



MEETING of Yate Town Council's Environment and Community Committee

Wednesday 12th July 2023

You are invited to attend a Meeting of the **ENVIRONMENT AND COMMUNITY COMMITTEE** of **Yate Town Council** to be held at Poole Court on **Tuesday 18th July 2023** between 7.00pm - 9.00pm for the purpose of transacting the business set out in the Agenda below.

Hayley Townsend
Town Clerk

Agenda

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

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

1. Apologies for Absence.
2. Declarations of Interest under the Localism Act 2011

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

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



5. To receive and approve the Minutes of the Environment and Community Committee meeting held on 30th May 2023. [Click here for minutes](#)

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

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

- 1/1 Consultations
 - a) Current Consultations
 - b) Urgent Consultations – To receive any urgent consultations.
- 1/2 Parks & Open Spaces – Stall Holders/Information Stands etc
- 1/3 Localism Contract
- 1/4 Vehicles Tender
- 1/5 Multi Activity Building (MAB) Path
- 1/6 SGC Street Cleaning and Maintenance Work for Town and Parish Councils
- 1/7 Yate Ageing Better Health & Wellbeing
- 1/8 Youth Commissioning

Item 2 Items to be Received

- 2/1 Estates Manager's Report
- 2/2 Status of all Groups that report to the Environment and Community Committee
 - (a) Venues Report
 - (b) Allotments Sub-Committee
 - (c) Climate & Planet Sub-Committee
 - (d) Events Sub-Committee
 - (e) Joint Parishes Consultative Committee
 - (f) Old Yate Sub-Committee
 - (g) Public Rights of Way, Commons and Greens Sub-Committee
 - (h) Reports from Representatives on Outside Bodies
 - (i) Town Centre Strategy Group
 - (j) Yate Ageing Better, Health & Wellbeing Sub-Committee
- 2/3 Land Transactions (South Gloucestershire Council)
- 2/4 Truespeed
- 2/5 St Mary's Green – Wayleave Request
- 2/6 Consultations
 - (a) Consultation Responses-The Ridge Jnr School Footpath
- 2/7 Care4Calais
- 2/8 Outstanding Items

Item 3 Confidential Items

- 3/1 Confidentiality Confirmation

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

- 3/2 Confidential Items – to receive any urgent confidential items.
- 3/3 To RESOLVE to return to public session.

Item 4 Consideration of Impact of Decisions on Climate, Planet and Waste

Clerk's Report

Yate Town Council Meeting of the Environment and Community Committee 18th July 2023

Clerk's Report

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

1.1 Consultations

a) Current Consultations

No current consultations to consider.

b) Urgent consultations

To receive any urgent consultations.

1/2 Parks & Open Spaces - Stall Holders/Information Stands etc

Officers requested a steer from Members in respect of requests from any groups requesting to set up a stall or information pod (of any description) within parks or open spaces managed by Yate Town Council.

Following email consultation with members it is **RECOMMENDED** that:

Delegated powers be granted to the Clerk to grant permission to groups requesting use of parks or open spaces to promote their services or share information, providing that:

- The group has a direct connection to the park, open space or to the Town Council generally eg. A wildlife organisation, conservation group or "Friends of "group, transportation group, youth organisation, local school etc;
- It is part of a wider Town Council event/consultation or something the Town Council supports (eg, for educational reasons etc);
- Those participating can evidence that appropriate checks are in place (eg, if consulting with vulnerable people, DBS certification required);
- Proselytising is not permitted in YTC parks and open spaces.

This information to be shared on the Town Council website with detail of how to “apply” and expected turnaround time for a response. Groups that are granted permission via delegated powers will be reported to Full Council within the existing standard item “ Decisions made using Delegated Powers Report”). The Environment and Community Committee will be advised of any requests that are declined, with reasons why.

1/3 Localism Contract

To **NOTE** further to the Full Council meeting held on the 27th June 2023, officers have contacted South Gloucestershire Council officers (SGC) for a response to the following minute.

*It was **RESOLVED** that:*

- *The charge for the emptying of the dog bins be queried;*
- *SGC be advised that YTC will not pay for 8-10 cuts a year if only 2-5 cuts are undertaken;*
- *SGC be asked to:*
 - *provide assurances that climate and planet considerations have been fully considered (as if grass cuttings are removed, then nitrates aren't returning to the soil in the same way as if the grass cuttings were left; to ask SGC what is the impact on the future viability of the soil?);*
 - *put signage in areas where the grass is left to grow longer with an explanation of the pilot scheme;*
 - *advise what plans are for the sites at the end of the 2-year pilot; how will SGC restore the quality of the soil if it is affected?*
 - *advise when the scheme will start.*
- *Response from SGC be reported to the Environment and Community Committee for monitoring.*

South Gloucestershire Council officers (SGC) have sent the following responses:

SGC Officer (1) response:

Thank you for your email.

We will be responding to you separately soon on the issue of the contract - including the related charges for dog bins and grass cutting.

Currently, the baseline approach to verge management is to cut the green estate and leave the cuttings to accumulate, forming a layer on top which increases the soil nutrient levels leading to the proliferation of robust grasses

and other nutrient-demanding vegetation. Therefore, 'cut and leave' does not encourage biodiversity, requires more frequent mowing and generates more operational emissions. Building on existing work, SGC and West Sussex CC will test new technologies for cutting and collecting from their green estate, including their road verges. The approach of 'cut and collect' reduces the number of times that the verges need to be cut over time, which reduces operational emissions, increases biodiversity, and increases soil carbon sequestration. We are currently in the process of discussing specifics of the plot sampling with our project partners – we will be sampling the cut grass / biomass itself and its outputs, along with the soil carbon and biodiversity levels at each sample site, the results and conclusions of which will eventually be shared widely. If you need any more specific information on these aspects of the project, please let me know and if necessary, I can put you in touch with an appropriate member of the team.

There are no plans to install signs on any of the agreed plots. Approximately 600 plots of grass are involved in the pilot and in future years the plan is to roll the scheme out across the whole of the district. The supply and installation of hundreds of signs is neither practical nor in keeping with the objectives of the scheme, and therefore the focus will be on other communication methods.

To help inform Yate residents of the pilot scheme the project team plans to carry out the following:

- Issue a press release to local media, specifically The Yate and Sodbury Voice, which gets delivered to homes in the town (approx. circulation 13,000).*
- Publish targeted social media posts. Using the council's Nextdoor account to target a Yate audience.*
- Include information in the South Gloucestershire Council weekly residents' newsletter.*
- Set up a project webpage where members of the public can find more information. This page will include a map of the Yate sites included in the pilot.*
- An email address will be publicised allowing people to contact the project team and share their feedback on the pilot.*
- Share information with stakeholders for them to share through their own social media and engagement channels.*

We have also discussed the idea of the Grounds staff having postcards they can hand out to residents themselves, if approached when in the process of cutting / collecting – these would show key details from the project webpage, including FAQ's.

At this stage, we are hoping to carry out the first 'cut and collect' run in September, subject to one or two more issues to be resolved before then –

including final agreement of the sample sites. A 'go / no-go' decision on this will be made by the end of July.

I hope that's helpful, but please come back to me again if there is anything outstanding you need to know.

SGC Officer (2) response:

I am currently working on this but unfortunately am very time limited presently. For 2023 I doubt you will see any change in output as the teams are currently well into their business as normal and as Chris said we may look to start in September which frankly will result in one or maybe two cut and collects with a total amount of cuts within the current service level.

For 2024 then hopefully we can start from April. Generally, cut and collect activities are more expensive than cut and leave due to onward transportation and equipment limitations within the urban environment. I am though currently looking into this as we are partly funded through the DfT for this project so these costs should in fairness be removed from the operational element of the work we carry out for your Town. I would hope that this project is at least cost neutral. Once I have done this, I will forward on an updated contract which in honesty will just be an update of the current document with a few sections to represent the specification/process for cut and collect. I guess of more importance will be the figures that come out from this.

You also asked about dog bin collections and costs we currently charge £205.22 this in my opinion represents good value at £3.94 per week, as we also retained liability for maintenance of these bins. Without subsidising the service, I cannot offer any further reduction in cost, but we would be happy to discuss a reduction in dog bins across the town to meet your needs.

To receive comments and agree a way forward.

1/4 Vehicle Tenders

To **NOTE** the tender process for two vehicle tenders closed on Friday 7th July 2023. To receive and consider recommendation report. (To be circulated).

1/5 MAB Path

To **NOTE** that quotes were sought for the path extension at the MAB and were received from:

Gravity Build;
MD Group

In the sums of:

£4,200;
£5,839

It is **RECOMMENDED** that MD Group be instructed to proceed with the works to the MAB path extension, funded from the YOSC budget of Asset Transfer Funding / YOSC Support ER's.

1/6 SGC Street Cleaning and Maintenance Work for Town and Parish Councils

Further to an email received from South Gloucestershire Council (shared with members on 20th June 2023) asking for ideas of cleansing and maintenance tasks that they can carry out in the town during a one-week period in August, the following ideas have been received from members;

1. A thorough weeding and cutting back (not rough flailing) of all the shrub beds from Church Rd to Gravel Hill Rd along Greenways Rd and spurs.
2. Path clearance and cutting back on Yate Common

To consider any other ideas and agree response to South Gloucestershire Council.

1/7 Yate Ageing Better Health and Wellbeing

To receive the notes of the meeting with a representative of the Yate Ageing Better, Health and Wellbeing Sub-Committee held on of 21st June 2023 (meeting not quorate), and to approve the suggestions therein (Appendix 1).

1/8 Youth Commissioning

To **NOTE** expressions of interest have been sought from the following youth providers, ahead of the YTC tender release planned for September 2023:

- Creative Youth Network (CYN) – declined to express interest due to the memorandum of understanding with South Gloucestershire Council (youth commission tender process 2023) where providers agree to keep to terms which stipulate a preference for one youth provider per LOT. (CYN currently operate outside LOT2);
- Foundation Active Community Engagement (FACE) – written response awaited;
- Learning Partnership West (LPW) – expression of interest received.

To receive and **AGREE** to approve the draft Youth Commission Schedule 1 (appendix 2), for use as schedule 1 document in the Youth Commission Contract 2024 tender opportunity, due to be released on Contracts Finder in September 2023.

2. ITEMS TO BE RECEIVED

2.1 Estates Manager's Report

To receive Estate Manager's Report with items for noting. [Click here for Estate Manager's report](#)

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

To **NOTE** the following;

Sub-Committee/Group	Date of Meeting/Update	Appendix
Venues	Report for the period 30.05.23 – 18.07.2023	Click here for Venues Report
Allotments Sub-Committee	Further to the meeting on 1 st February 2023 (minutes received at the Environment and Community Committee meeting on 7 th March 2023), a display and consultation formed part of the YTC's stall at Yate Rocks (NB: no responses were received). Next steps are to advertise the consultation at a small event in Abbotswood in July/August 2023.	
Climate & Planet Sub-Committee	<p>To NOTE:</p> <ol style="list-style-type: none"> 1. Actions taken in Venues Report; 2. Armadillo boiler replacement will complete in August; 3. West of England Combined Authority (WECA) Pollinator Fund: conservation pond works are in progress, planning for pond planting is in progress. The public workshops for bug hotels and shrub planting took place on 1st June at 10am and 1pm; 4. SGC Member Award Funding (MAF): application for £400 to install x1 bug hotel in North Yate on land owned by Autumn Brook Management Committee, took place on 3rd June 2023. 5. Brinsham Bug Hotel replacement was installed in June; 6. Climate Action Yate and Chipping Sodbury (CAYACS) hosted a climate marketplace at Yate Rocks, the first YTC event attended by this community group and the first climate market hosted at a YTC event; 7. Hedgehog Banners promoting care for wildlife will be displayed in various locations in Yate this summer, starting at Yate Rocks!; 8. The Community Projects Manager attended the Future Leap Festival of Sustainable Business Exhibition in June; 	

	<p>9. A free carbon survey opportunity has been identified via WECA, for Yate Outdoor Sports Complex, to be progressed in July;</p> <p>10. Research is in progress to support an electric hook up point to the ice cream van at Kingsgate Park.</p>
Events Sub-Committee	Doodle to be circulated for the next Events meeting.
Joint Parishes Consultative Committee	No update.
Old Yate Sub-Committee	To NOTE meeting notes of the meeting on 12 th July 2023 (to be tabled)
Public Rights of Way, Commons and Greens Sub-Committee	No update.
Reports from Representatives on Outside Bodies	<p>Minutes received from outside bodies have been previously circulated to Members with a request to advise if they wish to discuss matters contained therein.</p> <p>Click here for report</p>
Town Centre Strategy Group	It was agreed with the Chair to circulate the next doodle for dates in mid-September to obtain maximum attendance.
Yate Ageing Better Health & Wellbeing (YABHW) Sub-Committee	See above item 1/7

2.3 Land Transactions (South Gloucestershire Council)

To **NOTE** that further to the meeting with South Gloucestershire Council (SGC) earlier in the year regarding a number of property services transactions currently lodged with SGC, there has been no further update received. (Full details feature on the pending log).

2.4 Truespeed

At the last Environment and Community Committee meeting, it was reported that Truespeed had approached YTC regarding works they proposed to undertake at Goose Green and **RESOLVED** that Councillors John Ford, Tony Sharp and Chris Willmore would review the information provided, with delegated powers granted to the Town Clerk to respond to Truespeed thereafter.

To receive update.

2.5 St Mary's Green – Wayleave Request from National Grid

Further to unauthorised works at St Mary's Green by National Grid and Minute No. 45/5 of the Full Council meeting of 27th June 2023, an onsite meeting with National Grid took place on 4th July 2023 [Click here for notes.](#)

A revised wayleave agreement was received (showing new route for proposed works) and in accordance with the delegation of powers granted at Full Council on 27th June 2023 (where *It was **RESOLVED** that delegated powers be granted to the Town Clerk, working in consultation with Councillors John Ford, Tony Sharp and Chris Willmore, to bring this matter to a satisfactory conclusion in terms of an agreed route and wayleave agreement*), arrangements are in hand for the wayleave to be signed.

2.6 Consultations

a) Consultation Responses

Consultation Name	Link / Appendix	Date circulated	Closing date	Notes
The Ridge Junior School proposed footway improvements	Click here to view consultation	30.05.2023	11.06.2023	To NOTE comments were submitted on 8 th June 2023 and reported to Full Council on 27 th June 2023. A response from South Gloucestershire Council was received at Full Council on 27 th June 2023 and it was RESOLVED that Councillors Tony Sharp and Chris Willmore would write to South Gloucestershire Council reiterating and outlining concerns of the Town Council that have not been addressed and that any response received would be reported into the Planning and Transportation Committee.

2.7 Care 4 Calais – Support Asylum Seekers in South Gloucestershire

Contact has been made with representatives of Care 4 Calais to arrange a date for a meeting. Meeting will be arranged via the circulation of a doodle when availability of representatives has been confirmed.

2.8 Outstanding Items

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

Item 3. Confidential Items

3.1 Confidentiality Confirmation

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

3.2 Confidential Items

To receive any urgent confidential items.

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

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

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

CONFIDENTIAL DRAFT



YATE TOWN COUNCIL
Youth Commission Schedule 2024
Updates from 2018 agreement and 2022 variation in yellow

Common abbreviations:

YTC – Yate Town Council

1. SCHEDULE 1: The Service

Youth work in Yate 47 weeks per year, to include a weekly schedule of:

- I. 2 Yate Detached youth work sessions;
- II. 1 North Yate centre based junior youth work session;
- III. 2 South Yate centre based youth work sessions.

To include 5 weeks of shutdown in line with South Gloucestershire Council education term dates agreed as:

- I. One week at Easter half term;
- II. First week of the summer holidays;
- III. Last week of the summer holidays;
- IV. Two weeks over the December holiday.

a. User Group For Whom The Service Will Be Provided

Age range 11-19.

Age range	Provision
11-16 (Year 7 - 11)	2 Youth work sessions in South Yate (currently located at St Nicholas Community Centre)
11-12 (Year 7)	1 Junior session in North Yate (currently located at Brimsham Green Youth Wing)
13-19 (Year 8 - 13)	2 Yate Detached Youth Work sessions (to take place using the YTC Urbie mobile youth resource)

b. Aim Of The Service

To provide seamless youth provision by working closely with other Yate youth service providers, delivering accessible youth services to young people of Yate parish; this includes

Yate Town Council via the Armadillo Café and Venue and the chosen SGC youth commission provider for LOT2.

c. Description Of The Service To Be Provided

In the annual period commencing 1 April 2024 until 31 March 2029 (with potential to extend the contract from 1 April 2029 to 31 March 2031), in addition to the LOT 2 service funded by South Gloucestershire Council, the YTC commissioned service will be in the Parish of Yate:

- I. Two Detached sessions per week – 47 weeks per year for young people aged 13-19:**
 - i. Two sessions per week Wednesday & Friday open to young people 6.30pm- 8.30pm of detached youth provision out in the community of Yate using a youth vehicle (URBIE) provided by Yate Town Council in identified areas;
 - ii. Adopt a flexible policy in order to respond to the movement of groups of young people from one area to another (i.e. the Peg Hill Skate Park, Kingsgate Park, Brinsham Fields and local play areas in the Parish of Yate);
 - iii. At times it may be necessary for Yate Town Council to request that project workers visit groups/gatherings and all such requests should be sent by email, with full details to the Link Officer for the Provider. For example, areas where they may be little or no youth provision, areas where young people gather, areas where young people may be at risk of antisocial behaviour
 - iv. To engage with at least 20 young people per session. Volume of attendance should be a minimum of 940 annually.

- II. One North Yate junior centre based session for year 7's – at least 39 weeks per year (plus 8 weeks of holiday activities, program to be agreed with Yate Town Council):**
 - i. The centre should be based in North Yate (currently delivered at Brinsham Green Youth Wing);
 - ii. One session per week on a Tuesday open to young people 6.30pm- 8.30pm;
 - iii. The holiday provision will provide accessible youth provision that meets the needs of young people locally for 8 weeks per year;
 - iv. To engage with at least 35 young people per session. Volume of attendance should be a minimum of 1,645 annually.

- III. One South Yate centre-based session for Year 7, 8 & 9 – at least 39 weeks per year (plus 8 weeks of holiday activities, programme to be agreed with Yate Town Council):**
 - i. The centre should be based in South Yate (currently delivered at St Nicholas Family Centre)
 - ii. One session per week on a Tuesday open to young people 7-9pm
 - iii. Holiday provision will provide accessible youth provision that meets the needs of young people locally for 8 weeks per year;
 - iv. To engage with at least 35 young people per session. Volume of attendance should be a minimum of 1,645 annually.

- IV. One South Yate centre-based session for Year 10 & 11 – at least 39 weeks per**

year (plus 8 weeks of holiday activities, program to be agreed with Yate Town Council):

- i. The centre should be based in South Yate (previously delivered at St Nicholas Family Centre);
- ii. Provide one session per week on a Friday open to young people 7pm-9pm;
- iii. The holiday provision will provide accessible youth provision that meets the needs of young people locally for 8 weeks per year;
- iv. To engage with at least 35 young people per session. Volume of attendance should be a minimum of 1,645 (~~per session~~) annually.

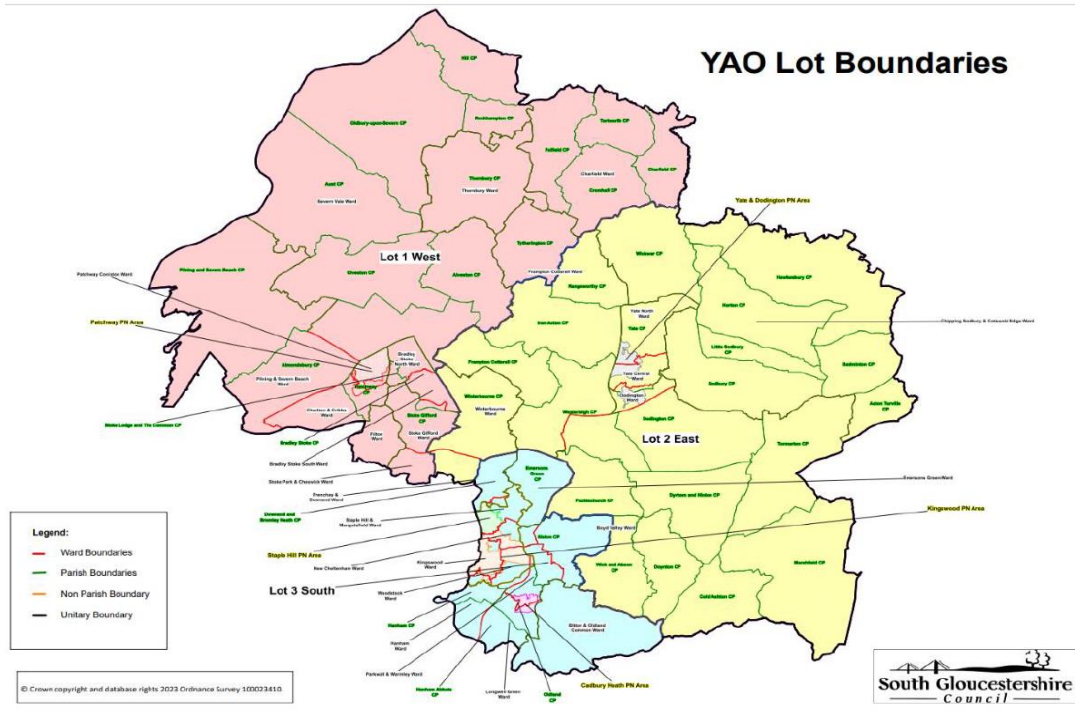
d. Locality area development for the young people of yate to include:

- I. Annual attendance at the 'Yate Rocks' summer event, to deliver youth work between the hours of 11am to 8pm; To engage with at least 50 young people at the 'Yate Rocks' event;
- II. Empowering young people to have a voice in what's happening locally, including but not subject to public consultations, ideas to present to Yate Town Council for new projects or ideas on how to tackle issues in Yate;
- III. ensure an integrated service to be provided under the Lot 2 delivery;
- IV. To report half yearly feedback and comments from local young people, to help shape any local consultations, including any existing and future planned Town Council projects;
- V. provide a youth service that promotes and provides safe spaces for young people to engage with a range of activities, to help develop their potential as young people, whilst building positive relationships through support from the Provider.

e. South Gloucestershire Council Service Schedule

In addition to the above service and at no cost to Yate Town Council, the provider of the YTC contract should work alongside the provider of the South Gloucestershire Council commission for LOT2 to provide the following (from April 2024 until 31 March 2029) ([tender doc to be appended](#))

- I. **SGC LOT Map**



II. SGC LOT 2 Priority Neighborhood Schedule Yate and Dodington

Lot 2	
PN	Provision of a minimum of 2 nights a week in Yate and Dodington Priority Neighbourhood (PN)
LDD	Provision of a minimum of 1 night a week for young people with Learning Difficulties and/or Disabilities (LDD).
AP	Plus additional provision (AP) of youth activities in this geographical area.

f. Geographical Area Covered By The Service

The parish of Yate.

g. Breakdown Of Estimated Expenditure

Up to £66,000 per annum (increased annually by RPI as of September in the previous year) to reflect expenditure to be incurred for the 5-year period to commence 1 April 2024 until 31 March 2029.

Costs should accommodate:

- I. Staffing levels for each session in line with those recommended by South Gloucestershire Council and any associated costs;
- II. Operational costs including project work, venue hire and overheads;
- III. Administration costs;
- IV. Staff training & development.

NOTES FROM THE MEETING WITH A REPRESENTATIVE OF THE YATE AGEING BETTER, HEALTH AND WELLBEING SUB-COMMITTEE, HELD ON 21st JUNE 2023 FROM 11AM-12NOON, AT THE ARMADILLO YOUTH CAFÉ.

Attendees:

Yate Town Councillor: Karl Tomasin.

Yate Town Council Officers: Community Projects Manager (Leah Collier), Venues Operation Officer (Carene Whiting-Hays), Assistant Venues Operation Officer (Stephanie Thorne), Kezi Carone (Community Projects Apprentice)

1. Election of Chair and Vice-Chair of the Yate Ageing Better Health and Wellbeing Sub Committee 2023/2024

It was not possible to elect Chair and Vice-Chair of the Yate Ageing Better Health and Wellbeing Sub Committee, as the meeting was not quorate.

Item to be carried forward to the next quorate meeting of the Sub-Committee.

2. Apologies for Absence

Apologies for absence were received from Councillors Cheryl Kirby and Chirs Willmore.

3. Declarations of interest under the Localism Act 2011

No declarations of Interest under the Localism Act 2011 were received.

4. To NOTE the following general YABHW updates:

a. Music Train

This service has used the Armadillo to facilitate community music sessions. YTC and Music Train will work collaboratively, as and when opportunities to work together are identified. Music Train has booked Armadillo for three sessions June to August. The group was referred by officers to YTC grants, in support of future sessions.

b. Income & Expenditure Report

Yate Ageing Better Health and Wellbeing Budget as at 20.06.2023 (Appendix 1)

c. SGC Warm Welcome Spaces Promotional Video

SGC officers did not return to YTC regarding plans for filming a

Warm Spaces promotional video at YTC Warm Welcome sites.
No further action is required.

d. YMCA – Accessibility Improvements

This project has been referred/ will be reported under the Old Yate Sub-Committee.

5. To NOTE 2023 Action Plan Updates:

a. Armadillo Senior Sessions

Councillor Karl Tomasin volunteered to be the YABHW representative for monthly attendance at this event, to build rapport with community and gather feedback from customers on community need, to inform future work.

b. Pop Inn Café “Pay What You Can” Lunches

1. Councillors have attended these events to build rapport with community and gather feedback from customers on community need, to inform forward plans;
2. Officers and volunteers will monitor capacity; some sessions are very busy and it is challenging to accommodate enough socialising space and seating. If these events increase in popularity/attendees, consider hosting at the Station Road Halls;
3. Thank you to volunteers and officers for their work to make these sessions possible and for going above and beyond to create a supportive and enjoyable experience for customers.

c. Memory Café at the Pop Inn Café (dementia)

1. An update was presented to E&C on 30.05.23;
2. Officers and volunteers will monitor sensory triggers in the environment; as footfall increases, noise increases, and noise can also increase during activities, which some customers might find challenging. Outdoor seating could be used as a quiet space away from the indoor session (shaded seating is required);
3. If events increase in popularity/attendees, officers will consider hosting at the Station Road Halls or, creating additional sessions;
4. Thank you to volunteers and officers for their work on Memory Cafe to make it successful, and for going above and beyond to create a supportive and enjoyable experience for customers.

d. Yate Ageing Better Health and Wellbeing Festival 2023

1. Festival action plan (Appendix 2);
2. Yate Ageing Better Health and Wellbeing festival budget

- as at 20.06.23 (Appendix 3);
3. At Full Council on 27.06.23, delegated powers were granted to the Town Clerk to progress any matters relating to the Yate Ageing Better Health and Wellbeing Festival, to ensure the festival action plan and timeline is achieved;
 4. Where decisions are needed in consultation with members, officers will email the YABHW Sub-Committee, and/or seek support from the Chair of Council and Chair of E&C;
 5. Councillor Karl Tomasin has volunteered to meet with Chipping Sodbury Rotary Club and officers, to explore the possibility of working more collaboratively on ageing better projects.

e. SGC Ageing Better Partnership Board

The Community Projects Manager and Community Projects Assistant attended a pop-up meeting of the SGC Age Friendly Community Plan virtual meeting on 13th June 2023. The following areas of need were identified by participants at the meeting:

1. Availability and costs of public transport e.g. buses, taxi tokens;
2. Social opportunities e.g. clubs, groups, activities specific activities and social groups for men;
3. Barriers to leaving the home e.g. access to transport, low confidence, impaired mobility or ill health, lack of social networks;
4. Targeted support and social opportunities for marginalised groups e.g. deaf community, black and minority ethnic groups, LGBTQ+, English as a second language;
5. Increased opportunities for walking groups which benefit social and physical health;
6. Retirement mentors to support people transitioning into this phase of life;
7. Changing Places facilities;
8. Increase independent housing / assisted living housing to support those that wish to live in their own home, for as long as this is possible.

f. Education Request

Further to the resolution at the Environment and Community Committee meeting on 7 March 2023, to nominate YABHW representatives, to meet the student, Councillor Karl Tomasin has volunteered to meet with Trainee Clinical Psychologist at University of Exeter, to discuss working with YTC on their thesis project, "looking into the relationship between wellbeing and age, in light of the Covid-19 pandemic".

g. Member-Owned Actions and Projects

1. Time for Dementia Program (Cllrs Sandra Emms and Karl Tomasin) see below item 6.c;
2. Improving Yate Shopping Centre for those visiting with Dementia, including:
 - a. colour coding 4 shopping centre exits (Cllr Sandra Emms) – officers advised colour coded entrances have been installed, no further update was available;
 - b. Dementia Friendly Shopping commitments/ list of dementia friendly shops (Cllrs Sandra Emms and Chris Willmore) – an update was not available;
3. To review the *Churches Together in Greater Bristol* 'Becoming a Dementia Friendly Church Resource Pack' (Cllrs Sandra Emms and Chris Willmore) – an update was not available.

6. Recommendations

a. Warm Welcome 2023/24

It was **NOTED**:

1. YTC received several requests for continued copies of the YTC Warm Welcome venue guide, after the YTC venues closed on 31st March 2023;
2. Feedback received during enquiries for the venue guide - places/ people were reliant on the YTC document for information on community spaces, as SGC information was not available in print format (booklet/ posters), and the YTC guide gave a helpful overview of many spaces in one area, across the week.

It is **RECOMMENDED**:

1. In winter 22/23, YTC open facilities (wherever possible) to provide open access, free of charge warm spaces for use by the public, in support of those experiencing economic and social hardship,;
2. Facilities aim to open on 1st October 2023, and close on 31st March 2024;
3. To reinstate the 2022/23 plan of YTC Warm Welcome facilities, to include the following venues and program (subject to availability):
 - a. Yate Heritage Centre: Tuesday to Thursday 10am-4pm, Saturdays 10am-3pm;
 - b. Poole Court: Monday and Thursday 1pm-5pm, Friday 9am-4pm - to take place in Hill and or Hooper due to regular hirer bookings taken in Heron 2;

- c. Armadillo Youth Café: Monday 10am-12noon open access ground floor space, Thursday 9am-3pm senior cinema and during session interim, Saturday 10am-1pm at Community cinema;
- d. Pop Inn Café (Over 50s only): Monday to Thursday 10am-2.30pm, Friday 10am-1.30pm* (*10am-12noon every first Friday of the month due to Memory Cafe)

b. Requests from Outside Bodies to Visit YTC Services

To **NOTE** officers have received enquiries from outside groups wanting to promote themselves at the Pop Inn Café, Memory Cafe and Armadillo Senior sessions.

It is **RECOMMENDED**:

1. Delegated powers be granted to the Community Projects Manager, to take decisions on requests for visits from external groups, where a visit from an external organisation would be in the best interests of customers e.g. visits from free/ nationally recognised services such as Age UK, Alzheimer's Society, and NHS; providing visits would not intrude on customers enjoyment of the facility/service e.g. visitors have a stall where customers can approach them if interested in their service;
2. Visits from private companies who intend to use YTC services to generate private business (e.g. fee paying services), should be declined;
3. Visits by private companies, to provide free activities of social value can be considered on a case-by-case basis, these visits should not be permitted without clear justification of social benefit outweighing commercial gain.

c. Time for Dementia Program

A verbal update from Cllr Karl Tomasin was provided:

This group is working to identify families with dementia, to work with students, who could interact with family to better understand dementia, and dementia/carer support needs over a x2 years period.

It is **RECOMMENDED** YTC continue to support this activity, as this program is invaluable to the education and development of dementia care in the community.

d. Pop Inn Café Shaded Seating

To **NOTE** the café has outdoor seating, but this area is not utilised / enjoyed by customers or services operating from the venue, due to the lack of shade from weather.

It is **RECOMMENDED**:

1. For climate resilience and in support of customer health and wellbeing, two 3x3m pop up gazebos are purchased to provide a shaded seating area outside the Pop Inn Café;
2. Gazebos be funded from the Yate Ageing Better Health and Wellbeing Budget; as at 07.07.23 the YABHW available budget is £8516.43. Approx. costs per gazebo £170 to £380 depending on type. It is **RECOMMENDED** £500 is earmarked for these resources.

7. Consideration of Impact on Decisions Taken on Climate, Planet and Waste

Impacts on climate, planet and waste were considered following discussions and recommendations made during this meeting.

It was **NOTED**:

1. Warm Welcome 23/24 plans to support those at risk of economic difficulty during winter months;
2. Memory café activities are making use of recycled materials;
3. Gazebos at PIC would support climate resilience and customer health and wellbeing;
4. The YABHW Festival action plan includes a events sustainability checklist;
5. Support for Time for Dementia and the request from the thesis student supports the development of education and community care.

8. Date of Next Meeting

To agree the date of the next Sub-Committee meeting of the Yate Ageing Better, Health and Wellbeing Sub-Committee following the YABHW Festival 2023.

Appendix 1: Yate Ageing Better Health and Wellbeing Budget (at 20.06.2023)

Yate Ageing Better

Code 324 ER

Other Project Expenditure 4849/600

BUDGETED INCOME		BUDGETED EXPENDITURE					
Description	Anticipated Income	Description	Anticipated expenditure	Paid	balance		
confirmed	Budget ER 324	14316.39	YAB Festival 2022	967.56	967.56	0.00	£1000 agreed from ER as part of 22/23 budget FC 12.1.22
	MAF for YMCA ramps/WW 13.1.a F&G 26.7.22	1500.00	Warm Welcome - see Warm Welcome Project	200.00	-	200.00	£200 agreed for resources, minute 7.2 E&C 28.9.22
	MAF PWYC Lunches PIC	320.00	YMCA Ramps	3,000.00	-	3,000.00	£3000 agreed from YAB ER, minute 7.3.a E&C 19.7.22
	MAF PWYC Lunches PIC	400.00	Whirlpool Funding	1,000.00	-	1,000.00	£1000 agreed from station road budget (from Ramps) as MAF money for £1000 incoming to replace, minute 13.1.a F&G 26.7.22
	capital funding		YAB Festival 2023	2,000.00	570	1,430.00	£2000 agreed from ER as part of 23/24 budget FC 10.1.23
	revenue funding		PIC PWYC lunches	1,000.00	125	875.06	Agreed minute 5.4 E&C 7.3.23
			Dementia Café	1,100.00	-	1,100.00	
			Dementia café volunteer DBS	200.00	-	200.00	
					0.00		
	£16,536.39		9,467.56	1,662.50	7,805.06		

Appendix 2: Action Plan Yate Ageing Better Health and Wellbeing Festival 2023

Completed actions

ACTION HEADING	ACTION SUB HEADING	WHAT	WHERE	BY WHEN
Finance	Get budget agreed by E&C/ FC	Draft proposal for recommendation at Environment and Community Committee 7th March 2023	\BMR-FS-YTC-01\PoolCourt\Meetings and Conduct\Environment & Community\2023\2_07_03_2023\Minutes	30/3/23
Marketing	Save the dates	Design and release - Use 2022 design, update	Canva file (save in YTC ACCOUNT ONLY)	30/3/23
Booking processes	Send out Booking forms	To all local contacts on email list	L:\Projects\Older People\Yate Ageing Better\EVENTS\YAB Annual Festival 2022\Contacts for 2022	30/3/23
Booking processes	Collate all people confirmed booking for event	Create a database	L:\Projects\Yate Ageing Better Health and Wellbeing\Yate Ageing Better\Yate Ageing Better Festival Event\YAB Festival 2023\Festival bookings 2023\Booking forms Received.xlsx	30/3/23
Resources	Book Armadillo	No hire to take place on day of event		30/3/23
Resources	Book PIC	booked from 12noon on 18.05.2023		30/3/23
Resources	Book PH (use of chairs/tables)	Estates to collect all tables and chairs from PH on 18.07 and store at PIC from 12noon		30/3/23
Resources	Book URBIE	7am-3pm, LC to drive on site		30/3/23
Finance	Expenditure and Income report	create spreadsheet	L:\Projects\Yate Ageing Better Health and Wellbeing\Yate Ageing Better\FINANCE	30/4/23
Marketing	Targeted marketing	Important attendees, contact and request attendance: Fire Brigade, YABHW Consultants (Eddie and Anna), Mens Shed, Cycleways, Bike HUB, CAYACS, YHC Friend Yate Leisure Centre		31/5/23
Marketing	Posters - sail flags - Posters	send save the date Yate Rocks - Sail flags, A-boards	Yate Rocks - presnetation board or A board	14/6/23
Logistics	Site Visit	book time for walk through with Yate Shopping Centre		14/6/23
Marketing	Print Marketing	Print flyers for distribution		14/6/23

Activity Plan	Activity providers	confirm program / fill gaps in performances if needed - review at this date		14/6/23
Marketing	Event Marketing Design	Posters/flyers/social media graphics - Use 2022 design, update	Canva file (save in YTC ACCOUNT ONLY)	21/6/23
Marketing	Digital Marketing / Media	Social Media - Create FB event, Create Eventbrite	Event posters: YTC (all platforms), YAB FB, Armadillo senior FB, Yate Shopping Centre, Eventbrite, My Yate, Bristol Post, The Voice, The Boundary, Gazette	21/6/23
Marketing	Print Marketing - distribute	Flyers to: PIC, AYC, YHC, PC, FF4F, Trussell trust foodbank, YTC Warm Welcome contacts, SGC Ageing Better Board, Bolero lounge board, Over 60s club, u3a, Green Community Transport, Age UK, Alzheimer's, local memory cafes, Yate Shopping Centre, Morrisons, Tesco, The Candle, Barnhill Court, Cambrian Drive Care Home, Local Care providers, Kennedy House, Yate Leisure Centre, Tourist info C/S, FoKGP, Fo Brinsham, LGV residents group, Live West, Bromford, Rotary Club, Yate Rocks		21/6/23
Marketing	press coverage	contact BBC/ ITV/ TV Bristol		21/6/23
Resources	Gift bags	Order custom bags		21/6/23
Resources	Gift bags	Arrange content to fill bags, add examples of items to fill below.		21/6/23
Resources	Gift bags	Forget Me Not seeds - ask Climate and Planet to donate		21/6/23
Resources	Stage - steps	Source steps for the stage		21/6/23
Resources	Photographer	Can we do this in house?		21/6/23
Resources	Equipment required on the day	Sound system source or hire		21/6/23
Resources	Equipment required on the day	Chairs/ tables - plan for what/where		21/6/23
Logistics	Bringing Cars onto shopping Centre	Seek permission from YSC to bring vehicles	Contact YSC security on arrival of vehicles – co	21/6/23

		onsite: URBIE, YTC estates, participant	ordinate vehicle arrival? 01454 311229	
Resources	Space plan/ map	Draw up floor plan (add info on chairs/gazebos etc)		28/6/23
Marketing	3 rd party marketing	draft press release - pre event	Press releases to: all SST contacts, Bristol Post, BBC Radio Bristol, ITV,	5/7/23
Booking processes	booking confirmation	Write to all bookers: confirm requirements,	Save info in event database	5/7/23
Action Plan	Bolero Lounge	Alert the Bolero Lounge the event is taking place		5/7/23
Resources	Staffing rota	separate doc		5/7/23
Finance	Sponsorship/ donations		-	6/7/23
Marketing	Digital Marketing	Event programme - Update Social media with program of activities/ performances / groups attending		12/7/23
Marketing	Print Marketing - banners	display	Locations: X1 All time fitness (clock), X1 Bus station, X1 Armadillo fence	12/7/23
Booking processes	confirmation of processes for attendees	Write to all bookers - confirming where they will be positioned (send MAP), processes for the day, access process for vehicles, urgent contact info (LC/CWH work mobiles) etc	Save info in event database	12/7/23
Health, safety security	Risk assessment	Risk assessments for all venues, and activities - separate doc		12/7/23
Health, safety security	First aid	Who, kits, AED locations, Emergency process - make a map!		12/7/23
Resources	Supervise Armadillo	Ask SS to supervise the office - can calls for Armadillo be directed to Poole Court for the day?		12/7/23
Resources	YTC stall (URBIE)	Arrange promotional displays YTC		12/7/23
Resources	Signage	Arrange signage for quiet space, faith space, first aid, missing children. Toilets - make dementia friendly with images		12/7/23
Resources	Communication devices	Walkie talkies?		12/7/23
Resources	identification	To ensure all staff are in YTC event uniform and lanyards		12/7/23
Resources	identification	All councillors have ID lanyards for the event		12/7/23
Resources	Equipment required on the day	Gazebos - ask estates to confirm number available		12/7/23

Logistics	Vehicle license numbers	In ADVANCE of event as much as possible. provide shopping centre with all vehicle license number if straying for over 4 hours, including any vehicle that comes onto site.		12/7/23
Marketing	Print Marketing - sail flags	display at PIC and Urbie		18/7/23
Resources	Equipment required on the day	Gazebos - store all at PIC		18/7/23
Resources	Equipment required on the day	YAB festival sail flags	store at PIC	18/7/23
Resources	Equipment required on the day	YTC sail flags	store at PIC	18/7/23
Resources	Equipment required on the day	YHC sail flags	store at PIC	18/7/23
Resources	Equipment required on the day	Bunting/ display	store at PIC	18/7/23
Resources	Equipment required on the day	make up Clip Boards for CWH, ST,HT, LC, Estates - include site map, emergency contacts, booker info, program for day, risk assessment, emergency procedures	store at PIC	18/7/23
Marketing	Press release after the event	draft press release - post event		25/7/23
Marketing	Thank you letters	ask SST prepare thank you from the mayor letter		25/7/23
Assessment & Review	Report/ debrief meeting	book, invite YABHW, agenda		26/7/23

Appendix 3: Yate Ageing Better Health and Wellbeing festival budget as at 20.06.23

Code 324 ER

Other Project Expenditure

4849/600

BUDGETED INCOME

BUDGETED EXPENDITURE

BUDGETED INCOME		BUDGETED EXPENDITURE			
Description	Anticipated Income	Description	Anticipated expenditure	Paid	Balance
confirmed	YABHW	Marketing/Advertising	69.00		
		Staffing			
		equipment hire (PA system)	0.00		
		Ambulance	100.00		
		Catering	350.00		
	capital funding	goodie bags	570.00	£570.00	
	revenue funding	Staging			
	£2,000.00		1,089.00	£570.00	£1,430.00