

MEETING of Yate Town Council's Environment and Community Committee

Wednesday 1st November 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 7th November 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. Further to minute number 65 of the meeting of Full Council on 5th September 2023;

The Environment and Community Committee to give consideration to recommending changes to the Terms of Reference/splitting the role of the committee chair and vice-chair differently so that the vice-chair plays a stronger role on the various sub-committees that report into it.

To **NOTE** the Chair and Vice Chair of the Environment and Community Committee have discussed the role on the various sub-committees and advise that no change is necessary to the Environment and Community Terms of Reference.

5. To receive and approve the Minutes of the Environment and Community Committee meeting held on 19th September 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 – Library Services
 - South Gloucestershire Council – Late Night Street Lighting
 - South Gloucestershire Council – Waste Less Recycle More
 - b) Urgent Consultations – To receive any urgent consultations.
- 1/2 Covid/Dedicated Fruit Tree Memorial Orchard
- 1/3 Lye Field Street Lighting
- 1/4 Lye Field Seat
- 1/5 Vehicles
- 1/6 Climate and Planet Sub- Committee

Item 2 Items to be Received

- 2/1 Environment & Community Committee Draft Budget 2024/25
- 2/2 Estates Manager's Report
- 2/3 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
- 2/4 Consultation Responses
- 2/5 Care4Calais
- 2/6 Outstanding Items

2/7 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;

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 7 November 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 received	Closing date	Notes
South Gloucestershire Council - Library Services	Click here for consultation	18.10.23	10.1.24	To agree response or nominate Councillor to draft response.
South Gloucestershire Council - Late Night Street Lighting	Click here for consultation	18.10.23	10.1.24	To agree response or nominate Councillor to draft response.
South Gloucestershire Council - Waste Less Recycle More	Click here for consultation	6.10.23	7.1.24	To agree response or nominate Councillor to draft response.

b) Urgent consultations

To receive any urgent consultations.

1.2 Covid Memorial Orchard

A local resident has made contact to advise she has been awarded grant funding of £1,400 through Open Orchard (funders for a Community Fruit Tree Orchard). The resident lived in Cardiff originally but couldn't find any local authority in her area that could help as they had their own agendas planned. The resident has moved to Yate

recently and the funders are keen for the person to complete the project or return the funds.

The main criteria for the project is that the fruit trees are planted on public land. The resident is keen work with Yate Town Council and donate the trees to one of our projects. The resident is preparing a second application for further fruit tree funding in the future.

Options;

1. Accept the resident's donation and use 25 Fruit Trees mix species as previously agreed with members for the Covid Memorial & Dedicated Orchard. If funds are remaining use the Fruit Trees on a nearby site i.e. Rodford Fields, Kingsgate Park.
2. Accept the resident's donation and create a new orchard at a new site.
3. Decline the resident's donation.

1.3 Lye Field Street Lighting

Following recent responses from South Gloucestershire Council that they are not able to install street lighting through Lye Field open space, officers have made some enquiries into solar lighting for the site.

To meet British Standards nine solar powered street lights would be required to run along the cycle path between Station Road to the pedestrian crossing on Goose Green Way.

An update will be provided at the meeting regarding budget costs and members to consider if officers are to proceed in sourcing three quotes and designs?

1.4 Lye Field Seat

Following a site meeting with the local police regarding recent Anti-Social Behaviour, the police have requested that the seat located next to the cycle path opposite the MUGA is removed. The police have suggested that the offenders gather around this one seat and if this was removed they will move away from the site.

NB: There are two seats plus a teenage shelter on site. The second seat is located close to the Station Road entrance, and the police do not receive any reports of antisocial behaviour at the second seat.

Options.

1. Remove the seat.
2. Relocate the seat on site being mindful of houses facing onto the site.
3. Leave the seat in its current location.

1.5 Vehicles

a) Renault Kangoo Replacement & Additional Vehicle

At Full Council 5th September 2023 it was RESOLVED to:

- *Directly contact a:*
 - *Nissan Dealer for a like-for-like quote for the “EV Nissan Townstar EV Van 45kWh Auto L1 90KW Acenta 22” and;*
 - *a Renault Dealer for a like-for-like quote for the “EV Renault Kangoo ML19 E-Tech 90 Kw Start RC 22”;*
- *Proceed with the cheapest like-for-like quote returned from either the Nissan or Renault Dealer, only if the quote received is cheaper than £28,219.75 + VAT (Quote 1 listed in Full Council minutes), and the locality requirements for service and maintenance are met;*
- *Proceed with Quote 1: “EV Nissan Townstar EV Van 45kWh Auto L1 90KW Acenta 22” Contract Hire 5 years with the payment option of 5-year finance with 5 annual payments of £5,643.95 – total **£28,219.75 + VAT** from Alphabet, if no cheaper like-for-like quote is received from either the Nissan or Renault Dealers or the locality requirements for service and maintenance are not met.*

Both Nissan and Renault Dealerships have been contacted and chased but no quotes have been received directly from the main dealers. Therefore, as per the resolution of Full Council on 5th September 2023, officers will proceed with the procurement of 2 x “EV Nissan Townstar EV Van 45kWh Auto L1 90KW Acenta 22” Contract Hire 5 years with the payment option of 5-year finance with 5 annual payments of £5,643.95 – total **£28,219.75 + VAT** from Alphabet, for the replacement of the Renault Kangoo and the purchase of an additional vehicle for staffing resources.

b) Peugeot Tipper Replacement

At Full Council 5th September 2023 it was also RESOLVED to:

- *Accept Quote 4: “EV Etesia ET Lander Utility Vehicle” Contract Hire 5 years – 60 monthly payments of £951.00 + VAT, plus annual service fee £250.00 + VAT – total **£58,310.00 + VAT** from TH Whites;*
- *Decline quotes 1, 2 & 3, which are cheaper, due to the following factors:*
 - *Quote 1 – the model of vehicle provided within this quotation does not meet the service needs required by the Estates team;*
 - *Quote 2 - the model of vehicle provided within this quotation does not meet the service needs required by the Estates team;*
 - *Quote 3 – the model of vehicle provided is not an electric vehicle, so does not support Yate Town Council’s Climate and Ecological declaration.*

As part of our procurement process the EV Etesia ET Lander Utility Vehicle was on loan to us by the local dealer for a 5 day period so it could be tested against the service we provide.

During this time period it was identified that the vehicle was not suitable for the following reasons;

- The windscreen would mist up very quickly on wet colder days and the heater was not powerful enough to clear it whilst driving especially when two persons were in the vehicle;
- Left hand drive caused some issues, more when pulling out of junctions where there was blind spot but also pulling away from the side of the road when emptying roadside bins;
- The battery charge was shown in percent and following a full charge the battery went down to 20% by mid-afternoon. Once at 20% the vehicle engages into limp mode to preserve battery and the top speed was 12 mph suddenly dropping to 8 mph at times. The team were using the vehicle to tip soil off at Halifax Road from Kingsgate Park on a damp day so the heater, lights and windscreen wipers would have contributed to a drop in charge;
- Although the capacity of the loading area was suitable, the higher sides and back made it difficult to load waste/materials onto the back.

Officers **RECOMMENDATION** is not to proceed with this vehicle based on the above findings.

Officers have been carrying out further investigations for a suitable EV tipper that meets the teams requirements and the following has been looked into.

1. Online investigations for EV tipper vehicles identified that there was a company supplying a Citroen or Peugeot EV tipper, despite various conversations and guarantees that a quote would be sent, this did not happen.
2. East Devon District Council were contacted regarding EV tippers and the following response was received;

'We have had our electric vehicles on fleet a little while now and we combine the use of two different models, Nissan ENV200 and the Maxus E Deliver 3. The Nissans have been on fleet now for 3 years and we have been extremely pleased with these, the Maxus just over a year but we have experienced quite a few problems with these and would not recommend bringing these onto fleet as the support for these is not really there when experiencing any issues.

Unfortunately, they are not producing the Nissan at the moment but I am sure you could find a chassis that could be converted to deliver what you required. I have attached a photo for your information, so you have an idea of what to base any future vehicles upon.'

Officers **RECOMMENDATION**

1. Is to enter negotiations with the current lease holders on Peugeot Tipper to continue the hire contract for 12 months at an improved rate or enter a one-year lease which ever would offer the best price/service.
2. Continue to investigate suitable EV tippers and report back to members at the next Environment & Community meeting 23rd January 2024.

1.6 Climate & Planet Sub-Committee

To receive the minutes of the meeting of the Climate & Planet Sub Committee held on 3rd October 2023 and approve the recommendations therein.
(Appendix 1)

2. ITEMS TO BE RECEIVED

2.1 Environment and Community Committee First Draft Proposed Budget 2024/2025

To **NOTE** that further information is awaited prior to the first draft 2024/2025 budget being made available for consideration. The final budget figures to be received and agreed at Full Council in January 2024.

2.2 Estates Manager's Report

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

2.3 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 19.09.23 – 07.11.2023	click here to read venues report
Community Engagement Report (Resettlement and Equalities)	Report for the period 1 st July – 31 October 2023	Click here for Community Engagement report
Allotments Sub-Committee	Abbotswood Community Group have not held any events during the summer or autumn that were suitable for Yate Town Council to advertise the allotments consultation. The Committee will be contacted for suggestions on how to move forward.	

To **NOTE:**

1. Preparing and sowing a wildflower margin around the Covid Memorial Orchard.
2. Residents offer to use funds obtained from a grant for Fruit Trees on Yate Town council land.
3. Investigations for solar street lighting at Lye field.
4. Investigations into a fleet of EV vehicles.
5. MAF funding towards a recycled seat to be located at the Covid Memorial Orchard.
6. 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.
7. West of England Combined Authority (WECA) Pollinator Fund: conservation pond planting took place during October, this is now completed.
8. A free carbon survey opportunity has been identified via WECA, for Yate Outdoor Sports Complex. An officer meeting with WECA took place on 26.10.23, the assessment at YOSC will take place on 22.11.23;
9. An application to the SGC Active Travel Grant was successful to the value of £500 for bicycle storage at Armadillo;
10. YTC supported promotion of various SGC Climate events via social media;
11. In line with The Department for Environment, Food and Rural Affairs (Defra) announcement regarding bans and restrictions on some single-use plastic from 1st October, YTC does not sell any single use plastics as part of catering offers, and does not provide catering in single use plastics at Armadillo Café or the Pop Inn Café. The following items are not used at YTC cafes:
 1. Single use cutlery (all cutlery is reusable or wooden);
 2. balloons and sticks;
 3. polystyrene cups and food containers;
 4. single-use plastic trays and bowls.

Yate Heritage Centre:

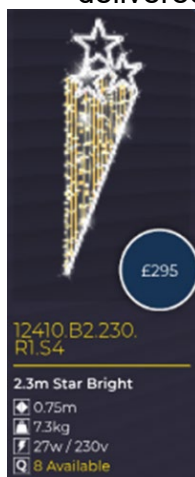
1. Using recyclable and natural materials in Autumn half term activities;

	<p>2. Will recycle 2022 Remembrance wreaths at 2023 service;</p> <p>3. Received delivery of new chairs for events, which were ordered second hand from the Birmingham Commonwealth Games;</p> <p>4. Works to replace the electric water heater with a hot water cylinder, compatible with the air source heat pump, were undertaken by Swift Mechanical Group w/c 23rd October as part of the Boiler Upgrade Scheme Audit.</p> <p>Pop Inn Café:</p> <p>1. Made an application for Area Wide Grant funding to create a shaded seating area outside the café, to provide customers with a climate resilient outdoor area;</p> <p>2. will present a living wreath made from salvaged foliage at the 2023 Remembrance service, handmade made by the Venue Operations Officer;</p> <p>3. is researching menu options to increase plant based/vegan project offerings.</p> <p>Armadillo Youth Café:</p> <p>1. Received delivery of new chairs for events, which were ordered second hand from the Birmingham Commonwealth Games.</p> <p>2. Ceased purchasing of drinks in plastic bottles, e.g. water, flavoured water, to be replaced with a water refill station and canned water;</p> <p>3. Officers are researching bicycle storage for the Travel Grant;</p> <p>4. Young People will present a living wreath made from salvaged foliage at the 2023 Remembrance service, to be handmade by the Venue Operations Officer and young people;</p> <p>5. Energy efficient boiler replacement was completed in October.</p>
Events Sub-Committee	A meeting of the Events Sub-Committee took place to discuss Yate Rocks! 2024 and D-Day 80 th Beacon Lighting Event. Click here to view minutes.
Joint Parishes Consultative Committee	No update.
Old Yate Sub-Committee	<p>To NOTE:</p> <ul style="list-style-type: none"> • YMCA door was replaced to ensure the door opens with ease of access onto the new accessible ramp; • Marketing to offer the YMCA Garden to a community group, for green social prescribing activities is due for release in wc 23.10.23;

- An artwork brief for building murals draft was circulated to Members and officers aim to release this opportunity late October;
- An order was raised with SGC for seasonal lighting installation, due to take place early November ahead of the first switch on for Diwali on 10th November. Final costs were as follows:

Item	QTY	Value	Total
Install Commando Socket and time clock (1 off cost)	3	£200.00	£600.00
Install and Remove motif	3	£165.00	£495.00
Extra switch on	2	£50.00	£100.00
Electrical costs	39Kwh	£50.00	£50.00
			£1245.00 (Plus VAT)

- Lighting will be switched on/off as per following program of seasonal events:
 1. Diwali (5day holiday 10.11.23-15.11.23): on by 5pm 10.11.23 - off 6am 16.11.23
 2. Hanukkah/Christmas (no switch off in between): on by 5pm 07.12.23 - off 6am 02.01.24
 3. Chinese New Year (10.2.24-16.2.24 public holiday dates) on by 5pm 10.02.24 - off 6am 17.02.23
- Lighting design x3 units (12410 "Star Bright"), was ordered to the value of £1011.10, units were delivered in wc. 23.10.23:



Public Rights of Way, Commons and Greens Sub-Committee

- Notification has been received from South Gloucestershire Council that the Public Path Diversion Order for LYA49 Ladden Garden Village

	<p>is due to be advertised and will be confirmed if no objections are received. Order awaited.</p> <ul style="list-style-type: none"> An update has been requested from the South Gloucestershire Public Rights of Way Officer in respect of the unauthorised tarmac strip leading to LYA40 which was not agreed by planners but installed by developers. 	
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 next meeting of the Town Strategy Group will be held on 8 January 2024.	
Yate Ageing Better Health & Wellbeing (YABHW) Sub-Committee	<p>To NOTE:</p> <ul style="list-style-type: none"> Meeting minutes from the YABHW meeting with We Are BS15 on 11th September 2023 regarding SGC Community Hub commission opportunity in Yate. Click here to read minutes A letter was sent to the SCG commissioning Team, regarding SGC lack of collaborative working with Town and Parish councils on community health and wellbeing commissions, a response was received from SGC on 18.10.2023 Click here to read YABHW members committed £200 towards WW resources to support the launch for 2023/2024; Member Awarded Funding (MAF) application to Councillor Sandra Emms the value of £2000 was successful, funding is for projects including the Memory Café, Relaxed Cinema at Armadillo, Relaxed Heritage sessions at Yate Heritage Centre and Warm Welcome; Member Awarded Funding (MAF) application to Councillor Ben Nutland the value of £400 for the Warm Welcome resources was successful; X4 applications were submitted to the SGC Community Welcome Spaces Grant, for £500 per YTC Warm Welcome Venue, in support of increased energy costs required to support the provision of Warm Spaces; Updates for the following projects are included within the Venue Report: <ol style="list-style-type: none"> Pay What You Can (PWYC) lunches Memory Café International Day For Older Persons 2023 (05.10.23); 	

2.4 Consultations

a) Consultation Responses

Consultation Name	Link / Appendix	Date received	Closing date	Notes
Protecting and Enhancing the Common in Yate	Click here for consultation	11.09.2023	03.11.2023	To NOTE Individuals were encouraged to complete the consultation themselves.

2.5 Care 4 Calais – Support Asylum Seekers in South Gloucestershire

Dates for an online meeting in November to be circulated.

2.6 Outstanding Items

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

2.7 Youth

a) Youth Commission 2024

To **NOTE**:

- i. Draft service schedules for the YTC youth provider tendering exercise have been sent to Stone King for legal advice regarding TUPE and pensions provision, a meeting between officers and Stone King will take place on 01.11.2023;
- ii. One youth provider in the SGC partnership, expressed an interest in the YTC youth contract opportunity;
- iii. YTC submitted a reference to SGC, for provider Learning Partnership West, as part of the SGC tendering process. An outcome on the LOT 2 contract award is awaited.

b) Out of Parish Provision

To **NOTE**:

- i. A funding application to Dodington Parish Council (DPC) for investment in youth services at Armadillo Youth Café, for DPC residents, is in draft;
- ii. A doodle to arrange a meeting for week commencing 13th November, has been sent to members and Sodbury Town

Council to discuss investment in local youth provision.

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, 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).

MINUTES OF YATE TOWN COUNCIL'S CLIMATE AND PLANET SUB-COMMITTEE MEETING HELD ON TUESDAY 3RD OCTOBER 2023 FROM 1PM TO 2PM AT POOLE COURT, YATE.

Present: Councillors John Ford, Alan Monaghan, Ben Nutland, Karl Tomasin and Chris Willmore.

Community Projects Manager, Community Support Assistant (Community Projects) and Finance Manager & RFO.

1. Election of Chair and Vice-Chair of the Climate and Planet Sub-Committee 2023/2024

RESOLVED Councillor Alan Monaghan was elected as Chair of the Climate and Planet Sub-Committee for 2023/2024 and Councillor Chris Willmore was elected as Vice-Chair of the Climate and Planet Sub-Committee for 2023/2024.

2. Apologies for Absence

Apologies for absence were received from Councillors Cheryl Kerby and John Emms (leave of absence).

3. Declarations of Interest under the Localism Act 2011

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

4. Climate and Planet Sub-Committee Budget

The Climate and Planet Sub-Committee income and expenditure summary was received and **NOTED**. (Appendix A)

5. Yate Community Bike Hub Grant Application 2023

The following was **NOTED**:

- i. Documents, submitted by the Yate Community Bike Hub (YCBH), to the Yate Town Council community grants application process (circulated by email on 15.08.23):
 1. Appendix B - YCBH June 2023 Yate Town Council grant application pack 2023;
 2. Appendix C - YCBH Business Plan 2022;
 3. Appendix D - YCBH budget and financial statement June 2022 to 2026;
- ii. A grant application for £8,000 was received from YCBH, partially awarded by the Finance and Governance Committee for £2,000,

- with the remaining £6,000 referred to the Climate and Planet Sub-Committee for consideration;
- iii. YCBH application documents (appendix B, C and D) do not include/consider the following information:
 1. trial data for an ebike loan scheme referenced as evidence of need; however later in the document it states 60 people used the scheme;
 2. If 60 people used the ebike loan scheme, based on a grant of £8,000, the cost per person is £133.33;
 3. cost breakdown of equipment not included;
 4. timeline for delivery not included (states project will run in two phases);
 5. 1,000 Yate parish residents are recorded as YCBH users. The group has not applied for grants from Dodington Parish Council / Sodbury Town Council / Area Wide Grants / MAF or any other scheme to cover the costs of this project;
 6. YCBH do not plan to charge the public any fees for ebike loan hire or any deposit for the equipment; the group intends to cover all costs of equipment / insurance / maintenance.
 - iv. South Gloucestershire Council (SGC) is working with a company called Tier on an scooter and ebike scheme. Tier is launching the scheme in other areas of South Gloucestershire from the 14th October 2023. They plan to launch in the Frampton Cotterell and Yate areas in the future. Currently there are no long term scooter/ebike rental schemes available in Yate. The Tier scheme will provide public scooter / ebikes at specific bike parks, available to rent by anyone. Tier will be the first public ebike scheme in the locality, covering the area up the West of England Combined Authority (WECA) boundary;
 - v. YCBH recently attend a SGC meeting regarding the Tier scheme. YCBH did not advise at this meeting that they were launching a similar scheme, or that they were applying for funding towards costs to launch their scheme;
 - vi. YCBH has not addressed:
 1. the infrastructure needed to protect their assets from loss, theft, damage etc in their YTC grant application;
 2. how the YCBH scheme will work with the Tier scheme. For example, could they support or compliment where people are unable to pay to trial an ebike?
 - vii. In 2022/2023, YCBH was awarded a YTC grant of £1,500 by the Grants and Finance Sub-Committee, and a further £3,500 by the Climate & Planet Sub-Committee; a total of £5,000 towards their 22/23 running costs. To date the full 2022/2023 grant has not been claimed (approximately £2,500 remains unclaimed). The group has drawn down the grant on a quarterly basis. To date, x2 claims have been made for core costs;
 - viii. In the income and expenditure sheet (appendix D), YCBH has included a grant from YTC in their income for financial years

2023 - 2026 to the value of £3333.33 per year, although a grant application from YCBH for running costs in 2023/2024 onwards has not been received;

- ix. Further information is required from YCBH to address key information missing from the initial application, as outlined above;
- x. YCBH's grant application for £8,000 could not be fully awarded from the 2023/2024 grants budget, which was approved by Full Council to value of £9,500 to cover all awarded grant applications received from the local community for consideration;
- xi. removing YCBH applications from the grants process, to instead be considered for a funding agreement, will release funding in the grant process for other projects. In 2023/2024 grant applications from community groups have increased, due to increased cost challenges they are experiencing caused by the economic crisis.

It was **RESOLVED** Climate and Plant Sub Committee do not approve a further grant to YCBH, from the Climate and Planet budget, at this time.

It was **RECOMMENDED**:

1. The YCBH application is referred to the Finance and Governance Committee for their consideration of a longer term "Funding Agreement", as this application is a repeat grant application from the same group (previously applied in 2022/2023);
2. A Funding Agreement be set against YTC objectives and performance targets. A starting point of the Funding Agreement consideration could start at £3,000, each year, for x3 years. Any agreement should include a break clause, to be invoked if the group does not achieve objectives/targets set;
3. The Chairs of the Grants and Finance Sub-Committee and the Climate and Planet Sub-Committee to offer to meet with YCBH representatives, to obtain more information on YCBH longer term needs, to help inform consideration of a YTC Funding Agreement;
4. To ensure that there is no conflict of interest, YTC members who have direct involvement in YCBH should not be involved in grant making/funding agreement decisions;
5. Officers to "check in" with YCBH and make a light touch request for feedback on the existing scheme and funding granted by YTC.
Questions might include:
 - a. Have products been purchased with the £2,000 YTC grant awarded in 2023/2024? If not, when will products be purchased and made available to the public?
 - b. If products are available to the public, how many people to date have trialled the ebikes?
 - c. When is YCBH likely to submit their next claim against their 2022/2023 grant?

6. YMCA Insulation Improvement (Ceiling Tiles)

It was **NOTED**:

- i. An original quote for the works was received in 2022 and a funding application was submitted to SGC Area Wide Grants (AWG) to the value of £2,762. The application was partially awarded a grant of £1,500. A second application to AWG was submitted for £1,500 to cover the shortfall, making the total AWG funding request £3,000 (which is the maximum value considered by AWG not subject to budget availability and/or an assessment that the application has exceptional merit). The contractor advised a delay in ordering the works would likely incur a price increase;
- ii. Whilst awaiting the outcome of the second AWG application, the following recommendation, made by the Old Yate Sub-Committee meeting held on 12 July 2023, was **RESOLVED** by the Environment and Community Committee on 18 July 2023:

YMCA Insulation/Ceiling Tiles

*If the second application for Area Wide Grant funding is unsuccessful, it is **RECOMMENDED** the shortfall in insulation funding, to the value of £1,500, be funded by the Climate and Planet budget.*

- iii. Following confirmation that the second application for AWG was unsuccessful, officers obtained an updated quote (appendix E) to the value of £3,424, for works to improve insulation at the YMCA, to reduce heat loss from the building. This cost increase results in a shortfall of funding to the value of £424.

It was **RESOLVED** that the Climate and Planet Sub-Committee agree to fund £1,924 towards the cost of the YMCA insulation/ceiling tile works.

7. Public Electric Vehicle Charging Points (EV)

It was **NOTED**:

- a. Capacity for an EV car club location is being considered by SGC, following YTC's recommendation to install a location at Abbotswood;
- b. YTC is unable to make applications for grant funding from public EV charging schemes such as ORCS, following NALC guidance which prohibits town and parish councils from making profit through the sale of energy;
- c. Following a meeting with Christina Wilson (SGC's Principal Project Manager for Place Shaping Department), at this time, the best options for EV charging at YTC sites are identified as follows:
 - i. To wait for SGC/WECA to complete installation of their public EV charging points, following which, these organisations will

consider extending the benefits of their EV supply to towns and parish councils for example:

1. deals with their network providers (better rates/ commissions/ land rents etc);
 2. grant funding towards EV installation costs.
- ii. rent EV parking spaces at YTC sites to third party private suppliers, who will manage all costs/charges so YTC make no "profit from the supply of electric" and pay no upfront costs for installation, but YTC can make profit from parking space lease.

It was **RESOLVED**:

- EV charging at YTC sites be progressed as follows:
 - o As/when opportunities to join partnership schemes are identified, which may offer solutions to energy charging restrictions, and/or offer grant funding for EV installation and ongoing costs of an EV network service. For example, via SGC and/or WECA EV initiatives, as outlined above;
 - o As/when legal restrictions on the sale of energy by town and parish councils, through community EV charging points, are significantly reduced or removed;
 - o Delegated powers be granted to Yate Town Council Officers to investigate EV charging opportunities, and opportunities for EV car clubs/community car schemes, as/when opportunities arise;
 - o Councillor Chris Willmore forward details to YTC officers for SGC officer, Jill Calloway.

L:\Projects\Climate change\Meetings\Minutes\03.10.23

Climate & Planet Capital expenditure (decarbonisation)

Paid Ordered Anticipated cost

BUDGETED INCOME

BUDGETED EXPENDITURE

BUDGETED INCOME			BUDGETED EXPENDITURE			
Date	Description	Anticipated Income	Description	Anticipated expenditure	Paid	balance
01.04.2023	Earmarked Reserve Funds (minus wind turbine below)	8,968.81	1 electrical equipment replacements estates - ringfenced from 2021-22 budget - DP 19.11.21	917.48	917.48	0.00
17.04.23	BUS grant through swift - ER?	5,000.00	2 Community Bike Hub 22/23 grant	3,726.50	1,159.46	2,567.04
2023/2024	2023/2024 budget	30,000.00	3 River Frome DNA	1,706.00	1,706.00	0.00
	Remaining 2020/2021 CIL agreed by FC 23.2.21		4 YAB wild flower seeds gift bags	116.81	116.81	0.00
19.12.22	Waitrose	1,200.00	5 Pct Hill Room lights	373.50	373.50	0.00
			6 YMCA ceiling tiles	1,500.00	0.00	1,500.00
			7 Replacement lighting ringfenced	10,000.00	0.00	10,000.00
			17 LNAP waitrose - brinsham play trail?	1,200.00	0.00	1,200.00
2021/2022	Earmarked Reserve to fund 2021/2022 wind turbine budget item	30,000.00	Wind Turbine agreed within 2021/2022 budget item. Money held in ER	30,000.00		30,000.00
		75,168.81		49,540.29	4,273.25	45,267.04

Available balance

£ 25,628.52



YATE TOWN COUNCIL

Grant Application Pack 2023

APPLICATIONS DEADLINE Friday 23rd June 2032

**APPLICATIONS THAT RESPOND TO THE CLIMATE AND ECOLOGICAL CRISIS
WILL BE CONSIDERED THROUGHOUT THE YEAR**

Applications to be returned to:

**Yate Town Council, Poole Court, Poole Court Drive, Yate, South
Gloucestershire, BS37 5PP.**

Telephone: 01454 866506

E-mail: info@yatetowncouncil.gov.uk www.yatetowncouncil.gov.uk



To enable this form to be photocopied please complete **all sections** using black ink.

[* Delete as appropriate]

Name of Organisation: Yate Community Bike Hub

Correspondence Address: yatecommunitybikehub@gmail.com

Name and Address of Person Making the Application:

Name: Adrian Moore

Position: Volunteer

Address: Yate Community Bike Hub, Yate Shopping Centre, 12 South Walk, Yate, Bristol

Postcode: BS37 4AP

e-mail address: yatecommunitybikehub@gmail.com

Telephone number: Daytime 07884188778 Evening: 07884188778

Preferred method of contact: **E-mail**

1. When was your organisation formed?

The Bike Hub was formed in May 2022, and was incorporated as a CIC on the 6th December 2022

2. What does your organisation do?

The Bike Hub encourages and supports cycling as a local means of transport in the Yate area , in particular by;

- A. Running Yate Community Bike Hub in Yate Shopping Centre, encouraging sustainable travel options for the whole community. This “one stop” home for cycling in Yate is open to the public three days a week to provide a welcoming and non-judgemental space to get information and advice about all forms of cycling.
- B. Recycling unwanted bikes , by refurbishing them in our volunteer workshop. This enables us to give them away or sell at affordable prices to those who need them. Providing a social bike oriented volunteer workshop for the community 3 times a week attended by 10-20 volunteers,. All ages are welcome but in particular this space supports male retirees at risk of social isolation in applying their tremendous skills and knowledge to the good of the wider community.
- C. Running regular free Dr Bike Sessions and monthly free bike maintenance courses to the community, helping to improve skills and reduce maintenance costs for families
- D. Working with local schools to support Cycle2 School week and provide bikes, helmets and Dr Bike sessions to widen access to the in-school Bikeability training provided by SGC. Our partners include local youth groups such as Scouts and specialist educational provisions Oakwood College and Culverhill School
- E. Organising family and community bike rides in the area, building social cohesion and confidence in using bikes to get around, tackling loneliness and improving physical and mental wellbeing.
- F. Attending events to promote green travel across all demographics.g. Ageing better, Ukrainian welcome event, signposting to specialist organisations supporting disabled riders such as Charlotte’s Tandems and Warmley Wheelers .

3. **Is your organisation a registered charity? YES/NO* Number:** Application in progress

4. **Is your organisation part of, or affiliated to, any national organisation? YES/NO**

5. **Where does your organisation meet?**

Meetings are held at the Yate Community Bike Hub, Yate Shopping Centre, 12 South Walk, Yate, Bristol BS37 4AP

The hub is open to the public 3 days a week when volunteers meet. There is also a monthly volunteers meeting on the 2nd Tuesday of every month

6. **If rented what is the approximate annual cost?**

We have a 2 year licence agreement with Yate Shopping Centre Management. Rent is £0, service charges are £6,424pa, building insurance is £397pa. We are also liable to pay Business Rates at 20% of the annual rate (currently £1600).

7. **What are your present charges/subs/fees**

There is no charge or fee to join the group or attend meetings

8. **Briefly describe the project or purpose for which you require a grant and how the project or purpose will benefit the community or residents of Yate. Please note grants are not made retrospectively for expenditure already incurred.**

The purpose of the grant will be to formally establish e-bike, cargo bike and equipment loans to support everyday cycling in Yate.

This grant application follows on from a successful pilot e-bike scheme hosted by CAYACS and the Community Bike Hub on behalf of South Gloucestershire Council in summer 2022 will build on the success of that project and measurable the positive impact it has had on the community (ref SGC's monitoring and evaluation report). This will enhance the work done during the pilot scheme last year and provide Yate residents with the opportunity to try out an electric bike or cargo bike that they may not be able to access in any other way. This scheme has the twin benefits of encouraging new cyclists and supporting existing cyclist to cycle in new ways, and longer term.

This application is to purchase 2 unisex electric bikes of different sizes and an electric cargo bike, along with panniers, helmets, security and comprehensive insurance including breakdown cover.

9. **Approximately, how many people do you expect to benefit from your project?**

(NB: The population of Yate is approximately 23,000)

Age Group	In Yate Parish	Outside Yate Parish
0 – 25		
26 – 49		
50 and Over		
All Ages	23000	1000
Special or minority groups (please specify)		
TOTAL	23000	1000

(Map showing Parish boundaries see page 6)

This project is not discriminatory and will be available to all Yate residents. It will be open to all adults for short term loans of the bikes (1-3 weeks). Based on the uptake of and demand for the 2022 pilot loan scheme, we anticipate that per year we will be able to specifically serve c. 60 residents per year for short term loans.

We will also have the flexibility to take the bikes to events so visitors can try them and to work with employers, particularly local schools by offering for them to host a bike for a period so all staff can try them during breaks or lunch. This approach with The Ridge Junior School as part of the original trail led to 4 staff purchasing e-bikes and switching out their commute by car.

10. **How do you think your application matches the Town Council Grants Policy?**

The stated aim of the Yate Town Council Grants Policy is to “promote an active community in Yate”. Our project will demonstrably impact the well-being of our community, supporting climate and economic resilience, up-skilling, a circular local economy and active healthy lifestyles for all. It provides vital support to marginalised and disenfranchised members of our community who do not have access to the dominant mode of transport in the area.

11. **Category under which you would like your application to be considered (please tick one box only)**

Older People Young People Arts and Culture Sports/Recreation

Highways and Transport Enhancing the Environment of Yate

Charitable and Advice Organisations **Climate and Ecological Crisis X**

12. What is the identified need for your proposal?

The Yate Community Bike Hub (YCBH) receives regular requests for advice and information regarding electric bikes. Questions come from a noticeable proportion of female and older residents, along with individuals who would like to start or continue riding, but would like the benefits of the electric assist.

Parents regularly enquire about taking children to school via bike and then continuing on to do chores or commute onwards instead of using a car. An electric cargo bike loan enables people to try changing their mode of travel within the practicalities of their daily life and home situations before committing to the expenditure. . It has the power to support conversion and increase uptake of tasks, such as with multiple young children or for shopping trips that become more challenging on a traditional non-electric bike.

This application is asking for a grant to cover:

Access to E bikes and cargo bike for loan at no cost to the user. The bikes will be provided with panniers and locks and will be appropriate for shopping, social and pleasure cycling.

This will involve purchase of bikes, insurance, maintenance and running costs.

13. Please include a brief statement in relation to the environmental impact of your proposal

We are committed to actively reducing the barriers to people-powered transport in our community, which is the most sustainable and environmentally sound way to move about our town. By offering for loan a number of a-typical bikes and electric bikes we hope to support, extend or introduce cycling as a preferred mode of transport to those who feel unable at present to cycle, or to cycle as far or as often as they would like. This will have the impact of reducing the number of car journeys in and around Yate and the surrounding areas, which is the principal cause of air pollution in the town. Loan schemes such as this have been proven as a key step towards enabling longer term behaviour change. People who convert to e-bikes ride further and more frequently than they otherwise would cycle¹ and in the pilot scheme it was shown 66% of journeys made by e-bike during the scheme would have been made by car and that over 2000 miles in total were ridden by Yate participants in just 6 months. E-bikes have the potential to frequently replace short car journeys, improving the environment for all as well as reaping the attendant health and well-being benefits for the individual.

14. Does your group use Fairtrade products and if not would you be willing to use them. Preference will be given to groups who commit to using Fairtrade products

We provide Fair Trade / ethically sourced equivalent products for volunteer refreshments.

15. When do you intend your project to start?

September 2023

¹ <https://www.sciencedirect.com/science/article/pii/S136192092030609X#s0060> (Fyhri & Beate Sundfør, 2020, Do people who buy e-bikes cycle more?)

16. How will you measure the success of your project?

We will see more people cycling and making fewer car journeys, especially for short journeys around Yate, however with improved cycle routes around Yate and surrounding areas, benefits could increase to commuting for work, longer distance leisure journeys and family trips due to increased confidence and ability to cover longer distances.

Metrics will be recorded to identify success, these will include:

Number of days out on loan

Number of individuals that take bikes out on loans

Number of people who go on to buy an electric or cargo bike of their own (and if not the reasons why)

17. What size of grant are you seeking?

£ **8,000** (The Council cannot make a determination if the amount is not indicated)

This will be used in 2 phases, the first phase to purchase and establish a loan scheme for electric bikes in September and the second phase later in the year to purchase an Electric cargo bike to be loaned in the same way as the bikes

18. What is the total cost of the project for which you are seeking a grant?

£ **8,000** (Please include budget)

19. If you are not applying for the full amount , please specify where the remaining funds will come from:

We are applying for the full amount

20. Have you applied for, or do you plan to apply for a grant in respect of this project to any other organisation (including Local Authorities)? YES/NO*

21. Please give details of your organisation's own fund raising efforts:

Our fundraising to date is via two main streams: the sale of refurbished bikes, cycle clothing, parts and accessories in the Hub. Grants from local authorities and third sector organisations

Is your organisation VAT registered yes/no if yes what percentage can your organisation reclaim?

No

22. Please add any supplementary information in support of your application (Additional literature, leaflets or recent annual reports may be enclosed with the application):

See attachments: Previous grant application, financial report, Business plan

23. Have you previously received, or applied for, a grant from Yate Town Council? YES/NO*

If YES, please give details of amount(s) and year(s) and purpose:

£5000, 2022, for the purpose of setting up Yate Community Cycle Hub (successful and completed)

24. BANK DETAILS

Name of Bank: **Nat West**

Name of Account: **YATE COMMUNITY BIKE HUB CIC**

Sort Code: **51-70-08** Account Number: **77191633**

Number of signatories required to authorise payments: **2**

25. Where did you learn you could apply for a Yate Town Council grant?

Noticeboard

X Website

Press Minutes

Other..... (please specify)

26. **Declaration**

I declare that:

I have read and accept the Guidance Notes and Conditions of Funding and that have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application.

Yate Town Council will be recognised on any materials produced and in any form of publicity as a result of this grant.

I understand that:

Yate Town Council reserves the right to request a list of name and addresses for members of your organisation.

Any materials produced, made, originated, developed or arising out of the provision of the grant are to be made available for use by the Town Council if requested.

Yate Town Council may ask for additional information at any stage of the application process.

I will be required to submit details showing how the grant funding was used. Yate Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

The application form and supporting information will be copied and placed on the public agenda for town council meetings. Personal data that has been supplied will not be disclosed and will be held by Yate Town Council in accordance with the Data Protection Act,

Name **Adrian Moore** Signed **A Moore**

Position **Volunteer** Date **23/06/2023**





27. Have you found this application straightforward to complete? YES/~~NO~~

If NO, please let us know of any improvements we could make to assist applicants.

Please note that all applicants will be advised of the town council's decision by the end of August 2019

PLEASE READ THIS PRIOR TO SUBMITTING YOUR APPLICATION

To avoid the Council making inappropriate grants of public funds it is a requirement that the following documents **MUST** accompany your application:


- | | | Tick to
confirm |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| 1 | A copy of your organisation's CONSTITUTION | X  |
| 2 | A copy of your organisation's current balance sheet. and dated? | *are they signed  |
| | Balance sheet not available as CIC established on 6 December 2022 | |
| 3 | Copies of your organisation's AUDITED OR INDEPENDENTLY EXAMINED ACCOUNTS that must be for a period not ending more than 6 months prior to date of this application. (Independent checks can be carried out by anyone not associated with your organisation. The accounts then need to be signed and dated by that person). |  |
| | Not available due to being established since Dec 2022 | |
| 4 | Are the accounts you have enclosed for a period ending more than six months prior to the application date? If so please enclose up to date STATEMENTS OF ALL CURRENT AND INVESTMENT ACCOUNT BALANCES held by the group. | |
| 5 | In the case of a newly formed organisation, a BUDGET and BUSINESS PLAN must be submitted. X |  |


The Town Council is committed to operating within an equal opportunities framework. If you are a newly formed group you may want to use the following equal opportunities statement until you develop your own. Groups that have been formed for one year or longer should have an Equal Opportunities Policy of their own. If you need assistance formulating a policy please contact South Gloucestershire Council Community Engagement 01454 868113.


This group/project is committed to working in a way which values and treats all people with respect and dignity, and celebrates diversity. The group/project, through its practices, will ensure that no member, service, user, employee, volunteer, job applicant will receive less favourable treatment or suffer unlawful discrimination on the grounds of age, colour, impairment, marital status, lifestyle and culture, nationality, race gender or sexuality, or on the grounds of economic or social status.


APPLICATION CHECK LIST

The following checklist has been prepared to assist you in completing your Grant Application Form. Applicants are advised to read the list below before submitting the completed application form:

X Have you completed **ALL** sections of the form? 
(if you are unable to complete any part of the form, please indicate why in a supporting statement, or write 'not applicable' where appropriate).

X Does your application set out how your Organisation meets the requirements of the 'eligibility criteria'? 

X Have you enclosed your Organisation's latest set of accounts and constitution? 
(if you are unable to provide these for any reason, you MUST indicate why in a supporting statement.)

Have you signed the statement on the last page of your application form to certify that all the details are correct? 

Please return your application form with the documents as listed above as soon as possible and **NO LATER THAN Friday 23rd June 2023**. Unless the application responds to the climate and ecological crisis, which will be considered throughout the year.

When completed, this form together with supporting documents should be sent to:

The Town Clerk, Yate Town Council, Poole Court, Poole Court Drive, Yate, South Gloucestershire, BS37 5PP or e-mail info@yatetowncouncil.gov.uk

Please Note you may be required to provide the Town Council with pictures of how the Town Council grant funding has been spent should you be successful in your application.

2022

Yate Community Bike Hub Business Plan



Climate Action Yate and
Chipping Sodbury with
the Joint Cycleways Group

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Version 1: Lydia Francisty and Rebecca Bennett, 24th June 2022

Introduction

Climate Action Yate and Chipping Sodbury and the Joint Cycleways Group are passionate about helping people to access cycling as a low-cost way to travel around our town with high benefits for both the individual and their community. We want to create a community bike hub, the first of its kind in South Gloucestershire, to help our whole community get around by bike.

This document lays out the background to this by-the-community-for-the-community initiative that aims to create a vibrant and welcoming hub of knowledge and resource that supports our community in choosing green, people-powered transport.

Who We Are

Climate Action Yate and Chipping Sodbury (CAYACS) is a local community-led group focusing on practical actions to reduce carbon emissions and create a positive vision for a zero carbon Yate and Chipping Sodbury.

The aims of the group are to support and develop community-led actions that have a positive effect on climate change, by:

- A. Supporting local green energy production
- B. Working towards a zero-carbon community
- C. Adapting to climate change
- D. Restoring nature
- E. Doubling tree cover
- F. Encouraging and supporting sustainable travel options for our community
- G. Providing information, engagement, and advice.
- H. Generally doing such other things as are or may be considered by the Group to further the foregoing objectives.

The Joint Cycleways Group is a longstanding joint-parish initiative that aims to improve the number of people that cycle around in Yate and surrounds. The areas that the group focuses on are Dodington, Pucklechurch, Sodbury, Westerleigh and Yate. Members from the respective parish councils work alongside ordinary members from the general public to improve provision for and access to cycling.

Research and Development - The Start of a New Journey

The idea for a bike recycling project came about at the beginning of 2022 with a request to the Climate Action Group as to whether abandoned bikes at a local council lock-up could be refurbished and redistributed to local families in need. Although various local organisations have in the past run similar schemes (South Gloucestershire Council, Layhill Prison and further afield, Bristol Bike Project) there has never been a project of this type serving Yate, Chipping Sodbury and surrounding areas.

The Local Need

One of the core purposes of Climate Action Yate and Chipping Sodbury (CAYACS) is to promote green sustainable travel options in the area. While the furthest residential bounds of our town are only 4 miles wide north to south and east to west, mostly flat and very cyclable, the infrastructure and discourse on transport in our town is dominated by motor vehicles. $\frac{3}{4}$ of residents commute to work by car and 67% of visitors drive the short journey from residential areas to the town centre¹. It is clear status quo of many short journeys undertaken by personal motor vehicle is unsustainable on many fronts including the climate and air quality impact, noise pollution, physical and mental health and well-being and independent mobility for all but especially the young, old and those without access to cars for personal mobility (30-40% in some Yate communities). With the average cost of a tank of fuel now standing at over £100, many more families are being priced out of car use and ownership reducing not only their mobility but also their social and economic opportunities and outlook. As a community we must pro-actively address this economic hardship and need.

Community led bike projects demonstrably improve well-being, supporting climate and economic resilience, up-skilling, a circular local economy and active healthy lifestyles for all. It provides vital support to marginalised and disenfranchised members of our community who do not have access to the dominant mode of transport in the area.

While addressing the climate emergency should be a primary aim of all organisations, the Yate Community Bike Hub will also be able to address so many more key challenges facing our community. Our refurbish and redistribute scheme will be environmentally and economically beneficial, keeping resources local and reducing waste. Our volunteer programme will not only aspire to build a community of like-minded people working together for common good but also to support members to upskill, through bike mechanic courses, bike leader training and front-of-house communications skills.

Longer term, making everyday activity such as cycling to the shops, work or school instead of driving more accessible, is known to be a key factor in reducing obesity across all ages, and supporting independent living for longer by reducing the morbidity–mortality gap in the old (which for the average woman in the UK stands at 20 years of living with life limiting health conditions at the end of their life)². Likewise providing the young with independent, low-cost transport increases their ability to access and participate in education, training and employment, meeting their social and educational needs. Through partnership with organisations like Warmley Wheelers and events such as Yate Aging Better Festival we can signpost, support and assist the disabled and those with mobility challenges who wish to access cycling but currently have no resource to do so locally. Finally, by facilitating a reduction in car use we will also be making our lived environment in town safer, more pleasant and greener.

On Your Bike! - Investigating the feasibility of a Yate Bike Project

Having identified the need for better access to bikes for all and increased support of the local pro-cycling community, during the first quarter of 2022 CAYACS successfully bid to host one of the SGC e-bike loan scheme, established a cargo bike loan scheme, set up a series of family focussed bike rides and undertook a good deal of research into establishing a bike recycling project. This involved detailed interviews with other similar projects across the country. The results were presented by Rebecca Bennett to the Join Cycleways Group (JCG) and the CAYACS in February 2022 and an agreement was made between the organisations to work together to address this deficit within the community of Yate and surrounds.

The following is a summary of the findings of extensive interviews with such as Farcycles in Faringdon, Brighton Bike Hub, Bognor Bike Hub and Windrush Cycles in Witney. We are extremely grateful to Bridgette (Windrush Bike Project, Whitney), Richard (Farcycles Faringdon), Andy (Bognor Bike Hub) and Duncan (Brighton Bike Hub) for so freely sharing their time and expertise.

We asked each of the projects the following questions:

- What do know now that you wish you'd known at the start?
- What would you consider to be the most sustainable model for a bike recycling project?
- What should we consider in our essential start up kit list?
- How much do overheads like insurance and electric cost for your organisation?
- What would your advice be to someone starting up a coop/ bike recycling project?

The main takeaways of the research were that there were a range of successful models from almost fully “commercial” bike shop (Bognor) to health and well-being centred workshops (Windrush). Most had developed to employ some paid staff to support the project, though volunteer contributions remained a key element of the financial model at all but one project. The projects all covered their overheads through a mixture of grant funding and sales and had benefited from free or low-rent spaces to reduce overheads at the instigation of all the projects.

Each of the projects also generously shared resources such as:

- Volunteer training scheme and declaration forms
- Bike check sheets
- Financial information (costs, price lists, insurance brokers and wholesale stock tips)

Drawing on the experience of the other hubs we identified a model that we felt would work for Yate:

- By the community for the community, leveraging the expertise of locals to support of the wider community.
- Focus on redistributing bikes to families and individuals in need & supporting those who want to learn basic maintenance skills
- Volunteer-centred, not a commercial shop as the area is well-served for those but able focus on community, repair and upskilling. There will need to be an option to sell donated items / upsell bikes to re-invest funds
- Recruiting volunteers with a mix of skills and opportunities, mechanics (different levels), front of house greeters, financial experience, grant funding
- Dedicated investment in upskilling, nurturing and supporting the volunteer community

We agreed to begin with CAYACS Repair Cafe pop-up events in 2022 specific to bike repair and transfer to regular workshop / shop hours in late 2022 / 2023 once a location was secured.

Pop-up Shop May-July 2022

While searching for a permanent home for the project, we were given the opportunity to run a pop-up shop in Yate Shopping Centre for 10 weeks May to July 2022, so we set up the Yate Community Bike Hub with the following aims:

1. to increase knowledge of and access to everyday cycling in Yate and surrounding areas
2. to promote our e-bike and cargo bike loan schemes and family cycling events
3. to refurbish and redistribute a small number unwanted bikes to families in need in the area through our volunteer workshop as a trial to a bigger initiative
4. to litmus test our instinct that Yate wants and needs more support to allow access to cycling for all and that a community led cycle hub is a great way to do this.

The pop-up has been run entirely by a group of 6 core volunteers with regular support from a cohort of 10 more and has been incredibly successful. Over the first four Saturdays (data available at the time of writing) we have:

- welcomed over 300 people to the shop, with many of them expressing absolute joy to have found a resource like this
- recruited and trained 10 volunteers to support the shop and workshop
- distributed huge numbers of leaflets on local routes and spoken with many people about their aspirations for safer cycling locally
- signposted two women to Warmley Wheelers and through partnership with them provided free trial sessions on their selection of all-ability cycles
- the police have marked over 40 bikes at a single event with another planned next month
- promoted the e-bike and cargo bike schemes to completely new audiences
- received more than £300 worth of clothing and accessory donations to redistribute to those in need or resell to supply parts for refurbished bikes
- in our tiny volunteer workshop we have refurbished and re-homed more than 20 bikes. These have been distributed directly and via partner organisations to local school children, foster families, Ukrainian refugees and women without access to personal motor transport.
- supported the local job finders event for refugees and unemployed people to help facilitate access to travel by bike and share knowledge of safe routes for commuting
- planned outreach support to local festivals and events such as Yate Aging Better and Yate Rocks
- through our e-bike scheme we have had 3 bikes on almost continuous loan to X people in total, including all the staff at The Ridge Junior School.

The pop-up shop has allowed us to pilot the initiative, to test the requirements and engage in more robust financial planning for the Yate Community Bike Hub as a permanent venture. It has relied hugely on volunteer time, equipment loans (including all the workshop tools) and in-kind donations.

We have demonstrated both the need within the community and the support of the community for this resource. It is from this solid grounding that we are applying for funding from Yate Town Council to establish the Yate Community Bike Hub as a much-needed, permanent support hub for our community

Yate Community Bike Hub - Aims and Objectives

The core aim of the Yate Community Bike Hub is to increase knowledge of and access to everyday cycling in Yate and surrounding areas.

Specifically we want to:

- to create a vibrant and welcoming hub of knowledge and resource that supports our community in choosing green, people-powered transport
- to engage with a broad cross-section of our community, supporting those who already cycle, those who want to and those who are concerned about changes to local infrastructure to centre walking and cycling.
- to highlight brilliant existing initiatives to a wider audience. These include the SGC sponsored e-bike loan scheme, our series of family-friendly bike rides Bike Safari and Bike to the Park, and local opportunities for Bikeability cycle training
- to sustainably develop a volunteer-led bike workshop allowing access to low-cost repairs and bike maintenance skills development opportunities for local people.
- to establish a bike donate / refurbish / re-home scheme through our volunteer workshop, to re-distribute unwanted bikes to those in need in our local community. This includes low income families, children in or leaving Local Authority Care, refugees and jobseekers.
- to promote and support the local circular economy working with the support of our four local bike shops, Angry Panda Cycles, Bike Station, Terry's Cycles (Station Road) and Really Useful Bikes (Westerleigh).
- to facilitate a reduction in car use to make our lived environment safer, more pleasant and greener.

The following objectives underpin these aims:

1. to refurbish and redistribute unwanted bikes to those in need

- a. Create a sustainable bike rescue hub in Yate with the necessary people and premises that will work in conjunction with other organisations to create a coordinated infrastructure for the safe unwanted bikes.
- b. Work with residents, Suez and South Gloucestershire Council to rescue unwanted bikes from the waste stream and provide a central point for donating and selling of recycled bikes and parts.
- c. Maximise the working life of bicycles with appropriate mechanical refurbishment, creating useable, safe bikes for free or at low cost to new owners.
- d. Work with other organisations (Job Centre, schools, local councils, community groups and charities) to donate refurbished bike to those in need.
- e. Sell higher value bikes to raise money for tools and parts needed for bike refurbishment.
- f. Carry a range of free or discounted 'utility cycling essentials' (e.g., Lights, Locks, Batteries).

2. to run and promote e-bike and cargo bike loan schemes and family cycling events

- a. Promote cycling to new audiences through community engagement.
- b. Offer safe and inclusive group bike events for different groups.
- c. Establish a meeting point for community cycling events and supported cycling.
- d. Be the host location for the free e-bike and cargo bike loan schemes.
- e. Work towards purchasing the e-bikes currently provided to the Hub via South Gloucestershire Council scheme to create a permanent free e-bike loan scheme.

3. to provide training and education to cyclists and volunteers

- a. Create a focal point for cycling information and services.
- b. Provide maps and leaflets with local cycling paths and routes and information on best commuting paths for cyclists.
- c. Increase training and volunteering opportunities in cycling.
- d. Train volunteers and mechanics to deliver the bike refurbishment scheme and run the hub.
- e. Deliver various elements of training and education for a range of individuals and groups, particularly for those in need (financial or otherwise), for young people, the elderly or those with disabilities and special needs.
- f. Organise talks and workshops to engage new audiences.

4. to develop an inclusive and sustainable hub to deliver the above

- a. Advertise and promote these services on social media, local media, and websites.
- b. Create a financially sustainable organisation and structure.
- c. Establish a long-term cycling information hub and a base for workshop, storage, sales, and other cycling related activities.

Products and Services

At present, we offer the following products and services:

1. We organise family bike rides (Ride to Park and Cycle Safari). This is a great way to engage with new audiences and introduce children to everyday cycling.
2. We run the e-bike and cargo bike trial schemes. The e-bikes are provided via South Gloucestershire Council and the cargo bike is provided by the Really Useful Bikes shop. We are working on buying the current stock of bikes to make this scheme permanent.
3. We run Yate Community Bike Hub pop-up shop and support a range of local events and festivals including Yate Rocks and Yate Aging Better.
4. We collect unwanted bikes from residents and the waste company for refurbishment and we donate refurbished bikes to those in need.
5. We collect and resell for donations unwanted cycling accessories, such as clothes and shoes, lights, panniers and bags, water bottles holders and similar.
6. We offer training to volunteers to run the shop and help with bike repair.
7. We collate and provide advice and information on general cycling issues and cycling in the local area, including cycle maps, routes and similar.
8. We host and promote cycle related events, such as Dr Bike repair sessions, Neighbourhood Police bike marking events, informative talks, workshops, and children's craft sessions.

Possible Future Products and Services

These are some ideas for possible future products and service the bike could offer if a long-term shop is created.

1. Development of the current small scale bike rescue and refurbishment to donate more bike to those in need and to sell higher value bikes to raise much needed funds for the project. We need a more permanent shop location with storage facility and a bigger workshop area for this to work.
2. Enhancement of the current training and education opportunities we can offer. This would require funding to pay for speaker and mechanic time, space, equipment, and parts.
3. Make the current e-bike bike trial rental scheme more permanent by buying the current bike stock from South Gloucestershire Council.
4. Offer more group bike rides for families and other groups to engage wider audience and introduce children to cycling.
5. Create and run an informative website to promote cycling and sustainable personal travel.

SWOT Analysis

1. Strengths:
 - a. Commitment of the core volunteers to the vision/concept of the community bike hub.
 - b. Bike repair expertise, general cycling knowledge and commitment of the wider group of volunteers helping at the pop-up shop.
 - c. Community interest in the pop-up shop, bike and accessories donations by the public and other organisations and support from people buying used and refurbished bikes and accessories helping to raise the funds.
 - d. Strong links with commercial bike shops in the area (Really Useful Bikes, Angry Panda Cycles).
 - e. Strong links with the local councils (South Gloucestershire Council, Yate Town Council).

f. Support from Yate Shopping Centre.

2. Weaknesses:

- a. The volunteer base could be expanded to deal with fluctuations in demand. More people would help us open on more days and shorten waiting times at busiest times the shop but also enable us to repair and donate more bikes and organise workshops, events, and training.
- b. More permanent and bigger space is needed at low cost. Currently, we have been donated in kind a unit at the Yate Shopping Centre with no storage and only small space for a workshop.
- c. Lack of funding and grants for general running of the shop but mainly lack of funding for rent and business rates as these would be the two biggest costs to a permanent shop.

3. Opportunities

- a. Growing interest in the community in cycling due to the increase in the cost of life, fuel prices and awareness of climate change. The social and economic shifts post Covid 19 pandemics are making people more open to cycling as a healthier and cheaper personal transport option, so there is a need for access to low cost/free and safe bikes, cycling training and education.
- b. Wider government commitment to zero carbon targets means that the local councils are more open to offer funding and support to community projects tackling carbon emissions.
- c. High potential to deepen partnerships with local bike shops, community groups, schools, Yate Shopping Centre and local councils. We have seen a lot of interest from different organisations and a more permanent shop could build on the existing relationships to achieve our core aim and objectives.

4. Threats

- a. Lack of funding for rent and business rates makes a more permanent venture unsustainable without a space to use.
- b. Worsening economic situation could affect the number of existing grants we could apply to pay for the premisses, equipment, tools, parts, and events.

Competitor Analysis

There are four commercial bike shops in the area and none of them are in the direct competition with the Community Bike Hub as in general they do not sell second-hand bikes and we offer different services. We have been in touch with each shop, and they support our initiative by donating bike parts, providing a cargo bike for the trial rental scheme, and offering their mechanical skills with bike repair. There is an opportunity to deepen our partnership with them via several avenues if a more permanent space is found.

Market Analysis

Although the bike hub is a not-for-profit venture, we do resell higher value bikes and parts for donation to raise funds for bike refurbishment and other services. We also want to reach new audiences to promote cycling and educate people on active travel. Our targeted audiences are:

1. Those on low income and unemployed

- a. There is a deepening cost of life crisis and with many people struggling to get around. Cycling is a cheap way to widen one's horizons and enable them to look for a job further afield without worrying about petrol costs or public transport.
2. Children and families
 - a. Children are the future, and we want to offer them education and access to cycling at the young age to enable them to become confident cyclists.
 - b. We want to educate parents and help them to get cycling safely and with confidence with their children.
 - c. We offer family bike rides.
3. Young people
 - a. Young people don't have cars and cycling offers them the independence they often need. It can be difficult to keep them interested in cycling as children grow up but offering low cost/free bikes, education and advice can bridge this gap.
4. Elderly and those with disabilities and special needs
 - a. We want to make cycling accessible for everyone. We collaborate with Warmly Wheelers to sign post people to specially adapted bikes. We also work with Yate Agung Better to help the elderly to get back to cycling.
5. Those returning to cycling and those new to it
 - a. We offer advice, training and maps to make people more confident.
6. Those looking for low-cost bike repairs and second-hand bikes
 - a. We offer parts, work, and second-hand bikes for donations.
7. Those who want to try out an e-bike or a cargo bike
 - a. We offer a free trial service.
8. Environmentally conscious people
 - a. We offer support to people who want to change their habits to lead a more environmentally friendly lifestyle.
9. Commuters
 - a. We offer low-cost cycling accessories, routes advice and maps for anyone commuting for work on a bike. We also collaborate with the Job Centre to support job seekers with their cycling needs to widen their job search area.
10. Volunteers
 - a. We offer volunteering opportunities and training

Market Segmentation

We have identified five major market 'segments' for recycled bikes, accessories, and training needs. These are:

1. Young people
 - a. Traditionally high cycle use in this sector for independence reasons. Looking for low-cost reliable cycles, accessories, and advice.
2. Families
 - a. Traditionally lower cycle use due to the perceived difficulties when cycling with children. However, rising cost of fuel and wellbeing concerns are opening this market segment up.
3. People on low income
 - a. Rising cost of living is causing more and more people to look for low-cost transport options. Public transport in the area is expensive and often unreliable and Yate topography is ideal for utility cycling.

4. People switching from driving to cycling for various reasons.
 - a. Pressure on motorised transport due to high carbon emissions, congestion, high fuel costs, and unreliable journey times, is increasing modal shift towards the bicycle. Cycling is losing its 'poor man' image as health benefits and the 'green agenda' are given a higher profile. Likewise large employers and facilities (e.g. Hospitals) face a constant parking problem, both for staff and visitors.
5. Ethical and climate aware shoppers and supporters.
 - a. A significant proportion of our customers choose to shop with us, and they tell us this. Either they believe in recycling and make ethical consumer choices on this basis, or they are supporters of our community ethos.
6. Partner organisations who need or want to sign post their clients or employees to our service
 - a. We have been approached by organisations looking for cycling support for their clients. These include schools, Yate Aging Better, the Job Centre and refugee support organisations. They are looking to offer cheaper and healthier transport options to their clients.

Target Market Segment Strategy

1. We choose to donate or sell bikes to job seekers, people on low income, refugees, and similar because we are a not-for-profit, community organisation aiming to promote cycling and make it accessible to everyone. We use grants and donations to fund our activities.
2. We are keen to support anyone switching from driving to cycling and do our best to offer the kinds of services to suit their needs. We try to be as open and approachable as possible, taking time to provide tailored information, training, bikes, and accessories when we are able to do so. We target this segment because they are often affluent, able, and willing to donate their money to a good cause. They are a market for our 'premium' bikes and accessories. These people will very often return with their family and friends or promote us to their colleagues and associates.
3. Ethical shoppers may or may not be one of the above, and our product sells itself to them. They come to us as first choice, so we try to make sure they get what they want.

Market Trends

From our research, the market seems to follow a similar pattern each year. January and February are usually quieter months, and this picks up as the weather gets warmer. We have chosen to open our pop-up shop in the summer to target families and children during the school break period when they have a bit more time and the weather is better with long and sunny days. We have had about 300 people visit the shop every Saturday with good uptake on our family cycle rides. We expect this to increase in the coming month and we expect a busy period in September when we hope to start the second pop-up shop and children will be starting school again and needing new bikes for commuting. We expect lower demand in winter with a surge in the run up to Christmas when we could offer sustainable gift options to our customers, including children's bikes for children in need. This is obviously dependent on the space availability for a more permanent shop.

Strategy and Approach to the Market

The Bike Hub targets people that need cheap or free reliable second-hand bikes and accessories, require cycle training and need help to access cycling. We are a not-for-profit organisation and only sell items for under retail prices to raise funds for the hub. There are no other companies in the area that solely target this group of customers or offer this type of service.

We have been getting better known thanks to the central location of the pop-up shop in the Yate Shopping Centre, by word of mouth and thanks to our presence on social media.

We do not plan to spend excessively on expensive media advertising, but to pursue an alternative advertising strategy by providing free products and services for the good of the community in a central location, by organising highly sought-after events like family cycle rides, Dr Bike sessions and Police Marking events, by being highly and positively visible online and in the pop-up shop and by attending cycling and community events.

We have published and plan to publish articles about the hub in local and parish magazines and free press. We attract ethical customers by being present on various climate related Facebook groups. We also plan to revive our own website in the near future.

Management and Staffing

The Bike Hub management team consists of six core volunteers from Climate Action Yate and Chipping Sodbury group. The president of the group is David George who is also a keen cyclist and is involved with the hub. The Hub itself is led by Rebecca Bennett who manages grant applications and day to day running of the Hub as the initiator of the idea. The finances are managed by Sally Pattison who is the group treasurer. Bob Keen leads bike repair and refurbishment sessions. On each Saturday when the Hub is open, we have at least one core volunteer responsible for the running of the Hub and at least two other volunteers working on the front of house on the bike repairs. We are also supported by Angry Panda Cycles repair shop and Really Useful Bikes shop when it comes to mechanical support.

Management Philosophy

The following statement of aims will underpin the management and operation of this project and its facilities:

To be:

- A bicycle re-use and repair resource for the whole community
- A source of free/affordable, second-hand bikes and parts for those in need
- A facilitator between cyclists and the Council in terms of sustainable transport
- An ambassador for use and refurbishment of bicycles
- A vehicle for volunteering and community participation
- A vehicle for cycle mechanics training and education
- A long-term resource for the whole community
- A positive community partner
- An advocate in the involvement of the underrepresented groups (e.g. women & girls, those with special needs) in acquiring manual skills
- Adding a new dimension to cycling provision in the U.K
- Enabling Yate to become a 15-min neighbourhood town

To provide:

- Quality community cycling facilities that encourage use
- Help and advice on everything cycle related
- An environment free of discrimination
- Enhancement of cycling fun and enjoyment
- A safe and secure environment
- Opportunities for women and girls to be involved equally, in a traditionally male environment

- Financial sustainability
- A focal point for cycling activity
- Facilities that meet the needs of utility cyclists

These statements encapsulate the way that the project and facilities want to operate. All volunteers involved in the project are expected to apply these principles in order to make the scheme a success and to help achieve the objectives

Financial Plan

With guidance from a professional account, we have produced a prospective annual budget for the first three years of operation based on the following:

- recorded income and expenditure of the current pop-up project
- annual financial reports of comparable community bike hubs and service providers
- our business plan

We expect to generate income from three main streams:

- Grant applications (local, regional and national level)
- Sales of refurbished bikes and equipment
- Donations (including an annual membership model for access to workshop at set times, crowdfunding for specific elements e.g. helmet / lights / highvis /lock packs to distribute with rehomed bikes)

The attached figures are based on what we believe to be a reasonable estimate of income in the first year based on our experience from the pop-up shop to date and taking account of the income and expenditure forecasts for our possible future operation of a more permanent shop and workshop.

The figures include potential extra income from other grant sources as without grant funding this not-for-profit venture would not be sustainable. Equally, these figures assume the availability of free or low rent premises. This is because commercial rents and the business rates are too high at present, and most grants do not include funding for overheads. Without this support, the Hub might not be able to operate.

We have been as accurate as possible with our expenditure projections; however, at present we have only limited, albeit successful, experience of running the pop-up shop once a week for one month. Other sources of income may be available if the right space for the Hub is found. This could be from occasional renting of the space to others or organising bike workshops or training for companies. This has not been included at this stage because: it may be relatively minor income; we are not sure of the extent of the market at this stage; it is not in itself a major priority for us when compared with our main purposes.

We have not included income from any extra programmes of activity, although some additional support for specific future areas of work may be possible from specific grants.

Projected income Statement

	Assumptions	Balance Sheet				
		2022	2023	2024	2025	2026
Events / Courses						
Dr Bike sessions	£192					
Bike Mainenance						
Intermediate bike maintenance						
Mechanics Courses Life C	£450					
Cycle Training - level 1						
Cycle Training - level 2						
Cycle Training - level 3						
Bikeability Training						
4 day bikeability leader t	£750					
Bikability Training	£55					
Bike Sales						
Bike Sales	£150	78	240	240	240	240
Bike Repairs		60	390	390	390	390
DIY Repairs Supported		30	195	195	195	195
Visitors (Inform and Support)		2400	4800	4800	4800	4800
People Helped						
0 – 25	25%	642	1406	1406	1406	1406
26 – 49	60%	1541	3375	3375	3375	3375
50 and Over	15%	385	844	844	844	844
All Ages		2568	5625	5625	5625	5625
Special or minority group (please specify)	10%	257	563	563	563	563
	<i>Low income / refugee</i>					
Income						
Bike Sales	£600	£12,240	£36,000	£36,000	£36,000	£36,000
Parts	£50	£300	£600	£600	£600	£600
Accessories & Clothing	£100	£700	£1,200	£1,200	£1,200	£1,200
Maintenance	£50	£300	£600	£600	£600	£600
Total Income	£51,940	£13,540	£38,400	£38,400	£38,400	£38,400
Cost of Sales						
Bike Sales	20%	£2,340	£7,200	£7,200	£7,200	£7,200
Parts	200%	£633	£1,200	£1,200	£1,200	£1,200
Other		£0	£0	£0	£0	£0
Maintenance	200%	£600	£1,200	£1,200	£1,200	£1,200
Events		£492	£0	£0	£0	£0
Total Cost of Sales	£13,665	£4,065	£9,600	£9,600	£9,600	£9,600
Net Sales	£38,275	£9,475	£28,800	£28,800	£28,800	£28,800
Other Income						
YTC Grant	£5,000	1666.666667	3333.333333	3333.333333	3333.333333	3333.333333
MAF	£3,000	3500	0	0	0	0
Councillor funding	£500	250	500	500	500	500
Donations	£1,000	520	1000	1000	1000	1000
Unit Discount	100%	15000	30000	30000	30000	30000
Service Charge discount	100%	2185.5	4371	4371	4371	4371
Business Rate discount	100%	11493	22986	22986	22986	22986
Crowd Funding	£2,000	0	0	0	0	0
Other Income	£96,806	£34,615	£62,190	£62,190	£62,190	£62,190
Net Income	£135,080	£44,090	£90,990	£90,990	£90,990	£90,990

Projected Expenditure Statement

	Assumptions	Balance Sheet				
		2022	2023	2024	2025	2026
Events / Courses						
Overheads						
Unit & North Walk	£30,000	15000	30000	30000	30000	30000
Service Charge	£4,371	2185.5	4371	4371	4371	4371
Business rates	£22,986	11493	22986	22986	22986	22986
Utilities	£3,000	1500	3000	3000	3000	3000
Insurance (shop)	£188	109.813	188.25	188.25	188.25	188.25
Insurance (ebike rental)	£514	257	514	514	514	514
Total Overheads	£91,605	£30,545	£61,059	£61,059	£61,059	£61,059
Marketing	£1,200	600	1200	1200	1200	1200
Print	£600	300	600	600	600	600
Maintenance	£600	300	600	600	600	600
Consumables (tea, static)	£120	60	120	120	120	120
Other	£600	300	600	600	600	600
Events		384	0	0	0	0
Tools	£600	300	600	600	600	600
Other Costs	£5,964	£2,244	£3,720	£3,720	£3,720	£3,720
Total Costs	£97,569	£32,789	£64,779	£64,779	£64,779	£64,779

While there are necessarily some assumptions in the figures above, they clearly demonstrate the financial viability of the Community Bike Hub Model, based on real data and with income derived from a combination of service, sales and grant funding exceeding overheads.

Facilities - Current and Future

Our current premises are located at 7 North Walk, Yate, Bristol BS37 4AP, right in the Yate Shopping Centre. We have a small shop front where we keep refurbished bikes, info boards, leaflets and maps, and a small workshop at the back used for bike refurbishment. We have the use of a car park at the Shopping Centre and other necessary facilities.

These premises house our retail outlet, drop-off point for donations, collection point, information stand, and events, such as Police Bike Marking and Dr Bike. They have been provided by Yate Shopping Centre for the period of 10 weeks from end of May to end of July (an in-kind contribution of £7500 plus utilities).

We are in negotiations with the Shopping Centre and the local authorities to find a more permanent solution as well as a bike storage facility for the donated bikes. This business plans assumes that a solution will be found promptly with favourable conditions and sufficient space.

Risk Assessment

Risks to Yate Community Bike Hub Project

From the beginning, we have been aware that there could be considerable risks involved in our venture as a non-for-profit organisation.

1. Capital and finance
 - a. We are a not-for-profit organisation entirely depended on donations and grants. We will apply for grants regularly and negotiate favourable conditions for the project where possible, but we will make sure not to go too big too quick. It will be our priority to secure a location for the project before any major investments are made into tools, training and similar.
 - b. We do not have salaried employees and the hub is entirely run by volunteers.

2. Sales and engagement throughout the year
 - a. We maintain a good level of stock of donated goods to sell for donations to keep the project running. Equally, we sell higher value bikes to be able to fund repairs on others.
 - b. We work with the local authorities, who help us fund events such as Dr Bike. This promotes the Hub but doesn't cost a lot.
 - c. Bicycles are traditionally a 'summer' product, but we hope that the nature of our business, will help to maintain a relatively smooth annual sales graph of donated accessories and higher value bikes.
 - d. We have several events planned, including family bike rides, Dr Bike and Police Marking Scheme, to keep people interested during the summer holidays.
 - e. During winter months, it will be crucial to offer access to low cost/free cycling, promote the hub online, and organise workshops and training to attract audience.

3. Risks for grant funders
 - a. In the recycling project, there has been no investment from outside, other than grant funding and donations in kind.
 - b. We will always look closely at the requirements of grant funders in terms of outcomes expected. We will ensure that the expected outcomes are met, and report back to the funders as required.

- c. The risk for grant funders of capital assets would be the collapse of the Yate Community Bike Hub, and the loss of those assets. Planning for financial sustainability helps to eliminate that risk.
4. Risk of the e-bike and cargo bike hires
 - a. The main risk comes from the bikes being lost or stolen. This is a major risk and only way to mitigate it is to secure insurance for the scheme and train the cyclists on the appropriate bike storage techniques.
 5. Risk of the volunteer-based organisation
 - a. The main risk is the lack of interest among the volunteers. The way to mitigate this is to offer training and support to those interested, promote volunteering opportunities online and via like-minded groups (e.g. cycling groups, climate action related groups and similar), and make it as easy as possible to participate.
 6. Risk of not finding a location for a more permanent hub
 - a. This is our highest risk. We are negotiating with the local councils and Yate Shopping Centre to find an appropriate location. However, if this fails to provide an affordable solution, the future of the Hub will in jeopardy.

Successes So Far

In the first month of the pop-up shop, we:

- welcomed over 300 people to the shop.
- recruited and trained 10 volunteers to support the shop and workshop in addition to the core team of eight.
- distributed huge numbers of leaflets on local routes and spoken with many people about their aspirations for safer cycling locally.
- signposted two women to Warmley Wheelers and through partnership with them provided free trial sessions on their selection of all-ability cycles.
- the police have marked over 40 bikes at a single event with another planned next month
- promoted the e-bike and cargo bike schemes to completely new audiences
- received more than £300 worth of clothing and accessory donations to redistribute to those in need or resell to supply parts for refurbished bikes
- in our tiny volunteer workshop, we refurbished and re-homed more than 20 bikes. These have been distributed directly and via partner organisations to local school children, foster families, Ukrainian refugees, and women without access to personal motor transport.
- supported the local job seekers' event for refugees and unemployed people to help facilitate access to travel by bike and share knowledge of safe routes for commuting

We are monitoring the use of the Hub and keep records of any donations, financial and tangible, number of visitors, feedback to the Hub and various services, number of bike donated to those in need, number of volunteers and all other significant data to be able to develop the Hub further and provide accurate information when applying for grants and funding.

Example Activities

Just for illustration purposes, attached below are some of the activities that we do or will be doing, to achieve our aims and objectives:

1. Establishing social enterprise and structure
2. Establishing/ maintaining/ developing premises
3. Receiving bikes and storage
4. Collecting bikes from individuals and from civic amenity sites
5. Logging bikes and assessment by qualified mechanics
6. Safety checks and cleaning
7. Refurbishing bikes
8. Scrapping and stripping bikes that cannot be re-used
9. Resale of bikes and accessories
10. Donation of bikes and accessories
11. Programme development and administration
12. Liaising with partners
13. Liaising with bike retailers
14. Liaising with local community and local organisations, including environmental and reuse/recycling bodies
15. Report writing/newsletters
16. Accounting, cash flows, budgeting
17. Banking
18. Marketing and promotion
19. Grant applications and administration
20. Training/employment issues
21. Managing and developing volunteers
22. Business management
23. Asset Management
24. Maintaining/ cleaning Premises
25. Succession planning for the pop-up shop
26. Recycling
27. Organising events
28. Organising family group rides

Health and Safety

Bike Hub recognises that there are various significant health and safety considerations inherent in the project's activities and we will work to create a separate Health and Safety document.

Health and safety is the responsibility of all and it is critical to ensure that everyone involved in the project understands their personal and collective responsibility.

The development of new repair areas, workshops or the installation/purchase of new equipment will all require a re-evaluation of the Health & Safety documentation, with appropriate communication to all volunteers.

Many areas have potential risk, but the main areas for concern are:

- External access
- Loan working
- Reception/office area - cash handling, electrical equipment
- Bike storage – overhead storage and cycle rack areas, pathways
- Refurbishment areas – stands, power tools, parts, liquids (oil etc)
- Other specialist/heavy tools and equipment
- Trailer loading and unloading
- Van driving, loading, unloading, etc.
- Using cleaning products and other chemicals (COSHH etc.)
- Road testing of refurbished bikes
- E-bike and cargo bike hire schemes
- Family bike rides safety

Fire exits should be clearly indicated, and all volunteers and participants should be made aware of all the fire exits and the external congregation point/s.

Any statutory H&S notices are displayed in all areas and a risk assessment procedure is implemented as required. The assessments are reviewed regularly.

A log is kept of all accidents, injuries or 'near-misses'. These will be discussed regularly at project management meetings.

The core group of volunteers from Climate Action Yate and Chipping Sodbury will be responsible for maintaining the appropriate levels and types of insurance and for notifying insurance companies on any significant incidents or changes to material circumstances.

Any risks observed by volunteers are fed back to the core group immediately or via update emails every Saturday.

All new volunteers will be given a detailed H&S briefing as part of their induction process and loan working is strictly forbidden.

Training

The Bike Hub is fully committed to the development of individuals and regards training as a fundamental part of its work, helping individuals to achieve the skills and knowledge that they choose. This is for both volunteers and the residents new to or returning to cycling.

The types of training that we would like to offer are set out below – some are bike specific and others are more general skills.

- Basic and advanced bike mechanics training for volunteers refurbishing bikes
- Bike maintenance for own use on own cycle - individual - family group - women & girls
- Instruction in use of tools for volunteers with health and safety in mind
- Relevant workshop and cycle skills

This simple list might extend in the future depending on if we find a site for a more permanent venture.

Key Partners and Stakeholders

We believe that these are our main partners and stakeholders:

- The communities of Yate, Chipping Sodbury and surrounds
- The Joint Cycleways Group
- Warmley Wheelers
- Local bike shops (Really Useful Bikes, Angry Panda Cycles)
- Yate Shopping Centre
- Local councils (e.g. South Gloucestershire Council, Yate Town Council)
- Community help groups (Cranleigh Court Hub, Family Food For Free, Abbotswood Community Association)
- Local Schools
- Young people and youth groups (Armadillo, Scouts, Brownies, Badgers)
- Major employers (e.g. Whirlpool, Tesco, Morrison, Bromford, South Gloucestershire Council)
- Local cycling groups
- The Job Centre
- Charities (Yate Aging Better, refugee organisations and similar)
- National cycling advocacy groups (British Cycling, Sustrans, Bristol Cycling Campaign)

**Yate Community Bike Hub Pop-up Shop
Income and Outgoings to date (22nd June 2022)**

Income		Outgoings	
donations for kit sat 28/06/22	£27.00	printing	£30.00
donations for kit sat 04/06/22	£20.00	banners DG	£90.00
donations sat 11/06/22	tbc	cash box and donation piggy bank SP	£4.50
donations weds 15/06/22	£25.00	bike locks KP	£24.00
donations sat 18/06/22	£100.00	parts Angry Panda	£17.78
bike sale ladies	£60.00	insurance 12 months (cancelation £15)	£188.25
bike sale girls purple carrera	£150.00	Dr bike sessions x2	£300.00
bike mens silver giant	£150.00	parts Anfry Panda	£5.46
frame sale	£180.00	parts Anfry Panda	£10.00
		2 x folding tables RB	£100.00
Grant Funding			
MAF Pat Trull	£500.00		
MAF Louise Harris	tbc		
MAF Ruth Davies	tbc		
MAF Ben Nutlnd	-		
Total:	£1,185.00	Total:	£769.99

I hereby certify that the enclosed data is a true
reflecton of the current and projected finances
of the Yate Community Bike Hub:

A handwritten signature in black ink, appearing to read 'Rebecca Bennett', written in a cursive style.

Rebecca Bennett
Yate Community Bike Hub Co-ordinator
24th June 2022

Quotation

Yate Town Council
QR-7508BK Amended
Date: 14.09.23

For the attention of: Lynn Jephtha.

Supersedes and replaces previous documents

Thank you for inviting Avent Interiors to quote for ceiling works at your premises in the Parish Hall Yate

I hope that I have understood your requirements and the options provided are of interest.

Please review the quote in full for inclusions/exclusions and our terms and conditions.

Should you have any questions about this quotation please do get in contact.

Encompassing office & commercial interior services:

- Space Planning & Design
- Office Fit Out & Refurbishment
- Office Partitioning, Suspended Ceilings & Dry Lining
- General Carpentry & Tea-Point installation
- Painting & Decorating
- Flooring
- Electrical, Lighting & Air conditioning (HVAC)
- Office & Workplace Furniture
- Mezzanine Floors
- Pallet Racking, Shelving & Storage Products



Bruce Keddie
Estimator

Family owned and operated, providing a client focussed service is at our core.

Suspended Ceilings Parish Hall Y.M.C.A Hall

To remove existing ceiling from Y.M.C.A Hall

Supply skip for the removal of current ceiling

Supply access equipment

Supply and install approx. 62 m² of Lynx strong 24mm grid system with Owa Sandilla square edge 600 x 600 ceiling tiles with perimeter trim, suspension wire and fixings

We offer the above works for the sum of £3424.00 {excluding vat}



Avent Interiors Ltd
Registered in England. Company No: 06041664
Registered office: Unit 4 Warmley Business Park, Crown Way, Warmley, Bristol, BS30 8FR

If no information is available, then a "Regularisation" application can be submitted, for work that has been carried out without approval, but this is not the ideal way to do things.

Please let me know the details you are able to obtain.

Finance can be provided by our specialist, independent partner, Bluestone Leasing.



How leasing can help you and your business?

- Significant tax benefits
- Spread payments over time
- Retain cash in your business
- Existing credit lines unaffected

Benefits of working with Bluestone Leasing:

- Largest funding panel in the UK
- Excellent rates and terms
- Speedy credit decisions and processing

Should finance be of interest, please get in touch with your Avent Interiors contact and they can refer you to Bluestones Interiors Finance team.

Bluestone Leasing Limited (registered in England & Wales no. 02519389 and registered office at Lakeside House, Navigation Court, Wakefield WF2 7BJ) is authorised & regulated by the Financial Conduct Authority FRN no. 663701. Bluestone Leasing Limited are a credit broker not a lender. ICO Data Protection Registration no is Z6897676 © copyright Bluestone Leasing Ltd. The product quoted for is only one of a number of products which may be available, and which may be more or less suitable, depending on your needs and circumstances. Finance is arranged subject to status and terms and conditions

Standard Terms & Conditions:

General:

- Quote sum excludes VAT.
- If a representative from Avent Interiors has not conducted a site survey, this quote is subject to survey.
- Unless otherwise stated, any enabling works, e.g. moving of lights, sockets, should be carried out by others prior to works commencing.
- We have allowed for our works to be conducted during normal working hours, which we deem to be Monday to Friday, 8am to 5pm with continuity over a single phase. Ignore this statement should there be allowances made in the quote specific terms and conditions.
- In order to ensure that materials and suitable operatives are available to commence works please advise us of programme dates as soon as possible. Please note that we require a minimum of 2 weeks to procure materials and arrange deliveries from date of order. Certain materials are manufactured to suit the order and therefore require a greater lead time.
- We have assumed that all applications relating to Building Control, Fire officer and DDA requirements would be the responsibility of others. Our proposals, may therefore, be subject to any resultant report or imposed requirements.
- The control of Asbestos at Work Regulations details an explicit duty to manage asbestos in non-domestic premises. The duty to manage the responsibilities detailed in these regulations falls upon those responsible for the maintenance/repair of the building. Avent Interiors will request the Asbestos Register of a building if deemed necessary. Avent Interiors will also advise should there be a requirement to carry out an Asbestos survey prior to works commencing.
- For Avent Interiors to progress with this quote we require a signed and returned (electronically) order form or a purchase order.
- Spare materials have not been allowed for. We will be happy to quote for extra materials for your stock.
- Avent Interiors have made allowances to remove our waste from site only, unless otherwise agreed. Avent Interiors contracts the services of ETM Recycling to ensure optimal recycling of our waste.

Site conditions:

- Adequate lighting and power must be provided.
- Any damage post installation of our work by others will be chargeable.
- Our quote does not include any allowance for protection to our works on competition.
- Areas must be available to Avent, free of other trades, their equipment and materials (within reason).
- If Avent Interiors are not able to commence works on the agreed start date due to factors not in our remit, additional changes may apply.
- Avent Interiors Ltd nor our operatives can be held liable for any damage caused to office items or furniture if there is a requirement to move such items.

Payment:

Avent Interiors Ltd
Registered in England. Company No: 06041664
Registered office: Unit 4 Warmley Business Park, Crown Way, Warmley, Bristol, BS30 8FR

- Our payment terms are 30 days from date of invoice.
- The Price stated excludes VAT and is valid for 3 months from quotation date.
- For all projects over the value of £5,000 a 50% pre-works payment is required before works commence.
- All goods remain the property of Avent Interiors until they and any other goods supplies are paid for in full.

Repair and renewal:

Goods and services supplied by Avent Interiors Ltd are covered for repair or renewal during a 12-month period following the installation date. This defect policy excludes anything that we deem to be damage caused by inappropriate use. After this defect period, any further maintenance will be chargeable at our current rates.

Our clients include...

