

# Yate Town Council

## Full Council

**20<sup>th</sup> February 2024 from 7pm until  
7.40pm at Poole Court**

### Minutes

#### Present:

**Councillors Aziz Chowdhry, Nicola Clarke, Tony Davis, Mike Drew, John Emms, Sandra Emms, John Ford, Margaret Marshall, Gabi Miron, Alan Monaghan, Ben Nutland (Chair), Tony Sharp, Karl Tomasin, Wendy Tomasin and Chris Willmore.**

**Town Clerk, Community Projects Manager and Finance Manager & RFO.**

#### **Minute 117. Apologies for Absence**

Apologies for absence were received from Councillors Cheryl Kirby and Ray Perry.

#### **Minute 118. Leave of Absence Requests**

No leave of absence requests were received.

#### **Minute 119. Members Declarations of Interest Under the Localism Act 2011**

Declarations of Interest under the Localism Act 2011 were received as follows:-

Councillor Tony Davis – Green Community Travel

Councillor John Ford – YOSC Ltd

#### **Minute 120. Requests for Dispensations**

No requests for dispensations were received. *(NB: Minute No. 17 of the Full Council meeting on 16 May 2023 granted dispensations to Councillors John Ford and Ray Perry to enable them to discuss matters relating to YOSC Ltd (for which they are both trustees) at Town Council meetings until the 2027 elections).*

#### **Minute 121. Public Participation Session with Respect to Items on the Agenda**

No members of the public were present.

#### **Minute 122. Minutes of the Full Town Council Meeting held on 9<sup>th</sup> January 2024**

It was **RESOLVED** that the minutes of the Full Town Council Meeting held on 9<sup>th</sup>

January 2024 be approved and signed as a true and accurate record.

**Minute 123. Minutes of the Environment and Community Committee Meeting held on 23<sup>rd</sup> January 2024**

The minutes of the Environment and Community Committee meeting held on 23<sup>rd</sup> January 2024 were received and **NOTED**.

**Minute 124. Minutes of the Finance and Governance Committee Meeting held on 6<sup>th</sup> February 2024**

The minutes of the Finance and Governance Committee meeting held on 6<sup>th</sup> February 2024 were received and **NOTED**.

**Minute 125. Minutes of the Planning and Transportation Committee Meeting held on 16<sup>th</sup> January 2024**

The minutes of the Planning and Transportation Committee meeting held on 16<sup>th</sup> January 2024 were received and **NOTED**.

**Minute 126. Environment & Community Committee**

**Minute 126/1 Items Referred from the Environment and Community Committee Meeting held on 23<sup>rd</sup> January 2024**

It was **NOTED** that no items were referred to Full Council from the Environment and Community Committee meeting of 23<sup>rd</sup> January 2024.

**Minute 127. Finance & Governance Committee**

**Minute 127/1 Items referred from the Finance and Governance Committee Meeting held on 6<sup>th</sup> February 2024**

**(a) Income and Expenditure Report to 31<sup>st</sup> December 2023**

**RESOLVED** that the Income and Expenditure Report to 31<sup>st</sup> December 2023 be approved. (Appendix 2 to the Finance & Governance Committee minutes of 6<sup>th</sup> February 2024)

**(b) Citizens Advice South Gloucestershire**

At the Finance and Governance Committee meeting on 6<sup>th</sup> February 2023, it was **RESOLVED** that, prior to proceeding with a funding agreement for 2024/2025, Citizens Advice South Gloucestershire (CASG) be asked to provide information about the current situation regarding their premises move and the impact of anticipated challenges with regards accessibility of the service, as the new premises has no free parking nearby.

The response from CASG was received by the Full Council meeting and it was **RESOLVED** that further contact be made with CASG to:

- Request a copy of the equalities impact assessment so that the Town Council can understand:
  - how face-to-face visits from residents will be accommodated at the new premises in terms of:
    - how CASG is planning to make provision in terms of dedicated parking bays for face-to-face visits, as well as explaining the mechanisms to let people know how to access parking bays;
    - how CASG will remove any barriers for people wishing to access their service;
    - how CASG propose to monitor the impact of the premises move on accessibility to the service.
- Encourage CASG to liaise with South Gloucestershire Council to ask for dedicated parking at the existing site, as the current central location of the service allows for better connectivity with other town centre sites such as the job centre, SGC One Stop Shop, the library and Poole Court.

It was further **RESOLVED** that contact be made with neighbouring parish and town councils about the proposed premises move of the CASG.

## **Minute 128. Planning & Transportation Committee**

### **Minute 128/1 Items Referred from the Planning & Transportation Committee Meeting held on 16<sup>th</sup> January 2024**

It was **NOTED** that no items were referred to Full Council from the Planning & Transportation Committee meeting of 16<sup>th</sup> January 2024.

## **Minute 129. Delegated Decisions**

### **Minute 129/1 Record of Delegated Actions**

It was **NOTED** that where action has been taken between meetings, it has been in consultation with members of the council via email and the existing below delegation invoked:

*“The Town Clerk shall have the power to take action as necessary between Meetings of the Full Council, Committees, Sub-Committees, Project Steering Group Committees and Working Groups provided that such action is in accordance with the policy of YTC and is within budget.”*

The list of decisions taken using the above delegation to 9<sup>th</sup> February 2024 was received and **NOTED**. (Appendix 1)

## **Minute 130. Planning Comments Submitted Under Delegated Powers**

It was **NOTED** that further to agreement to amend Planning and Transportation Committee meeting dates, (Minute No. 47 of the Full Council meeting on 27<sup>th</sup> June 2023), to save time and cost, and for the Committee to agree (digitally) the comments to be submitted and for delegation to the clerk to be invoked to submit the

comments to SGC, the submissions of 30<sup>th</sup> January 2024 and 13<sup>th</sup> February 2024 will be formally reported to the Planning and Transportation Committee meeting on 27<sup>th</sup> February 2024.

**Minute 131. Financial Reports**

**Minute 131/1 Accounts for Payment**

The accounts for payment previously authorised in line with the Financial Regulations were received and **NOTED**. (Appendix 2)

**Minute 132. Town Council Project Steering Group Reports**

**Minute 132/1 Play Areas and Properties Project Steering Group – Kingsgate Park Refurbishment Project**

*NB\* At Full Council on 28<sup>th</sup> June 2023: Delegated powers be granted to the Town Clerk, in consultation with the Play Area and Properties Project Steering Group, to progress any matters relating to the Kingsgate Park and Peg Hill projects (in addition to existing delegations outlined in the Terms of Reference to the Project Steering Group itself.*

The following was **NOTED** in respect of the Kingsgate Park Refurbishment project:

**(a) Phase 1: Timber Refurbishment (Children’s Playground Company Ltd)**

- I. Eibe will be installing final items in March 2024, subject to weather conditions. A post-installation safety inspection is required prior to the newly installed equipment being opened to the public;
- II. A contract variation (1) was placed with Children’s Playground Company in the sum of £16,832.50 for replacement rope bridges (reported in Appendix 1, decision taken using delegated powers). Work to replace the ropes has begun. This work will be funded from the Major Project Sinking Fund Earmarked Reserve;
- III. A ‘name the duck’ competition was launched on 19<sup>th</sup> November 2023 and closed on 18<sup>th</sup> February 2024; the Play Area and Properties Project Steering Group will choose the preferred name for the duck. The chosen name will be added to a plaque, which will be installed in the new play area (location to be decided);
- IV. Plans are underway for the official opening event on 1<sup>st</sup> April 2024 (alongside the YTC annual Easter Egg event).

**Other Project Updates: -**

- V. Parsons Landscapes were contacted in November 2023 regarding issues with the MUGA refurbishment; the anti-graffiti coating has bubbled and peeled, damaging the paint layer beneath it. A request for rectification from the supplier has been chased and a response is

awaited;

- VI. Avon Road Markings will be contacted to agree a date for sports court painting of the MUGA (weather permitting, as dry conditions are required for drying/setting).

## **Minute 132/2 YOSC**

### **(a) YOSC Liaison – Governance**

It was **NOTED** that a response to the draft lease (sent to YOSC Ltd in December 2022) was received and returned to YOSC Ltd with a request that they confirm that the document contained all comments that they wish to be considered. YOSC Ltd has met to consider the draft and is meeting for a second time on Monday 26<sup>th</sup> February 2024 to continue the review process. A meeting of the YTC YOSC group will be convened thereafter to consider the full response from YOSC Ltd.

## **Minute 132/3 New North Yate Community Building (NNYCB)**

It was **NOTED** that further to the update provided at the Full Council meeting on 9<sup>th</sup> January 2024, correspondence was sent to South Gloucestershire Council (SGC):

- (a) reiterating how pleased Yate Town Council is that negotiations have recommenced regarding a partnership agreement to work on the NNYCB project, given that the Town Council is committed to supporting SGC to provide this facility for Yate residents, as soon as possible;
- (b) advising that before YTC can consider options, we require information from SGC (outlined below) and that, if necessary, YTC will convene an extraordinary Full Council meeting (between YTC set Full Council meeting dates) to meet SGC timelines, further demonstrating our commitment to this project. Information awaited is as follows:
  - a. Comparable community building agreements for Lyde Green and Emerson Green;
  - b. Status of the project (including delivery timeline);
  - c. Updated feasibility study including re-assessed project costs (costings for s106 specification, and an enhanced building specification);
  - d. Outcome of SGC procurement route;
  - e. Confirmation of appointed architect;
  - f. Any further progress update on the land transfer;
  - g. Proposal of what the SGC budget will provide in terms of building size and facilities, fit out and opportunities for community use (so that YTC can consider in context, how YTC funding could add value/enhance the building and opportunities for community use);
  - h. Freehold share of the building for YTC, if YTC contributed capital funding.

It was **NOTED** that no response has yet been received from South Gloucestershire Council.

**Minute 132/4 S106 Projects (Millside, YOSC and Sunnyside Playing Fields/The Common pitches)**

It was **NOTED** that SGC accepted YTC’s request to convert revenue to capital funding, for the following S106 projects:

1. Millside – £4,737.37 capital / £4,981.38 revenue to fund play improvements at Millside Play Zone, Yate (sports table and slide);
2. YOSC - £9,048.42 capital / £2,738.65 revenue to fund improvements to facilities for disability athletics at Yate Outdoor Sports Complex (toilets and doors).

Further to the Finance and Governance Committee meeting held on 6<sup>th</sup> February 2024, it was further **NOTED** that an application will be sent to SGC regarding s106 monies available for Sunnyside Playing Fields/The Common pitches.

**Minute 133. Consultations**

**Minute 133/1 Current Consultations**

Consultation Name	Link	Closing Date	Comments
Annual Review of Licensing Service fees and charges 2024/25	<a href="#">Click here to view consultation</a>	26.02.24	<b>RESOLVED</b> Officers to submit a response as per the previous consultation about this matter, appreciating that although concessions have been made, there are still issues remaining. For example, the cost to community groups is still too high at £170.
Annual Review of Hackney Carriage Fares	<a href="#">Click here to view consultation</a>	12.02.24	This consultation was <b>NOTED</b> .

**Minute 133/2 Consultation Responses**

Consultation Name	Link	Closing Date	Notes
VCSE Funding from April 2024	<a href="#">Click here to view consultation</a>	23.01.2024	It was <b>NOTED</b> that no response was submitted.

Police Funding Survey	<a href="#">Click here to view consultation</a>	22.01.2024	The response submitted by Councillor Nicola Clarke was <b>NOTED</b> . Appendix 1  Thanks were extended to Councillor Nicola Clarke.
Sexual and Reproductive Health Commissioning Intentions Consultation	<a href="#">Click here to view consultation</a>	28.01.2024	The response submitted by the Community Project Manager was <b>NOTED</b> .  Appendix 2
South Gloucestershire New Local Plan	<a href="#">Click here to view consultation</a>	16.02.2024	It was <b>NOTED</b> that a response was submitted by Councillors Nicola Clarke and John Emms on behalf of the Council, including the comment that the Town Council is glad that field sites included in the call for sites have been excluded, as it is important that those areas are not allocated for development.  Appendix 2  Thanks were extended to Councillors Nicola Clarke and John Emms.

### Minute 133/3      Urgent Consultations

#### (a)      Home Office Consultation – Terrorism (Protection of Premises) Bill – Martyn’s Law

It was **NOTED** that the bill will impose requirements in relation to certain premises and events to increase their preparedness for, and protection from, a terrorist attack by requiring them to take proportionate steps, depending on the size and nature of the activities that take place at the premises. (Closing Date: 18<sup>th</sup> March 2024)

**RESOLVED** Delegated powers be granted to the clerk to respond to the consultation following the Home Office Webinar on 27<sup>th</sup> February 2024 where further information will be received.

### Minute 134.      Sub-Committees

**Minute 134/1            Staffing & Governance Sub-Committee**

The minutes of the Staffing & Governance Committee (appertaining to governance) were received and **RESOLVED** that recommendations therein were approved. (Appendix 4)

**Minute 135.            Confidential Items**

**Minute 135/1            Confirmation of Confidential Session Beginning**

**RESOLVED** 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.

**Minute 135/2            Staffing & Governance Sub-Committee**

The confidential minutes of the Staffing & Governance Sub-Committee meeting (appertaining to staffing matters) held on 7<sup>th</sup> February 2024 were received. (Confidential Appendix 5)

**RESOLVED** The meeting to return to public session.

**RESOLVED** The recommendation contained within the Staffing and Governance Sub-Committee meeting minutes of 7<sup>th</sup> February 2024 be approved.

**Minute 135/3            Confidential Invitation**

**RESOLVED** 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.

Councillor Chris Willmore advised the council of a confidential invitation received.

**RESOLVED** The meeting to return to public session.

**RESOLVED** The Town Council authorises Rachel Evans, Service Support Assistant, to attend the event (in May 2024) and to cover associated travel expenses on the day.

**Minute 136. Consideration of Impact of Decisions on Climate, Planet and Waste**

Consideration took place on impacts on climate, planet and waste following discussion and decisions taken by the council during the meeting. The following was **NOTED**:

- Commitment to accessibility for residents wishing to access CASG;
- Play area and s106 projects;
- Local Plan consultation response - supportive of climate and planet issues.



### **Minute 137. Consideration of Items for Social Media / Website / Publicity**

Following discussions and decisions taken during the meeting, consideration of items for social media / website / publicity took place and it was **RESOLVED** that the following be advertised:

- The shortlisting of the duck naming competition – use in marketing to publicise opening event of the Kingsgate Park Play Area on 1<sup>st</sup> April 2024;
- Photograph to be released post-event, in relating to minute 135/3.

The meeting closed at 7.40pm.

## **Police Funding Survey - Your views**

**How much more, per year, would you be willing to pay for the police precept?**

£10 (total reduction of 250)

### **Priorities**

**What should be the top three priorities for Avon and Somerset Police?**

- Anti-social behaviour
- Preventing crime
- Serious violence (including knife crime)

### **Confidence**

**Taking everything into account I have confidence in the Avon and Somerset Police and Crime Commissioner**

Neither agree nor disagree

**Taking everything into account I have confidence in the police in this area**

Strongly agree

# Sexual and Reproductive Health Commissioning Intentions consultation

Q1. Which local authority area do you live in?

You can use the local authority postcode finder to check.

South Gloucestershire

Q2. If you are responding on behalf of an organisation or group, please provide the name:

Yate Town Council

Q3. Do you agree or disagree with our vision?

Strongly agree

**If you have any additional comments or suggestions about our vision, please provide them here:**

These services are essential to the health of our town. In March 2020, Unity closed its services at West Walk Surgery, leaving our residents without sexual health services until the end of 2023 when the services reopened, and promotion of the services reopening was very poor.

The decision to close this service for nearly 3 years was not taken with services users at the heart of the care, seamless pathways of care where not possible, in a community of priority need, and we found this so unacceptable, we launched our own services for young people.

Q4. We want to improve how people can access sexual and reproductive health services. This would include being able to access a wide range of services and advice online (digitally), such as ordering self-sampling kits for common sexually transmitted infections or booking a clinic appointment.

Do you agree or disagree with this approach?

Strongly agree

**If you have any additional comments about accessing services online (digitally), please provide them here:**

Using community venues and supermarkets to support collection and drop off would aid accessibility.

Q5. In addition to the online (digital) service, we plan to provide in-person clinics in the community that are welcoming to everyone regardless of age, ethnicity or background. These will provide alternative access for those that are unable to use online services and will include walk-in and booked appointments.

Do you agree or disagree with this approach?

Strongly agree

**If you have any additional comments about clinics in the community, please provide them here:**

These services are essential to the health of our town. In March 2020, Unity closed services at West Walk Surgery, leaving our residents without sexual health services until the end of 2023 - and when the services reopened, and promotion of the services reopening was very poor.

The decision to close this service for nearly 3 years was not taken with services users at the heart of the care, seamless pathways of care where not possible, in a community of priority need, and we found this so unacceptable, we launched our own services for young people.

Q6. We want our new service to have a strong focus on activities that encourage healthy behaviours and prevent sexually transmitted infections and unplanned pregnancies, as well as providing treatment. Prevention includes activities that may include campaigns and use of social media, training and education, and outreach to communities.

Do you agree or disagree with this approach?

Strongly agree

**If you have any additional comments about how we approach prevention, please provide them here:**

Campaigns need to feature diverse range of people and target the most vulnerable to sexual health conditions and unhealthy behaviours/abuse including:

Ethnic minority groups, inc. gypsy and travellers

LGBTQ+ support - all ages, especially to feature older people

Market support for persons with religious/cultural belief systems, promote that belief systems are clearly understood respected and supported by your health professionals, care can be tailored to beliefs

Domestic Violence (emotional, psychological and financial, "abuse without bruises" is less known/understood to be abuse) and cohesive control

## About you

Q8. What is your full postcode, e.g. BS13 9BC.

We are asking this to understand if citizens have different views in different parts of the city and to be sure we have heard from people in all areas of Bristol, North Somerset and South Gloucestershire.

If you are responding on behalf of a business or other organisation, please provide the postcode of the organisation's premises in areas of Bristol, North Somerset and/or South Gloucestershire.

BS37 5pp

Q9. What is your age?

Prefer not to say

Q10. Do you consider yourself to be a disabled person?

Prefer not to say

Q11. What is your ethnic group? (Please select one only)

Other ethnic background (please specify):

Q12. What is your religion/faith?

Prefer not to say

Q13. What is your sex?

(If unsure you can use the sex recorded in your official documents.)

Prefer not to say

Q14. Do you consider yourself to have a gender identity different from your sex recorded at birth?

Prefer not to say

Q15. What is your sexual orientation?

Prefer not to say

Q16. Are you pregnant or have you given birth in the last 26 weeks?

Prefer not to say

Q17. Are you a carer?

Prefer not to say

Q18. Are you a refugee or asylum seeker?

Prefer not to say

Q20. We want to make sure our surveys are as good as possible.

Please tell us if you agree or disagree with the following statements:

	<b>Strongly agree</b>	<b>Agree</b>	<b>Neither agree nor disagree</b>	<b>Disagree</b>	<b>Strongly disagree</b>
<b>There is enough information for me to answer the questions</b>	X				
<b>The questions make it easy for me to give my views</b>	X				
<b>The survey meets my accessibility needs</b>			X		

**If you disagree or strongly disagree with any of these three statements, please tell us why:**  
read back option needed to aid reading difficulty

Yate Town Council Submission to the  
South Gloucestershire Local Plan Phase 3 Consultation

Prepared following the Yate Town Council Full Council meeting on Tuesday 9<sup>th</sup> of January 2024, and Yate Town Council Public Consultation at Poole Court on Wednesday 7<sup>th</sup> of February 2024

## Overview of Yate

Over the last 60 years, Yate has developed from a historic centre of farming and coal mining, with an aircraft factory turned domestic appliance factory. The historic farmland and airfield has been turned over to the housing estates and industrial premises.

The current phase of house building on Ladden Garden Village will double the size of North Yate (North of Station Road), with no additional infrastructure, so far, to support this development.

Shopping and services in Yate are centred around the Yate Centre Island, and people travel from villages a considerable distance away to shop and use services in Yate; examples of this include people living in the Bristol East Fringe, and Marshfield in Wiltshire, using Yate as their centre for shopping, dental services, and social activities.

## Future Development of Yate

Yate Town Council supports the proposal for Yate to take a further 200 houses and completion of the North West corner of Ladden Village Garden that are included in the Local Plan, as being fair and proportionate in relation to the whole national need for additional housing. Yate Town Council particularly supports low maintenance quality housing intended for older residents, that is conveniently placed for access to all of the shopping, medical, social facilities and the bus station on the Yate Centre Island. Easy access to local facilities will allow residents to maximise walking, wheeling and cycling, along with public transport. Older residents moving into easier managed accommodation, with easy access to facilities, could reduce their personal costs, optimise land use, and free up family homes. Similar low maintenance quality housing is also attractive to younger people and could be situated further away from the Yate Centre Island.

Yate Town Council is glad that field sites, included in the call for sites, have been excluded as it is important that those areas are not allocated for development.

## Green Belt

Green belt originates from concern over urban sprawl extending from the centre of London and led to the creation of Milton Keynes as a complete new town to accept London "overspill". Of the resulting green belts, the Avon Green Belt is probably the most extensive, and most restrictive. A serious health concern at the time of the creation of Green Belts was the concentration of housing using open coal fires for heating, contributing to smog. London's Great Smog of 1952 resulted in the Clean Air Act 1956, followed by the Clean Air Act 1993 and Environment Act 2021.

Recent infrastructure spending to the North of Bristol has been on the edge of, and in, the Green Belt. The proposal to develop Green Belt land by exception is supported, however, any new development needs to be placed where there is

investment in infrastructure and must consider how it will contribute to the strengthening of the remaining Green Belt land. AONB, SSSI, National Parks, and public open spaces do need to be protected.

## Transport

In line with Central Government policy, Yate Town Council has a commitment to Net Zero, and a core part of that is in transport policy. Yate Town Council supports current developments in improving public transport, both by road and by rail, and we are seeing increased rates of use of public transport as a result.

During the last decade, lack of parking space for cars in Yate has been an issue. Aspirational design and marketing of motor vehicles, along with supply issues over materials and components, has led to a consistent rise in the cost of cars (in relation to UK incomes), since 2016. Many older people have expressed concern that they may not be able to afford a car in future, many younger people are prioritising spending in areas other than cars (such as housing), and of course many people of all ages lose their ability to drive through developing various forms of ill health. As a result of these factors, 35% of people in some areas of Yate have no access to the use of a car.

Since the establishment of the latest round of house building in Yate (Autumn Brooks and Ladden Garden Village), there are constant streams of traffic along Leechpool Way and Eastfield Drive, long traffic queues along Goose Green Way, and congestion at both Link Road roundabouts on a daily basis.

All of the research carried out around the World is consistent in it's finding that where Walking Wheeling and Cycling infrastructure is improved to access shopping centres, those shopping centres increase profitability. The American owners of Yate Shopping Centre have been consistent in their desire to have good quality Walking Wheeling and Cycling infrastructure leading to Yate Shopping Centre, particularly from Ladden Garden Village. Walking and Cycling are major parts of Social Prescribing, increasing the Health and Wellbeing of residents. During the last five years, there has been a considerable uptake in the use of Yate Town Centre bike parking spaces by residents of lower income areas, families, and older people with e-bikes. Improved local Walking Wheeling and Cycling infrastructure has been proven around the world to increase the rate of uptake in Active Travel and offers a cost-effective alternative to the use of cars for short journeys.

## Energy

Given Central Government's push towards the widespread use of electricity, it is unreasonable to expect that in the South of England, we can rely on electricity generated in Scotland, because of losses in power lines due to the resistance of long transmission cables. To maintain balance in the National Grid, and to reduce losses, electricity generation needs to be local to electricity consumption. To ensure energy security on a large scale, there needs to be a range of generation methods used



including solar, wind, and micro nuclear reactors. The micro nuclear reactors are similar in concept to submarine power units, which have been in use for a considerable number of years. Hull University have been developing micro hydro turbines that have proved to be extremely effective on the Humber Estuary, and may be equally suitable for use on the Severn Estuary. What ever method is used, it is crucial that renewable sources are used to ensure that the area meets the Net Zero targets as soon as practical and decarbonises energy sources.

## Travellers

Showman Travellers have long established bases in South Gloucestershire, along with educational arrangements.

Other traditional travellers are far less tolerated, and there is real need to engage with these groups to discover what their needs are.

There are a growing number of "van dwellers" as a result of the restriction in the supply of housing, and increase in contract working (entertainment, construction, and IT contract working are classic of this). Because of recent travel restrictions there are also part time van dwellers "passing through". Towns and cities in the US provide facilities for van dwellers, and again, there needs to be engagement with van dwellers to find out their needs.

## Work Places

Yate Town Council supports the proposals for commercial premises.

## **In response to the Consultation Questions:**

### **What is your greatest hope for your local area over the next 10 years?**

After a period of intense house building in Yate, that a period of time is spend developing the local services and infrastructure to support the increase in residents. This includes public transport, increased opportunity for active travel, and services for residents (schools, dentists, doctors, social services, youth services etc) as well as encourage sustainable employment opportunities locally for residents.

### **What is your greatest fear for your local area over the next 10 years?**

The rapid increase in size of the town leads to overburden services, increased inequalities amongst its residents leading to segregated communities and the resulting social issues.

### **What is the most important thing the council can do to improve your local area right now?**

As above, and recognised in the local plan, Yate has undergone a period of significant house building and a pause on development is needed to enable Yate to

integrate the new build areas into the wider Yate community. Support is needed in ensuring developers deliver the promised community facilities for the residents living in the new developments. Support is also needed in developing the local employment opportunities and infrastructure to ensure prosperity across the whole of the Yate community. As recognised in the council's local plan, this needs to be done in a way that contributes to reaching net zero carbon, has a positive impact on the climate and encourages biodiversity.

### **What is the most important thing the council can do to improve your local area over the next four years?**

- New Homes for all communities – ensure a balance of houses to support all stages of life. While more houses within Yate town should be minimal in the near term, there is a requirement for accommodation which would be attractive to those who wish to downsize from larger 4 bed properties to single storey buildings e.g. bungalows. The availability of bungalows for purchase is declining as many have been converted to more than a single storey. There is strong support for the policy on the requirement for New Developments to be Net Zero and maximise energy generation from renewable technologies.
- Travel and Transport – active travel within Yate town should be encouraged and made easy/more desirable to reduce congestion on the roads and also improve residents' health. Plans to develop the Yate (cycle) spur are welcome to provide a safe route to join the Bristol to Bath cycle path and opening up a viable option for residents to cycle to both cities as well as destinations on the way. Potential to look at disincentivising the use of larger vehicles e.g. SUVs within the Town Centre (e.g. differential parking fees for larger vehicles). Potential zoning of parking/charging/signage to encourage users of Yate Shopping Centre to park on their access side of the town and walk to the different shopping areas, thereby reducing driving through the main town centre. Adopt a [Vision Zero](#) policy on roads, which aims for zero road deaths and serious injuries through the two pillars available to the council – safe roads and safe speeds. Speeding within Yate is an issue which needs to be tackled and roads around high pedestrian areas such as the shopping centre need to be made safer.
- Climate, nature and heritage – increase tree planting in the area and thereby increase tree cover to help reduce the impact of rising temperatures. Support biodiversity and green spaces in Yate – adoption of the 30 by 30 target of protecting 30% of the local land and water biodiversity by 2030.
- Design and Placemaking – as per the local plan ensure that the streets of Yate are safe, functional, accessible and attractive. Particularly areas such as Station Road need investment to create a positive sense of place.
- Jobs and Businesses – Development of Yate Town Centre and Station Road to support the high street recovery, including reducing dominance of the motor vehicle and making them (and the surrounding areas) places where people are the priority. The stretch from the Riverside as far as the train station should be an area which is attractive to walk, cycle, wheel or use public

transport to travel around for shopping and leisure. Small businesses and community groups should be supported in locating in the yate town centre and station road through reduced business rates to encourage diversity in the shops available and encourage entrepreneurial/start up retail businesses.

- Deliverability and viability – as in the local plan to encourage the development industry to deliver on the infrastructure to support the new developments in Yate. In particular the Local Authority Secondary school is under increased pressure with the additional pupils from the developments which is unsustainable. Also expand the library services as a way to support digital connectivity and skills for those who don't have access. The commitment to retain the local character of Tanhouse Lane and prevent direct vehicular access to the lane is welcome. This road should ideally be classified as a quiet lane to provide protection for walkers, cyclists, horse riders and other vulnerable users given their frequent use of this route.

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### **What is the most important thing the council can do to improve your local area over the next ten years?**

- New Homes for all communities – While new development within Yate should be minimised given the significant development over recent periods in the town, the affordable housing policy within wider SG area is key to maintaining house prices in Yate at a level that is affordable for its residents.
- Travel and Transport – develop a sustainable public transport policy which encourages walking, cycling, wheeling and alternative efficient transport methods (e.g. e-scooters).
- Climate, nature and heritage – adoption of the 30 by 30 target of protecting 30% of the local land and water biodiversity by 2030.
- Design and Placemaking – support the development of a sense of place for Yate and shift from a commuter town to a sustainable community.
- Jobs and Businesses – encourage high tech sustainable employment to area to provide well paid local jobs for Yate.
- Deliverability and viability – ensure that community facilities such as YOSC, Armadillo, Kingsgate Park are funded sufficiently to enable them to support the increased demand on their services as a consequence of the new housing developments. “Balance” accessibility to high quality community facilities across Yate through investment in South Yate.

## **Minutes of the Staffing and Governance Sub-Committee meeting (appertaining to Governance) held on Wednesday 7<sup>th</sup> February 2024 from 3.00pm – 3.30pm held at Poole Court.\***

\*Appendices to this meeting available on request

**Present: Councillors Mike Drew, Tony Davis, John Ford, Karl Tomasin and Chris Willmore.**

**Town Clerk and Deputy Town Clerk/Service Support Manager.**

### **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Cheryl Kirby and Gabi Miron.

### **2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011**

No Declarations of Interest were received.

### **3. GOVERNANCE**

**3/1** An update was received on training options within budget for councillors and staff, further to Minute No. 4/4 of the Staffing and Governance Sub-Committee meeting held on 12<sup>th</sup> September 2023:-

- (a) Contact has been made with the SGC Equalities Officer regarding training available and a response is awaited;
- (b) The below outcome from NALC was received regarding:
  - a. Equalities Training;
  - b. White Ribbon training offered via NALC;
  - c. White Ribbon training available via White Ribbon:  
<https://www.whiteribbon.org.uk/training>

Response from NALC received:

*Regarding the equalities training, we are currently compiling information from councils on what types of equalities training is being offered. Once I have received this information, I will get back in touch with you.*

*I'm very glad to hear that Yate Town Council have signed up to become a White Ribbon supporter organisation to help make strides to end violence against women and girls. NALC are discussing working on an online event/webinar in 2024 on White Ribbon to provide tips and advice for the accreditation process. Once I have more information available on this, I will get in touch.*

*In the meantime, White Ribbon have various useful resources on their website for accredited and supporter organisations to use:*

<https://www.whiteribbon.org.uk/our-resources>.

*What I have found especially useful is the bystander training held by the Suzy Lamplugh Trust, various colleagues at NALC and I have attended to learn how to be active bystanders to sexual harassment. It is only a 1 hour long training session and worth attending with your council members.*

The following action to date was **NOTED**;

- White Ribbon Ambassador has been designated (Finance Manager & RFO);

“Being a White Ribbon Ambassador or Champion is an effective and meaningful way to further your commitment to ending men’s violence against women and girls. Across the UK, our diverse network of Ambassadors and Champions advocate the White Ribbon message in their workplaces and communities and are instrumental in our work.

White Ribbon Ambassadors are men and people who identify as a man who take on this responsibility. They take the White Ribbon message into their workplaces, communities and among their friends, family and colleagues.”

- Finance Manager & RFO has undertaken White Ribbon Ambassador Training;
- White Ribbon Day was promoted via social media in November 2023;
- Mayor issued with White Ribbon pin badge to wear during Civic duties;
- White Ribbon campaign information rolled out to all staff.

It is **RESOLVED** that members and staff undertake Suzy Lamplugh training (outlined by NALC above) and that training information be awaited from NALC on the White Ribbon webinar expected later this year.

It was further **NOTED** that;

- Disability Confident Scheme - Yate Town Council has now registered at Level 2 status of the Scheme moving from “Disability Confident Committed” to “Disability Confident Employer” which registers for 3 years and Disability Confident Employers are recognised as going the extra mile to make sure disabled people get a fair chance.

One of the commitments of the Level 2 scheme is to actively advertise roles in disability focused areas such as Disability Jobsite or Evenbreak.

The costs to use the above websites are as follows:

Disability Jobsite - £625 per vacancy

Evenbreak - £115 per vacancy

It was **NOTED** that the current budget for advertising vacancies is £400.

It was **RESOLVED** that alternative disability focused websites be researched (including asking other Disability Confident Scheme members which sites they use). If further budget is required, then a request to be made to the Finance and Governance Committee to increase the advertising budget for this purpose.

### **3/2 Terms of Reference 2023/2024 Review**

The below Terms of Reference revisions were received and **RECOMMENDED** for adoption at Full Council:

- Website Review Sub Committee (Appendix 1);
- Amendment to Clerk Delegation (Appendix 2).

The inclusion of Youth Strategy Terms of Reference, as agreed at the Environment and Community Committee meeting on 23 January 2024, were **NOTED**.

### **3/3 Policies 2023/2024 Review & Amendments**

#### **a) Staffing Policies**

The below staffing policies were reviewed as part of the 2023/2024 policy review, and **RECOMMENDED** for adoption at Full Council .

- Recruitment Policy (Appendix 3)
- Probation Policy (Appendix 4)
- Managing Employee Performance (Appendix 5)

#### **b) General Policies**

The below general policies were reviewed as part of the 2023/2024 policy review, and **RECOMMENDED** for adoption at Full Council .

- Biodiversity duty – Climate & Planet Policy (Appendix 6);
- Anti-Fraud and Corruption Policy (Appendix 7);
- Dedicated Tree Policy (Appendix 8);
- An addition to the Donations Acceptance and Ethical Fundraising Policy be made to specify that Yate Town Council is not bound to maintain/retain a physical donation in perpetuity.

### **3/4 Policy Re-adoption**

It was **RECOMMENDED** to re-adopt all general policies and all staffing policies (with any amendments identified to those policies as listed on this agenda):

General Policies: [Click here for General Policies](#)

Staffing Policies: [Click here for Staffing Policies](#)

### **3/5 Standing Orders & Code of Conduct**

It was **RECOMMENDED** that the Standing Orders & Code of Conduct be adopted at Full Council ([Click here for Standing Orders](#))

### **3/6 Financial Regulations**

It was **RECOMMENDED** that Financial Regulations be adopted at Full Council. ([Click here for Financial Regulations](#))

### **3/7 Risk Management**

The risk assessments for 2023/24 were received and it was **RECOMMENDED** they be approved.

### **3/8 Annual Health and Safety Report**

The annual Health and Safety Report was received and **NOTED**. (Appendix 9)

### **3/9 First Aid Needs Assessment & Fire Marshalls**

The annual First Aid Needs & Fire Marshall assessment was received and **NOTED**. (Appendix 10)

### **3/10 Internal Control**

*At least once a year the council must review the effectiveness of its system on internal control which shall be in accordance with proper practices.*

The list of Yate Town Council Internal Controls and Internal Audit Plan was received and **RECOMMENDED** that this be accepted and amendments made as shown in red. (Appendix 11)

## **4. Confidential Session**

### **4/1 Confidentiality Confirmation**

It was **RESOLVED** 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.

### **4/2 Annual Accident, Incident & Safeguarding Report**

The annual Accident, Incident & Safeguarding Report was received and **NOTED**. (Confidential Appendix 12) It was **NOTED** that processes for frequency of checking / maintaining heavily used furniture/equipment will be reviewed.

**RESOLVED** that the meeting return to open session.