



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

Wednesday 28<sup>th</sup> February 2024

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 5<sup>th</sup> March 2024** 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 receive and approve the Minutes of the Environment and Community Committee meeting held on 23<sup>rd</sup> January 2024. [Click here for minutes](#)
5. To consider the following Items on the Clerk's Report:

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

- 1/1    Consultations
  - a) Urgent Consultations – To receive any urgent consultations
  - b) Current Consultations
    - o South Gloucestershire Council Plan 2024
    - o South Gloucestershire Council Sort-It Centre Bookings
- 1/2    Yate & District Bowls Club
- 1/3    Bleed Kits
- 1/4    Poole Court External Seating
- 1/5    Spring Clean
- 1/6    Parish Hall & YMCA Refurbishment
- 1/7    Kingsgate Park
- 1/8    Yate Ageing Better Health & Wellbeing Sub-Committee
- 1/9    Venues Report - Yate Heritage Centre & Pop Inn Café Logos

**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) Community Engagement Report
  - (c) Allotments Sub-Committee
  - (d) Climate & Planet Sub-Committee
  - (e) Events Sub-Committee
  - (f) Joint Parishes Consultative Committee
  - (g) Old Yate Sub-Committee
  - (h) Public Rights of Way, Commons and Greens Sub-Committee
  - (i) Reports from Representatives on Outside Bodies
  - (j) Town Centre Strategy Group
  - (k) Yate Ageing Better, Health & Wellbeing Sub-Committee
- 2/3    Consultation Responses
- 2/4    Outstanding Items
- 2/5    Youth Commission
- 2/6    Out of Parish Youth Provision
- 2/7    Brinsham Play Trail

**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 Funding Agreement.

3/3 To RESOLVE to return to public session.

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

**Item 5 Consideration of Items to be Published via Social Media/Press**

# Clerk's Report

## Yate Town Council Meeting of the Environment and Community Committee 5 March 2024

### Clerk's Report

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

##### 1.1 Consultations

##### a) Urgent Consultations

To receive any urgent consultations.

##### b) Current Consultations

Consultation Name	Link / Appendix	Date received	Closing date	Notes
Council Plan 2024 South Gloucestershire Council	<a href="#">Click here to view Council Plan 2024 consultation</a>	20.02.2024	12.04.2024	To agree response or nominate Member/s to respond.
Sort-It Centre Booking System South Gloucestershire Council	<a href="#">Click here to view Sort It Centre Booking System Consultation</a>	20.02.2024	01.04.2024	To agree response or nominate Member/s to respond.

##### 1.2 Yate & District Bowls Club Request

Yate and District Bowls Club have sent the following request:

*We have just gone live with a new website [www.yatebowlsclub.co.uk](http://www.yatebowlsclub.co.uk) and wish to have a computer with monitor and printer available for members to use.*

*As the pavilion is open to outside bookings, it is advisable that we make these secure.*

*We may need to have a unit or the computer itself secured to the wall perhaps using a secure locking strap. We also would like to mount a monitor to the wall with a swivel mounting bracket.*

*Would this be acceptable? Would you prefer to do the work or should we get some qualified person to fit them?*

*We would only require the units to be onsite during our hire period although, depending on how easy it is to remove, may ask if the monitor can remain throughout the year.*

*I await your consideration and advice.*

Options to consider:

1. Accept the request for the duration of the Bowls Club Licence, with conditions including for the Bowls Club to arrange installation and security of the asset including all associated costs and to cover the asset under the Bowls Club insurance;
2. Decline the request based on security reasons.

### **1.3 Bleed Kits**

To **NOTE** that bleed kits have been purchased and located inside the Armadillo and Poole Court for staff to use during first aid. It is also intended to purchase bleed kits for estates vehicles and for the events kit. Staff first aiders are being trained on use of bleed kits over the coming weeks.

Following a statement received from Association of Ambulance Chief Executives, it is recommended that a specific risk assessment is carried out for additional equipment for the management of bleeding before procuring standalone bleed kits. (Appendix 1) The Community Safety Officer at SGC has also advised that Town and Parish Councils work with the local police on any proposals to purchase and install publicly accessible bleed kits.

Further to above information Community Heart Beat Trust have advised not to include bleed kits inside of defibrillator cabinets for the following reasons;

- There is no database of bleed kits but there is of defibrillators.
- The defibrillator will be decommissioned automatically if the bleed kit is used, preventing the defibrillator from use for a real life saving cardiac emergency.
- Similarly, the bleed kit will be decommissioned if the defibrillator is used.
- In a cardiac emergency, the bleed kit may be taken instead of the defibrillator accessories. It also causes confusion in a time constrained event. This has happened already.
- The defib may be taken to the incident, and due to the very large amounts of blood, may need a full decontamination afterwards (=£highcost), and the defibrillator being unavailable for several weeks potentially. A typical

decontamination cost is between £250 and £500, and the owner, usually the community, will be expected to pay for this. This is on top of their regular defibrillator maintenance costs. The defibrillator will be away and unavailable whilst this happens, preventing its availability for rescues. Additional costs are incurred renting a temporary replacement.

- The defibrillator rescue kit may be taken by mistake, instead of the bleed kit. These are often labelled as First Aid kits. This has actually happened.
- This also increases the risk of the defibrillator being stolen, as the code for the cabinet is more widely advertised
- As bleed kits are medical devices, they too must have a full governance system and regular checks. An ambulance service cannot direct anyone to a bleed it unless they have reasonable assurance it is available and in date (bleed kits generally have a 2 year life span). This then increases the liabilities for the defibrillator owner.
- Most defibrillator cabinets are locked – bleed kits should only be kept in unlocked cabinets.
- It increases the risk of theft, damage or the defibrillator going missing. Insurance companies are unhappy about this.
- If you are going to use a cabinet, have this separate to the defibrillator, supported by its own nationally agreed signage and governance system. Signage is required under HSE rules.

Officer **RECOMMENDATION;**

- To work with nominated Members to consider the above information and conduct a risk assessment of Town Council sites and venues (including Estates Team working practices) to ascertain if there is a need for bleed kits and if so, where they should be located.

#### **1.4 Poole Court External Seating**

Feedback from residents and venue users has been received regarding the seats at the front of Poole Court; feedback has been that the two seats are too low, especially for older people.

Officers recommend replacing the two seats with two recycled plastic seats up to a cost of £1,300.

Members to consider if they would like to dedicate the seats to a particular cause i.e. Climate & Planet declaration or former councillors/volunteers etc.

#### **1.5 Spring Clean**

Correspondence has been received from Sodbury & Yate Clean Up Group regarding a suitable site for this year's Spring Clean.

*We haven't picked a location yet for our 7th April litter pick. Some members have mentioned the walkway that runs from Poole court to Greenway road, so that might be a good area to do if you don't mind us using your car park and there aren't any events on?*

*Or for Yate Town councils spring clean there is Scott way, Estoril corner and the closed subway which always has plenty. As well as Abbotswood or Cranleigh court.*

Members to discuss locations to hold this year's Spring Clean.

## **1.6 Parish Hall & YMCA Refurbishment**

Estimates have been received for internal works for refurbishment works in the Parish Hall & YMCA. Estimates for external Solar Panels are awaited. (Appendix 2).

Officers **RECOMMEND**;

- To include the Parish Hall & YMCA refurb costs in the 2025/26 draft budget for future consideration and in the meantime;
  - Investigate external funding avenues;
  - Review internal budget headings and consider if any works meet the Town Council's climate & planet priorities.

## **1.7 Kingsgate Park**

The following correspondence was received from a resident who lives near the park.

*'Whilst I am writing to you can I raise the question of parking in Troon for access to Kingsgate park. In the summer (or a bright dry day in winter) it can be impossible to park near our house. Most visitors seem to be unaware of the public parking provisions in 2 places towards the end of Sunningdale Road. Would a sign at the end of Troon directing them to this parking encourage them to use this area?'*

Correspondence has been sent to South Gloucestershire Council regarding this and an update will be provided at the meeting.

## **1.8 Yate Ageing Better Health & Wellbeing Sub-Committee**

To receive the minutes of the Yate Ageing Better Health & Wellbeing (YABHW) Sub-Committee held on 20 February 2024 and to consider the recommendations therein.(Appendix 3)

## **1.9 Venues Report**

To receive recommendations from Venues Report (Item 2.2)

- New logo for the Pop Inn Café (at top of venues report); the logo has been in use since April 2021 due to a need for a new modern logo that translates well into a range of marketing materials/mediums. It is **RECOMMENDED** the new logo is formally adopted, to be used in all branding/marketing.

- Yate Heritage Centre (YHC) Logo: YHC requires a new modern logo that translates well into various marketing mediums as the previous logo is challenging to use in marketing materials.

The new logo is an outline of the building. It signifies the building, keeping on theme with the last logo as we want people to recognise the building to improve location recognition. The new logo was designed by Officers at no cost to YTC; it was reported to the Environment and Community Committee in 2022 that new branding/marketing was being designed; and it was reported to the Environment and Community Committee on 08.11.22 that the new logo was in place in marketing. The new logo has been used in marketing and Environment and Community venue reports since that time.

The new logo has been in place since before the vision was initially discussed. It was a business need at the time to improve marketing materials in an attempt to attract new audiences.

Old logo:



New logo:



It is **RECOMMENDED** that:

- the new logo continues to be used in branding/marketing;
- if there is a consensus during the “Vision” works that changes to the new logo are required, the logo design be reviewed.

## 2. ITEMS TO BE RECEIVED

### 2.1 Estates Manager’s Report

To receive Estate Manager’s Report with items for noting .[Click here for Estates 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 for Venues Report</a>
Community Engagement Report (Resettlement and Equalities)	Report for the period 1 <sup>st</sup> November – 12 <sup>th</sup> January 2024	<a href="#">Click here for Community Engagement Report</a>
Allotments Sub-Committee	The next steps are to consult with the Allotments Sub-Committee on how they wish to proceed with the project. i.e. hold an independent consultation at Abbotswood, join up the Abbotswood Friends Group in spring etc. Social media consultation etc.	
Climate & Planet Sub-Committee (C&P)	<ol style="list-style-type: none"> <li>1. Preparing and sowing a wildflower margin around the Covid &amp; Dedicated Memorial Fruit Orchard will be installed during March.</li> <li>2. Resident's offer to use funds obtained from a grant for Fruit Trees at the Covid &amp; Dedicated Memorial Fruit Orchard; these will be planted in March. The resident and volunteers have planted fruit trees at Kingsgate Park &amp; Rodford Fields.</li> <li>3. Investigations for solar street lighting at Lye Field.</li> <li>4. Investigations into electric vehicles for YTC fleet.</li> <li>5. 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. Further meetings have been held with South Gloucestershire Council regarding the power supply works and hook-up point for the works; a quote is awaited.</li> <li>6. A 'Greening Your High Street' application was successful with £3,500 awarded. These funds will be used to improve the biodiversity and green appearance to the front of the Station Road Halls.</li> <li>7. As part of the WECA funding for round 2 (Goose Green, Tyndale Park, Heritage Centre &amp; St. Marys Green, St. Marys Play Area, Lye Field &amp; Howard Lewis), Trees will be planted &amp; wildflower seed areas added in March.</li> <li>8. Correspondence will be sent to Sodbury &amp; Yate Clean Group for their input on a site to hold Spring Clean 2024.</li> <li>9. Parish Hall/ YMCA solar panels/ renewable energy.</li> </ol>	

	<p>10. Bowls Pavilion heating replacement quotes were sought for electric systems that can be powered by YTC's green energy tariff;</p> <p>11. LED lighting replacement have been completed. at Poole Court, Football changing rooms and Sunnyside Workshop.</p> <p>12. Venue updates are included within the Venue Reports above.</p>	
Events Sub-Committee	<p><a href="#">Click here to view the minutes of the Events Sub-Committee meeting on 21<sup>st</sup> February 2024.</a></p>	
Joint Parishes Consultative Committee	<p>No update.</p>	
Old Yate Sub-Committee	<ul style="list-style-type: none"> <li>• Estimates have been received for internal works for refurbishment works in the Parish Hall &amp; YMCA. Estimates for external Solar Panels are awaited.</li> <li>• A draft artwork brief for building murals in Old Yate will be released in early March. The delay is due to lack of officer resource.</li> <li>• Seasonal lights at Station Road halls have been taken down following a program of seasonal events. The light units will be stored at the Parish Hall. Use/costs for installation of these lights for future events will be referred to the Events Sub-Committee.</li> </ul>	
Public Rights of Way, Commons and Greens Sub-Committee	<p>No update</p>	
Reports from Representatives on Outside Bodies	<p>Minutes received from outside bodies have been previously circulated to Members with a request to advise if they wish to discuss matters contained therein.</p>	<p><a href="#">Click here to view outside bodies list</a></p>
Town Centre Strategy Group	<p>The next meeting of the Town Strategy Group will be held on 8 April 2024.</p>	
Yate Ageing Better Health & Wellbeing (YABHW) Sub-Committee	<p>(Minutes of meeting held on 20.2.24 received under Item 1.7)</p> <p>Updates for the following projects (including funding applications) are included within the Venues Report:</p> <ol style="list-style-type: none"> <li>1. Pay What You Can (PWYC) lunches;</li> <li>2. Memory Café;</li> <li>3. Relaxed Cinema;</li> <li>4. Relaxed Museum;</li> <li>5. Warm Welcome.</li> </ol>	

## 2.3 Consultations

### a) Consultation Responses

No consultations responses to receive.

## 2/4 Outstanding Items

To **NOTE** status of pending log. [Click here for outstanding items log](#)

## 2/5 Youth Commission 2024

To **NOTE**:

- The YTC Youth Activities Commission tender was released on 02.02.24 with a closing date of 12noon on 01.03.2024. The tender documents are available on Contracts Finder, via the following link: [Yate Town Council Youth Activities Commission 2024 - Contracts Finder](#)
- To receive an update on tender opening and review, if available.

## 2/6 Out of Parish Youth Provision

To **NOTE**:

- A funding application to Dodington Parish Council (DPC) for investment in 2023/2024 youth services at Armadillo Youth Café and costings for 2024/2025 for Dodington residents was sent to DPC in February. This was delayed due to reduced officer capacity and an influx of new registrations at Armadillo youth sessions, which needed to be input o inform the data in the funding application. DPC responded to thank YTC for the information and youth attendance data. DPC will consider this application for funding in 24/25 budget year.
- A grant application be submitted to Sodbury Town Council (STC) in April 2024 for consideration in the 24/25 grants.

## 2/7 Brinsham Play Trail

To **NOTE** a Woodland Play Trail proposal has been received from Juneau Projects. To receive a verbal update from Councillor Chris Willmore.

It is **RECOMMENDED** to refer further consideration of this proposal to the Play Areas and Properties Project Steering Group.

## 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 Funding Agreement**

To receive and consider Confidential Appendix 4.

**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.

(YTC has adopted UN 17 Sustainable Development Goals, *The Sustainable Development Goals are a call for action by all countries – poor, rich and middle-income – to promote prosperity while protecting the planet.* [click here](#) to find out more).

### **Item 5. Consideration of Items to be Publicised via Social Media / Press Release**

To identify any items to be promoted and publicised via Social Media / Press Release etc.



**08 February 2024**

### **BLEED KITS AND ITEMS OF EMERGENCY EQUIPMENT**

The Association of Ambulance Chief Executives (AACE) recognises that first aid saves lives and that even basic knowledge of simple first aid skills can be lifesaving. Skills including chest compressions, use of a defibrillator and how to manage bleeding should be taught (and their use encouraged) widely.

Bleeding can occur internally or externally, depending on the cause of injury or type of injury sustained. If not treated immediately, excessive bleeding can be life-threatening. Death from bleeding can occur before a person reaches or receives definitive care.

Many first aid skills require little or no equipment and it is the knowledge of what to do in an emergency that could save a life, which is why AACE actively encourages everyone to learn first aid.

When a person has an external bleed, from whatever cause, first aid measures - including applying direct pressure to an actively bleeding wound - are vital and require little or no equipment. Applying direct pressure can be undertaken with a simple first aid dressing but if no such dressing is available, any item such as a clean dry cloth or piece of clothing can be used to apply direct pressure to the wound.

When a 999 call is made for an ambulance for someone bleeding, the telephone triage system will enable the emergency call handler to provide specific instructions for bleeding control. This includes direct pressure and use of dressings or a clean dry cloth to apply pressure to the wound. If a tourniquet has been applied it should not be removed.

Where a specific risk assessment for a geographical location or public event has been undertaken that indicates it may be a beneficial location for additional equipment for the management of bleeding, an organisation may procure equipment either for a first aid kit or as a standalone 'bleed kit'. Ideally, appropriate training should be provided for the use of bleed kits.

However, it is important to note that the responsibility for the governance, training and despatch of bleed kits does not sit with ambulance services.



Bleed kits can be registered on the Good Sam application ([www.goodsamapp.org/locator](http://www.goodsamapp.org/locator)) which is a database containing the location of various items of emergency equipment.

Defibrillators should be registered on the British Heart Foundation's national defibrillator network called The Circuit ([www.thecircuit.uk](http://www.thecircuit.uk)).

There are a range of bleed kits available to purchase and NHS ambulance services do not endorse any specific bleed kit or products.

AACE strongly recommends that all first aid and emergency equipment is easily and readily available and should be stored / kept in **unlocked** cabinets.

All NHS ambulance services actively encourage people of all ages to become trained in first aid, because in many circumstances it is these simple first aid skills which will save lives.

**-ENDS-**

## **ABOUT AACE**

The Association of Ambulance Chief Executives (AACE) was established in 2011 to provide UK NHS ambulance services with an organisation that can support them in the implementation of nationally agreed policy.

Whether for patient care, operational policy, emergency preparedness, employee wellbeing or volunteering, AACE exists to support its members and to act as an interface, where appropriate at a national level, between them and their stakeholders.

AACE's activity can be grouped under three functional areas: to connect, co-ordinate and facilitate; to produce, deliver and commission bespoke pieces of work on the UK NHS ambulance sector's behalf; and to advocate, influence, engage and communicate.

As part of this remit, AACE also engages in carefully chosen consultancy activities designed to help improve ambulance services in general, both at home and abroad. More information is available at [www.ace.org.uk](http://www.ace.org.uk).

## Parish Hall Estimated Budget Figures

Area	Works	Estimate	Comments
<b>Existing DDA WC -Turn into a Cleaner's Cupboard</b>	Strip out New cleaner's sink New flooring Decs Skip	£2,000	
<b>Male Toilets - Turn into DDA Compliant</b>	Knock out internal wall Increase width of entrance door to allow wheelchair access Supply and fit new lining/door DDA Kit Create cleaner's cupboard New flooring Decs Skip	£7,000	
<b>Female Toilets -</b>	Knock out internal wall Increase width of entrance door to allow wheelchair access Supply and fit new lining/door DDA Kit Create cleaner's cupboard New flooring Decs Skip	£6,000	To change to gender neutral
<b>Kitchen</b>	Strip out Supply and install new kitchen New flooring Decs Skip	£7,000	
<b>Suspended Ceilings Parish Hall Main Area</b>	To remove existing ceiling from Main Hall Supply skip for removal of current ceiling Supply access equipment Supply and install approx. 149 m <sup>2</sup> of Lynx strong 24mm grid	£5,000	

	system with Owa Sandilla square edge 600 x 600 ceiling tiles with perimeter trim, suspension wire and fixings		
<b>Lighting</b>	Replace lighting to LED	£2,000	
<b>Windows</b>	Replace windows to double glazed units	£25,000	

**TOTAL £54,000**

### YMCA Estimated Budget Figures

Area	Works	Estimate	Comments
<b>Female Toilets</b>	Strip out X2 New sinks X2 New toilets - pan/cistern New cubicles -1 set of two New flooring Decs	£6,000	To change to gender neutral
<b>Flat Roof</b>	Strip existing flat roof - Renew decking with 18mm OSB Board/lay Sikaplan 1.5m membrane fixed over fleece Separation layer/lay 100mm insulation between roof joists New fascia / gutters / downpipe	£4,000	Note - No allowance to replace timbers in roof
<b>Accessible main entrance doors</b>	Aluminium accessible doors at the main entrance	£5,000 each	Touch button/automatic when venue is unlocked

**TOTAL £15,000**



**MINUTES OF THE YATE AGEING BETTER, HEALTH AND WELLBEING SUB-COMMITTEE, MEETING HELD ON TUESDAY 20<sup>th</sup> FEBRUARY 2024 FROM 2PM-3PM, AT POOLE COURT, YATE.**

Attendees: Yate Town Councillors: John Emms, Sandra Emms, Karl Tomasin and Wendy Tomasin (Chair).

Yate Town Council Officers: Community Projects Manager, Community Projects Officer, Venues Operation Officer, Assistant Venues Operation Officer and Community Projects Assistant.

**1. Apologies for Absence**

Apologies for absence were received and **NOTED** from Councillor Cheryl Kirby. Councillors Tony Davis, Margaret Marshall and Chris Willmore were absent.

**2. Declarations of interest under the Localism Act 2011**

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

**3. Income & Expenditure Report**

The Yate Ageing Better Health and Wellbeing (YABHW) budget as of 14.02.24 was **NOTED**. (Appendix 1)

**4. Review of Existing YABHW Services and 2023/2024 Priorities**

**a. Armadillo Senior Sessions**

It was **NOTED**:

- Thursday Senior sessions continue with great success each week. Recently new attendees have provided feedback that they became aware of the Senior sessions whilst being in the building for other activities;
- Thursday is the Armadillo's busiest day for activities, hire and youth sessions. Concerns were raised by Members regarding the Armadillo continuing to be used as a SGC Polling Station even though low numbers turned out to vote at the most recent elections. It was **RECOMMENDED** that YTC encourage SGC to use alternative venues, such as Station Road Halls.

**b. Pop Inn Café "Pay What You Can" Lunches (PWYC)**

It was **NOTED**:

- Positive feedback was received from customers of the Christmas event, including people who had attended alone who formed new friendships at the event;
- An average of 35 people attend each PWYC event;
- The sessions break even financially on food costs. There is an additional cost to YTC for staffing/venue resource investment (met within contracted and operational hours);
- Outcome of X3 MAF funding applications is awaited to support ongoing resource costs of this activity in 2024/25 (from SGC Councilors Mike Drew, Luise Harris and Chris Willmore).

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

It was **NOTED**:

- Thanks be extended to the Venues Operations Assistant for their commitment to making the sessions so successful;
- Thanks be extended to Cllr Sandra Emms for volunteering her time to the sessions, and for SGC Member Awarded Funding (MAF) to increase delivery from 1 to 2 sessions per calendar month from January 2024. Cllr Sandra Emms is enjoying attending and supporting the session and extended thanks to Officers working hard to plan and deliver such great sessions fortnightly;
- In January 2024, there were approximately 56 attendees to the first session, and approximately 19 attendees to the second session (most attendees bring 1 carer to each session). It is expected the second session attendance will grow as more people become aware of the provision increase;
- Volunteer and activity provider marketing is ongoing;
- A MAF funding application has been sent to SGC Councilors Mike Drew and Chris Willmore, to support ongoing resource costs of both cafe sessions in 2024/25;
- The Memory Café will turn '1 year's old' in April 2024. The Sub-Committee would like to promote its success via a celebration networking event at a YTC venue;
- More Memory Café sessions or different events for people with dementia and their carers may be required in the future. It is unknown how many people in Yate are living with Alzheimer's/dementia; NHS England is unable to provide this data. Memory Café requires no formal diagnosis of dementia, to ensure anyone with characteristics of dementia and their carers can attend. (The current average wait for a dementia assessment with NHS is 2years).

### **5. Yate Ageing Better Health and Wellbeing 2024 Action Plan & Priorities**

A discussion took place and it was **RESOLVED** that the priorities of the YABHW Sub-Committee for 2024/2025 be actioned as follows:

#### **a. Yate Ageing Better Health and Wellbeing Festival 2024**

It was **RESOLVED**:

1. To progress the 2024 festival action proposal (Appendix 2);
2. Cllr Wendy Tomasin (Chair) was nominated to support officers to progress any matters relating to the Yate Ageing Better Health and Wellbeing Festival, to ensure the festival action plan and timeline is achieved;
3. Councillors will support marketing and promotions for the festival event by passing information on to the associated organisations:
  - i. Cllr John Emms – National Pensioners Convention & Local Gloucester, Avon and Somerset Branch;
  - ii. Cllr Wendy Tomasin – Housing 21: Cambrian Green Court (Extra Care Housing).

- b. **Pop Inn Café “Pay What You Can Lunches”** It was **RESOLVED** that subject to the outcomes of external MAF funding applications, £500 of the YABHW budget is earmarked to fund at least x4 PWYC events throughout 2024/25 financial year, once the current MAF funding is spent in full.
- c. **Memory Café at the Pop Inn Café (dementia)** It was **RESOLVED**:
  - 1. Subject to the outcomes of external MAF funding applications, £1,200 of the YABHW budget is earmarked to fund 2 Memory Café sessions per calendar month, throughout 2024/25 financial year, once the current MAF funding is spent in full;
  - 2. £150 of the YABHW budget is allocated to a 1-year anniversary celebration event with delegated powers granted to officers to progress any aspect of the festival plan.
- d. **Relaxed Museum at Yate Heritage Centre** It was **RESOLVED** that £500 of the YABHW budget is earmarked to fund at least 1 x Relaxed Museum session per calendar month, during 2024/25 financial year, once the current MAF funding is spent in full.
- e. **Relaxed Cinema at Armadillo Youth Café** It was **RESOLVED** that £1,000 of the YABHW budget is earmarked to fund up to 10 Relaxed Cinema sessions, during 2024/25 financial year, once the current MAF funding is spent in full.

## 6. External Requests and Partnership Opportunities

It was **NOTED**:

- a. **Education Request:** Officers contacted a Trainee Clinical Psychologist at University of Exeter to offer YTC feedback on their Thesis project. A response was not received; no further action will be taken and this will be removed from the agenda moving forward.
- b. **Deaf / BSL Community Activities** Following a meeting with Councillor Chris Willmore in December 2023, Officers have contacted the Centre for Deaf and Hard of Hearing People twice, to offer YTC facilities for the group activities and a response is awaited.
- c. **Southern Brooks Community Partnerships and South Gloucestershire Council Community Health Hubs Pilot Project:** The meeting between reps from Southern Brooks Community Partnerships, South Gloucestershire Council and YABHW Members took place 7th February 2024 at Poole Court (Appendix 3). No further action is required at this time.

## 7. Councillor YABHW Actions and Projects

A discussion took place about ongoing Councillor led actions and it was **RESOLVED** that the following items are either no longer required or are in progress and will be removed from the agenda moving forward.

- a. Councillors Sandra Emms and Karl Tomasin: Time for Dementia Program;
- b. Councillors Sandra Emms and Chris Willmore: Yate Shopping Centre Manager Dementia Friendly Shopping commitments including list of shops that are dementia friendly;
- c. Councillors Sandra Emms and Chris Willmore: To review the Churches Together in Greater Bristol ‘Becoming a Dementia Friendly Church Resource Pack’ and bring forward ideas/best practice examples for YTC to consider implementing.

## **8. Consideration of Impact on Decisions Taken on Climate and Waste**

- a.** The Yate Ageing Better 2024 Festival will follow a sustainable events checklist to minimise the event's impact on the environment;
- b.** Officers continue to utilise surplus food donations locally for the Memory Café birthday celebration, and plan environmentally friendly/sustainable materials for Memory Cafe activities.

## **9. Date of Next Meeting**

A poll for a meeting time will be circulated ahead of the YABHW festival (17<sup>th</sup> July 2024), to confirm the festival arrangements to date.

**BUDGETED INCOME**

**BUDGETED EXPENDITURE**

BUDGETED INCOME			BUDGETED EXPENDITURE				
Date	Description	Anticipated Income	Date	Description	Anticipated expenditure	Paid	remaining balance
01.04.2023	Budget ER 324	14551.43		PIC PWYC lunches (MAF funded)	720.00	417.49	302.51
06.10.2023	Yate United Charities towards Warm welcome	711.50		YAB Festival 2023	844.08	844.08	0.00
13.10.2023	Sandra Emms MAF	2000.00		Memory Café	1,700.00	214.90	1485.10
26.10.2023	Ben Nutland MAF (Warm Welcome)	400.00		YMCA Ramps	1,735.00	1735.00	0.00
21.11.2023	SGC Welcome Spaces	3000.00		Warm Welcome	5,611.50	2489.70	3121.80
20.12.2023	Dodington Warm Welcome	1200.00		PIC gazebos 5.7.d E&C 18.7.23	500.00	0.00	500.00
			13.10.23	International day Celebration cake	49.47	49.47	0.00
				YAB Festival 2024 (TBC)	2,000.00	0.00	2000.00
						0.00	0.00
	total income	<b>£21,862.93</b>		total expenditure	<b>£9,960.05</b>	<b>£3,361.06</b>	<b>£6,598.99</b>

**-£10,702.88**

Minus is under budge

Positive is over budge



## Yate Ageing Better Festival 2024 Proposal

Date / time proposed: Wednesday 17<sup>th</sup> July 2024, 11am – 2pm

### 1. Summary of key learning from 2023 Festival event

#### a. Location Yate Shopping Centre

- I. Security to provide YTC with keys to bollard at leisure centre entrance at future events in this area, to prevent delay escorting stall holders on site/ congestion in car park;

#### b. Day/ time of day/ time of year

- I. Wednesday – no conflicting CP services/ priorities e.g. Senior Cinema, Pay What You Can lunch, Memory Café or Relaxed sessions;
- II. Mid day to avoid school drop off /pick up times - in support of stall holder and visitor attendance;
- III. Summer event, most likely to have good weather.
- IV. Consider hiring/sourcing from YTC stock more gazebos for shaded seating (PIC is pending SGC AWG funding application for shaded seating).

#### c. Layout

- I. “Market style” in courtyard space outside Pop Inn Café, to capture shopping centre visitors of all ages;
- II. Supported access - clear sight lines to stalls and activities, and direct physical access to each stall holder
- III. Please to blue badge parking and bus stops;
- IV. Central stage area with close proximity to the Pop Inn Café, removing need for additional energy generators;
- V. Urbie mobile centre - as central point for YTC enquiries/ safeguarding/ quiet space/ faith space/ breastfeeding/ first aid etc;
- VI. Close proximately to Pop Inn Café to provide nearby facilities for welfare (toilets), refreshments and seating.

#### d. Event activities

- I. Variety of stall holders providing information and advice (no sales of good to take place, to ensure Street Trading Licencing is not required)
- II. Refreshments supplied by the Pop Inn Café e.g. popular afternoon tea boxes;
- III. Central stage for entertainment and participation activities including physical activities and music;
- IV. Continue to grow stallholder participation in future years, varied activities and services to keep vibrancy of event, and to support a move away from health/ care narrative that is generally applied to events for the target audience;
- V. 2024 include addition of YTC volunteering stall.

### 2. Aim of event 2024/ Mission Statement

To provide an inspiring and vibrant event for the residents of Yate and the locality, to challenge the stigmatisms of “ageing” and “older people”, and represent the diverse variety of health and wellbeing opportunities available to communities at all stages of life, by promoting community groups, social clubs, facilities, services and activities, who provide enriching experiences that improve community life in Yate and the locality.

### **3. Forward plan 2024 event**

#### **a. Date and time 2024:**

- I. Wednesday 17<sup>th</sup> July 2024, 11am until 2pm;
- II. A mid-July/summer event is likely to provide good weather conditions, reducing need for wet weather plan. An indoor event would reduce the space available for visitors and participators, and would compromise the intended “festival” experience;
- III. Wednesdays do not conflict with other key community projects services, for which the officer festival team are required to facilitate;
- IV. Mid-day event is prime time for visitor footfall at Yate Shopping Centre;
- V. Yate Shopping Centre is available on the proposed date/time;
- VI. An event in July, provides opportunities to market the event at:
  - Yate Easter Egg Hunt/ Launch of Kingsgate Park Play Area event on 1<sup>st</sup> April;
  - Yate Heritage Centre’s St George’s Day in April;
  - Yate Rocks! Event in June;
  - TBC Whirlpool First Aid bunker and D-Day Beacon Lighting event in early June.

#### **b. Event location**

Yate Shopping Centre, south courtyard, from outside the Pop Inn Café spanning the space towards the Leisure Centre, the Bolero Lounge and the south carpark (same as 2023).

Yate Leisure Centre main hall to be booked as a wet weather back up facility.

#### **c. Style/ layout**

- I. To mirror 2023 format and layout “Market style”;
- II. Central stage location, similar location to 2023, almost adjacent to the Pop Inn, in order to provide central visual point, level access and electricity supply.

#### **d. Entertainment 2024 - invites to be extended / requests for activity providers:**

- I. invite local groups from previous events;
- II. encourage entertainment provided by intergenerational musicians and vocalists;
- III. invite Yate Leisure Centre for public classes and demonstrations;
- IV. Music Train – provide intergenerational singing and dancing activities;
- V. U3A demonstrations;
- VI. Local choirs.

#### **e. Refreshments**

- I. Event catering provided by Pop Inn Café (PIC) to:
  - provide fundraising opportunity for venue;
  - market the good work of the PIC
  - reach new customers.
- II. Following menu offering at 2023 event e.g. afternoon tea boxes;
- III. Outdoor and indoor counters to increase capacity for service.

#### **f. Stall holders**

- I. YTC stalls:
  - Yate Town Council event hub (Urbie)
  - YTC volunteering stall
  - Yate Heritage Centre
- II. Invites to key local partners for example:
  - SGC One You, Walking for health, Ageing Better Partnership Board and working group
  - U3A
  - Green Community Transport
  - "Friends of" groups e.g Yate Heritage Centre and local Open Spaces (Kingsgate Park, Brinsham, Yate Common)
  - Active Yate
  - Yate and Sodbury Clean up
  - Climate Action Yate And Chipping Sodbury
  - Yate Community Bike Hub
  - Yate Men's Shed
  - Yate Outdoor Sports Complex (YOSC Ltd)
  - Avon Fire and Rescue
  - Avon & Somerset Police
  - Other YTC grant funded groups
  - Diversity Trust LGBTQ+
  - WESPORT
  - Southern Brooks
  - Local churches
  - Yate Library;
  - One Stop Shop
  - Citizens Advice Bureau
  - Age UK
  - Alzheimer's Society
  - hobbies and interest groups;
  - Service providers for target audience
  - NHS services e.g. digital sign up services;

**g. Environmental considerations**

Consult YTC sustainable events checklist as actions are planned.

**h. Health and safety considerations/ requirements**

- I. Staffing must include first aider and safeguarding lead;
- II. Internal resources:
  - First aid kits (on Urbie/ Pop Inn Cafe);
  - Defib nearby (Armadillo)
  - Mobile phones for emergency calls/ communication devices i.e. Radios
  - Fire extinguishers (in Pop Inn/ designated fire extinguisher and blanket for events);
  - Safety covers for electrical cables;
  - Site access plans
  - Vehicle escort provision (beginning and end)
- III. External resources:
  - Ambulance / first aid service to be hired.
- IV. Internal processes to be undertaken:
  - Risk assessments of event space and activities;



- Insurance cover – to be checked with the provider, subject to outcome of this proposal;
- Notify local Police of event.
- Checking weather forecasts at 14days, x7 days and x48hrs before event, to check for inclement weather;
- Evacuation/ emergency plan in line with shopping centre processes.

#### 4. Resourcing

- Staff:** Town Clerk, CPM, CPO, CSA (CP), VOO, AVOO, CHO, PIC volunteers, Memory Café volunteers, YHC Volunteers, Estates Team set up/ clear down, SST to resource volunteering stall;
- Location plans:** provided to Estates team x1 week advance of event, to allow estates to efficiently plan event set up /clear down.
- Tables, chairs, gazebos:**
  - As many as possible booked from YTC venues;
  - Armadillo / YHC folding chairs
  - Yate Leisure centre be asked to support with tables and table budget to be set;
  - All stallholders to bring own gazebos – no YTC gazebos to be allocated to stall holders.
  - Stall holders to include on application need for tables and chairs, max x1 table x2 chairs per stall supplied by YTC, limited availability, first come first served. Ask stall holders to bring own tables/chairs if possible, to maximise YTC resources for those that do not have these resources.
- Equipment storage:** as much equipment as possible stored at Pop Inn Café from 1pm on 16.7.24
- Give away items;**
  - for visitors U18years only
  - reusable bags: very popular with visitors in 21/22/23, effective at distributing stall holder marketing, and YTC/ YABHW initiative marketing.
  - Consider YABHW branded reusable water bottles, fans, sun shades.
- Equipment:**
  - Staging – ask Yate Leisure Centre;
  - YTC Urbie;
  - Block booking of YTC venues for storage (PIC);
  - Consider hire of PA system, with Bluetooth for background music;
  - Signage – first aid, lost child, photography notice (GDPR) toilets and water refill
- Catering equipment (TBC).**

#### 5. Collaboration

- Yate Shopping Centre Management - meet early in planning phase, encourage involvement with:
  - potential sponsorship/ stage/ offers and incentive from retailers and food outlets/ entertainment.
  - Banners – display on site;
  - marketing e.g. social media, leaflets, press releases, retailers;
  - Licensing – if required for activities e.g background music
- Active Yate (Leisure centre):
  - equipment resources e.g. staging, tables, chairs
  - event activities for the main stage e.g. fitness classes
  - ask group users of Active Yate to promote themselves at event

- c. Other local funding/sponsorship partners (see easter egg hunt resource request list).

## 6. Marketing/ communications

- a. Utilise YTC resources:
- Canva account
  - Social media accounts (Facebook, Instagram, Twitter, LinkedIn)
  - Pre-existing banners
  - YTC Noticeboards (all locations)
  - Press release contacts
- b. 3<sup>rd</sup> party via partnerships e.g.
- World Health Organisation
  - SGC Ageing Better Board partnerships
  - Age Uk
  - YTC grant funded organisations/ groups
- c. Utilise external marketing resources including:
- The Focus
  - My Yate
  - The Gazette
  - The Bristol Post
  - The Cable
  - The Boundary (paid advert)
  - BBC Radio Bristol
  - BBC Points West
  - ITV.

## 7. Finance, fundraising and budget

- a. Businesses / sponsorship opportunities (to be investigated) e.g
- SGC grants and MAF;
  - Renishaw Community Grants;
  - Local businesses e.g. mobility
  - Local Trusts and Charities e.g. Rotary Club Chipping Sodbury, Age UK
  - Donations of products or services to event.
- b. YTC event budget - £2000 total YTC budget, spend to prioritise key resources, including:

Description	Anticipated expenditure
goodie bags	400.00
Marketing materials	0.00
Marketing/Advertising - boundary	300.00
Catering equipment	200.00
Ambulance / first aid service	300.00
staff welfare	30.00
PA system/ device for background music hire	200.00
Hire of staging and tables	400.00
additional staffing	170.00
<b>Total</b>	<b>2,000.00</b>

**NOTES OF THE MEETING OF YATE AGEING BETTER HEALTH AND WELLBEING REPS, SOUTHERN BROOKS COMMUNITY PARTNERSHIPS AND SOUTH GLOUCESTERSHIRE COUNCIL REPS TO DISCUSS YATE COMMUNITY HEALTH HUB PILOT PROGRAMME 2024-2025, HELD ON 7<sup>th</sup> FEBRUARY 2024 FROM 1PM UNTIL 2PM, AT POOLE COURT.**

Attendees: Yate Town Councillors – John Emms, Sandra Emms, Karl Tomasin and Chris Willmore.  
 Yate Town Council Officers: Leah Collier (Community Projects Manager), Carene Whiting-Hays (Venue Operations Officer) and Lori Ramsay (Community Projects Officer).  
 Rebecca Ahearn, representative from South Gloucestershire Council (SGC).  
 Sarah Erskine, representative from Southern Brooks Community Partnerships (SBCPs).

## **1. Welcome, Introductions and Apologies**

Introductions took place.

Apologies were received from Councillors Cheryl Kirby and Wendy Tomasin (Chair of Yate Ageing Better, Health and Wellbeing Sub-Committee).

## **2. Community Health HUB - Pilot Program Overview**

Reps from SGC and SBCPs, provided the following overview of the pilot ‘Community Health Promotion Hubs’:

- The purpose of the HUB is to promote healthy lifestyle choices and engage those identified at risk of ill health (with one or more of the conditions below) in activities for improved physical and mental health. Conditions include:
  - Anxiety and Depression;
  - Obesity;
  - Diabetes;
  - Hypertension.
- SBCP will work with GPs in the Primary Care Network (PCNs) in Yate & Frampton to identify and invite patient referrals for the HUB;
- The Yate HUB will take place in the YMCA on Station Road, 2 hours per week with no set timeframe limit for participants.
- GPs in PCN include: Frome Valley Medical Centre (Frampton Cotterell), Kennedy Way Surgery and West Walk Surgery (Yate).
- HUB delivery will be led by Sarah Erskine (SBCPs Project Manager), a ‘Health and Wellbeing Coach’ and ‘Wellbeing Facilitator.’ These roles are yet to be recruited for; training will be provided for post holders.
- Sessions are informal/informative, with no medical jargon and will be “led by participants” in the hope that peer support will encourage sustainable health choices and help participants feel motivated to make simple lifestyle changes to benefit their health and wellbeing.
- SBCPs advised their project budget includes allocated-for transport costs. It is not offered to all but SBCP will arranged transport if participants identify this need.
- Success of the program will be measured using a pre and post program self-evaluation questionnaire.
- SBCP/SGC were unable to confirm target engagement statistics, or invite numbers; they advised x2 people attend the first HUB session, x5 attended the second;
- ‘Dropouts’ of the program would be contacted by the Health and Wellbeing Coach (if they had attended one/ some sessions and not returned), to establish reasons for not returning and to encourage re-engagement.

### 3. Yate Town Council Feedback

- YTC raised concerns that GP Surgeries in Yate's priority neighbourhood areas, had been excluded from the pilot (e.g. Abbotswood and Wellington Road Surgeries);
- Abbotswood is identified by South Gloucestershire Council as an area of social deprivation / priority need but is not prioritised in the HUB pilot;
- People don't live in PCN's they live in communities and Abbotswood community has a high population of older socially isolated people, with health conditions that meet the HUB priorities (and additionally, high statistics of people with COPD, a condition not included in HUB priority health conditions);
- Abbotswood is unable to regularly access local GP services; the parent GP surgery is in Downend (Leap Valley) therefore Abbotswood is regularly without adequate GP provision;
- SBCP/SGC could not confirm whether Abbotswood and Wellington Road were invited to join the PCN and did not engage, or whether SGC failed to invite them to the pilot;
- Long-term issues of ill health cannot be addressed by short-term interventions; economic challenges prevent people from accessing healthier lifestyles. People are not uneducated on what a healthy lifestyle should include; they experience barriers to making healthier choices;
- SBCP has been appointed many times to facilitate health and wellbeing activities in Yate, and SBCP has not provided desired outcomes in previous projects with YTC. Previous SBCP / YTC health projects have not been successful in inspiring healthy eating/lifestyle changes;
- It is essential to have trained/experienced staff delivering services in person in the communities identified, to make services trustworthy, accessible, to improve visibility and to aid community engagement with the HUB service. Working remotely from target communities will not likely ensure success;
- YTC currently provides a wide range of community activities as part of the Yate Ageing Better, Health and Wellbeing initiative;
- YTC health and wellbeing initiatives and services were informed by an independent community consultation into what it meant to "age better" in Yate (YTC commission 2019);
- Yate was the first town in the UK to be recognized by the World Health Organisation (WHO) as a "Dementia Friendly Town";
- SBCP did not approach YTC prior to tender submission, or following tender award for the community HUBS. This was a significantly missed opportunity. YTC has a depth of community health and wellbeing knowledge and YTC is a key provider/funder of many health/wellbeing services, that participants of the HUB may use/benefit from long term;
- SBCP plan to build a directory of local health and wellbeing activities to support participants. YTC advise this is already in place in several other forms/locations. SBCP should have undertaken that research priority to tender-bidding to ensure their service did not duplicate/waste public resource;
- Key themes in ill-health research in Yate include:
  - Lack of community transport/accessible public transport/affordable transport;
  - Social isolation;
  - COPD.
- People with long-term health conditions that are likely eligible for the HUB are likely to experiences barriers to access it, such as transport/lack of personal assistance;
- It is critical the pilot doesn't try to provide something that already exists. SBCP hasn't been successful previously in engaging Yate participants to long-term interventions to support

positive lifestyle changes.

#### **4. Support Offered to SBCP/SGC by Yate Town Council**

YTC offered to send over the following information to Sarah Erskine and Rebecca Ahearn for reference:

- Promotional materials of all current YABHW services;
- URBIE is available for hire as a community outreach resource (subject to membership and booking protocols/availability and fees). YTC advised that SGC has ordered an URBIE too;
- 'Resident Information Pack (currently in progress);
- YAB consultation report 2019;
- YTC volunteering opportunities in a range of projects and venues, which could be of interest to participants.

YTC recommended SBCP contact the following groups to support their work:

- Yate Community Bike hub free bike scheme;
- U3a groups, especially groups that do not charge an activity fee (beyond membership fee).

YTC extended an open invite to all YAB services to promote the HUBs and to gain community feedback on HUBs; use of YTC parks and outdoor gyms for health and wellbeing activities, and ongoing support if SBCPs identify need/ways YTC can support them (SBCP to contact YTC).