



MEETING of Yate Town Council's Environment and Community Committee

Wednesday 12th September 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 19th September 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 and enhance biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivering services under the public sector Equality Duty and Equality Act 2010.

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

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

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

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



4. To appoint Vice Chair of the Environment & Community Committee.
5. To receive and approve the Minutes of the Environment and Community Committee meeting held on 18th July 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
 - South Gloucestershire Council – Yate Common
 - b) Urgent Consultations – To receive any urgent consultations.
- 1/2 Covid/Dedicated Fruit Tree Orchard Memorial
- 1/3 Localism Contract
- 1/4 Park & Play Area Locking & Unlocking
- 1/5 Properties; Lighting Unites Replacement
- 1/6 Properties RAACS
- 1/7 Ladden Garden Village Community Defibrillator
- 1/8 Welcome to Yate Signage
- 1/9 Events Sub-Committee

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 Consultation Responses
- 2/4 Care4Calais
- 2/5 Outstanding Items
- 2/6 Youth

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;
 - a) Events Sub-Committee (Yate Rocks tendering exercise)



- b) 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 19th September 2023

Clerk's Report

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

1.1 Consultations

a) Current Consultations

Consultation Name	Link / Appendix	Date circulated	Closing date	Notes
Protecting and Enhancing the Common in Yate	Click here to view consultation	13.09.2023	03.11.2023	

b) Urgent consultations

To receive any urgent consultations.

1.2 Covid/Dedicated Fruit Tree Orchard Memorial

Following on from the SGC permission granted to YTC to plant an additional 25 Fruit Trees at the Fruit Tree Orchard on Yate Common, the following options as to how we proceed are as follows:

1. Purchase and plant 25 fruit-related trees in advance of any dedicated tree requests and offer a pre-planted tree free of charge or for a donation towards the project;
2. Purchase and plant 25 fruit-related trees in advance of any dedicated tree request and offer a pre-planted tree and charge as per associated costs (approximately £30 - £50 for a tree, tree identity / memorial tag approximately

£45 or memorial plaque approximately £167, plus a fee to plant internally approximately £25).

3. Only purchase and plant a fruit tree (until maximum 25 trees are reached) on request, charging or not charging for the tree.

To **DISCUSS** options and agree way forward.

1.3 Localism Contract

Further to minute number 5/3 of the Environment & Community Committee meeting held on 18th July 2023:

*It was further **NOTED** that a meeting would be requested with South Gloucestershire Council officers to further discuss the matter and in the meantime, Yate Town Council continues on a 'pay as you go' basis for actual cuts carried out.*

A meeting took place on Wednesday 23rd August 2023 with Gary Meddick from South Gloucestershire Council and Yate Town Council officers, at which the Localism contract and the Carbon Reduction Project were discussed.

The following has been confirmed by SGC:

- Currently, 11% of the total Amenity Grass that is cut by SGC as part of the Localism contract has been included as part of the Carbon Reduction Project, which commenced 21st August 2023;
- The service level for those areas included as part of the project will reduce by one full cut for 2023/2024;
- A revised breakdown of service costs, with refund included, has been received further to the changes in service due to the implementation of the Carbon Reduction Project (Appendix 1);
- The number of cuts for 2023/2024, for those areas of Amenity Grass within the Localism contract that are not part of the Carbon Reduction Project, is to be confirmed by South Gloucestershire Council and reported at the meeting.
- It is anticipated that the cost per sqm for areas as part of the Carbon Reduction Project, after the inclusion of the project funding, will reduce to approximately £0.02 compared to the standard rate of approximately £0.18 (based on 2023 prices).

It is **RECOMMENDED** that:

- The Localism contract is signed for 2023/2024;
- A review of the dog bins within the Localism contract to be undertaken and outcome reached prior to 1st April 2024;
- Discussions are held as soon as possible regarding the number of dog bins and anticipated service levels & cost of the service for the areas included as part of the Carbon Reduction Project, to ensure the Localism contract is agreed and in place ready for 1st April 2024.

1.4 Park & Play Areas Locking and Unlocking

The following was resolved at the Environment & Community Committee meeting held on 7th March 2023;

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

To **NOTE** no complaints have been received regarding the sites being left unlocked. **Officers Recommend** to continue with the named parks & play areas being unlocked and to review again in Spring 2024.

1.5 Properties: Lighting Units Replacement – Climate and Planet

At the Climate & Planet Sub-Committee meeting held on 17th October 2021, the following was **RESOLVED**:

Electrical Equipment

*Due to embedded carbon in existing equipment and in disposal processes for equipment not at the end of its life cycle, the committee **RESOLVED** an appropriate value of funds be reserved from the current capital expenditure budget, to cover the replacement of fossil fuel equipment at the end of its life cycle (or where replacements are recommended for health and safety reasons);*

*Where Estates Manager identifies equipment at the end-of-life cycle (or otherwise not suitable for use), the committee **RESOLVED** to delegate authority to the Clerk, to purchase electrical replacements;*

The Climate and Planet action plan further **NOTED**:

- *Energy - Cease purchasing of non-LED light bulbs, Estates where new fittings cannot be sourced conversion kits can be installed as a more cost-effective solution to unit replacement (led light tube).*
- *Bulbs to be replaced with LED when expired.*

Following recent email correspondence with Climate and Planet Sub-Committee members, a member suggested all non LED lighting is replaced “now”.

To consider and agree a way forward:

1. All lighting is upgraded to LED at the end of life cycle (as previously agreed)
2. All lighting is upgraded to LED as soon as possible

To support costs of lighting replacements, it is **RECOMMENDED** up to £10,000 is earmarked in the Climate & Planet budget for LED light replacements at Poole Court, Kingsgate Workshop/Mess Room, Sunnyside Workshop, Armadillo Youth Cafe,

Bowls Pavilion, Football Changing Rooms, Kingsgate Toilet Block, Heritage Centre and Parish Hall.

1.6 Properties RAACs

To **NOTE** investigations are being made to identify if YTC buildings have RAACs; an update will be provided at the meeting.

1.7 Ladden Garden Village Community Defibrillator

It has been raised that Ladden Garden Village does not have a 24-hour accessible Defibrillator in the community.

To consider and agree a way forward:

- Approach local developers to see if they would like to donate/install a 24 hour accessible defibrillator;
- Officers to source grant funding and make an application to supply and install a 24 hour accessible defibrillator;
- To keep the 24 hour accessible defibrillator as part of the future Community Building.

1.8 Welcome to Yate Signage

Following a comment on social media regarding the condition of the 'Welcome to Yate' signs, officers contacted South Gloucestershire Council asking if this they have any future plans to replace the signs, response below;

'This is not on our agenda but if the Town Council do want the signs we can design and erect at a cost?'

Design, procurement and installation has been quoted as approximately £1,000 per sign by SGC.

To consider and agree a way forward:

- Yate Town Council to formally ask South Gloucestershire Council to design, procure and install new town signage;
- Members to provide ideas for signage including wording etc;
- To agree on number of signs required due to new developments in North Yate (Currently six 'Welcome to Yate' signs Goose Green Way, Kennedy Way, Scott Way, Station Rd, Station Rd/ Bowling Hill, Westerleigh Rd).

1.9 Events Sub-Committee

To receive the minutes of the meeting of the Events Sub-Committee meeting held on Monday 11th September 2023 and consider the recommendations therein. Appendix 2. (Confidential item and recommendation to be received under item 3.2)

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 18.07.23 – 19.09.2023	Click here for Venues Report
Allotments Sub-Committee	Officers are in contact with the Abbotswood Community Coordinator in regard to a small event where YTC could advertise the allotments consultation.	
Climate & Planet Sub-Committee (C&P)	Recommendation for replacement LED lights as above item 1.4. To NOTE : <ol style="list-style-type: none">1. Permission to plant a further 25 fruit trees at the Covid/Dedicated Tree Orchard has been authorised by South Gloucestershire Council. These trees will be a mix of Olive, Greengages, Damsons Plum and a few other less common fruits;2. Investigation for an electric hook up point in Kingsgate Park for the ice cream van has been identified by a South Gloucestershire Council Tree Officer who has been to site and looked into this. A quote is awaited from South Gloucestershire Council power supply works and hook up point for the works;3. Litter picking equipment has been donated to Sodbury & Yate Clean Up Group. The equipment included 2 x litter handy trolley/carts, 2 x long handle dustpan and brush, 10 x children's litter picking kit age 6-9, 10 x children's litter picking kit age 10-12, 4 x pooper scoopers, 25 x litter picking bags, 20 x hi-viz vests, 9 x children's litter picking.	

	<ol style="list-style-type: none"> 4. Yate Heritage Centre is: <ol style="list-style-type: none"> 1. researching local climate matters/events to explore more ways in which climate can be incorporated within local history exhibitions e.g the role of climate change in farming, for a display on Farming planned for early 2024; 2. Awaiting delivery of new chairs for events, which were ordered second hand following use at Birmingham Commonwealth Games 5. Pop Inn Café is: <ol style="list-style-type: none"> 1. Purchasing eco-friendly takeaway cups 2. Drafting a proposal to install planters in the front courtyard – to enhance the site for the Local Nature Action Plan nature and improve the front facing aesthetic 3. Planning to cease purchase of drinks in plastic bottles, e.g. water, flavoured water, to be replaced with a water refill station and canned water. 6. Armadillo Youth Café is: <ol style="list-style-type: none"> 1. Awaiting delivery of new chairs for events, which were ordered second hand following use at Birmingham Commonwealth Games 2. 3. Planning to cease purchase of drinks in plastic bottles, e.g. water, flavoured water, to be replaced with a water refill station and canned water; 3. Working with young people to improve the site for nature, e.g. summer youth workshops included gardening projects; 4. boiler replacement will be completed in September; 7. West of England Combined Authority (WECA) Pollinator Fund: conservation pond works are completed, pond planting will take place during October. 8. A number of materials will be salvaged from the Kingsgate Park Phase 2 project including: <ol style="list-style-type: none"> 1. Soil – which will be used in planting projects and lake erosion works; 2. Swing seats and chains 3. Play Unit panels 4. Dog seesaw 5. Benches 9. A free carbon survey opportunity has been identified via WECA, is in progress at Yate Outdoor Sports Complex; 10. Free seed packets were donated by C&P to the Yate Ageing Better Health and Wellbeing Festival gift bags;
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	<p>11. A doodle will be sent for a meeting of Climate & Planet Sub-Committee, Grants & Finance Sub-Committee and representatives of the Yate Bike Hub, following a recent funding application for a new project relating to electric bikes.</p>
Events Sub-Committee	See item 1/9 (above)
Joint Parishes Consultative Committee	No update.
Old Yate Sub-Committee	<p>To NOTE:</p> <ul style="list-style-type: none"> • Union Jack and YTC flags were ordered to the value of £548.95 and were installed for 8th September 2023 Queen Elizabeth II first anniversary of passing, and anniversary of King Charles III accession to the throne; • YMCA door will be replaced by 20th September, to ensure the door opens with ease of access onto the new accessible ramp; Temporary measures have been implemented to ensure fire compliance is met. • Permanent signage for YMCA Garden Sign was installed 5th September 2023; • Marketing to offer the YMCA Garden to a community group, for green social prescribing actives is in progress; • Works are planned to install the Union Jack flag on the YMCA, Parish Hall, Bowls Pavilion and Community Association Building, to follow an alternative flag flying schedule as follows: <ol style="list-style-type: none"> 1. Remembrance (November 2023); 2. King Charlies III birthday (June 2024); 3. D Day 80th Anniversary (June 2024) • An artwork brief is in draft for building murals; • x6 A1 laminated (waterproof) prints of the YMCA Old Yate Exhibition were received and provided to YHC for use at future exhibitions; • A quote has been requested from SGC for lighting installation costs; • A quote has been obtained from the lighting supplier for the following designs chosen by members. Following confirmation of installations costs, a final lighting design will be chosen:

		
Public Rights of Way, Commons and Greens Sub-Committee	No update.	
Reports from Representatives on Outside Bodies	Minutes received from outside bodies have been previously circulated to Members with a request to advise if they wish to discuss matters contained therein.	Click here to view Outside Bodies List
Town Centre Strategy Group	To NOTE the minutes of the meeting of the Town Strategy Group held on 11 September 2023. Click here to view minutes.	
Yate Ageing Better Health & Wellbeing (YABHW) Sub-Committee	<p>To NOTE:</p> <ul style="list-style-type: none"> • The Community Projects Manager attended Centre for Ageing training session: <i>Celebrating the role of older people in local heritage</i> (slides available on request); • A meeting took place with BS15 on 11th September 2023 to discuss opportunities for Community Hubs in Yate. To receive an update; • The Yate Ageing Better Health and Wellbeing Festival took place on 19th July 2023. Key successes include: <ol style="list-style-type: none"> 1. The event was very well attended by community groups and the public; 2. Positive feedback has been received from attendees and the team have received many enquiries from new groups/ organisations, who saw/heard about the success of the event and want to join the event next year. 3. New relationships were formed at the event which has improved collaborative working between YTC and other groups/ organisations working on Ageing Better projects in Yate and the locality; 4. Local businesses and partners were pleased with the event and are happy to support the event 	

next year – special thanks to Yate Shopping Centre and Active Yate (Leisure Centre) without their support and resources this event would not have been possible;

- Updates for the following projects are included in the Venue Report, under Pop Inn Café:
 1. Memory Café
 2. Pay What You Can (PWYC) lunches
- A meeting took place with 'We Are BS15' on 11th September 2023, to discuss the SGC Prevention Fund Community Health Promotion Hubs project, scheduled to take place in Frampton Cotterell and Yate.

It is **RECOMMENDED**:

1. Delegated powers be granted to the Yate Ageing Better, Health and Wellbeing Sub-Committee to progress conversations with the organisation awarded the contract for SGC Prevention Fund Community Health Promotion Hubs project, to explore opportunities to work collaboratively on community hub provision in Yate (outcome of Expression of Interests is expected 28th September 2023);
2. Delegated powers be granted to the Community Projects Manager, to progress the following Dementia projects to a point of launch in 2023/2024;
 1. Dementia Friendly Sessions at YHC
 2. Dementia Friendly Cinema at Armadillo
 3. Increase frequency of Memory Café sessions at PIC
3. Where external funding cannot be secured (grants etc) the following budgets are **RESOLVED** to be earmarked from the Yate Ageing Better, Health and Wellbeing budget; current available balance £8,516.43:

A. International Day For Older Persons
01.10.23, event resources:

X1 Celebration cake (and dietary alternatives)
at the Pop Inn Café to the **value of £50**

X1 Celebration cakes (and dietary alternatives)
at Armadillo Senior Cinema to the **value of £50**

	<p>B. Resources to support launch and facilitation in financial year 23/24:</p> <p>a. Dementia Friendly Sessions at YHC, weekly, Oct 23 - Mar 24 (budget allocation for potential resources): total budget £200</p> <p>b. Dementia Friendly Cinema at Armadillo, potentially every 2nd and 4th Friday of the month (hire cost cinema £69.95 per session, budget £30 refreshments per session, x10 sessions Nov 23 - Mar 24): total budget £1000</p> <p>c. Increase frequency of Memory Café sessions at PIC to potentially x2 sessions per month, potentially every 1st and 3rd Friday (refreshment/ activity budget £40 per session, x10 sessions, Nov 23 - Mar 24): total budget £400</p> <p>Total £1,700</p>
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2.3 Consultations

a) Consultation Responses

No responses to receive.

2.4 Care 4 Calais – Support Asylum Seekers in South Gloucestershire

Further contact has been made with the representatives of Care 4 Calais to confirm their availability. Dates have been suggested by Yate Town Council for mid-end September. Awaiting confirmation of availability from representatives.

2.5 Outstanding Items

- a) To **NOTE** status of pending log. [Click here to read pending log.](#)
- b) Land Transfers - South Gloucestershire Council has requested confirmation that Yate Town Council wish to pursue the transfer of land at rear of Ridgewood;
- c) Public Space Protection Order's (PSPO) - no further evidence has been gathered since this item was last reviewed (24.1.23) – to consider if this matter is to be pursued or removed from the outstanding list.

2.6 Youth

a) Youth Commission 2024

To **NOTE** draft service schedules for the youth provider tendering exercise have been sent to Stone King for legal advice regarding TUPE and pensions provision.

b) Out of Parish Provision

To **NOTE**:

- i. Two meetings took place with Dodington Parish Council on (21st August and 4th September 2023, regarding investment in local youth provision;
- ii. It has not been possible to meet with Sodbury Town Council to discuss investment in local youth provision; a response to a meeting invite sent to the nominated Councillor is awaited. A further meeting request was sent to Sodbury Town Council's Clerk and a response is awaited.

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

- a) To receive confidential item from Events Sub Committee – item 1.9 (Confidential Appendix 3)
- b) 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, planet and waste following items discussed and decisions taken during this meeting.

Department for Environment and Community Services

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

Date: 19/07/2023
Your Ref:
Our Ref: ECS/SC/LOCAL23
Enquiries to Gary Meddick
Section: StreetCare Design & Operations
Tel: 01454863696
Fax:
E-mail: gary.meddick@southglos.gov.uk

Dear Hayley Townsend
Ref: Localism 2023/24 (updated)

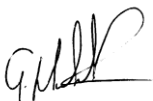
Please find below localism maintenance charges for the period 2023/24 based on the current service level. These maintenance charges reflect changes currently under discussion in relation to the Councils carbon reduction project (LL2)

Below is a breakdown of service costs for your council for the period 2023/24.

FEATURE TYPE	UNITS	MEASURE	Total
AMENITY GRASS	m ²	93,153.96	£16,342.14
Carbon Reduction Project Refund (From July 2023)	m ²	10602.57	-£232.49
CONSERVATION CUT - SUMMER - Goose Green Way	m ²	1,816.17	£460.54
SHRUB BED - MULCHED	m ²	6,087.16	£6,180.23
DOG BINS	NUM	45.00	£8,481.17
		TOTAL	£31,231.59

The reduction in charges for the implementation of LL2 reflects the percentage decrease in area for the period July to October, it is estimate your service level will reduce by one full cut to maximise grass yield for September period. Please do hesitate to contact me or one of my team if you have any questions or wish to review your service level.

Yours sincerely



Gary Meddick
StreetCare Operations Manager

**Street Care Localism Specification for Grounds
Maintenance and Cleansing Services for
Classified and Adopted Highway Land as
provided by South Gloucestershire Council**

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STREET CARE LOCALISM SPECIFICATION FOR CLASSIFIED AND ADOPTED HIGHWAY LAND

1. Introduction

1.1 General

- 1.1.1 This document forms the complete specification to provide Grounds Maintenance and Cleansing services to Parish and Town Councils by South Gloucestershire Council through the Localism Framework on Classified and Adopted Highway land.
- 1.1.2 The document is serving all the chosen options made by the Parish and Town Councils which include the Core Service Level, the Buy Back of Enhanced Services and the use of third-party contractors.
- 1.1.3 When a Parish or Town Council is using a third-party contractor to undertake part or all of the work they shall use the Conditions of Contract and Specification contained in this document. South Gloucestershire will be provided a copy of the signed contract.
- 1.1.4 The specification relates to a performance standard and frequency of operation as described in the specification and as chosen by the Parish Council and applies to the Core Service Level Buy Back of Enhanced Services and the use of third-party contractors.
- 1.1.5 All Parish and unparished areas of Classified and Adopted Highway land are to be maintained to the Council's Core Service Level Standard set out in Part B and shown on the Parish maps in Part C of the specification.
- 1.1.6 Not all enhanced services are applicable to every Parish and Town Council. For clarification attention is drawn to the Service Charges in Part D of the specification which shows the charges for enhanced services chosen to be delivered to the Parish or Town Council.
- 1.1.7 The contract will be awarded for a minimum period of **(insert number of years)** with BCSI indices GM87 based uplift on each anniversary calculated from the index figure from the August of the preceding year.
- 1.1.8 In this document the Contractor is South Gloucestershire Council

1.2 Specification of Works (Part A)

1.2.1 Part A of the document describes the requirements of each type of work that forms the services provided by the Contractor. The specification will be operated on Classified and Adopted Highway Land identified on the Parish maps in Part C of the specification. The specification also applies to the Core Service in Part B and enhanced services as charged in Part D of the specification

1.3 Core Service Level Standard (Part B)

1.3.1 Part B of the document defines the Core Service Level Standard that will be delivered across all Parished and unparished areas on Classified and Adopted Highway Land to safeguard South Gloucestershire Council's duties and obligations under the Highway Act. They will be undertaken to the specification detailed in Part A.

1.4 Classified and Adopted Highway Land Maps (Part C)

1.4.1 Part C of the document consists of the maps which define the Classified and Adopted Highway Land and the location of dog bins in the Parish. The Contractor is responsible for the Core Service and enhanced services defined in this specification.

1.5 Enhanced Service (Part D)

1.5.1 Part D of this document contains the charges for enhanced services that the Parish has chosen to fund in addition to the Core Service and as agreed between the Parish Council and the Contractor.

1.6 Schedule of Operations (Part E)

1.6.1 Part E of this document contains a schedule of operations. It is accepted that the timing of operations may vary according to weather and ground conditions and because of the individual requirements of the location.

1.7 Grass Cutting Frequency

1.7.1 The work is costed on the basis that over the term of the contract there is an indicative target of ten cuts including the two Core Service cuts throughout the full calendar year.

1.7.2 Areas designated as part of the council's carbon reduction scheme (LiveLabs 2) will be cut and collected as needed with consideration for grass quality, quantity, and efficient operational output. For clarification this is an expected 4 cuts per season.

- 1.7.3** Throughout the contract the highway grass will be kept to a reasonable standard. The indicative target as set out in 1.7.1 is set at a level that as far as is reasonably practicable aims to keep the grass below 90mm when taken as an average across the Parish.
- 1.7.4** Weather conditions and growth rate may necessitate fewer or more grass cuts but generally require the same resource to manage. The number of cuts will be subject to Clause 2.3.7 and 2.3.8. (see below)
- 1.7.5** Additional cuts above the indicative target of 10 to achieve the standard in clause 1.7.2 will be at the contractor's risk and undertaken at no further cost to the Parish.
- 1.7.6** Fewer cuts than the indicative target of 10 will be as a result of the weather and growth conditions subject to Clause 2.3.7 and 2.3.8. As these are factors outside the control of the contractor there will be no reduction in the grass cutting charge provided in Part D of the specification and no penalty to the contractor shall apply.
- 1.7.7** In any event clause 1.7.2 applies for the standard of the service provided

1.8 Chemicals and Herbicides

- 1.8.1** All chemicals and herbicides must be used strictly in accordance with the manufacturer's instructions and in accordance with the relevant regulations or subsequent amendments for the purposes of use storage and disposal.
- 1.8.2** The use of any chemical control shall be kept to a minimum having regard for any environmental impacts and current council policy focused on removal of herbicides from use on council property.

1.9 Machinery and Equipment

- 1.9.1** The Contractor shall ensure that all tools equipment and transport vehicles to be used in the execution of this contract be of an approved type for the task undertaken and must always comply with all current Health and Safety legislation and is used entirely in accordance with the manufacturer's instructions.
- 1.9.2** All tools equipment and transport vehicles must be kept in a serviceable condition throughout the term of the contract.

1.10 Public User, Health and Safety

- 1.10.1** The Contractor must ensure that its operatives are trained to the standard required for the operation being carried out and to the

appropriate skill levels and the finished product for the task.

1.11 Risk Assessments and Method Statements

1.11.1 The Contractor is responsible for carrying out their own Risk Assessments and Method Statements on all aspects of the contract.

1.12 Incidents and Accidents

1.12.1 The Contractor shall immediately inform the Parish Clerk of any incidents including near misses or accidents criminal or civil that occur that have caused injury or damage to people and property during the execution of the contract and shall keep such records as are necessary that identify and record details to comply with Health and Safety regulations and which can be presented as evidence in a court of law

1.13 Additional Work

1.13.1 Any additional work requested over and above the contract and specification for Core Service and enhanced service will be costed and agreed with the Parish Clerk before being undertaken. All deliver notes shall be kept for inspection.

1.14 Materials

1.14.1 All materials listed below and used for planting replacement and repair shall be of new manufacture and current British Standards shall apply in all cases where appropriate.

- a. Turf
- b. Hard Porous Material
- c. Topsoil
- d. Top Dressings
- e. Fertilizer
- f. Pesticides
- g. Mulch (Bark)
- h. Sand
- i. Shrubs
- j. Trees
- k. Tree Stakes and Ties
- l. Summer Bedding
- m. Winter bedding
- n. All other horticultural materials that will apply

1.15 Notifiable and Invasive Species

1.15.1 The Contractor shall immediately notify the Parish Clerk if any non native and invasive species for example Japanese Knotweed are identified on highway adopted land on the maps in Part C. The non native and invasive species shall not be disturbed. Treatment and removal shall be agreed with the Highway Authority

1.16 Defective Work

1.17.1 The Contractor shall be responsible for making good repairing or replacing all defective incomplete or unsatisfactory work within a reasonable period as determined by the Parish Clerk. This will be entirely at the Contractor's expense.

1.17 Damage to Council or Third-Party Property

1.17.1 The Contractor will be responsible for making good repairing or replacing any property belonging to the Parish Council or other third party damaged by the Contractor by act of omission during the execution of this contract. This will be done entirely at the Contractor's expense.

1.18 Arisings

1.18.1 Arisings which are not core or enhanced grass cutting arisings will be removed from the highway and publicly accessible areas as the job progresses and cleared entirely at the end of each working day. Stockpiling will not be permitted. Disposal will be at the appropriate authorised tipping or green waste facility.

1.18.2 An exception to 1.18.1 is where there is agreement for the creation of rewilding or wildflower meadows where arising are used to provide habitat or used as green hay to enhance other sites.

1.19 Green Waste

1.19.1 The Contractor shall provide at his own expense a green waste recycling service for processing all green waste resulting from the execution of this contract.

1.20 General Tip Facilities

1.20.1 The Contractor shall provide at his own expense a tip for disposal of all non-green waste arisings resulting from the execution of the contract including stones, building debris, litter, general rubbish and any organic or inorganic materials.

1.21 Drains Services and Statutory Undertakers

1.21.1 It is the Contractor's responsibility to establish the presence of and ramifications of the presence of all services on site when carrying out work in accordance with the Contract.

1.21.2 The Contractor must not interfere with the operation of existing services such as gas water electricity telephones buried cables or sewers drains and roadside ditches without the permission in writing of the Highway Authority or private owner as appropriate.

1.21.3 The Contractor will be responsible for informing the appropriate Body within an agreed period when damage is caused and will bear the subsequent cost of making good such damage.

1.21.4 The Contractor will be responsible for informing such Bodies where works may involve encroachment disconnection or hazard to these services. Where appropriate the Contractor will take appropriate measures for the protection of all pipes ducts sewers service mains overhead cables and the like during the execution of the works.

1.22 Precautions to prevent Nuisance.

1.22.1 The Contractor must take all reasonable precautions to prevent disturbance to adjoining properties by staff plant or materials and prevent nuisance from water smoke noise dust rubbish fumes chemicals or other deleterious matter during the carrying out of works.

1.22.2 The Contractor shall take all reasonable precautions during the progress of the works to prevent damage to adjoining property and be held responsible for any damage resulting from the works and make good such damage at his own expense and within an agreed timescale.

1.23 Use of Site

1.23.1 The Contractor shall not use any site for any purpose other than carrying out the works.

1.23.2 The Contractor shall restrict his activities to the site boundaries as laid down on the site plans and must in no way inconvenience the local residents' highway users or other authorised users of the site.

1.24 General Behaviour

1.24.1 The Contractor shall in the performance of his duties have due regard for the ramifications of his action when dealing with the public and the image he projects.

1.24.2 The Contractor shall at all time present a polite and helpful demeanour and tidy appearance to the public during the course of his duties.

1.25 Statutory Obligations

1.25.1 The Contractor shall pay all fees and charges legally demanded by the Public Authority Statutory Undertakers or Public Service required in the execution of his works.

1.25.2 The contractor shall only permit persons having the correct type of DoT driving licence to drive any vehicle plant or machinery at any time. This also applies to all vehicles and units driven on the Council's property and private roads.

1.25.3 All vehicles employed on the contract must comply with The Road Vehicles (Construction and Use) Regulations 1986. And where required must hold current vehicle tax disc. Tax exempt vehicles must display the "nil value disc". All vehicles must be road registered and fully insured for use and work on the highway.

1.26 Working Hours

1.26.1 The contractor shall not commence any operations prior to 7.00 am and cease all operations by 9.00pm (during daylight hours) on Monday to Friday excluding Bank Holidays and other Public Holidays unless work on these days is explicitly required by the Specification.

1.26.2 Where it is necessary to work on weekends Bank or Public Holidays in order to fulfil the Contractor's obligations regarding the provision of the services such work shall be undertaken entirely at the Contractor's own expense.

1.27 Joint Inspections

1.27.1 When a Parish or Town Council is using South Gloucestershire Council and or third-party contractor to undertake all or any of the core service standard or enhanced services work twice yearly inspections at a date to be agreed will be undertaken by the Parish or Town Council and the service provider.

1.27.2 When any work falls below the standard as set out in this specification a suitable work programme to rectify the situation will be agreed to

bring areas up to the required standard and will be rectified at the service provider's cost.

1.28 Customer Contact

1.28.1 The Parish council shall keep such records as needed that detail the enquiry complaint and response to monitor service satisfaction levels.

Part A

2. Specification of Works

2.1 General Requirements in Respect of Working Practices

- 2.1.1** Works specified to be carried out on a number of times per year basis must be suitably spaced out over the period and must meet with the approval of the Parish Clerk. The scheduling of these tasks must be made available for inspection.
- 2.1.2** Machinery must not be used by the Contractor in close proximity to members of the public and if in the Contractor's opinion a potentially dangerous situation exists, the Contractor will remove his machinery from the site.
- 2.1.3** The Contractor is to avoid soil grass cuttings or moss from grassed or soil areas being carried onto buildings paths and roads. Where this has occurred the area should be cleaned and materials removed immediately if it is safe to do so. In doing so the Contractor must make sure that he abides with all current legislation in regard to traffic management and Health and Safety legislation.
- 2.1.4** All pruning hedge cuttings shall be removed from the site by the Contractor and disposed of in a proper manner at the Contractor's expense. No burning on any site of any material is permitted.
- 2.1.5** Any diseased material must be disposed of in an approved manner and not used for the purpose as described in 2.1.4.
- 2.1.6** The Contractor shall be responsible for replacing any plants including trees and shrubs damaged by strimmers or mowers. The Parish Clerk shall be informed and such damage will be reinstated within five working days or the next planting season as agreed with the Parish Clerk and any labour plant or materials required will be provided by the Contractor at his own expense.
- 2.1.7** When irrigation is required for example to aid the establishment of new turf or plants the Contractor shall provide all necessary hosepipes and fittings spray nozzles and sprinklers and fittings necessary for connecting to the water supply. The Contractor shall be required to dismantle all irrigation equipment on completion.
- 2.1.8** Where taps or standpipes are not available the Contractor shall allow for transporting water to the site. All water supply charges however incurred are the responsibility of the contractor.

2.1.9 The introduction of any mandatory water restrictions that prevents irrigation operations and adversely affects maintenance standards shall not be subject to default(s).

2.1.10 When the Contactor is responsible for the provision of the dog bin service they have a duty of care to ensure the correct storage removal transport and disposal of dog faeces for which they are responsible. Disposal of dog faeces will be at an appropriate licensed disposal sites.

2.2 Maintenance of Grassed Areas – General Information

2.2.1 The Contractor shall maintain all the different categories of grass area as indicated on the Parish maps in Part C of the specification that form part of the contract documents for the Core Service and enhanced service. The maps are provided for illustrative purposes only. The Contractor shall notify the and Parish Clerk of any variation in the accuracy of these plans.

2.2.2 The Contractor shall inspect all areas of the site to be cut prior to work commencing and shall remove and dispose of items and obstructions which might cause damage or injury. Special attention should be paid to the removal of broken glass from all areas.

2.2.3 All litter shall be removed ahead of mowing or when mowing is not to be undertaken and disposed at the Contractors own tip.

2.2.4 The Contractor shall ensure that all machines engaged in grass cutting operations are sharp and properly set so as to produce a true and even cut. All equipment shall be suitable for the grass cutting operation to be carried out and shall only be used in compliance with the manufacturer's recommendations and current Health and Safety legislation.

2.2.5 Grass shall not be cut so short that it scalps and in all cases the cut height of the mowing machine shall be set no lower than 50mm.

2.2.6 For clarification, 'grass cutting' includes cutting the clover, weeds and other vegetation that makes up the grass sward.

2.2.7 When cutting of any category of grass commences at any site all grass areas on the site shall be cut within one working day of commencement. This includes the strimming of buildings boundaries trees shrubs play equipment furniture and other obstacles. Variation from this item may be required during the months where ground conditions are too wet as in clause 2.2.7 and 2.3.8

2.2.8 During periods when ground conditions of any site or part of a site are so wet as to prevent grass cutting occurring without causing damage to the grass or ground levels the Contractor shall cease grass cutting

operations at either the whole site or the part of the site which is too wet to cut. The Parish Clerk shall be notified immediately of this action. The Contractor shall be required to resume work as soon as ground conditions allow undertaking whatever works are necessary- and using appropriate machinery for the length of grass to promptly bring the grass area or areas to the specified standard.

2.3 Utility Working Preventing Grass Cutting

- 2.3.1** The mowing shall be as near as possible to buildings boundaries trees shrubs play equipment furniture and other obstacles without causing damage. All moveable obstructions shall be removed to facilitate cutting. Mowing shall also include the corners of fields' restricted areas between and around trees and planting. Care shall be taken at all times to prevent damage to any of these areas.
- 2.3.2** Any margins that cannot be cut by machine shall be trimmed by other means to the same standard as the main area.
- 2.3.3** Should the Contractor cause damage to the grass or ground levels during mowing operations the area shall be made safe immediately and shall be reinstated within two working days unless ground or weather conditions are not suitable. The Contractor shall ensure that a representative at the site where the damage has occurred and the Parish Clerk is kept informed as to the progress of the reinstatement.
- 2.3.4** Should the Contractor cause damage during grass cutting to other parts of the site such as hard areas buildings inspection covers trees plants or to personal property such as vehicles then the area shall be made safe immediately. The Parish Clerk shall be informed immediately and the necessary action taken to rectify the damage.
- 2.3.5** On areas that are inaccessible to ride-on or tractor gang mowers for example where grass abuts walls buildings and around obstacles such as trees play equipment or memorials smaller or pedestrian mowers or strimmers shall be used to avoid damage.
- 2.3.6** Where sites have flowering bulbs naturalised within the grass these areas shall not be cut until 6-8 weeks after the completion of flowering. The arisings from this initial cut shall be removed and disposed of at the Contractors green waste facility. Prior to the cutting season commencing the Contractor shall inspect the areas identified on the maps in Section D to identify such areas.
- 2.3.7** The Contractor shall note that during recent years climatic conditions have caused excessive rates of grass growth or 'flushes' to occur at certain times of the year. Additional cuts above the indicative target of 10 to achieve the standard in clause 1.8.2 including work undertaken at weekends will be undertaken at no further cost to the Parish.

2.3.8 During drought conditions it may be decided to suspend mowing entirely and confirmation of this decision will be given to the Parish Clerk. The Contractor shall inform the Parish Clerk when mowing is to resume.

2.4 Works specification – Grass Cutting

2.4.1 The purpose of amenity standard grass cutting as in the enhanced service is to provide the general public and residents with a visual amenity and provide a kempt appearance to highway spaces. To achieve this affect for enhanced services the grass areas are to be mown ten times annually including the two core service cuts between mid-March and November except where clause 2.2.7 and 2.3.8 is enacted applies.

2.4.2 The Contractor shall use machines appropriate in size shape and method of cutting for the work involved. All wheeled grass cutting machinery must be fitted with grass land tyres.

2.4.3 On areas which are cut with tractor drawn or ride-on type machinery inaccessible areas shall be cut with smaller pedestrian or hand machines to the same standard as the main area within one working day.

2.4.4 The Contractor shall not cut the grass so short that is severely defoliated and affects the normal growth patterns of the grass or causes death of the grass plants. The minimum length of grass once mown should not be below 50mm.

2.4.5 Where grass areas abut planted areas such as shrub rose or annually planted beds the grass edge shall be cut back to the original line of the bed using long handled shears or approved mechanical means every time the grass is cut.

2.4.6 The use of herbicides to create mowing margins must be minimised. Any mowing margins approved shall not be wider than 300mm against the bases of walls and fence lines.

2.4.7 The use of any herbicide must be carried out strictly in accordance with manufactures instructions in calm conditions and at the specified rate.

2.4.8 Spraying shall not be carried out if rain is imminent or during drought conditions.

2.4.9 Grass that abuts buildings walls fences hard surfaces trees posts paths verges and other obstructions shall be cut as close as possible to site boundaries and level with the surrounding grass areas at each cut.

2.4.10 The Contractor shall contact the Parish Clerk as soon as grass cutting operations substantially fall out of specification and advise on a suitable work programme to rectify the situation.

2.5 Works Specification – Conservation Areas and Meadow Grass

2.5.1 Where identified on the schedule as summer conservation or meadow grass using appropriate machinery as described in 2.2.4 cut once during late August and September. Cut down to between 75-100mm and remove arisings following each cut. Clear arisings from paths and paved areas highways or play area surfaces onto surrounding grass. In doing so the contractor must make sure that he abides by all current legislation in regard to traffic management and the Health and Safety at work act.

2.5.2 Where identified on the schedule as spring conservation or meadow grass using appropriate machinery as described in 2.2.4 cut once during late March and April Cut down to between 75-100mm and remove arisings following each cut. Clear arisings from paths and paved areas highways or play area surfaces onto surrounding grass. In doing so the Contractor must make sure that he abides by all current legislation in regard to traffic management and the Health and Safety at Work Act.

2.5.3 Within South Gloucestershire Council we have a number of Sites of Special Interest (SSI) cutting of these SSI sites is on a varying frequency dependant on the flora and fauna identified.

2.6 Maintenance of Shrub Beds and Rose Borders – General Information

2.6.1 Shrub beds provided for noise abatement or are retaining structures will remain. Other shrub beds can be costly and time consuming to maintain. In these circumstances and to reduce the number of the existing shrub beds that require such maintenance South Gloucestershire Council will work with Parish and Town Councils to decide upon and identify the shrub beds that will be removed and agree alternative planting regimes at the cost of South Gloucestershire Council.

2.6.2 Ornamental borders in any situation form an integral part of the overall landscape and environmental aspect of the site and should be maintained in a way so as to ensure the function for which they were originally intended.

2.6.3 For clarification 'weeds' shall include annual weeds, perennial weeds, woody weeds, self sown saplings, unwanted climbers and suckers.

2.6.4 Pesticides or herbicides shall not be applied to shrub or rose borders

2.7 Works Specification – Shrub Beds – Mulched and Non Mulched

2.7.1 No existing trees shrubs or other plants shall be removed cut or damaged unless specified. The Contractor shall take all necessary precautions to protect in the course of the works all existing plant material from accidental damage and shall ensure that no branches or stems shall be lopped and no roots shall be severed from growing plants without prior approval. Failure to comply with this clause will result in the Contractor having to replace damaged plant material at his own expense or compensate the Parish Council to have the work carried out by others. No soil spoil construction material toxic materials or fluids shall be stored or tipped within 3 metres of existing trees or plants.

2.7.2 All Permanent shrub and planted areas shall be cleared of weeds leaves and other deleterious material at the time of each routine maintenance visit in accordance with the maintenance frequency. Weeds shall be removed by hand hoe or fork as may be required. Care should be taken not to disturb the shrub roots and avoid excessive treading of the bed surface. All arisings litter and other debris shall be removed or raked from the site and taken to the Contractor's tip or local recycling facility.

2.7.3 All previously mulched beds shall receive an annual dressing of the approved material to a depth of 50-75mm taking care to avoid drifting against surrounding structures.

2.7.4 Approved Mulch Types are:

- 2.7.4.1. Coarse Bark Chip 75mm
- 2.7.4.2. Medium Bark Chip 75mm
- 2.7.4.3. Fine or part composted Bark Chip 50mm
- 2.7.4.4. Coir Fibre 50mm
- 2.7.4.5. Site arising chipped as approved in 2.1.4 50mm.

2.7.5 Pruning shall be carried out at the appropriate time during the year in accordance with current best horticultural practice for each particular plant species using sharp suitable tools ensuring all cuts are clean. All pruned material shall be removed from site and disposed of at the Contractor's own tip.

2.7.6 Where ivy is present in a border as ground cover it shall be pruned to control its infestation of other plants.

2.7.7 Throughout the year the Contractor must inspect and allow for cutting back and removing any growth from borders that causes a nuisance or danger to persons or traffic or that obscures light to buildings. This

includes plants or weeds overhanging pathways growing up over windows obstructing parking bays signs or drivers' sight lines.

2.7.8 Throughout the year the Contractor shall inspect and allow for removal of all non-variegated growth on variegated plants. The non-variegated shoots should be cut back to their point of origin and disposed of.

2.7.9 Throughout the year, the Contractor must inspect and allow for removal of all epicormic growth from the base of all trees present in shrub borders.

2.8 Rose Beds

2.8.1 The Contractor shall consult with the Parish Clerk on the provision of rose beds where they exist and identified on the maps in Part C. When agreed rose beds shall be removed and replaced with grass or alternative planting.

2.8.2 When rose beds remain, they shall be maintained to best horticultural practice appropriate for their type and group.

2.9 Works Specification – Summer and Winter Floral and Annual Bedding Displays

2.9.1 The Contractor shall provide and maintain summer and winter floral and annual bedding displays at the locations detailed on the Parish maps in Part C. The Contractor shall prepare plant fertilise weed maintain water remove and dispose to a suitable compost site summer and winter floral and annual bedding displays to current horticultural standards. Displays shall be planted to the supplied design and may include bulbs in the autumn.

2.9.2 Once during the period October-March grass which abuts hard surfaced areas shall be edged back using a half-moon hand tool or other approved means the finish of which shall produce a clearly defined edge to the grass running parallel to the hard surface edge to which it abuts. Grass areas whose edge is level with the kerb edge shall be edged to produce a clearly defined 'V' shaped channel not exceeding 5mm in width at its top. Grass areas raised slightly above the hard surface shall be edged back at an angle of approximately 30 degrees from the back edge of the kerb or surface. All edgings shall be collected and removed from site as the work proceeds.

2.9.3 Edging will be deemed to include for the removal of vegetation litter and all deleterious matters from adjacent kerbs paths and channels for a width of 450mm from the finished grass edge each time edging is carried out.

2.10 Works Specification – Hanging Baskets

2.10.1 Hanging baskets shall be grown to order and shall arrive planted with slow release fertilizer added.

2.10.2 The Contractor shall provide safely install water weed maintain and dispose to a suitable compost site hanging baskets at the locations detailed on the Parish maps in Part C.

2.10.3 To reduce environmental impact hanging baskets with built in water reservoirs and basket liners shall be used.

2.10.4 Hanging baskets and liners shall be retained for reuse.

2.10.5 On the removal of hanging baskets the brackets shall be inspected and any unsafe brackets removed and replaced

2.10.6 Additional hanging baskets above those shown on the map in Part C shall only be allowed in discussion with the Parish Council.

2.11 Works Specification – Dog Bin Emptying and Disposal

2.11.1 Following a programme of removal repositioning and rationalisation the Contractor shall empty and dispose of dog faeces from dog bins at the locations shown on the Parish Maps in Part C. Dog bins shall be emptied weekly or to a frequency agreed with the Parish Council.

2.11.2 Disposal of dog faeces shall be at an appropriate licensed disposal site.

2.12 Work Specification – Areas designated for carbon reduction project (LiveLabs 2)

2.12.1 Where identified on the schedule as CR grass using appropriate machinery as described in 2.2.4 these areas shall be cut at varying times dependent on growth (being approximately 4 times per season). Cut down to between 60mm-90mm and remove arisings following each cut using dedicated grass collection devices. Clear any arisings from paths and paved areas highways or play area surfaces onto surrounding grass. In doing so the contractor must make sure that he abides by all current legislation regarding traffic management and the Health and Safety at work act.

2.12.2 Collected arisings will be transported using suitable containers for processing at local anerobic digestion facilities into usable fuel source.

Part B

3. Core Service Level Standards

3.1 General

- 3.1.1** All Parish and unparished areas of Classified and Adopted Highway land shall be maintained to the Council's Core Service Level Standards and undertaken by the Contractor.
- 3.1.2** A number of Parish and Town Councils have chosen to pay for enhanced services above the Core Service Level Standard. This is detailed in Part D of the specification for each Parish or Town Council where it applies.
- 3.1.3** The Core Service Level Standards is as defined below for the various categories of service provision and as included in the consultation documentation. The contract and specification contained in this document applies to all services.
- 3.1.4** Where deemed appropriate for example in linear grass verges in rural areas and in consultation with the Parish Council the cutting regime will be adjusted to enhance biodiversity.
- 3.1.5** South Gloucestershire Council reserves the rights to amend or adjust its core service provision to meet its statutory and strategic needs.

3.2 Maintenance of Urban Grass verges – visibility splays at junctions and crossing points

- 3.2.1** Whole area maintained to highway standard and cut twice a year. Plus, ad-hoc cuts for safety
- 3.2.2** Any grass cutting required for the council to meet its statutory, strategic and operational needs.

3.3 Maintenance of Rural Grass verges – visibility splays at junctions and crossing point

- 3.3.1** Cut twice a year. Plus ad-hoc cuts for safety

3.4 Maintenance of linear grass verges in urban areas

- 3.4.1** One metre strip alongside highway cut twice a year.

3.5 Maintenance of linear grass verges in rural areas

3.5.1 One metre strip alongside highway cut once a year.

3.6 Maintenance of roundabouts

3.6.1 Whole area maintained to highway standard and cut twice a year. Plus ad-hoc cuts for safety.

3.7 Maintenance of hedges on the highway on roundabouts and verges

3.7.1 Cyclical maintenance on a site-by-site risk based programme over several years

3.8 Maintenance of shrub beds on highway land and on open space

3.8.1 South Gloucestershire Council is seeking to reduce the area of shrub bed it maintains across the highway network to a minimum because they are costly and time consuming to maintain. South Gloucestershire Council will work with Parishes to decide where this will happen and how they will be removed or maintained. Shrub beds provided for noise abatement or are retaining structures will be maintained.

3.9 Weed control.

3.9.1 South Gloucestershire Council will undertake a programme of weed control as required to priority areas of the network.

3.10 Floral displays on the highway including roundabouts and verges

3.10.1 South Gloucestershire Council will no longer provide or maintain floral displays on the highway.

3.11 Provision of hanging baskets and the maintenance and watering of them

3.11.1 South Gloucestershire Council will no longer provide or maintain hanging baskets.

3.12 Provision and emptying of dog waste bins

3.12.1 In conjunction with the Parish Council South Gloucestershire Council will review and rationalise the location of dog bins on an area basis. It will no longer provide a dedicated dog waste bin service. If necessary dog waste bins will be replaced by existing standard litter bins with a dual usage for litter and dog waste.

3.13 Inspection and maintenance of trees on the highway

3.13.1 South Gloucestershire Council will retain responsibility for the inspection and maintenance of trees within the boundary of the highway.

Minutes of Yate Town Council's **Events Sub-Committee** meeting held on Monday 11th September from 10.30am to 11.50am

Present :

Councillors John Ford (Chair), Cheryl Kirby, Karl Tomasin and Wendy Tomasin – Yate Town Council

Rob Goodwin (part-meeting) – Re-Energize

Judith Cameron – Friends of Kingsgate Park

Community Heritage Officer (part-meeting) – Yate Heritage Centre

Service Support Officer – Yate Town Council

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mike Drew and Alan Monaghan (Yate Town Council), Sue Swanborough (Friends of Kingsgate Park), Phil Jones (Yate Town Council) and Reverend Hywel Snook (Friends of Brinsham Park and Fields).

2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

Councillor Cheryl Kirby

Yate Heritage Centre

3. NOTES OF THE ADVISORY EVENTS SUB-COMMITTEE MEETING HELD ON 20 JANUARY 2023

It was **NOTED** that an informal meeting took place on 20th January 2023 (*NB: Events Sub-Committee meeting was convened but was not quorate*).

Due to timescales, actions were taken using existing Delegated Powers to the Clerk as follows:

The management/arrangement of all civic functions and YTC events (within budget), in consultation with appropriate members of the Events Sub-Committee.

- Purchase a wooden dance floor at a cost of £740 (based on previous charges of hire, the purchase would pay for itself within two years or sooner if hired out). Agreed to proceed via email with members of the Events Sub-Committee;
- Hire charge for dance floor to Filton Town Council agreed at £250 +VAT (excluding delivery) (Agreed via email with members of the Events Sub-Committee);
- The cost of a climbing wall present at Yate Rocks! Was agreed at £750. (Noted at the inquorate meeting held on 20 January 2023).
- It was **RESOLVED** that the sum of £178 from the Kings Coronation Budget be earmarked to go towards the event at the Heritage Centre.

4. EASTER EGG EXTRAVAGANZA 2023

It was **NOTED** that:

- Over 550 Easter Eggs were handed out;
- The activity around the park was well received by families;
- 48 entries were received for the bonnet competition;
- Three vouchers were donated from local businesses and were used towards the bonnet competition prizes:
 - A family pass from 'The Play Shed';
 - Two £5 vouchers for Boswells Café.

The income and expenditure for the event was **NOTED**.

5. HRH KING CHARLES III CORONATION

It was **NOTED** that:

- Local primary schools were contacted to ask if they would be interested; with school holidays, it has been difficult to keep in touch with some of the schools. It was **RESOLVED** to purchase five trophies, at a cost of £60 each, plus engraved plates, at a cost of £15 each;
- Plans to organise the presentation of trophies to the schools will be agreed with the Mayor of Yate and the schools.

6. HIRE OF YTC DANCE FLOOR (External)

Discussions took place regarding the hiring of the dance floor, purchased by Yate Town Council.

It was **RESOLVED** that the cost of hiring the dance floor would be considered for each application received and advertisement of the availability to hire will be on Yate Town Council's website.

7. YATE ROCKS 2023

7.1 Feedback from Event Organizer

Verbal feedback was received from Re-Energize :

Saturday 24th June 2023

- One of the best attended events;
- The weather was good throughout the day;
- 16 paying stalls;
- 9 community stalls;
- 14 rides / activity stalls;
 - Climbing wall was very popular;
- 11 catering and drinks stalls;
- £2,275 was received in donations;
- There were a few issues with parking which have resulted in parking fines which

have been rectified by Re-Energise and associated businesses;

- For future events, information about parking to be made clearer to stall holders;
- Programme for this year was good with “Decanter” and “South Gloucestershire School Jazz Band” proving popular;
- There was a good variety of dance and gymnastics groups too.

Councillor Wendy Tomasin commented that some stall holders were giving away toys which had plastic packaging / covers, such as bubbles wands. It was agreed that for future events, stall holders would be asked to offer to remove packaging for customers to ensure it is disposed of correctly/recycled.

Sunday 25th June 2023

- Event was well attended and is still proving popular;
- Two junior choirs;
- Four senior choirs.

Councillor Wendy Tomasin commented that additional toilets are needed for future events as due to the size of the choirs, more people needed access to these facilities.

Thanks were also given to Councillor Karl Tomasin for ‘mc-ing’ the event.

7.2 Income and Expenditure

The income and expenditure for event was **NOTED**

It was **RESOLVED** to purchase list of desired items for future Yate Town Council events using surplus funds from Yate Rocks! 2023 budget:

Item	Detail	Approx Cost Per Item	Total Cost
Sail Flags	2 x “toilets”, 1 x “control tent” and 3 x “recycling”	£175.00	£1,050.00
Recycling Bins	2 sets of 4 x 120 litre coloured bins	£220.00	£440.00
Display Boards	1 x stackable walk around 2 x static	£610.00 £250.00	£860.00
Selfie Back Drop	Backdrop for photographs	£60.00	£60.00
Stage Skirting	4 sets of 10m x 1.5m	£20	£80.00
Megaphone	Replacement	£80.00	£80.00
		Total Cost	£2,570.00

8. D-DAY 80TH ANNIVERSARY

Information regarding D-Day 80th Anniversary, which includes beacon lighting, was received.

Discussions took place around what the event would involve, in addition to lighting the beacon. It is **RECOMMENDED** to proceed with this event on 6th June 2024, with a budget of £2,500 as detailed in the proposed events budgets for 2024/25 (Minute 11).

It was **RESOLVED** that a separate meeting to discuss this event will take place, working on the idea of an event similar to the Jubilee Beacon Lighting event.

The following events scheduled to take place in 2024 were **NOTED**:

- Easter Egg Event – 1st April 2024;
- St George Event – 23rd April 2024;
- NALC Study Tour - 21 & 22 May 2024;
- D-Day 80th Anniversary – 6th June 2024;
- Yate Rocks! 2024 – 22nd & 23rd June 2024 (provisional);
- Yate Ageing Better Festival – 17th July 2024;
- International Event at Yate Heritage Centre – date tbc;
- Remembrance Sunday – 10th November 2024;
- Carols in the Park – date tbc;
- Carols on the Green – date tbc.

9. YATE HERITAGE CENTRE

(The Community Heritage Officer joined the meeting).

A verbal update was received from Councillor Cheryl Kirby and the Community Heritage Officer.

Viking Event

- The event went well and was well attended;
- Mostly attended by young families;
- The weather for the event was okay;
- The Vikings camped on the village green the night before the event. There was an incident during the evening which was reported to the police.

Discussions took place as to whether, for future events, participants who wish to “camp” could do so within the Church or Church Hall (subject to the Church’s agreement).

Meet a Roman Day

- Small spin off event;
- It rained throughout the event so was a smaller turn out.

Yate International Festival

- Event is scheduled to take place on Saturday 16th September 2023;
- Awaiting confirmation from one more participant.

Other Upcoming Events / Days

- Carols on the Green (details confirmed under Minute 10);
- Upcoming Family History Day;
- Upcoming Archaeological Day.

10. CHRISTMAS CAROL EVENTS 2023

Carols in the Park

Verbal update was received from Judith Cameron, representative of the Friends of Kingsgate Park:

- Event scheduled to take place on Friday 8th December 2023 at 6pm;
- Local churches have been contacted and are attending;
- Mulled wine to be provided at event;
 - Yate Town Council to provide cups and jugs to make juice.
- Songs to be reviewed and checked;
 - Yate Town Council to provide printed song sheets for event.

Carols on the Green

Verbal update received from the Community Heritage Officer:

- Event scheduled to take place Tuesday 12th December 2023 at 6pm;
- Community Heritage Officer to contact the local churches regarding attending the event.

11. EVENTS BUDGET FOR 2024/25

The events budget requirements for 2024/25 were received (Appendix 1).

It was **RECOMMENDED** that the proposed event budget figure of £22,850 be included in the 2024/25 budget papers, for approval by Yate Town Council.

(Rob Goodwin left the meeting).

12. CONFIDENTIAL ITEMS

12/1 Confidentiality Confirmation

RESOLVED 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.*

12/2 Yate Rocks! Event Management Tender

Further to informal email circulated on 30th August 2023 (Confidential Appendix 3)

The **RECOMMENDATION** therein be approved.

12/3 RESOLVED to return to public session.

13. DATE OF NEXT MEETING

It was agreed that the next meeting of the Events Sub-Committee will be held in October 2023 specifically to discuss Yate Rocks 2024! and D-Day beacon lighting event.

Annual Events Budget 2024/25 (Events within remit of Events Sub Committee)

Event	Budget 2023/24 £	Suggested Budget 2024/25 £
Easter Egg Event	750	750
Yate Rocks!	17,500	17,500
D- Day Beacon Lighting (subject to agreement) 2024 only	N/A	2,500
Brinsham Event	1,000 (not used)	1,000 (in case friends able to arrange)
Carols in the Park	300	300
Carols on the Green	300	300
Ad hoc event	500	500