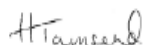


Wednesday 19 October 2016

You are hereby summoned to attend a meeting of **YATE TOWN COUNCIL** to be held at Poole Court, Yate on Tuesday 25 October 2016 between 7.15pm and 9.00pm for the purpose of transacting the business set out in the Agenda below.



Hayley Townsend
Town Clerk

* * * * *

A G E N D A

In the exercise of Council functions, Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivering services under the public sector Equality Duty and Equality Act 2010.

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

- 1 Apologies for absence.
- 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 To receive any requests for dispensations.
- 4 Public Participation Session with Respect to Items on the Agenda.
- 5 To confirm Minutes of the Town Council Meeting held on 6 September 2016 (Copy herewith)
- 6 To receive, consider and confirm Minutes of the Environment and Planning Committee Meeting held on 27 September 2016. (Copy herewith)
- 7 To receive, consider and confirm Minutes of the Finance and General Purposes Committee Meeting held on 11 October 2016. (Copy herewith)
- 8 To receive and consider the following items on the Clerk's Report. (Copy herewith)
 - 1 **Financial Reports**
 - 1/1 Accounts for Payment

Continued Overleaf

- 2 Sub-Committee Reports**
 - 2/1 Planning Sub-Committee
 - 2/2 Staffing and Governance Sub-Committee

- 3 Town Council Project Steering Group Committee Reports (Task Limited)**
 - 3/1 Elswick Park Development Project Steering Group Committee
 - 3/2 Play Areas Project Steering Group Committee
 - 3/3 Land at the Rear of Ridgewood Community Centre
 - 3/4 Rodford Site
 - 3/5 YOSC

- 4 Consultations**
 - 4/1 South Gloucestershire Council – Second Phase Library Consultation
 - 4/2 South Gloucestershire Council - Children and Young People's Mental Health and Emotional Wellbeing Strategy
 - 4/3 South Gloucestershire Council – BT Payphones
 - 4/4 YTC Responses to Consultations
 - 4/3 Urgent Consultations

- 5 Committee Membership**

TOWN CLERK'S REPORT TO FULL COUNCIL MEETING TO BE HELD ON TUESDAY 25 OCTOBER 2016.

Matters Arising from the meeting of Finance and General Purposes Meeting held on 11 October 2016

Minute Number 9/2 c) (ii) Urbie

‘It was NOTED that quotes are currently being sought for the replacement Urbie to be presented to Full Council on 25th October 2016 and that so far funding has been awarded in the sums of £300 from Renishaw and £1,000 from Yate & District Rotary Club.’

In the absence of quotations being available delegated powers are sought to progress this matter and purchase a replacement Urbie by the Clerk in consultation with interested members.

To agree delegated powers and nominate members.

1 FINANCIAL REPORTS

1/1 Accounts for Payment

To receive any information.

2 SUB-COMMITTEE REPORTS

2/1 Planning Sub-Committee

To **NOTE** the minutes of the Planning Sub-Committee meetings held on 11 October 2016 (Appendix 1).

2/2 Staffing and Governance Sub-Committee

To receive the confidential minutes of the Staffing and Governance Sub-Committee meetings held on 12 October 2016 (Confidential Appendix 2 and Appendix 3).

3 TOWN COUNCIL PROJECT STEERING GROUP COMMITTEES REPORTS (TASK LIMITED)

3/1 Elswick Park Development Project Steering Group Committee

To receive any further information.

3/2 Play Areas Project Steering Group Committee

To receive the minutes of the Play Area Projects – Project Steering Group held on 4 October 2016 at Poole Court. (Appendix 4)

3/3 Land at the Rear of Ridgewood Community Centre

Further to minute no. 8/3 of the Environment and Planning Committee meeting of 27 September 2016, to receive confidential comments (Confidential Appendix 5) from the Town Council solicitor on the draft licence received from South Gloucestershire Council. To make decision on the way forward.

3/4 Rodford Site

To receive any further information.

3/5 YOSC

- (a) To receive any further update on negotiations concerning the final Heads of Terms agreement with South Gloucestershire Council, further to the following resolution of the Full Council meeting of 23 February 2016 (Minute No. 92/7a);
- (b) To be advised that there is no further update on the draft SLA between Yate Town Council and YOSC Ltd as this is dependent on the final Heads of Terms being agreed with South Gloucestershire Council;
- (c) To be advised that an outcome on discretionary rate relief for YOSC Ltd is awaited;
- (d) To **NOTE** that:

In accordance with Minute No. 8/2 of the Finance and General Purposes Committee meeting of 26 July 2016, the lighting columns on the approach road leading to YOSC are being brought up to a working standard, a meter reading will be taken and then handed over to YOSC Limited who will then be responsible for the annual meter charge and ongoing costs for energy consumption. An update has now been received and the lights are due to be inspected on 24th October 2016.
- (e) To receive any other information/requests from YOSC Ltd for the period 25 October – 6 January 2017.

4 CONSULTATIONS (*Paper copies of all consultations are available to view in the Town Council office*)

4/1 South Gloucestershire Council – Second Phase Library Consultation

To consider consultation;

https://consultations.southglos.gov.uk/gf2.ti/-/747682/22877925.1/PDF/-/Library_Consultation_Document_Phase_2.pdf

Circulated: 12 October 2016.

Closing Date; 02 January 2017

4/2 South Gloucestershire Council - Children and Young People's Mental Health and Emotional Wellbeing Strategy

To consider consultation;

<https://consultations.southglos.gov.uk/consult.ti/MentalHealth>

Circulated: 12 October 2016.

Closing Date; 6 December 2016

4/3 South Gloucestershire Council – BT Payphones

To consider

consultation; <https://consultations.southglos.gov.uk/consult.ti/BTPhonebox/consultationHome>

Circulated; 13 October 2016

Closing Date: 7 November 2016

4/4 Yate Town Council Responses to Consultations

To receive and **NOTE** responses made on behalf of Yate Town Council to the following consultations:

- Public Health and Wellbeing
(comments prepared by Councillor Chris Willmore) (Appendix 6).

4/5 Urgent Consultations

To receive any urgent consultation.

5. COMMITTEE MEMBERSHIP

To be advised that Councillor Penny Thoyts wishes to serve on the Town Council Environment and Planning Committee meeting. To agree membership.

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**MINUTES OF THE PLANNING SUB-COMMITTEE MEETING HELD ON
TUESDAY 11 OCTOBER 2016 FROM 7.00PM – 7.30PM AT POOLE COURT, YATE**

PRESENT: Councillors, Chris Willmore, Cheryl Kirby, Alan Monaghan, Chris Edmonds and John Gawn
Admin Officer (YTC)

1. APOLOGIES FOR ABSENCE

RESOLVED Apologies for absence were received from Councillors, Mike Drew, Wully Perks, John Ford, Aziz Chowdhry, Tony Davis, Aziz Chowdhry, Ian Blair, Margaret Marshall, Penny Thoyt, Sue Walker, John Davis and Ben Campbell.

2. MEMBERS' DECLARATION OF INTERESTS

No Declarations of Interest

3. PLANNING APPLICATIONS

The meeting considered planning applications received from South Gloucestershire Council in Appendix 1.

4. DATE OF NEXT MEETING

The next Planning Sub-Committee meeting will be held on:

Tuesday, 25 October 2016 at 6.45pm

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FC 25.10.2016

YATE TOWN COUNCIL PLANNING APPLICATIONS

27 September 2016

Link to South Glos Council Planning Website:

<http://developments.southglos.gov.uk/online-applications/>

Ref. No.	PK16/5363/F
Description	Erection of 1no detached dwelling, garage, access and associated works.
Location	14 Stanshawes Drive Yate South Gloucestershire BS37 4ET
Applicant	
Received	29 th September 2016.
YTC Comments	Object on the following: Highway Safety – parking, turning in the road Layout and density of building – too many houses on the development – see previous objections to application(PK14/1648/F) Impact on sheltered housing next to the plot Loss of trees – loss and damage to hedgerows Encroaches on green space around lake which is important part of the amenity of the area – it is not brown belt land.

Ref. No.	PK16/4752/LB
Description	Installation of replacement casement windows to existing stone surrounds.
Location	Goosegreen Farm Broad Lane Yate Bristol South Gloucestershire
Applicant	
Received	27 th September 2016
YTC Comments	No objection

Ref. No.	PK16/5262/TRE
Description	Works to various trees as detailed in the report submitted. Covered by Tree Preservation Order SGTPO 07/07 dated 23 November 2017.
Location	Rockwood House Gravel Hill Road Yate Bristol South Gloucestershire
Applicant	
Received	22nd September 2016
YTC Comments	<p>Objection:</p> <p>Object to any tree works not established on tree health grounds</p> <p>Accept only tree works agreed by Arboriculture Officer</p> <p>Do not object to removing deadwood/bottom spurs</p> <p>Tree 953 (oak) consent should require the car wash to be re-sited as soon as possible as it is having a negative impact on the tree.</p>

Ref. No.	PK16/4979/F
Description	Erection of a single storey front extension to provide additional living accommodation.
Location	4 Rectory Close Yate Bristol South Gloucestershire BS37 5SA
Applicant	
Received	4 th October 2016
YTC Comments	<p>Object</p> <p>Layout and density - Extension would be in front of the build line, it is an open plan development which has retained its open plan aspect.</p> <p>Design, visual appearance, landscaping – it would adversely effect the setting of and around the open space around which the houses are clustered and which forms an important part of the streetscene. If approved, it would create an undesirable precedent for other extensions in the same manner.</p>

MINUTES OF THE STAFFING AND GOVERNANCE SUB-COMMITTEE MEETING (APPERTAINING TO GOVERNANCE) HELD ON WEDNESDAY 12 OCTOBER 2016 FROM 9.15PM – 9.20PM AT POOLE COURT, YATE.

PRESENT: Councillors Tony Davis, Mike Drew, John Ford, John Gawn, Cheryl Kirby, Karl Tomasin, Sue Walker and Chris Willmore.

Town Clerk and Deputy Town Clerk/RFO – Yate Town Council.

1. APOLOGIES FOR ABSENCE

No apologies for absence were received as all members of the Sub-Committee were present.

2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

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

3. GOVERNANCE

(a) Business and Process Review

The progress report on the implementation of the Business Review findings was received and **NOTED** (Appendix 1).

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Yate Town Council Business Change Project Up-date**September 2016**

Prepared by Helen Magee (South Glos Council Corporate Business Change Adviser)

1. Purpose

- 1.1. The purpose of this document is to provide an up-date on the work completed against the implementation plan that was presented to Full Council at the end of June 2016

2. Background

- 2.1. In April 2016 Yate Town Council approached South Gloucestershire Council in order to understand if they could procure some Business Analysis services to help identify potential areas for improvement. The Town Council which had taken new properties and green spaces and therefore additional staff, but was not sure that they were utilising their available staff in the optimum way.
- 2.2. South Gloucestershire council proposed a multi phased approach which started with a 5 day piece of work to gather information and produce a report of potential areas for change.
- 2.3. An initial report was taken to the Staffing and Governance meeting on 22nd June 2016, following this meeting a draft implementation plan was submitted to Full Council on 28th June 2016 where the council agreed to a further 10 days of work to implement the items listed.
- 2.4. Work begin on the implementation plan on 22nd August.

3. Original Implementation Plan

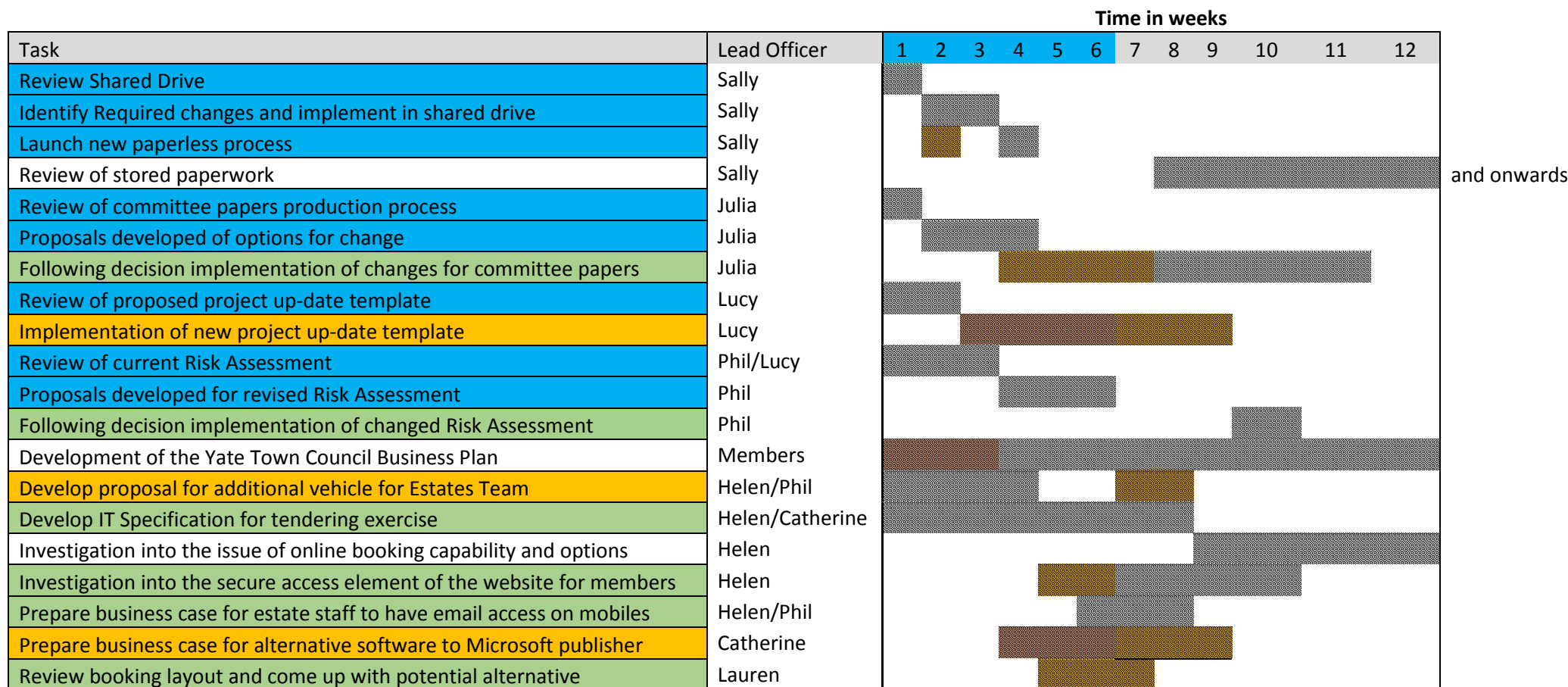
3.1. Below is the original implementation plan that was submitted to full council on 28th June 2016

	Lead Officer	Time In Weeks											
Task		1	2	3	4	5	6	7	8	9	10	11	12
1. Review Shared Drive		■											
2. Identify Required changes and implement in shared drive			■	■	■								
3. Launch new paperless process					■	■							
4. Review of stored paperwork									■	■	■	■	■
5. Review of committee papers production process		■	■										
6. Proposals developed of options for change			■	■	■	■							
7. Following decision implementation of changes for committee papers									■	■	■	■	■
8. Review of proposed project up-date template		■	■	■									
9. Implementation of new project up-date template			■	■	■	■	■						
10. Review of current Risk Assessment		■	■	■	■								
11. Proposals developed for revised Risk Assessment					■	■	■						
12. Following decision implementation of changed Risk Assessment										■	■		
13. Development of the Yate Town Council Business Plan		■	■	■	■	■	■	■	■	■	■	■	■
14. Develop proposal for additional vehicle for Estates Team		■	■	■	■	■							
15. Develop IT Specification for tendering exercise		■	■	■	■	■	■	■					
16. Investigation into the issue of online booking capability and options									■	■	■	■	■
17. Investigation into the secure access element of the website for members								■	■	■	■	■	
18. Prepare business case for estate staff to have email access on mobiles							■	■	■				
19. Prepare business case for alternative software to Microsoft publisher					■	■	■						

and onwards

4. Current High Level Overview of Progress

4.1. Below is the current position on the work streams, as at the 30th September we have completed week 6 of the programme (i.e. 50%)
Further detailed information on each task in detailed in Section 5.



4.2. Tasks highlighted Blue are completed, Tasks highlighted in Green are on target for their completion date, tasks highlighted in Amber have been delayed or are behind schedule and tasks with no colour are either not due to have started or it is currently unclear on their progress.

5. Individual Task Up-dates

5.1. Shared Drives and Paperless Working (Items 1, 2, 3 & 4)

5.1.1. The review of the shared drive has been completed and work to re-organise the drive was completed by the end of the week 2 with the new paperless policy implemented at the end of that week as well. There is ongoing tidying up of specific identified files within the shared drive folder. Initial feedback on the new organisation of the shared drive was positive. There is still the task of reviewing stored paper but it should become clearer what needs to be kept in addition to electronic copies once the remaining files within the shared drive are reviewed. It was always envisaged that the review of stored paperwork would continue beyond the period of SGC resource involvement.

5.2. Committee paper process and content (Items 5, 6, & 7)

5.2.1. Following an initial meeting a plan of incremental change was agreed upon whereby at each stage we ask for member feedback to ensure buy-in to the process, the implementation of this plan began earlier than was original planned due to timings of meetings and will probably extend beyond the end of SGC involvement due to the phased approach being adopted.

5.3. Project Status update reports (Items 8 & 9)

5.3.1. Work has taken place to adapt the SGC template to be more appropriate for Yate Town Council and a session has been held with the officer who will be using the template to allow any questions to be asked. Due to timings of meetings the first use of the revised form is not taking place until the first week of October, following this meeting there will be a review of the form based on member feedback to ensure that it is providing all the information required.

5.4. Risk Assessment Review (Items 10,11 & 12)

5.4.1. A meeting has been held which looked at Yate Town Councils current Risk Assessment and compared these to South Glos Risk Assessments the changes were noted and discussed and there was agreement on which changes should be made. Many were changes that had already been identified but this process has given some impetus to progress with these changes. Confirmation has been received that there will be a transfer from the old system to new system starting in October and working on a group basis per month – i.e. properties one month, play areas the next month etc. until all areas are converted.

5.5. Yate Town Council Business Plan (Item 13)

5.5.1. Members held a meeting on the 19th September for which a number of example Business Cases were provided along with a proposed agenda and outcomes from the meeting. Additionally it was agreed that Staff would not attend the meeting but would submit a list of the work that is currently done by them to support the council. Unfortunately it was not possible for Helen Magee to attend the meeting due to other SGC commitments. Awaiting to hear the outcome of the meeting.

5.6. Business Cases for Estate Vehicles and Estates data on mobile phones (Items 14 & 18)

5.6.1. The Business case for the estate vehicle is behind schedule but should be completed by the amended timescale shown on the up-dated plan.

5.7. IT specification (Item 15)

- 5.7.1. All available information has been collected from Yate Town Council staff including all previous papers in relation to requirements. Spec is due to be produced in line with original timescales

5.8. Online booking capabilities and review of booking details (Items 16 & 20)

- 5.8.1. Following some further discussion it has become apparent that it will not be possible to implement an online booking system which is integrated into the current council system, this is because the current supplier does not provide online capability and speaking to staff the integration from the current booking system into the finance system is very efficient and there are current no plans to review the finance system
- 5.8.2. Given this information there has been some discussion on what could be done to reduce the amount of queries received via phone about room costs etc. The result was a suggestion of reviewing how rental costs are displayed and following some research on other councils and how they show their costs a template was obtained onto which it is possible to transfer the various Yate TC costs. This could then be shared with staff to see if they feel this would be better than the information currently supplied on the website. This amendment to the original plan needs to be agreed.

5.9. Secure access site for members on the current website (Item 17)

- 5.9.1. Initial conversations have been had with the supplier of the website and they will be putting together a cost for this work, however they have stated that this solution should be viewed as a temporary solution and that direct access to folders via the new IT system would be a much more secure solution moving forward. Awaiting costs.

5.10. Business Case for Microsoft Publisher Pro or other such software

- 5.10.1. Piece of work not yet started as emphasis has been on the resolving of the shared files issue.
- 5.10.2. Will be looking at whether Microsoft Publisher Pro is the right tool or whether it needs a change of product completely in order to provide the functionality that is required.

5.11. Additional ad hoc

- 5.11.1. Additional work has been undertaken outside the original scope where it has been felt that value could be added, examples of items covered in this area include:
- investigation of application of the transparency code across SGC so that the same principles can be applied to Yate Town Council
 - Attempt to reduce the number of people visiting/phoning the council regarding Registrars services by placing a notice on the door and looking to make changes to the website to provide members of the public with the information on where to contact registrars.

6. Yate Town Council Resource

- 6.1. The changes implemented during Phase 1 and those implemented, or on course to be implemented during Phase 2 will remove unnecessary work, changed how tasks are approached and potentially will create some additional resourcing capacity within the team.
- 6.2. However the position prior to this work was that the team were not able to complete their existing workload within the hours allocated to them, so the aim of these process amendments and changes in working practise is to try and ensure that the workload expected matches the current resources available rather than resulting in a reduction of staff required.
- 6.3. There is also a dependency linked to the implementation of the new IT system which is deemed to be a route cause of many points of inefficiency.

7. Use of SGC Resource Days Against Plan

- 7.1. At the time of this report week 6 is coming to an end, therefore based on the original resource effort estimate 6 days of resource should have been used, currently 5 days have been used but there has not been the level of involvement anticipated on the Business Plan and working with members, therefore it is proposed that this day is rolled into those available for the next 6 weeks to be used as appropriate.

MINUTES OF THE PLAY AREA PROJECTS STEERING GROUP COMMITTEE MEETING HELD ON TUESDAY 4TH OCTOBER 2016 FROM 6.00PM-7.10PM AT POOLE COURT.

PRESENT: Councillors Tony Davis, John Ford (Chair), Alan Monaghan and Karl Tomasin - Yate Town Council.
Alison Brown (Landscape Architect – part meeting)
Estates Support Officer - Yate Town Council.

1. APOLOGIES FOR ABSENCE

RESOLVED Apologies for absence were received and accepted from Councillor Chris Willmore and the Estates Supervisor.

Councillors Ian Blair, Aziz Chowdhry and Wully Perks were absent.

2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

None received.

3. MINUTES OF THE PREVIOUS MEETING

RESOLVED The minutes of the previous meeting held on Wednesday 20th April 2016 be approved as a true and accurate record.

4. HOWARD LEWIS PLAY AREA

An update was received from the Landscape Architect. The following was **NOTED**:

- Consultation leaflets were delivered to all houses on The Ridge with a closing date of 26th August 2016;
- Just over 30 responses had been received ;
- Both Broadway Infants and The Ridge Junior Schools agreed to help with the consultation and sent out a slightly different version of the questionnaire as homework over the summer. Around 20 responses had been received with more expected;
- Key themes emerging from across the consultation were:
 - Improved security / lockable gates;
 - More play opportunities for young to junior age children (from toddler to around 11);
 - Remove the disconnected flood lights;
 - Enhance the ‘garden’ feel of the park overall.

An update was received from the Estates Support Officer. It was **NOTED** that:

- The vast majority of consultation responses were positive;
- A handful of the consultation responses were less positive and had been accompanied by visits or telephone calls to the office from local residents concerned about alleged undesirable behaviour in the park, concerns how this might increase if the play area was refreshed and suggestions of installing gates which are locked overnight and placing play equipment in the centre of the park (eg, away from houses);
- Correspondence had also been received from the MP in relation to the above following concerns raised with him by constituents;

- Avon and Somerset Police have been contacted by Yate Town Council in relation to any alleged undesirable behaviour in Howard Lewis Play Area – they have confirmed they are not aware of anything more significant than they would usually encounter in a play area.

RESOLVED:

- A phased approach be taken with this play area- development of the play area as phase 1, gates if required as stage 2 (but include both when applying for funding);
- Landscape Architect to further consider the consultation responses once all are received and draw up a possible scheme with associated brief to include:
 - The removal of the floodlights;
 - Enhancement of the concrete area (previously the tennis court);
 - Equipment and landscaping as appropriate;
 - New safety surfacing where appropriate;
 - Lockable gates at each entrance as an option for consideration (to reduce undesirable behaviour).

5. BRINSHAM FIELDS AND PARK

An update was received from the Landscape Architect.

The following was **NOTED**:

- A meeting was attended with the Brinsham Green School Council in March 2016 - some useful ideas were collected;
- The Friends of Brinsham Fields and Park Group had been contacted and had suggested the Brinsham Park Pub community room as a possible venue for a future consultation with local people.

RESOLVED Landscape Architect to contact the Friends of Brinsham Fields and Park and discuss draft ideas with them before moving to formal consultation stage.

Thanks were extended to the Landscape Architect for attending the meeting.

Landscape Architect left the meeting.

6. ST MARY'S PLAY AREA

The following was **NOTED**:

- A JCT Minor Works Contract has been entered into by Yate Town Council and Proludic Ltd to provide the refresh to St Mary's Play Area:
- Work is due to commence on Monday 31st October 2016 weather permitting and is expected to take 5 weeks;
- Signage advising the public of the closure has been put up in the park.

7. WITCHES HAT PLAY AREA – SIGNAGE

An update was received from the youth worker about working with young people at St Nicks Youth Centre to develop a sign for the Witches Hat Play area.

It was **NOTED** that the street artist is willing to work with young people at St Nicks Youth Centre to design a new sign for Witches Hat Centre free of charge, but that the workshop

itself would require materials and refreshments to be successful. A request for £100 to run the workshop was received.

It was **RECOMMENDED** that up to £100 be granted to enable the purchase of materials and refreshments to run a workshop with young people at St Nicks Youth Centre to design a new sign for The Witches Hat Play Area (to be located inside the park close to the skate ramp). The existing signage at each entrance of the play area is to remain in place.

8." CONSULTATION AT ABBOTSWOOD

Following Yate Town Council consultation which took place during Abbotswood Apple Day on Saturday 1st October 2016, a synopsis of findings was received 0

It was **RESOLVED** that indicative pricing for each of the top 3 ideas emerging from the consultation be obtained and reported back to the next meeting of the Play Area Projects-Project Steering Group for further discussion.

It was **NOTED** that it is of key importance that any recreational play space created in the Abbotswood Precinct enhances the open green space and does not detract or overtake it.

9." EGGSHILL LANE

It was **NOTED** that flooding issues at Eggshill Lane play area are being rectified by the Estates Supervisor – details are being reported to the Finance and General Purposes Committee.

It was **RECOMMENDED** that the consultation process for the possible refurbishment of the play area at Eggshill Lane be started in the spring of 2017 subject to St Mary's Play Area being successfully completed.

10." DATE OF NEXT MEETING

RESOLVED The next meeting to be held as required (Doodle to be sent to members for availability) at Poole Court, Yate.

J:\Projects\Play Areas\ Minutes 04.10.16

Full Council 25.10.16