



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

Wednesday 24th May 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 30<sup>th</sup> May 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. To confirm Chair for the meeting in the absence of the Chair of the Environment and Community Committee.
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. Further to Minute 7 of the Annual Town Council Meeting of 16<sup>th</sup> May 2023, to **NOTE** that the election of the Chair of the Environment and Community Committee will be held in abeyance until the Environment and Community Committee meeting of 19<sup>th</sup> September 2023, once Full Council on 5<sup>th</sup> September 2023 has reviewed chairs of committees, to allow newly elected councillors the opportunity to be inducted into the workings of the council before the review takes place. To confirm way forward regarding election of Vice-Chair of the Environment and Community Committee.
5. To receive and approve the Minutes of the Environment and Community Committee meeting held on 7<sup>th</sup> March 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 – The Ridge Junior School Proposed Footway Improvements
  - b) Urgent Consultations – To receive any urgent consultations.
- 1/2    a) Kingsgate Park Toilets
- b) Ice Cream Vendor Sales Pitch
- 1/3    Covid Memorial Fruit Orchard
- 1/4    Care 4 Calais – Supporting Asylum Seekers in South Gloucestershire

**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    Leases
- 2/4    Truespeed
- 2/5    Consultations
  - (a) Consultation Responses
    - a. Developing Recycling and Reuse Facilities



- b. Proposed LTA Investment in Local Tennis Facilities
- 2/6 Youth
  - (a) Youth Commissioning
  - (b) Off the Record
- 2/7 Tension Monitoring
- 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 30<sup>th</sup> May 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
The Ridge Junior School proposed footway improvements	<a href="#">Click here to view consultation</a>	30.05.2023	11.06.2023	

##### b) Urgent consultations

To receive any urgent consultations.

##### 1.2 Kingsgate Park

##### a) Toilets

To **RECEIVE** a report and recommendation on toilets at Kingsgate Park. (Appendix 1)

##### b) Ice Cream Vendor Sales Pitch

A sales pitch incoming tender opportunity for Kingsgate Park ice cream vendor was advertised on social media and Yate Town Council noticeboards in respect of Kingsgate Park ice cream vendor.

One bid was received (opened in the presence of Chair of Council, Deputy Town Clerk and Deputy Responsible Finance Officer on 24<sup>th</sup> May 2023) for the sum of £8,300 from Tony's Super Whippy with the ability to operate using electric hook up, using carbon conscious packaging and offering vegan options and full dietary information.

It is **RECOMMENDED** that the bid of £8,300 be accepted subject to the necessary documents being received (DBS checks, food hygiene certificates, liability insurance, Environmental Health certificate etc) and that a licence and permit be issued to Tony's Super Whippy for the period 1 July 2023 – 31<sup>st</sup> June 2024.

### **1.3 Covid Memorial Fruit Orchard**

The Covid Memorial fruit orchard planting of twenty-five fruit trees took place on 25<sup>th</sup> March 2023. Following this planting event, it was suggested to launch a dedication scheme so that the community can purchase a fruit tree and plaque to be included in the orchard. This would be the same service we have in place for other sites, where we provide the costs and on receipt of payment the tree is then purchased through our suppliers.

It is **RECOMMENDED** to widen this scheme at the fruit orchard site for Covid dedications and also general dedications, but keeping the theme of a fruit tree orchard.

We currently have permission for twenty-five trees so we are seeking further permission for an additional twenty-five trees (up to fifty in total), and a plaque is being arranged for the twenty-five fruit trees planted.

### **1.4 Care 4 Calais – Support Asylum Seekers in South Gloucestershire**

Correspondence has been received from the above charity requesting a donation drop-off point in Yate for necessary items (clothing, toiletries, back packs etc) which would be collected on an agreed basis. To consider supporting this scheme and consider the use of the Poole Court reception area for a collection receptacle.

## **2. ITEMS TO BE RECEIVED**

### **2.1 Estates Manager's Report**

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

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

To **NOTE** the following;

Sub-Committee/Group	Date of Meeting/Update	Appendix
Venues	Report for the period	<a href="#">Click here to read Venues Report</a>
Allotments Sub-Committee	Further to the meeting on 1 <sup>st</sup> February 2023 (minutes received at the E&C meeting on 7 <sup>th</sup> March 2023), a display and consultation will be part of YTC's set-up at Yate Rocks, followed by a small event at Abbotswood in July/August 2023.	
Climate & Planet Sub-Committee	<p>To <b>NOTE</b>:</p> <ol style="list-style-type: none"> <li>1. Armadillo Boiler replacement: officer recommendation was accepted by members of the Climate and Planet Sub-Committee via email, to replace the current system with an electric water heater and A rated boiler with zoned <a href="#">Click here to read report</a></li> <li>2. West of England Combined Authority (WECA) Pollinator Fund: all works (except refurbishment of conservation pond, due to external resource availability) are completed or in progress and due to complete by the end of June. The public workshops for bug hotels and shrub planting will take place on 1<sup>st</sup> June at 10am and 1pm.</li> <li>3. SGC Member Award Funding (MAF): application for £400 was accepted, to install x1 bug hotel in North Yate on land owned by Autumn Brook Management Committee. The bug hotel event will take place on 3<sup>rd</sup> June 2023.</li> <li>4. Brinsham Bug Hotel replacement: will take place in June.</li> <li>5. YTC Ebike scheme: the Ebike scheme was launched in April. The bike can be booked for use by staff and councillors.</li> <li>6. Boiler Upgrade Scheme (BUS): the application for a grant of £5,000 towards the cost of the air source heat pump at Yate Heritage Centre was successful.</li> </ol>	
Events Sub-Committee	A meeting was scheduled to take place on 25 <sup>th</sup> April 2023 but due to local elections, was postponed. A new meeting will be rescheduled following Yate Rocks! (24 <sup>th</sup> & 25 <sup>th</sup> June)	

Joint Parishes Consultative Committee	No update.	
Old Yate Sub-Committee	<p>To <b>NOTE</b>:</p> <ol style="list-style-type: none"> <li>1. YMCA garden: in May the accessible ramp installation (rear door), garden levelling, seeding and tree/shrub planting works were completed. In late May the fence and gates will be painted.</li> <li>2. Installation of Jubilee Art canvas took place in April with representatives from Learning Partnership West (LPW) and the young people that helped to design and create the canvas.</li> <li>3. Seasonal lights: YTC were awarded £2,200 for the enabling works and installation of seasonal lights on Station Road from the SGC high street budget for Station Road, Yate.</li> </ol>	
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.	<a href="#">Click here for Outside Bodies report</a>
Town Centre Strategy Group	A doodle will be circulated to arrange the next meeting.	
Yate Ageing Better Health & Wellbeing (YABHW) Sub-Committee	<p>To <b>NOTE</b>:</p> <ol style="list-style-type: none"> <li>1. Councillor Sandra Emms has confirmed they would like to continue in their role on YABHW, as the Dementia Lead.</li> <li>2. Warm Welcome (WW) concluded on 31<sup>st</sup> March; the following is a summary of the project: <ul style="list-style-type: none"> <li>• Project planning commenced in July 2022. YTC advertised its intention to provide warm spaces and invited other organisations to join;</li> <li>• A guide to WW spaces was created for marketing. The guide was adapted each time a new service/space was offered. Guides were released monthly and were circulated to many community groups (not just those involved in providing WW spaces). Groups/services working with vulnerable people were targeted to ensure information was easily available to the most in need;</li> <li>• WW launched 1<sup>st</sup> October 2022 and ended on 31<sup>st</sup> March 2023. Planning for WW in 23/24 will take place in the summer;</li> <li>• YTC worked in partnership with organisations, businesses, faith and community groups across</li> </ul> </li> </ol>	

	<p>Yate and the surrounding parishes, to provide spaces and services at 13 locations;</p> <ul style="list-style-type: none"> <li>• WW provided more than 50 free, open access drop in sessions per week - more than 1200 sessions across the project duration;</li> <li>• Drop in spaces offered (additionally) hot drinks, biscuits, hot meals, planned activities, music, reading materials and games;</li> <li>• YTC WW resources were generously funded by Live West Housing, Morrisons and Waitrose;</li> <li>• The majority of spaces and services were designed not to identify the user as a WW user, to avoid stigmatism; this worked well;</li> <li>• Visitors to some WW spaces developed new social relationships, which has improved their wellbeing and reduced the risk of social isolation;</li> <li>• Poole Court recorded a total of 290 visitors October-March 2023;</li> <li>• Some venues recorded very low / no attendance and concluded their offer before the end of March 2023, in order to divert their resources to busier services;</li> <li>• Some partners will continue to provide “Warm Welcome” spaces throughout the year; information on the Yate Town Council Website.</li> </ul>
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### 2.3 Leases (South Gloucestershire Council)

**To NOTE:**

On 13 March 2023, a conversation took place with South Gloucestershire Council (SGC) regarding a number of property services transactions currently lodged with SGC. It was explained by SGC that the department has resource/capacity challenges. In terms of specific sites:-

- Witches Hat – YTC’s lease expired September 2015; in the meantime, YTC continues to manage and maintain as if a lease was in place. A draft lease was received and returned to SGC on 27<sup>th</sup> March 2023 with comments together with a request for the site to be transferred to Yate Town Council as a Community Asset transfer. To receive any update.
- Yate Common – this site is under review with the climate department at SGC, information as follows:

*This site is more complicated and so requires more time for options appraisal. Extending the lease to cover the whole site which is what I presume the Town Council are asking for is not available at this time. YTC are welcome to approach again around April 2024 to open discussions if they don’t hear otherwise before then. Until both sites are assessed (NB: Yate Common and land at rear of Ridgewood), I can’t*



*be clear on what if any conditions might be attached to a lease should we decide to lease these sites to the Town Council.*

- Land at the rear of Ridgewood Community Centre – SGC has asked YTC to confirm its aspirations for the site and advised that they ‘*may be able to give the Town Council a decision in the next 4 months.*’ A holding response was sent as follows:

*YTC has previously advised SGC that we would maintain the area as public open space to protect it as a haven for the various species of wildlife and plants there. We would also look to establish a Friends group with stakeholders such as the neighbouring Ridgewood Community Association.*

To confirm the vision remains as per the above/to receive any other comments.

- Sunnyside pitches – The lease expired in Sept 2022; in the meantime, YTC continues to manage and maintain as if a lease was in place.
- Eastfield Drive – a planting licence was signed and returned to SGC for the community scheme in recognition of Queen Elizabeth II.
- Kingsgate Park – YTC has agreed to pay SGC’s legal fees to remove the break clause from the existing lease and are waiting to hear back. SGC was also asked if they would consider transferring the freehold to YTC but have advised that current SGC policies dictate a long-term lease is preferable as opposed a land transfer.
- Pop Inn Café – licence ends December 2026;
- Renegotiation of the TOCA position (ends July 2023) in terms of YOSC Ltd being a party to it and YTC being removed.

To be advised that this list will be added to the pending log of actions and we will report back once SGC has addressed each site in turn.

## **2.4 Truespeed**

To **NOTE** that Truespeed approached YTC regarding works they are undertaking in the area (land at Goose Green and Rectory Close) and notifying YTC, as the register landowner for Goose Green, that they would need to access Openreach chambers and poles. This information was circulated to members and comments were received. In light of the comments, YTC responded to Truespeed advising that before the Town Council can consider / before any works can take place, further information is required such as dates/timings for the proposed works. To receive update if available.

## 2.5 Consultations

### a) Consultation Responses

Consultation Name	Link / Appendix	Date circulated	Closing date	Notes
Developing Recycling and Reuse Facilities	<a href="#">Click here to view consultation</a>	07.03.23	24.3.23	To <b>NOTE</b> comments were submitted by Councillor Chris Wilmore.  Thanks be extended to Councillor Chris Willmore.
Proposed LTA Investment in Local Tennis Facilities	<a href="#">Click Here to view Consultation</a>	07.03.23	28.4.23	To <b>NOTE</b> email sent to South Gloucestershire Council 09.03.2023 <a href="#">Click here to read</a>

## 2.6 Youth

### (a) Youth Commissioning

Following the report to Full Council on 16 May 2023, a meeting took place on 18 May 2023 with YTC officers (Community Projects Manager/Finance Manager & RFO) and the Commissioning Manager (for Quality Assurance, Strategic Safeguarding & Commissioning (Children & Young People) at South Gloucestershire Council.

To **NOTE** the following update:

- SGC is unable to share information on which providers have submitted tenders to SGC for Lot 2. However, YTC should be contacted by these providers, as collaborative working with Town and Parish Councils is a requirement of the Lot contracts;
- SGC expect to have information regarding which providers will be considered for the Lot 2 contract by the end of July 2023. Subject to due diligence processes, contracts will likely be awarded in September 2023, and will be ratified/announced by SGC in December 2023;
- KOOTH (formerly LOTTY) provision, is not outlined in the service schedule for 2024-2029. This service receives national funding and is available for young people, regardless of SGC investment. Similar support services are also available via local provider Off The Record (currently located online / telephone, and in person/weekly at Armadillo Youth Café);

- Any service/entry charges to members of the public, are expected to fund additional provision or activities, e.g. trips and special events. It is not SGC's expectation for service providers to regularly charge an entrance fee, unless the need for additional income can be justified;
- £119k allocation for Lot 2 is a fixed fee. Providers must manage income and expenditure in their 5 year provision plans, to ensure this budget is maintained across the duration of the contract (5 years). There is no CPI increase included in the SGC contract;
- The £3,000 training budget is for annual conferences etc;
- If the commissioned provider was to fail to deliver the contract, at any stage, SGC would approach other Lot providers to take on additional contracts, working with invested Town and Parish Councils to ensure a suitable provider was found.

## **(b) Off The Record**

To receive and **NOTE** the annual monitoring form for Off The Record, for grant funded Wednesday HUB sessions, for year 2022-2023. [Click here to read.](#)

## **2.7 Tension Monitoring**

To be advised that following information received from South Gloucestershire Council in respect of how the data will be used and the outcomes expected, a tension monitoring form was submitted in March 2023.

[Click here to find out about Tension Monitoring](#)

Since this initial form was submitted, a copy has been circulated monthly to Councillors and no further updates on the matters contained within the original submission have been received and no new forms have been submitted. A monthly copy will continue to be circulated and will only referred back to the committee if any matters of concern are raised by members and a request made to discuss at this committee.

## **2.8 Outstanding Items**

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

## **Item 3. Confidential Items**

### **3.1 Confidentiality Confirmation**

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

### **3.2 Confidential Items**

To receive any urgent confidential items.

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

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

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

## APPENDIX

### Kingsgate Toilets

Before 2023, a security firm had a contract for unlocking and locking of the toilets but due to the business ending and high costs for a new firm to carry out this service, it was agreed to leave the toilets unlocked 24/7. However due to vandalism last autumn it was agreed that the estates team would cover inhouse and start unlocking and locking the toilets.

The toilets are unlocked and locked by the estates team daily when available. Opening times are between 7.30am – 8.30am, with locking taking place at approximately 3.30pm on weekdays and 2.00pm on weekends.

If staff are on leave on a weekend or it's a bank holiday, then the toilets are not open for use. On some occasions the toilets may need to be locked early on a weekday if a last-minute job elsewhere comes in needing the attention of the estates team.

However, feedback from the park users is that the toilets are locked too early and that the toilets are not always available for use when needed.

This year's play area refurbishment will encourage more visitors to the park - which is already very popular – and providing consistent opening times of the toilets is a must for park users.

We have also received feedback that the disabled toilet should only be accessible by use of a radar key.

Following investigations, it has been advised that a timed access control system can be added to the toilet block, including upgrade of existing doors. 3 quotes have been sought for this work.

The following quote has been received and two further quotes are awaited (Deadline given of 31<sup>st</sup> May 2023).

Survey of Site (inc Travel etc)			£275
Healthmatic Toilet Doors - Standard	£2,190	2	£4,380
Healthmatic Toilet Doors - Disability Access	£2,600	1	£2,600
RADAR Entry - Standard	£450	1	£450
Local Timed Access		1	£801
Doors Installation			£2,760
RADAR/Keypad Installation			£400
Timed Access Installation			£1,350
<b>Total Cost</b>			<b>£12,741</b>
Total Doors & Equipment Cost	£8,231		
Total Installations Cost	£4,510		

The Town Council could fund these works from the recently received the Community Infrastructure Levy (CIL), for planning applications that South Gloucestershire Council has received funds from during 2022/2023. The total funds received amounts to £13,519.02, which must be spent on infrastructure needed to support the development of the area and can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure.

Officers recommend installing a timed access system and upgrading the toilet doors to increase the facilities of Kingsgate Park using the CIL monies received up to a maximum cost of £13,519.02.

If members are in support of the officer recommendation, a recommendation is to be made to Finance and Governance to use CIL funding of £13,519.02 towards the cost of installing a timed access system and upgrading the toilet doors of Kingsgate Park toilets.

If the above is agreed, an order will be placed in line with the following Financial Regulation;

- (a) *Where it is intended to enter into a contract for the supply of goods, supply of services or the execution of works with an estimated value between £7,501 and £29,999.99 inclusive of VAT the Clerk may commit expenditure. Three quotes must be sought (see 10.3 above).*