parish/Town Council sector.

Q3 Any other comments

The list below is a mixture of specific and general comments made in the 26 responses. The figure in the final column below gives the number of times the point was made. The comment is a paraphrase giving the gist of similar points.

Ref	Comment	Number of times
1	Insufficient information/time to consider implications	4
2	Concern that there will be insufficient time for Parish/Town Councils to be able to react to the SGC decision when setting their 2016/17 budgets and precepts	1
3	LCTR Support Grant cut will impact on Parish precept and local Council Tax payers	1
4	Impact is so small that it is immaterial	2
5	Support the larger cut and quicker phase out while Parish/Town Council is able to raise its precept without the constraint of a potential Referendum Threshold requirement	1
6	A gradual reduction over a period would be acceptable	1
7	Will struggle to explain the increase to local Council Tax payers	1
8	Literature provided was complex and difficult to understand	1
9	Defer for a year to allow more time to consider the detail and the implications	3
10	Inevitable change is required given impact of austerity measures	1
11	Parish Council does not meet until end of November so cannot respond in time	1
12	Methodology needs to be fair and equitable	1
13	Concern Parish/Town Councils picking up cost of reduced SGC services	1

Conclusions – LCTR Support Grant Reduction

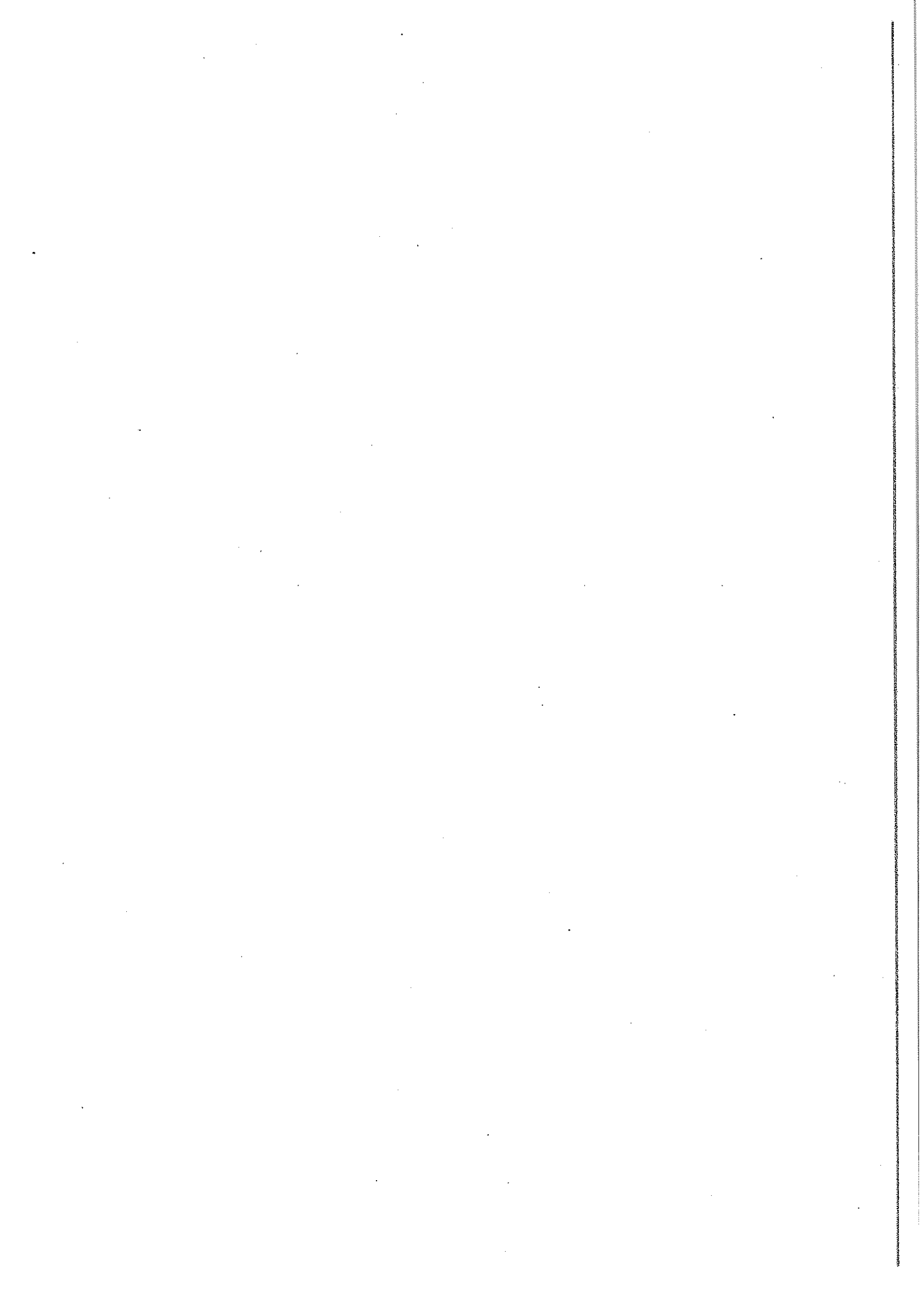
- Just over half the 47 Parish/Town Councils responded
- Almost half of the responders preferred the RSG reduction basis option
- Almost all responders indicated there were no insurmountable problems envisaged

- There were a few concerns about there being insufficient detail and/or time to consider the implications properly and that the SGC final decision would leave insufficient time for the Parish/Town Councils to react when setting their own budgets and precepts
- Some preferred the larger reduction option and a quicker phase out in order to be able to increase their own precepts before a Referendum Threshold constraint was applied to the Parish/Town Council sector
- A few called for a deferral for a year

**COUNCIL TAX BASE 2016/17, PROVISIONAL LOCAL COUNCIL TAX REDUCTION SUPPORT GRANT
2016/17, AND INDICATIVE COUNCIL TAX BASES 2017/18, 2018/19 AND 2019/20**

	(1) Approved Council Tax Base 2016/17	(2) Provisional Local Council Tax Reduction Support Grant 2016/17 £	(3) Indicative Council Tax Base 2017/18	(4) Indicative Council Tax Base 2018/19	(5) Indicative Council Tax Base 2019/20
Acton Turville	160	204	163	166	170
Almondsbury	2,051	3,392	2,119	2,151	2,192
Alveston	1,282	1,301	1,331	1,350	1,375
Aust	226	32	232	236	241
Bitton	3,172	3,492	3,263	3,312	3,380
Bradley Stoke	6,901	22,006	7,127	7,246	7,377
Charfield	905	1,233	936	950	968
Cold Ashton	122	72	127	129	131
Cromhall	290	389	298	303	309
Dodington	2,344	6,871	2,385	2,447	2,488
Downend and Bromley Heath	4,499	2,714	4,657	4,727	4,814
Doynton	151	161	154	157	160
Dyrham and Hinton	144	80	149	151	154
Emersons Green	5,075	6,155	5,108	5,278	5,361
Falfield	226	56	236	240	244
Filton	2,983	39,041	3,081	3,129	3,188
Frampton Cotterell	2,538	6,503	2,596	2,642	2,697
Great Badminton	109	115	110	112	115
Hanham	2,006	3,014	2,061	2,094	2,137
Hanham Abbots	2,307	926	2,349	2,378	2,439

Hawkesbury	516	436	532	541	551
Hill	53	17	54	56	57
Horton	177	111	183	185	189
Iron Acton	542	875	553	561	574
Little Sodbury	54	17	55	57	58
Marshfield	710	1,713	728	740	756
Oldbury	358	197	369	375	382
Oldland	4,791	6,241	4,956	5,033	5,125
Olveston	884	563	910	925	943
Patchway	3,000	49,202	2,883	2,995	3,079
Piling and Severn Beach	1,161	2,338	1,188	1,211	1,235
Pucklechurch	898	2,812	928	940	959
Rangeworthy	281	391	288	294	299
Rockhampton	83	5	85	87	88
Siston	1,573	1,353	1,621	1,650	1,670
Sodbury	1,954	6,496	2,003	2,038	2,079
Stoke Gifford	5,061	14,221	5,122	5,226	5,344
Stoke Lodge and The Common	704	2,362	668	715	724
Thornbury	4,456	18,351	4,523	4,620	4,716
Tormarton	171	105	176	179	183
Tortworth	60	2	59	60	62
Tytherington	283	857	289	295	301
Westerleigh	1,363	2,792	1,407	1,430	1,457
Wick and Abson	720	1,415	737	749	765
Wickwar	710	808	730	744	758
Winterbourne	3,453	5,359	3,584	3,640	3,702
Yate	7,111	51,339	7,075	7,257	7,435
Unparished Area	11,587	-	11,821	12,048	12,295
TOTAL	90,205	268,135	92,009	93,849	95,726



Appendix 12

22 DEC 2015

WESTERN POWER 
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Jon O'Hara
Tel 07809 585117

FAO Hayley Townsend
Yate Town Council
Poole Court,
Poole Court Drive
Yate
BS37 5PP

21st December 2015

Dear Hayley,

REF: Wayleaves for St Mary's Green, Yate, BS37 5BG.

I write with reference to work we have been asked to do down at St Mary's Green to provide a new supply from an existing cable that crosses land I believe is under the ownership of Yate Town Council.

In order for us to carry out these works we require your consent and attach the necessary Wayleaves and plans. I would be grateful if you would consider these and if satisfied sign and date both the Wayleaves and plans where indicated and return this to me in the pre-paid envelope provided. Once, I have received these the Wayleaves they will be set up with our Wayleaves and Properties Team and a copy with your Wayleaves number will be sent to you for your records.

I would also be grateful if you could provide me with the best contact details so that when the Engineer is planning this work he can also contact you to agree an acceptable time and route across your property to carry out these works.

I trust this is of assistance but if you have any queries or require any further information please contact me on 07809 585117.

Yours faithfully



Jon O'Hara
Wayleaves Specialist

OWNER WAYLEAVE CONSENT

1. **PARTIES:** Date: _____
- 1.1 WPD being Western Power Distribution (West Midlands) Plc, Registered in England & Wales No. 3600574 Avonbank, Feeder Road, Bristol. BS2 0TB and includes any successors in title or assigns of WPD; AND
- 1.2 the Grantor being Yate Town Council Poole Court, Poole Court Drive BS37 5PP
Tel. No. 01454 866510
2. **DEFINITIONS:**
- | | |
|--|---|
| <p>"the Act"</p> <p>"Apparatus"</p> <p>"Plan"</p> <p>Agreement;</p> <p>"Premises"</p> <p>"Works"</p> | <p>means the Electricity Act 1989 as amended by the Utilities Act 2000;</p> <p>means the equipment described in Schedule 1 to be installed by WPD on the Premises;</p> <p>means the plan(s) numbered GLOS/41/JOH/Yate Heritage and attached to this</p> <p>means land shown edged red on the Plan</p> <p>means the works to be carried out by WPD to install the Apparatus within over or under the Premises and in the approximate position indicated on the Plan.</p> |
|--|---|
3. **TERMS & CONDITIONS**
- Ownership:** The Grantor confirms ownership of the Premises and confirms that there are no other persons entitled to occupation or who have rights over the Premises.
- Consent:** The Grantor consents to WPD and their servants, agents, contractors and employees:
- (a) carrying out the Works;
 - (b) retaining, maintaining, repairing, inspecting, adjusting, renewing and removing the Apparatus;
 - (c) felling or lopping of any tree or hedge to a clearance that prevents interference with the Apparatus;
 - (d) with reasonable notice (except in an emergency) entering the Premises or adjoining land with or without workmen vehicles plant and machinery to exercise all or any of the rights referred to in 3 (a) – (c)
- Damage:** If WPD causes any damage to the Premises (or adjoining land owned by the Grantor) in carrying out the Works or by maintenance, repair, inspection or removal of the Apparatus the Grantor must notify WPD as soon as reasonably practicable. WPD may then, at its option, either make good the damage to the reasonable satisfaction of the Grantor or pay the Grantor reasonable compensation.
- Payment:** In consideration for the Grantor giving consent WPD will:
- (a) pay an annual sum in each calendar year in the month specified by WPD from time to time such annual sum to be based on WPD's scale of rates of £3.32
- If an annual sum is payable it will be increased from time to time in accordance with the advisory rates recommended by the National Farmers Union, Farmers Union of Wales and The Country Land and Business Association to their members.
- Termination:** This agreement may be terminated by either party by giving 12 months notice in writing. Such termination will not affect statutory rights of WPD.
- Indemnity:** Save where due to an act default or omission of the Grantor WPD will keep the Grantor indemnified against all actions, claims, costs and expenses which may be made against or suffered by the Grantor by reason of any default or negligence on the part of WPD in carrying out its rights under this agreement **Provided that** the Grantor shall: (i) as soon as reasonably practicable give notice in writing to WPD of any such action or claim brought or threatened against the Grantor; (ii) permit WPD to have exclusive conduct of any matter arising under para (i); and (iii) not admit liability in respect of, nor settle or compromise such action or claim without the consent of WPD. WPD may at their own expense defend any such action or claim in the name of the Grantor.

SCHEDULE 1: THE APPARATUS

To cover 60m of underground conductor that crosses land at St Mary's Green, Yate, BS37 5BG. The attached diagram shows the approximate cable route.

Location: St Mary's Green, Yate, BS37 5BG Grid Ref: 371430.182711 Line: 8114 Yate CE School

SIGNED by the Grantor /Grantor's Agent ~~delete as appropriate~~ X _____ Dated / /

SIGNED for WPD _____ Dated / /

YOUR ATTENTION IS DRAWN TO THE NOTICE ON THE REVERSE



NOTICE UNDER THE PROVISIONS OF PARAGRAPH 6 OF SCHEDULE 4 TO THE ACT

1. WPD is a licence holder under the Act.
2. In connection with its activities as a licence holder, it is necessary for WPD to install the Works and retain the Apparatus described in Schedule 1.
3. WPD requires you to give the consent to the installation of the Works and retention of the Apparatus.
4. If the consent:
 - (a) is not given within 28 days of the date on which this form was given or posted to you; or
 - (b) is given subject to terms and conditions to which WPD objects,

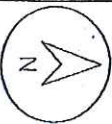
WPD will have the right to apply to the Secretary of State to grant consent by way of a necessary wayleave subject to such terms and conditions and for such period as it thinks fit.

SUMMARY OF WPD'S STATUTORY POWERS UNDER THE ACT

The Wayleave consent sets out the agreement between the parties. For information, WPD also has the following statutory powers to install and retain electric lines.

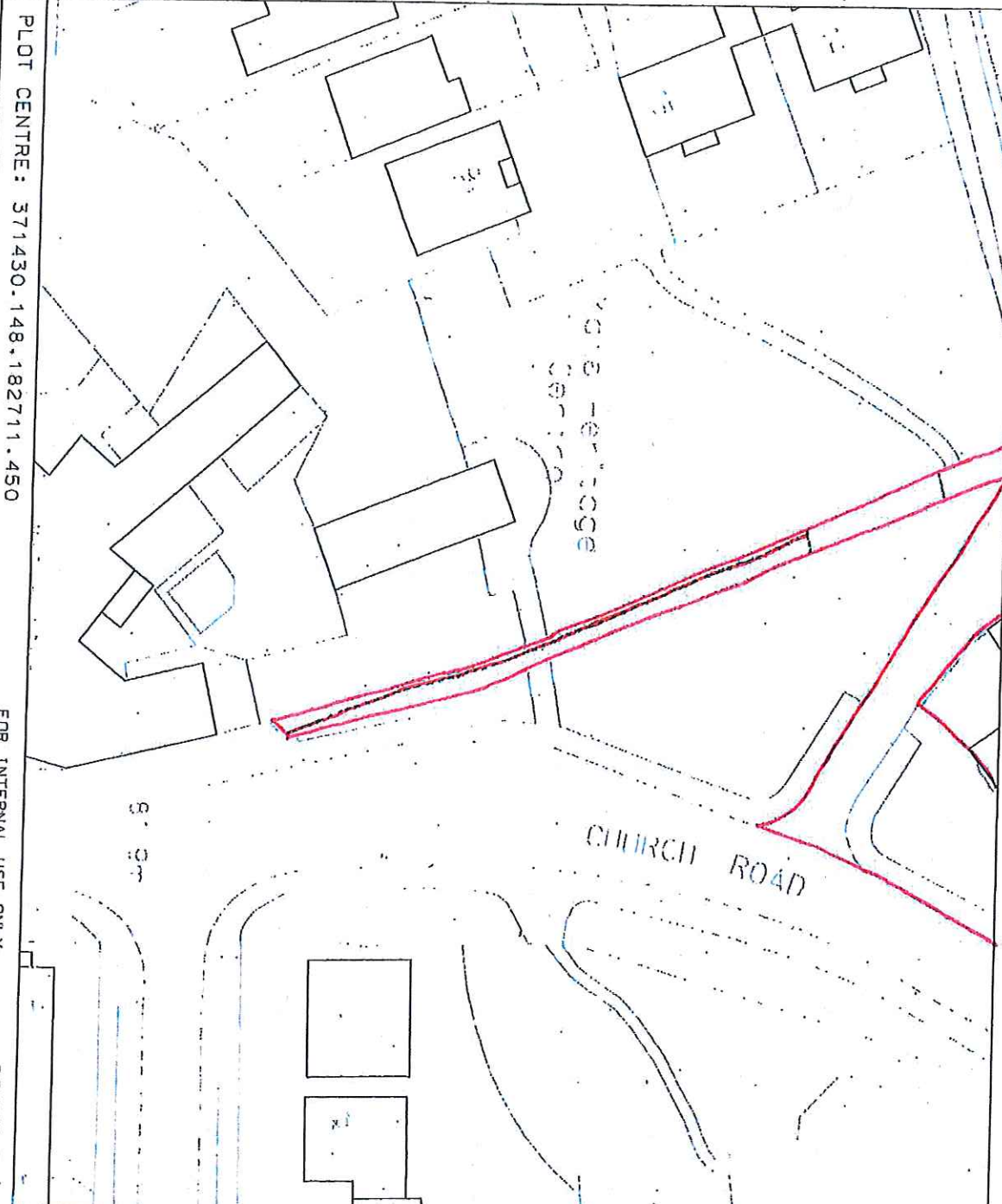
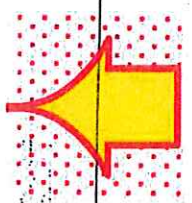
1. WPD has the statutory right to:
 - (a) Install electric lines:
 - (i) over any land but not over land on which there is a private dwelling including the garden of that dwelling or which has the benefit of planning permission for a private dwelling; and
 - (ii) underneath any land.
 - (b) Retain existing electric lines:
 - (i) over any land; and
 - (ii) underneath any land.
2. The above rights are only exercisable by WPD provided WPD has served on the owner / occupier of the land written notice of its intention to install or retain any existing electric lines and the owner / occupier:
 - (a) notifies his consent to WPD within the period specified in the notice; or
 - (b) refuses consent and the matter is referred to the Secretary of State who, after giving all parties concerned an opportunity of being heard, grants consent; or
 - (c) gives his consent subject to terms and conditions which are either accepted by WPD or if not accepted are referred to the Secretary of State who, after giving all parties concerned an opportunity of being heard, may grant consent.

PLEASE ALSO NOTE THAT A COPY OF THIS SIGNED AGREEMENT SHOULD BE KEPT WITH THE DEEDS OF YOUR PROPERTY.



WESTERN POWER DISTRIBUTION
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 AND THE RESULTS OF THE SURVEY ARE SHOWN ON THIS DRAWING.
 THE DRAWING IS THE PROPERTY OF WESTERN POWER DISTRIBUTION.



PLOT CENTRE: 371430.148, 182711.450

FOR INTERNAL USE ONLY

DRAWN BY:

SCALE 1:500

A4

SIGNATURE OF GRANTOR:	X
DATE:	

WESTERN POWER DISTRIBUTION
Serving the Midlands, South West and Wales

TITLE: Wylieve Plan for underground conductor at St Mary's Green, Ystrad, BS37 5BG

↑ N A4

DRAWING NUMBER	GLOS/41/10H/St Mary's Green
SCALE	1:500
GRID REFERENCE	371430.182711
DATE	21/12/2015
SUBSTATION ACCESS	N/A
SEPARATE SITE ACCESS/UG CABLE ACCESS/OIL ACCESS	N/A
UNDERGROUND CABLE ACCESS	
OVERHEAD LINE ACCESS	
FIBRE OPTIC ACCESS	N/A
POLE POSITION	•
STAY POSITION	T
UNDERGROUND CABLE POSITION	

REPRODUCED FROM THE ORDNANCE SURVEY MAP WITH THE SANCTION OF THE CONTROLLER OF HM STATIONARY OFFICE

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1. PARTIES: Date: _____
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 - (d) with reasonable notice (except in an emergency) entering the Premises or adjoining land with or without workmen vehicles plant and machinery to exercise all or any of the rights referred to in 3 (a) – (c)
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- If an annual sum is payable it will be increased from time to time in accordance with the advisory rates recommended by the National Farmers Union, Farmers Union of Wales and The Country Land and Business Association to their members.
- Termination:** This agreement may be terminated by either party by giving 12 months notice in writing. Such termination will not affect statutory rights of WPD.
- Indemnity:** Save where due to an act default or omission of the Grantor WPD will keep the Grantor indemnified against all actions, claims, costs and expenses which may be made against or suffered by the Grantor by reason of any default or negligence on the part of WPD in carrying out its rights under this agreement **Provided that** the Grantor shall: (i) as soon as reasonably practicable give notice in writing to WPD of any such action or claim brought or threatened against the Grantor; (ii) permit WPD to have exclusive conduct of any matter arising under para (i); and (iii) not admit liability in respect of, nor settle or compromise such action or claim without the consent of WPD. WPD may at their own expense defend any such action or claim in the name of the Grantor.

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SIGNED by the Grantor /Grantor's Agent *delete as appropriate* X _____ Dated / /

SIGNED for WPD _____ Dated / /



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 - (b) is given subject to terms and conditions to which WPD objects,

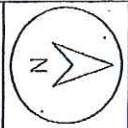
WPD will have the right to apply to the Secretary of State to grant consent by way of a necessary wayleave subject to such terms and conditions and for such period as it thinks fit.

SUMMARY OF WPD'S STATUTORY POWERS UNDER THE ACT

The Wayleave consent sets out the agreement between the parties. For information, WPD also has the following statutory powers to install and retain electric lines.

1. WPD has the statutory right to:
 - (a) Install electric lines:
 - (i) over any land but not over land on which there is a private dwelling including the garden of that dwelling or which has the benefit of planning permission for a private dwelling; and
 - (ii) underneath any land.
 - (b) Retain existing electric lines:
 - (i) over any land; and
 - (ii) underneath any land.
2. The above rights are only exercisable by WPD provided WPD has served on the owner / occupier of the land written notice of its intention to install or retain any existing electric lines and the owner / occupier:
 - (a) notifies his consent to WPD within the period specified in the notice; or
 - (b) refuses consent and the matter is referred to the Secretary of State who, after giving all parties concerned an opportunity of being heard, grants consent; or
 - (c) gives his consent subject to terms and conditions which are either accepted by WPD or if not accepted are referred to the Secretary of State who, after giving all parties concerned an opportunity of being heard, may grant consent.

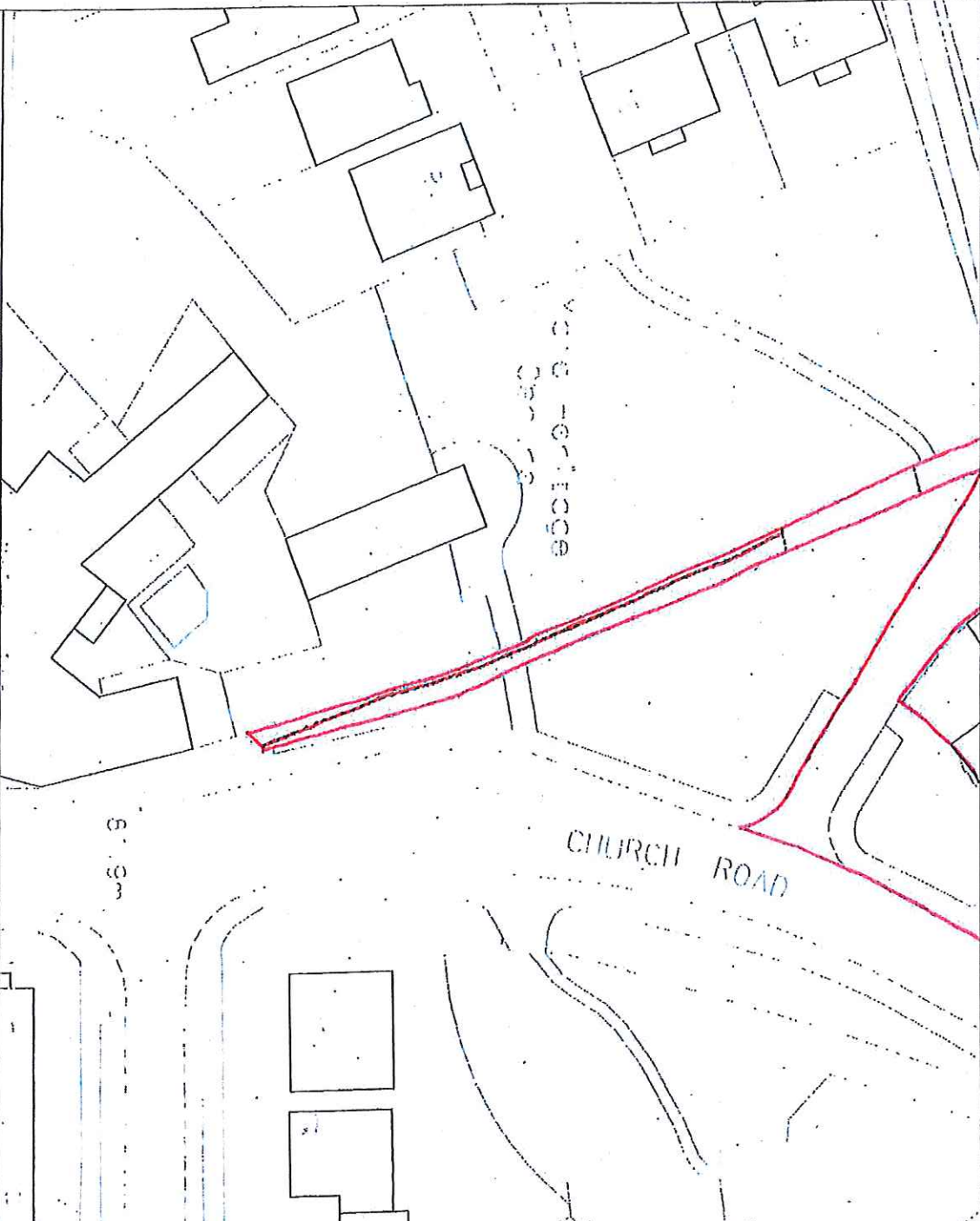
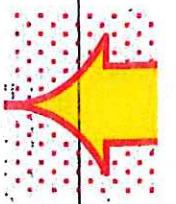
**PLEASE ALSO NOTE THAT A COPY OF THIS SIGNED AGREEMENT SHOULD BE
KEPT WITH THE DEEDS OF YOUR PROPERTY**



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PLOT CENTRE: 371430.148.182711.450

FOR INTERNAL USE ONLY

DRAWN BY:

SCALE 1:500

@ A4

SIGNATURE OF GRANTOR:	X
DATE:	

WESTERN POWER DISTRIBUTION
Serving the Midlands, South West and Wales

TITLE:
 Workleave Plan for
 underground conductor
 at St Mary's Green, Yate,
 BS37 5BG

DRAWING NUMBER	GLOS/41/10H/ST Mary's Green
SCALE	1:500
GRID REFERENCE	371430.182711
DATE	21/7/2015
SUBSTATION ACCESS	N/A
SEPARATE SITE ACCESS/UG CABLE ACCESS/OH ACCESS	N/A
UNDERGROUND CABLE ACCESS	
OVERHEAD LINE ACCESS	
FIBRE OPTIC ACCESS	N/A
POLE POSITION	•
STAY POSITION	T
UNDERGROUND CABLE POSITION	

REPRODUCED FROM THE ORDINANCE SURVEY MAP WITH THE SANCTION OF THE CONTROLLER OF HM STATIONARY OFFICE

MINUTES OF THE TRAFFIC AND TRANSPORT PLAN MEETING HELD ON MONDAY 30TH NOVEMBER 2015 FROM 5.45PM – 7.00PM AT POOLE COURT, YATE.

**PRESENT: COUNCILLORS IAN BLAIR, ALAN MONAGHAN AND CHRIS WILLMORE, YATE TOWN COUNCIL.
COUNCILLOR DAVID LANE, DODINGTON PARISH COUNCIL.
HAYLEY TOWNSEND, TOWN CLERK.**

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Tony Davis (Yate Town Council) and Councillor Paul Hulbert (Dodington Parish Council).

2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

No declarations of interest were received.

3. TRAFFIC AND TRANSPORT IN YATE

The following documents were available to view at the meeting:

- Freedom of Information (FOI) request from Councillor Willmore in relation to data about traffic and transport in Yate (Appendix 1);
- Letter from South Gloucestershire Council in response to the FOI request submitted by Councillor Willmore (Appendix 2);
- Yate Cycle Routes Project Preliminary Proposals document & Metro West information (Appendix 3a & 3b);

Those present gave consideration to the following issues:

- What are the current traffic and transport issues?
- What new pressures are going to come in the next 10 years?
- What do the current plans say in terms of:
 - Recognising these challenges;
 - Committing to doing something;
 - Detailed package;
 - Timeline;
 - Funding.

A draft issues paper was received (Appendix 4).

Current issues noted were as follows:

- Commuting
 - Rush hour queues (Westerleigh Road);
 - Rush hour back jam (eg, Beacon Lane);
 - Link Road access at peak times;
 - No modal shift incentive (eg, park and ride);

No public transport to the north or east fringe (eg, Rolls Royce / Emersons Green);
Lack of public transport to work (bus, train, park and ride);
Not a lot of connectivity across Yate.

- In Town
 - School parking;
 - Getting across Yate to work (cycling, foot or car);
 - Accident blackspots – It was **AGREED** to ask South Gloucestershire Council for figures in relation to accident blackspots;
 - Nasty junctions (lozenge roundabout, Wickwar Road/Peg Hill, Peg Hill/Tylers, Station Road/Goose Green Way/Nibley Lane/Westerleigh Road, Wellington Road/Goose Green Way, Rodford Way/Shireway;
 - No in-town bus routes;
 - Town Centre Study;
 - Insufficient parking at shops/congestion as people hunt for spaces;
 - HGVs;
 - Heron Way junction (Scott Way and Link Road clog up);
 - Elswick Park – an example of new development criteria.

- Getting places
 - Hospital;
 - Bath - easier to get to as park and ride is available;
 - Sunday transport is limited (in terms of trains and buses) to leisure/shopping/hospital sites.

It was **NOTED** that although South Gloucestershire Council has conducted traffic counts on Badminton Road, Iron Acton bypass and on the way out to Old Sodbury, they have not mapped traffic flow out to Westerleigh. It was **AGREED** South Gloucestershire Council be asked to map the traffic count out to Westerleigh and to supply the data to Yate Town Council. It was further **AGREED** to ask South Gloucestershire Council:

- Whether rush hour traffic queues have been measured on the four entry/exit points into Yate parish and also, whether the queuing times are known;
- Whether South Gloucestershire Council has plans to address the current levels of queuing at peak queue times;
- What are their plans in terms of tackling the congestion on the 3 routes, for which data has been collected, inwards/outwards?

- What modelling has been done on the causes of the congestion?
- What are the plans and proposals for tackling rush hour traffic flows on each of the 4 routes in/out of Yate?
- Where does the traffic light sequencing on Station Road feature in the South Gloucestershire Council work programme?
- What are South Gloucestershire Council's proposals in terms of tackling:
 - Town centre/Link Road traffic problem (connecting to The Birds, whereby drivers come from Heron Way, and back up again, and to Goose Green Way). To enquire whether there are any proposals for the Heron Way junction so people can get in/out of The Birds estate without coming down to Link Road and Scott Way grinding to a halt;
 - School rush hour (8.30am/8.45am) and alleviating flows either end of Link Road;
 - White lining the roundabout at the Station Road/Link Road junction so lanes are clear;

The following comments also to be made:

- a whole area package is required as local people do not want traffic problems displaced/moved about;
- there is nothing in strategic transport plans that address traffic flows in/out of the town;
- Although Yate is part of the Greater Bristol Bus Network, that is omitted from the traffic and transport documents provided by South Gloucestershire Council. To ask why are there no additional bus routes to and from Yate, particularly in relation to employment centres;
- To highlight that Yate is part of Metro Phase 2, although there is no land allocation, no routes, no funding, no proposal to bring Metro out to Yate, but only to increase the train frequency to half hourly which would result in 3.8% of the commuter traffic moving, as opposed to the 1.8% if trains run hourly. To ask for exact timings for the proposed half hourly service;
- To highlight that there is no mention of a commitment to a Park and Ride in Yate and to ask where is this supported/funded/referenced in the documents?
- To ask for a copy of the Yate Town Centre Study and the study data supporting the document;
- To point out that from the documents provided by South Gloucestershire Council, the traffic counts reveal that HGVS are not being deterred from Yate routes;
- To comment that there are issues with how the road networks are designed in new developments in terms of fire brigade access, congestion and onstreet parking;
- To comment that local people cannot travel from one side of the town to the other on a bus as this service is not available.

It was also **AGREED** to contact Councillor Paul Hulbert for his views as to whether the latest cycling proposal (dated 2013) is acceptable and to forward his comments to South Gloucestershire Council in relation to this.

4. THE WAY FORWARD

It was **AGREED** that:

- Councillor Chris Willmore would draw up a first draft of an issues paper, to be received by Yate Town Council at the meeting on 5 January 2016 and by Dodington Parish Council on 20 January 2016;
- The interim data be requested from South Gloucestershire Council, as set out in minute number 3, in order to feed into the issues paper;
- A meeting of Councillors Ian Blair, Tony Davis, Alan Monaghan, Chris Willmore (Yate Town Council) and Councillors Paul Hulbert and David Lane (Dodington Parish Council) be called for end January 2016.

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Julia Alden

From: Julia Alden
Sent: 08 December 2015 10:49
To: John Seddon
Cc: Chris Willmore (chris.willmore@bristol.ac.uk); Hayley Townsend
Subject: Yate Transport Study

Dear John

Yate Town Council are currently working on a paper to build its own Traffic and Transport Study.

To assist we require data in respect of the following;

A copy of the Yate Town Centre Study.

Please provide details of accident black spots within Yate.

We understand that although South Gloucestershire Council has conducted traffic counts on Badminton Road, Iron Acton bypass and on the way out to Old Sodbury, there has not been a mapping of flow out to Westerleigh.

We therefore request that that South Gloucestershire Council map the traffic count out to, Westerleigh and to supply the data to Yate Town Council.

Can you also confirm the following::

- Whether rush hour traffic queues have been measured on the four entry/exit points into Yate parish and also, whether the queuing times are known;
- Whether South Gloucestershire Council has plans to address the current levels of queuing at peak queue times;
- What are SGC plans in terms of tackling the congestion on the 3 routes, for which data has been collected, inwards/outwards?
- What modelling has been done on the causes of the congestion?
- What are the plans and proposals for tackling rush hour traffic flows on each of the 4 routes in/out of Yate?
- Where does the traffic light sequencing on Station Road feature in the South Gloucestershire Council work programme?

- What are South Gloucestershire Council's proposals in terms of tackling:
 - Town centre/Link Road traffic problem (connecting to The Birds, whereby drivers come from Heron Way, and back up again, and to Goose Green Way). To enquire whether there are any proposals for the Heron Way junction so people can get in/out of The Birds estate without coming down to Link Road and Scott Way grinding to a halt;
 - School rush hour (8.30am/8.45am) and alleviating flows either end of Link Road;
 - White lining the roundabout at the Station Road/Link Road junction so lanes are clear;

Look forward to hearing from you.

Kind regards

Julia Alden
Senior Admin Officer
Yate Town Council

☎ 01454 866509

☎ 01454 866514

✉ julia.alden@southglos.gov.uk

🌐 www.yatetowncouncil.gov.uk



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