

**MINUTES OF FULL COUNCIL MEETING HELD ON TUESDAY 27
FEBRUARY 2018 FROM 7.15PM–9.00PM AT POOLE COURT, YATE**

P R E S E N T

Councillor John Ford

Councillors Ian Blair, Tony Davis, Mike Drew, John Gawn, Margaret Marshall (part meeting), Alan Monaghan, Ben Nutland, Karl Tomasin, John Serle, Sue Walker and Chris Willmore.

Town Clerk, Service Support Manager & Community Project Manager.

3 x members of the public.

79 APOLOGIES FOR ABSENCE

RESOLVED Apologies for absence were received from Councillor Ben Campbell, Cheryl Kirby, Penny Thoyts and Wully Perks.

80 DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

Councillor John Ford

Director of YOSC Ltd (Minute No. 89/5)

Councillor Karl Tomasin

Yate Men's Shed (Minute No. 90/1)

81 REQUESTS FOR DISPENSATION

No requests for dispensation were received.

**82 PUBLIC PARTICIPATION SESSIONS WITH RESPECT TO ITEMS
ON THE AGENDA**

A representative from a local nursery provider explained how she was eager to sign a lease with the YMCA for use of their building at Station Road as a day care nursery. However before she can sign that lease, needs security of a lease/licence with Yate Town Council for the land behind the YMCA building owned by Yate Town Council that can used as outdoor play for the children at the nursery.

The representative was advised that a meeting would be arranged to discuss the issue and the clerk will be in touch to confirm.

The representative was thanked for attending the meeting.

1 member of the public left the meeting.

**83 MINUTES OF THE TOWN COUNCIL MEETING HELD ON 9
JANUARY 2018**

RESOLVED The minutes of the Full Council Meeting held on 9 January 2018 be approved and signed as a true and accurate record.

**84 MINUTES OF THE ENVIRONMENT AND PLANNING COMMITTEE
MEETING HELD ON 23 JANUARY 2018**

RESOLVED The minutes of the Environment and Planning meeting held on 23 January 2018 be approved and signed as a true and accurate record.

85 MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 6 FEBRUARY 2018

RESOLVED The minutes of the Finance and General Purposes Committee meeting held on 6 February 2018 be approved and signed as a true and accurate record and recommendations approved therein.

86 FINANCE AND GENERAL PURPOSES COMMITTEE MATTERS FROM MEETING HELD ON 6 FEBRUARY 2018

86/1 Land at the back of the YMCA Building – Station Road

Following an enquiry from a nursery provider to licence Town Council land at the back of the YMCA building in Station Road, the following questions were asked of the nursery provider:

- *Does the nursery provider need the land to meet regulatory requirements in providing its facility or can it proceed with the nursery arrangements prior to the council making its decision?;*
- *What would happen if Yate Town Council were to exercise its one month's notice option, sometime in the future, as contained within the annual licence agreement?*

Members were advised that the following response has been received:

“We would like to use all of the area if possible as this is what was previously available to the former licensee. I am worried that if we enter into an agreement with the YMCA who own the building that the Town Council might suddenly decide to give notice on the use of the land and we could be left with a nursery lease but no garden.”

RESOLVED A meeting take place at 9.30am on Tuesday 9th March 2018 at Poole Court with the representative from the nursery to discuss the terms of the licence for the land at the rear of the YMCA building. Delegated powers be granted to the Clerk in consultation with the Chair of the Finance and General Purposes Committee to grant necessary licence and bring the matter to a conclusion.

86/2 Grants/Service Level Agreements (Age UK)

Further to the agreement by the Finance and General Purposes Committee of the Service Level Agreement to be offered to Age Concern South Gloucestershire, revision requested by Age Concern (*requested item to be deleted shown as struck through below*):

TARGETS OF THE SERVICE

- To engage, support, advise the Yate Ageing Better initiative no less than quarterly and to assist and participate in the projects under that umbrella in line with the description of the services to be provided;

- To retain the current level of service by:
 - offering a home visit service top resident in Yate for specialist welfare benefits advice for older people;
 - offering telephone support on a range of issues affecting older people via the main office;
 - working with four other partner agencies (i.e. CAB, Talking Money, The Law Centre etc.) to try to ensure the delivery of any requirements that cannot be met by Age Concern, South Gloucestershire;

and the current opening hours with a minimum of face to face advice service 5 days a week in a combination of open door drop in, generalist and special welfare benefits, debt and housing appointments;
- To supply the annual account, report and business plan to the Town Council in a timely manner.

RESOLVED The suggested amendment be approved and a Service Level Agreement to be offered to Age Concern South Gloucestershire.

87 FINANCIAL REPORTS

87/1 Accounts for Payment

Accounts for payment made in January 2018 were received and **NOTED**. (Appendix 1)

88 SUB-COMMITTEE REPORTS

88/1 Planning Sub-Committee

(a) Minutes

The minutes of the Planning Sub-Committee meetings held on 6 February 2018 were received and **NOTED**. (Appendix 2).

(b) Meeting with Developers – Magistrates Court

Minutes of the meeting with developers of the Magistrates Court site held on 8th February 2018 were received and **NOTED**. (Appendix 3)

It was further **NOTED** that planning applications for the site have been received and were considered at the Planning Sub-Committee meeting held on 27 February 2018, which was also attended by residents, and objections will be submitted in relation to the demolition of the Magistrate Court building, the planning application for the new houses and the destruction of trees at the site.

(c) Emerging Vision for Yate Town Centre

No further information was received.

88/2 Staffing and Governance Sub-Committee Meeting Date

It was **NOTED** that the next meeting of the Staffing and Governance Sub-Committee will be arranged to take place in March 2018.

89 TOWN COUNCIL PROJECT STEERING GROUP REPORTS (TASK LIMITED)

89/1 Abbotswood Leases

It was **NOTED** that as this item is confidential, an update would be given at the end of the meeting, under Item 94 Confidential Matters.

89/2 Howard Lewis Land Project

It was **NOTED** that as this item is confidential, an update would be given at the end of the meeting, under Item 94 Confidential Matters.

89/3 Play Areas and Properties Project Steering Group

(a) Meeting

The minutes of the Play Areas and Properties Steering Group meeting held on Monday 26th February 2018 were received and **NOTED**. (Appendix 4)

RESOLVED:

- The changing room extension project at Sunnyside Lane proceed in line with Option 4 contained in Appendix 4;
- Askew Cavanna be appointed to undertake stages 3 and 4 of the project at a fee of £2,700;
- Delegated powers be granted to the Play Area and Properties Project Steering Group to proceed through stages 3 and 4 to tendering;
- Delegated powers be given to the clerk to proceed with the following actions in the following order to mitigate impact on football fixtures during the construction phase:
 1. Work with local league secretaries to attempt to reschedule adult fixtures as 'away' during the construction phase;
 2. Continue to provide junior fixtures at Sunnyside and request the use of Sunnyside Bowls Pavilion disabled toilet, in return for a reduction on the licence of £1,210 for the 18/19 year;
 3. To work with YOSC Ltd to reschedule junior and adult fixtures at YOSC (Yate Outdoor Sports Complex) if necessary;
 4. To relocate junior fixtures to Brinsham Fields, funding the cost of a portaloos to be explored by officers;
 5. Cancel adult fixtures only to the cost of £2,370.
- Thanks to be extended to the Yate and District Bowling Club for their offer of assistance in respect of temporary changing rooms, but the offer not to be progressed due to the costs and concern of possible impact to the Bowling Green and facilities;

- Relevant Friends groups to be advised of Yate Town Council's success in working to get monies for improvements at various sites via S106 bids;
- Noticeboards to be updated with news of the successful S106 bids.

(b) Brinsham Play Area Project (Phase 1)

Further to the delegation of powers granted to the clerk in conjunction with members of the Play Areas and Properties Project Steering Group (Minute No. 55/3 of the Full Council meeting of 24th October 2017), it was **NOTED** that HAGS has been appointed to undertake the Brinsham Park Play Area Project. It was further **NOTED** that:

- HAGS has advised of a delay in manufacturing which has delayed the project start date until 20th April 2018 – completion date, 5th May 2018;
- Officers are working with the s106 team to draw down funding as a matter of urgency as the clawback date is 3rd May 2018;
- HAGS will provide and install three extra pieces of equipment to compensate for the inconvenience.

(c) Howard Lewis Play Area

It was **NOTED** that South Gloucestershire Council has confirmed that following a successful s106 application made by Yate Town Council, a total of £49,628.74 has been secured to undertake enhancements of the existing play area, subject to completion of a s106 project management plan and funding agreement.

(d) Kingsgate Park Exercise Equipment

It was **NOTED** that South Gloucestershire Council has confirmed that following a successful s106 application made by Yate Town Council, a total of £72,380 has been awarded to Yate Town Council to install Outdoor Exercise Equipment in Kingsgate Park, subject to completion of a s106 project management plan and funding agreement.

(e) Abbotswood Phase 2

It was **NOTED** that South Gloucestershire Council has confirmed that following a successful s106 application made by Yate Town Council, a total of £89,535 has been awarded to Yate Town Council to install additional play equipment at Abbotswood, subject to completion of a s106 project management plan and funding agreement.

(f) Eggshill Lane Play Area

It was **NOTED** that South Gloucestershire Council declined the s106 bid in the sum of £3,461.89 to improve the play area and Yate Town Council supported the use of the funds at Blakeney Mills play area instead.

(g) Kingsgate Park Toilet Project

It was **NOTED** that the tender for the refurbishment project is due to close on the 21st March 2018.

89/4 Land at the Rear of Ridgewood Community Centre

It was **NOTED** that South Gloucestershire Council have been instructed as follows:

- To draw up the lease subject to the existing license;
- The expectation is that all fencing which surrounds the site will be in place and in good order prior to any transfer;
- Any encroachment issues are dealt with prior to transfer.

(Councillor Margaret Marshall entered the meeting).

89/5 YOSC

(a) YOSC Track and Athletics Project

The minutes of the pre-contract meeting held on Monday 26th February 2018 were received and **NOTED**. (Appendix 5)

(b) YOSC – Future Governance of the Site and Legal Agreements Between Brimsham Green School, South Gloucestershire Council and Yate Town Council.

A verbal update was received from Councillor Chris Willmore and **NOTED** that the confidential minutes of the meeting held on 26 February 2017 will be received at Full Council on 15 May 2018.

(c) YOSC Liaison Group Meeting with Representatives of YOSC Ltd

The minutes of the meetings between the YOSC Liaison Group and Representatives of YOSC Ltd held on 5 January 2018 and 2 February 2018 were received and **NOTED**. (Appendix 6)

(d) Information/Requests from YOSC Ltd

No information or requests were received from YOSC Ltd.

(e) Boxing Club Report

At the Full Council meeting on 9th January 2018, it was agreed that investigations take place into developing proposals on potential future options for an alternative base for Yate ABC. It was **NOTED** that:

- The possibility of the submission of an application into the Garfield Weston Anniversary Fund was explored, but cannot be achieved in time for the deadline for applications due to planning permission being required by 30th June 2018;
- The s106 team have confirmed that s106 funding cannot be used for indoor sport;
- Barratt and David Wilson Homes may still contribute funds to the YOSC site development but they have communicated that boxing is not a sport they would fund;
- Sport and Play Consultancy have been in contact to raise awareness of their

independent services to consult, design and evaluate tender opportunities within the sport and play sector;

- a letter has been sent to YOSC Ltd asking to consider supporting the project to potentially rehome the group in an alternative building at YOSC on a permanent basis as part of the wider site development.

A further confidential report will be given at the end of the meeting, under Item 94 Confidential Matters.

(f) 3G/4G Pitch

The below information was **NOTED** and will become part of the YOSC Liaison Group remit to pursue.

- A meeting took place with the Football Development Manager for the region to discuss available funding streams in relation to obtaining a new 3G/4G pitch at YOSC;
- YOSC does not currently have a 3G/4G pitch. Hockey and football are played on the sand based astroturf pitch;
- Hockey cannot be played on a 3G/4G pitch;
- Rugby can only be played on a 3G/4G pitch if a specialist shockpad is installed beneath the pitch;
- Funds are available through the Football Foundation Facilities Scheme; Small Grants Scheme £10k towards new machinery, storage containers, pavilion refurbishments or the Premier League/FA Facilities Fund (Maximum grant available £500,000);
- The FA works on a match funding approach and would want to see a partnership bid between ourselves, YOSC Ltd and Brimsham Green School. This will be pursued subject to the outcome of the below;
- The FA may be able to carry out a pitch improvement visit at YOSC (associated costs are being investigated for Yate Town Council to consider) to identify/measure drainage issues on behalf of Yate Town Council. This would be part of The FA's Pitch Improvement Programme (PIP). Following any visit, the site would receive a suggested maintenance report with a view to improving the pitches. A PIP visit would be required if looking to access grants towards drainage works or maintenance machinery.

90 SUB COMMITTEE REPORTS

90/1 Yate Ageing Better Sub Committee

(a) Yate Men's Shed

(i) Funding Request

At the Finance and General Purposes Committee meeting, the following was agreed:

If Yate Men's Shed has something specific they wish to apply for, they can and the council will give their application due consideration. Funding without a specific purpose cannot be released.

A funding request from Yate Men's Shed was received. (Appendix 7)

RESOLVED A grant of £2,720 be awarded to Yate Men in Shed's for start-up funding to be made available immediately.

(b) Update on Yate Men's Shed

It was **NOTED** that;

- Yate Men's Shed have had their first AGM, a management committee has been successfully elected. The group have also set up an independent bank account, to be administered by their committee;
- Temporary venue hire is being explored at the Candle and the Armadillo Youth Café and Venue, to enable the group to begin practical sessions;
- A report was received report (Appendix8) regarding immediate venue options for Yate Men's Shed;
- The group continue to liaise with the Community Projects Manager and Estates Manager to secure a permanent venue within the area. A letter has been sent to YOSC Ltd asking to consider supporting the project to potentially house the group at YOSC on a permanent basis as part of the wider site development;
- The Lunch Club continues to take place on a Monday at St Nicholas Church. Recent feedback has seen around 20 individuals engaging;
- A MAF application to the sum of £4,000 to fund the Yate Ageing Better Consultation project was submitted beginning of February. Outcome of this application is pending, with an update expected by the end of February from South Gloucestershire Council's Grants Team;
- Yate & District Bowling Club has confirmed they are interested in being featured under the heading of Yate Ageing Better.

It was **RESOLVED** arrangements be made to accommodate Yate Men in Sheds at Yate Parish Hall, in the Committee Room in the first instance, with a view to possibly using the whole of the Parish Hall in future.

2 members of the public left the meeting.

91 WORKING GROUP REPORTS

91/1 Priorities Working Group

It was **NOTED** that the meeting of the Priorities Working Group will be convened in due course.

91/2 Poole Court Artwork Working Group

A verbal update was received from Councillors Alan Monaghan and Sue Walker which included details of the suggested artwork in Heron 1 and Heron 2 together with a suggestion of a scrolling marketing TV screen in the foyer of Poole Court.

It was **RESOLVED** that:

- Artwork in Heron 1 and Heron 2 be replaced with modern and classic prints in each room respectively within the previously agreed budget of £1,000;
- Requests for future year's funding to complete the project at Poole Court to come forward at the time of annual budget setting;
- Any future review of digital communications to be considered as part of the Communications Strategy.

92 CONSULTATIONS

92/1 Current consultations

Consultation Name	Link	Date Circulated	Closing Date
Draft South Gloucestershire Playing Pitches, Indoor and Built Sports Facilities Strategies	https://consultations.southglos.gov.uk/consultationHome	02.02.18	24.04.18
The Heritage Lottery Fund	http://surveys.comres.co.uk/wix/2/p1862857042.aspx#wix-page-state=current	20.02.18	22.03.18
South Gloucestershire Council Local Plan consultation	www.southglos.gov.uk/newlocalplanfeb2018 .	06.02.18	30.04.18

RESOLVED Delegated powers be granted to the Clerk to submit any comments received on behalf of Yate Town Council in respect of the above consultations

It was **NOTED** that:

- there is a Local Plan public drop-in session on 20th March from 6pm – 8pm at The Ridgewood Community Centre;
- there is a stakeholder workshop on 20th March from 3pm – 5.30pm at The Ridgewood Community Centre and Yate Town Council is invited to send 3 representatives. **RESOLVED** Councillors John Ford, Alan Monaghan and Chris Willmore be nominated to attend.

92/2 Consultation Responses

Consultation Name	Date Submitted	Notes
South Gloucestershire Council Ageing Better Plan Appendix 9	10.1.18	Thanks were given to the Community Project Manager for compiling the response.
Great Western Franchise Consultation Appendix 10	16.2.18	Thanks be relayed to the Friends of Yate Station and Councillor Chris Willmore for the response.* It was NOTED that response was submitted under delegated powers due to the timeframe, as the closing date was 21 st February 2018.

*It was **RESOLVED** that correspondence be sent to Great Western Railway raising the ongoing issue with the lack of shelter for passengers waiting for trains at Yate Railway Station as well as the number of early morning trains being cancelled from Yate Train Station with no warning.

92/3 Consultation Outcomes

Consultation Outcome		
Local Government Boundary Commission Electoral Review of South Gloucestershire Council	Available from: https://consultation.lgbce.org.uk/node/9254	A meeting with South Gloucestershire Council has been arranged for Monday 9 th April 2018 at 6.30pm, Poole Court.

93 ROAD NAMING – NORTH YATE

It was **NOTED** that the following has been submitted to South Gloucestershire Council following a request to supply approx. 20 names for the next phase of roads at the North Yate Development;

Please find below a list of road names (to be suffixed with the usual Close, Way, Court, Ave etc).

Other than Normead these names are all lifted from the memorial at St Mary's Church Yate and are names of local men who died in the Great War 1914-1918. As this is the centenary year we felt this was a timely gesture to honour and remember those that fell – we hope the developers will agree and could make for some respectful marketing.

Normead (an old field name from the area)

Anstey

Brown
Cater x 3 (eg Cater Close, Cater Court, Cater Drive) – 3 relatives
Bennett (can't be Court or Close as already exist locally)
Cowles
Crossman
Derham
Dowsell
Francis
Fletcher
Hall
Higgs
Rogers
Charles
Reed
Matthews
Marklove (or Herbert if Marklove not suitable)
Minett
Prior
Pritchard
Cox (or Bence if Cox not suitable)
Clark
Silas
Strange (or Frank if not suitable)
Taylor
Warner
Webb
Fitzgibbon
Hill
Turner or Crosby

Thanks were given to Councillor Chris Willmore for her work in respect of road naming.

94 CONFIDENTIAL ITEMS

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they be instructed to withdraw.

RESOLVED That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they be instructed to withdraw.

94/1 Abbotswood Leases

A confidential update was received as shown in Confidential Appendix 11.

94/2 Howard Lewis Land Sale

A confidential update was received as shown in Confidential Appendix 12.

94/3 YOSC Boxing Club Report

A confidential report was received in respect of the Boxing Club (Confidential Appendix 13).

RESOLVED The meeting return to public session.

RESOLVED The recommendations contained in Confidential Appendix 13 be approved.

Signed.....

Dated.....

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Payments made between 1st and 31st January 2018

Date Paid	Payee Name	Transaction Detail	Amount
01/01/2018	ASMC	Bowling Green Maintenance	£ 473.50
03/01/2018	Petty Cash	Armadillo Petty Cash Dec 17	£ 245.21
05/01/2018	British Telecom Payment Service	BT alarm line December 17	£ 15.16
08/01/2018	Amazon	Xbox controller Armadillo	£ 17.98
08/01/2018	Lex Autolease Ltd	Estates Vehicle lease payment	£ 262.74
08/01/2018	Myhrtoolkit Limited	HR Software	£ 108.00
08/01/2018	South Gloucestershire Council	Rates Town Council Properties	£ 162.00
08/01/2018	South Glos Council	Rates Town Council Properties	£ 1,236.00
08/01/2018	South Gloucestershire Council	Rates Town Council Properties	£ 1,392.00
08/01/2018	Telefonica O2 UK Limited	Estates mobile phones	£ 28.81
09/01/2018	Barclays Bank	Bank Charges	£ 26.50
09/01/2018	Barclays Bank	Bank Charges	£ 14.31
11/01/2018	British Telecom Payment Service	Telephone charges	£ 15.60
12/01/2018	Amazon	Arts and crafts materials Armadillo	£ 82.90
12/01/2018	Disclosure and Barring Service	DBS Check	£ 13.00
12/01/2018	Petty Cash	Armadillo Petty Cash	£ 234.55
12/01/2018	Petty Cash	Service Support Petty Cash Jan	£ 153.18
15/01/2018	Amazon	Arts and craft materials Armadillo	£ 38.85
17/01/2018	Henry Howard Finance	Armadillo Coffee Machine	£ 151.67
18/01/2018	Amazon	Thermos pump pot	£ 38.95
19/01/2018	Amazon	DVD for cinema Armadillo	£ 7.98
19/01/2018	Baker Ross Ltd	Arts and craft materials Armadillo	£ 98.36
19/01/2018	Beacon Cleaning Services	Cleaning Town Council Properties	£ 1,271.00
19/01/2018	Blazen Web Marketing	Website Support	£ 165.60
19/01/2018	Brake Bros Ltd	Kitchen stock for resale	£ 46.36
19/01/2018	BS1 Fire & Security Ltd	Fire detector fault repair	£ 156.00
19/01/2018	Chapple & Jenkins Wholesale De	Kitchen stock for resale	£ 484.18
19/01/2018	Churches Fire & Security	Extinguisher serv & replace 1	£ 146.76
19/01/2018	Churchills	Kitchen stock for resale	£ 130.90
19/01/2018	ELITE HYGIENE SERVICES LTD	Plumbing Services	£ 191.94
19/01/2018	Friends of Kingsgate Park	Grant award	£ 102.60
19/01/2018	Fuelgenie Business Accounts	Estates vehicle fuel	£ 252.08
19/01/2018	GNS Steeplejacks Ltd	Lightening test, gutter clean	£ 450.00
19/01/2018	High Speed Training Limited	Staff Training	£ 198.00
19/01/2018	J Hollister Hardware	Estates maintenance materials	£ 62.03
19/01/2018	LANDCARE	Tree/hedge works	£ 434.08
19/01/2018	Lloyds TSB Commercial Finance	Tree Works	£ 600.00
19/01/2018	Lockfast Locksmiths	Building Maintenance	£ 550.00
19/01/2018	Sunnyside Tennis Contact	Tennis commission December 17	£ 21.45
19/01/2018	Murray Hire Ltd	Hire of estates equipment	£ 39.00
19/01/2018	N Cooke	GDPR system analysis/report	£ 352.50
19/01/2018	NSG Security Monitoring Ltd	Building Security	£ 997.68
19/01/2018	Office Beverages	Water cooler sanitisation JFM	£ 83.36
19/01/2018	Playsafety Limited	Play area annual inspection	£ 1,046.40
19/01/2018	Postage by Phone	Franking machine costs	£ 500.00
19/01/2018	PPG Architectural Coatings UK	Building maintenance materials	£ 305.54
19/01/2018	Quality First Window Cleaning	Window cleaning January 18	£ 80.34
19/01/2018	MS2 Stores	Newspapers Pop Inn Café	£ 38.40

19/01/2018	Scoffers	Kitchen stock for resale	£	80.06
19/01/2018	Shopmobility South Gloucester	Grant award	£	150.00
19/01/2018	South Gloucestershire Council	IT Support	£	16,331.25
19/01/2018	STANNAH LIFT SERVICES	Stannah lift service Dec 17	£	115.57
19/01/2018	SUEZ Recycling and Recovery UK	Refuse/recycling December 17	£	346.85
19/01/2018	T H WHITE LTD	Estates vehicle maintenance	£	391.03
19/01/2018	The Consortium	Cleaning Materials	£	166.02
19/01/2018	Trade UK	Estates maintenance materials	£	7.21
19/01/2018	TRAVIS PERKINS TRADING COMPANY	Estates materials	£	1,503.06
19/01/2018	UK Industrial Supplies Limited	PPE Estates Staff	£	854.34
19/01/2018	VALUATION OFFICE AGENCY	Valuation of land	£	217.68
19/01/2018	Virgin Media Payments Ltd	WIFI December 17	£	97.20
19/01/2018	W & A Ross Ltd	Kitchen stock for resale	£	179.64
19/01/2018	Water2Business	Water/sewerage	£	939.28
19/01/2018	Yate Supplies	Kitchen stock for resale	£	109.45
20/01/2018	South Gloucestershire Council	Rates Town Council Properties	£	277.00
20/01/2018	South Gloucestershire Council	Rates Town Council Properties	£	98.00
20/01/2018	South Gloucestershire Council	Rates Town Council Properties	£	98.00
20/01/2018	South Gloucestershire Council	Rates Town Council Properties	£	289.00
22/01/2018	Amazon	DVD for cinema Armadillo	£	4.00
22/01/2018	Amazon	Arts and craft materials Armadillo	£	23.17
22/01/2018	Amazon	Stationery Armadillo	£	21.97
22/01/2018	British Telecom Payment Service	Telephone charges	£	150.30
22/01/2018	British Telecom Payment Service	Telephone charges	£	85.87
23/01/2018	British Telecom Payment Service	Telephone charges	£	55.44
24/01/2018	British Telecom Payment Service	Telephone charges	£	84.24
26/01/2018	Oh So Cherished Ltd	Civic Stationery	£	58.02
29/01/2018	Petty Cash	Armadillo Petty Cash Jan 18	£	193.88
31/01/2018	Staff Salaries	Staff salaries	£	39,379.35
31/01/2018	HMRC	Tax/NI contributions	£	10,576.83
31/01/2018	Avon Pension Fund	Pension contributions	£	9,011.71

MINUTES OF THE PLANNING SUB-COMMITTEE MEETING HELD ON TUESDAY 6th FEBRUARY 2018 FROM 6.45PM – 7.15PM AT POOLE COURT, YATE

PRESENT: Councillors John Gawn, Ben Nutland, John Serle, Karl Tomasin, Chris Willmore, Deputy RFO

1. APOLOGIES FOR ABSENCE

RESOLVED Apologies for absence were received from Councillors, Ian Blair, Ben Campbell, John Davis, Tony Davis, Mike Drew, John Ford, Cheryl Kirby, Margaret Marshall, Alan Monaghan, Wully Perks and Sue Walker

2. MEMBERS' DECLARATION OF INTERESTS

No declarations of interest were received.

3. PLANNING APPLICATIONS

Planning Applications received from South Gloucestershire Council in Appendix 1 were received.

RESOLVED To submit the comments as shown in Appendix 1

4. DATE OF NEXT MEETING

The next Planning Sub-Committee meeting will be held before the Full Council meeting on 27th February 2018 at 7.15pm.

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YATE TOWN COUNCIL PLANNING APPLICATIONS

Tuesday 6 February 2018

Ref. No.	PK18/0223/F
Description	Erection of a single storey rear extension to provide additional living accomadation.
Location	74 Barkers Mead Yate Bristol South Gloucestershire BS37 7LF
Applicant	
Received	
YTC Comments	No Objection

Ref. No.	PK18/0262/PNH
Description	The erection of a single storey rear extension which would extend beyond the rear wall of the original house by 4.5 metres, for which the maximum height would be 3.6 metres, and for which the height of the eaves would be 2.6 metres.
Location	2 Bisley Yate Bristol South Gloucestershire BS37 4JS
Applicant	
Received	CONSULTATION RESPONSE DEADLINE: 9 February 2018
YTC Comments	Objection. 2 large an extension for the site – overdevelopment. Proposal to turn 3 bedroom house in to a 5 bedroom house with only 1 parking space. Inadequate parking which does not meet required parking standards. Parking in area already difficult. Extension would run right down neighbours garage.

Ref. No.	PK17/5699/F
Description	Erection of single storey side extension to provide additional living accommodation.
Location	29 Turnberry Yate Bristol South Gloucestershire BS37 4ER
Applicant	
Received	
YTC Comments	No objection

Ref. No.	PK18/0090/
Description	Demolition of existing conservatory to facilitate erection of 1 no. attached dwellings and demolition of detached garage to create shared access and associated works.
Location	9 Sutherland Avenue Yate Bristol South Gloucestershire BS37 5UE
Applicant	
Received	
YTC Comments	<ul style="list-style-type: none"> • Highway danger to no. 10 Sutherland Avenue when coming in and out of that property. • Not lit at night. • Access would have to be right up against no. 10. • Cannot deliver parking standard of 1.5 vehicles per property as the site is too narrow. • Parking to proposed development could not be accessed without trespassing on no. 10 land • Repeat of previous objections: Parking is the key issue, as it is in a corner, and they do not show how they will provide off street parking. It proposes one parking space per dwelling, which is inadequate in the corner of the cul de sac. One parking space each for a 3 bed and 2 bed houses is contrary to parking standards. There is already inadequate parking within the cul de sac. The parking space for the new property is only one space and is not accessible without going onto land not in the applicants ownership. The proposed block plan shows the boundary line, and if the first parking bay is occupied it will not be possible to access the proposed new parking space without going onto land the applicant does not own or control (the angle to get a car into the narrow space from the proposed and existing dwelling and the first parking bay is too tight. So in effect there is no parking proposal for the new property and only one for the existing property. At present the existing dwelling has two off street parking spaces. The application involves demolishing one of a rank of three garages and will leave an internal wall as exterior, which is damaging to neighbouring properties. There is no provision in the application for this wall to be made good. At present there is guttering for all three garages on the end of the garage which they are proposing to demolish. This would need relocation along with the drain this would have to be done on the applicants land.

Ref. No.	PK18/0179/PDR
Description	Installation of pitched roof to replace flat roof of existing single storey rear extension.
Location	1 Crowthers Avenue Yate Bristol South Gloucestershire BS37 5SZ
Applicant	
Received	
YTC Comments	No objection

Ref. No.	PK18/0344/TRE
Description	Work to 1no Ash tree to lift crown to 5 metres. Tree covered by Tree Preservation Order SGTPO 06/09 dated 19th August 2009.
Location	Avonlea Stanshawes Drive Yate Bristol South Gloucestershire
Applicant	
Received	
YTC Comments	No Objection

Ref. No.	PK18/0380/F
Description	Demolition of existing conservatory. Erection of two storey rear extension to provide additional living accommodation.
Location	32 Bader Close Yate Bristol South Gloucestershire BS37 5UA
Applicant	
Received	
YTC Comments	No objection

Ref. No.	PK18/0351/F
Description	Erection of a single storey rear extension to form additional living accommodation. Installation of 1no front dormer to facilitate first floor extension.
Location	37 Kent Avenue Yate Bristol South Gloucestershire BS37 7RY
Applicant	

Received	
YTC Comments	No objection

Ref. No.	PK18/0166/TRE
Description	Works to pollard back to previous points 1no Ash Tree. Covered by TPO 383 dated 16th September 1987.
Location	187 Long Croft Yate Bristol South Gloucestershire BS37 7YU
Applicant	
Received	
YTC Comments	No objection

Ref. No.	APPLICATION NUMBER: PK17/1331/O DOE APPEAL REFERENCE: APP/P0119/W/17/3191511
Description	DESCRIPTION OF DEVELOPMENT: Erection of up to 3no. dwellings (Outline) with access to be determined. All other matters reserved.
Location	Home Farm Gravel Hill Road Yate Bristol South Gloucestershire
Applicant	APPELLANT'S NAME: Mr Richard Pendlebury CASE OFFICER Anne Joseph
Received	
YTC Comments	Delegated powers be granted to the Clerk in consultation with Councillor Chris Willmore to make submission to the appeal based on previous objections.

Ref. No.	APPLICATION NUMBER: PK17/2676/O DOE APPEAL REFERENCE: APP/P0119/W/17/3191394
Description	DESCRIPTION OF DEVELOPMENT: Demolition of existing building. Erection of 10 no. dwellings (Outline) with access and layout to be determined. All other matters reserved.
Location	Railway Hotel Station Road Yate South Gloucestershire BS37 5HT
Applicant	APPELLANT'S NAME: The Railway Building Company CASE OFFICER Griff Bunce
Received	
YTC Comments	Delegated powers be granted to the Clerk in consultation with Councillor Chris Willmore to make submission to the appeal based on previous objections.

Ref. No.	PK18/0156/TRE
Description	Works to trees as per the proposed schedule of works submitted to South Gloucestershire Council on 26th January 2018. Trees covered by Tree Preservation Order SGTPO 09/09 (632) dated 22nd September 2009.
Location	Land To The North Of Leechpool Way Identified As North Yate New Neighbourhood
Applicant	
Received	
YTC Comments	<p><i>Common Oaks T352, T50, T51, T61, T67, T68 T217 - all Common Oaks - Object to all of them, as they are only being removed for drainage installation. There is no need to remove to facilitate development as the drainage can be aligned to leave the oak in place.</i></p> <p><i>G704 - Willows and G354 Willows. Object. These are being removed to facilitate drainage. Their removal is not needed to facilitate drainage, as it can be aligned to avoid them. What is more, the willows are on proposed open space adjoining a drainage basin. Willows perform a useful environmental role in relation to drainage and their retention with drainage routed around will enhance the drainage role of the site.</i></p> <p><i>T733 - Common Oak. Object. There is no need to remove this tree. It is being removed to lay a pathway. The pathway should be routed so as to retain the tree, with appropriate route protection.</i></p> <p><i>G719 - C2 - this is a substantial copse of maple, hazel, hawthorn and common oak. We object to the removal of this significant woodland feature, which should be retained as open space within the development. If roads are to be taken through it, it should be retained either side of the road junctions.</i></p> <p><i>T410 common oak, T409 Ash and the entire hedgerow of which they are part - OBJECT - these form an important wildlife corridor. Whilst the individual specimens are not brilliant, the hedgerow as a whole needs to be retained, with those as features in it.</i></p> <p><i>G707 - we strongly object to the removal of these two massive sections of hedgerow which form important wildlife corridors, prepping to grade the site and ‘ drain it’. The hedgerows and their mature trees themselves provide important soil and water management features, as well as being important wildlife corridors. The question of levelling of land is not sufficient to warrant the removal of massive hedges - it makes a mockery of TPO and landscape conditions to remove them for such a weak reason. Grading can take place either side of the hedges, using them as vital landscape features. Otherwise we are creating a scorched earth to deal with drainage. We have said all along that development should not be taking place on this site because of the drainage problems, so we object to the landscape now being destroyed with this as an excuse. If you cannot drain the site without removing the landscaping you should not be developing it and creating the drainage problem.</i></p> <p><i>We object to the removal of any trees or shrubs along the southern boundary of the site where it adjoins current development, either YOSC, residential or the Park. We strongly object to any removal of these screening trees and hedges. These perform an important visual amenity role for the current development, but also play an extremely important wildlife corridor role.</i></p> <p><i>Where removals occur around drainage areas and open spaces, we object unless there is a condition requiring replanting appropriate species as close as possible.</i></p>

NOTES OF DISCUSSION WITH REPRESENTATIVES FROM GVA IN RESPECT OF THE DEVELOPMENT OF THE SITE OF THE FORMER NORTHAVON MAGISTRATES COURT, YATE, HELD ON THURSDAY 8 FEBRUARY 2018 FROM 9.30AM – 10.30AM AT POOLE COURT, YATE.

PRESENT: Councillors Ian Blair, John Gawn, John Serle and Karl Tomasin.
Veronica Barbaro – GVA.
Robert Delious – Stride Treglown on behalf of GVA.
John Boutwood – Homes England on behalf of GVA.
Service Support Manager.

1. ELECTION OF CHAIR

Councillor Karl Tomasin was elected Chair of the meeting.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mike Drew, John Ford & Alan Monaghan.

3. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

Councillor Ian Blair South Gloucestershire Council Development Control.

4. WELCOME AND INTRODUCTIONS

Representatives from GVA were welcomed to the meeting and introductions made.

5. FORMER NORTHAVON MAGISTRATES COURT SITE, YATE

Details of a proposed development by GVA at the site of the former North Avon Magistrates Court were given. (Appendix 1) It was **NOTED** that:

- The site had been transferred from the Ministry of Justice to Homes England who are a government organisation responsible for housing and regeneration;
- It is proposed that 50 new homes are built on the site (8 x 2/3 bedroom houses and 42 apartments max 3 stories height), taller buildings to be situated facing Kennedy Way with 75 parking spaces;
- The exiting magistrates court to be demolished;
- A consultation event took place on 1 February 2018 where approximately 70 people attended and 22 feedback forms have been received;
- The scheme has been updated following feedback - to limit the access to parking via Stanhaws Crescent, to reduce the tunnel effect of the public right of way by turning some access to houses over looking the pathway and removed a pathway/desire line that came out opposite the Leisure Centre junction where no pedestrian crossing is available.

The following points were raised by Yate Town Council:

- Concern that the building will be demolished in advance of planning permission being granted and developers being appointed – thus leaving an eyesore/vacant site for many months/year;

- Disappointed that the site was not ear marked for community use when there is already 2.5k plus houses being built in North Yate which will impact the services of Yate and infrastructure;
- There does not appear to be any on street parking. The parking spaces need to be designated to avoid use by non-residents eg; shoppers/park and ride commuters;
- There should be no access from Stanshaws Crescent to avoid additional traffic along this road or additional parking;
- Consultation leaflets were not delivered to all homes within the vicinity, delivery was sporadic and the Ward Councillor had to prepare a further leaflet drop to alert residents to the consultation event.

6. THE WAY FORWARD

GVA is due to submit an application for demolition of the existing building followed by a planning application for outline planning permission for 50 new homes.

Representatives from Yate Town Council advised that Yate Town Council will consider the application via the Planning Sub-Committee and will submit comments based on the concerns raised above.

The Representatives from GVA were thanked for attending the meeting.



North Avon Magistrate's Court redevelopment

Homes England

Presented by:

John Boutwood, Homes England

Robert Delius, Stride Treglown

Veronica Barbaro, Associate GVA



Homes
England

STRIDE TREGLOWN

FC 27.2.18

23





The applicant: Homes England

Homes England is a government organisation responsible for housing, land and regeneration.

Its priorities include:

- Increasing the number of new homes that are built in England, including affordable homes and homes for market, sale or rent; and
- Increasing the supply of public land and speeding up the rate that it can be built on



Homes
England

STRIDE TREGLOWN



The site:

- Site is bound by Kennedy Way to the north, the Courtside GP Surgery to the west, and residential development to the south and east;
- 0.779ha. It comprises a detached 1980s building, set over 1 and 2 storeys;
- Current application over the site to demolish the existing building;
- The site lies in a central location within walking distance to all key services;
- Benefits from good public transport links, including the local bus network and Yate Railway Station which lies approx. 0.7mi les west of the site.



Proposal (public consultation scheme)

- 50 new dwellings to replace Magistrate's Court, including;
 - 8 x two & three bedroom houses;
 - 42 x one & two bedroom apartments;
- No building higher than 3 storeys;
- 35% of dwellings affordable housing;
- Key trees on site retained, some removed with replacement planting (arboricultural advice has been sought)



Homes
England

STRIDE TREGLOWN

Vehicular access & car parking

- Vehicular access via Kennedy Way (existing access retained);
- 75 car parking spaces provided (South Gloucestershire requirement= 72 spaces)

South Gloucestershire Local Plan: Policies, Sites and Places Plan (adopted November 2017)

POLICY PSP16 – PARKING STANDARDS

Residential Standards (C3 Dwelling House)

- 2) In new residential development the minimum car parking standards are as defined:

Minimum parking spaces* per dwelling

Dwelling type	Parking space provision
1 bed dwelling/flat/apartment	1
2 bed dwelling/flat/apartment	1.5**
3 bed dwelling/flat/apartment	2
4 bed dwelling/flat/apartment	2
5 and 5+ bed dwelling/flat/apartment	3

Proposed car parking provision

	NO. UNITS	PARKING RATIO	SPACES REQUIRED
1B A	26	X 1	26
2B A	16	X 1.5	22
2B H	5	X 1.5	7.5
3B H	3	X 2	6
TOTAL	50	X 0.2 (VISITORS)	10
			71.5 = 72

Vehicular access via Kennedy Way (existing access re-used)



Homes
England

STRIDE TREGLOWN

Consultation to date

1. Formal pre-application advice sought from South Gloucestershire Council

- Advice from SGC provided 26 October 2017

2. Community consultation event held 01 February 2018

- Well attended (approx. 70 people)
- 22 feedback forms received to date





KEY

- Site Boundary
- Existing Building to be Demolished
- Category A Root Protection Area
- Category B Root Protection Area
- Category C Root Protection Area
- Existing Tree to be retained
- Proposed Tree
- Existing Category C Tree to be removed

Carparking Numbers

Total : 75 spaces



Changes to scheme since public consultation

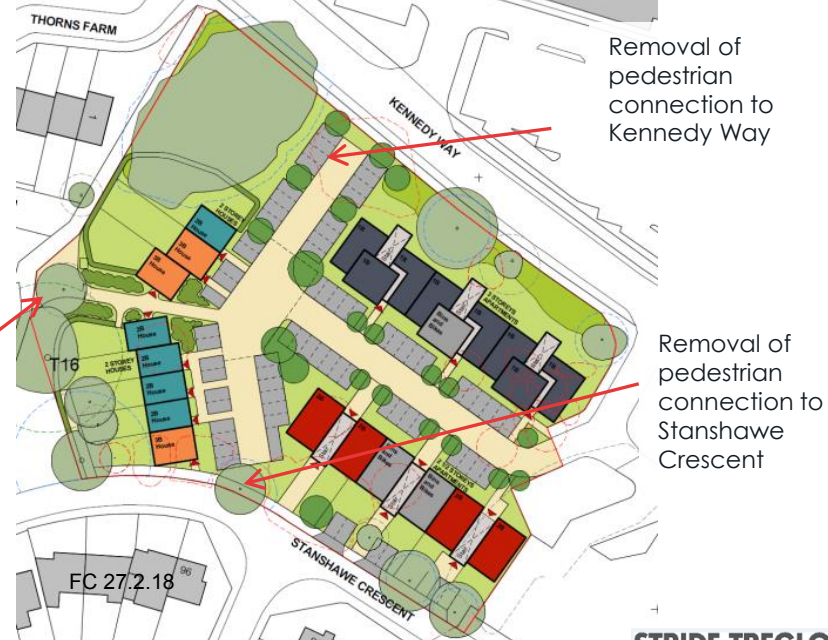
1. Pedestrian connection made to public path west of the site

- In response to concerns raised by local residents about anti-social behaviour happening on the existing PRoW
- Previous scheme showed a new hedge along boundary to this path. We have now pulled the hedge back to reduce the 'tunnel effect';
- The new path connection to the development at this point will improve footfall to this area;
- Removed the previously proposed pedestrian connections to Kennedy Way and Stanshawe Crescent, so that this new route will be used;
- This solution also addresses concerns about unsafe crossing across Kennedy Way raised by original proposals

Consultation scheme



Varied scheme after consultation



Removal of pedestrian connection to Kennedy Way

Removal of pedestrian connection to Stanshawe Crescent

New open pedestrian connection to existing public footway west of site

Changes to scheme since public consultation

2. Parking to Stanshawe Crescent

- Residents expressed concern about the number of parking spaces proposed off Stanshawe Crescent;
- Car parking has been re designed within the site to fit a few more spaces in this central area;
- Removes 5 out of the 11 proposed spaces originally on Stanshawe Crescent

Consultation scheme



Original 11 car spaces off Stanshawe Crescent

Varied scheme after consultation



Redesign of car parking internal to the site.

6 spaces remaining off Stanshawe Crescent



Thank you

Contact:

Veronica Barbaro

Veronica.barbaro@gva.co.uk

Phone: 0117 988 5308



Homes
England

STRIDE TREGLOWN

MINUTES OF THE PLAY AREA AND PROPERTY PROJECTS STEERING GROUP COMMITTEE MEETING HELD ON MONDAY 26TH FEBRUARY 2018 FROM 6.00PM – 7.30PM AT POOLE COURT.

**PRESENT: Councillors Tony Davis, John Ford (Chair), Alan Monaghan, Karl Tomasin (part meeting), Chris Willmore - Yate Town Council.
Estates Manager, Community Projects Manager and Community Projects Officer - Yate Town Council.**

1. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors Ian Blair. Councillor Wully Perks was absent.

2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

None were received.

3. To receive updates and recommend a way forward in relation to the following s106 projects:

It was **NOTED** that Yate Town Council had responded to a Freedom of Information Act request regarding s106 applications, it was concluded that no correspondence had been received from Luke Hall's office in relation to the submission of the following s106 applications.

a) Abbotswood Play Area;

It was **NOTED** South Gloucestershire Council has confirmed that following a successful s106 application made by Yate Town Council, a total of £89,535 has been awarded to Yate Town Council to install additional play equipment at Abbotswood, subject to completion of a s106 project management plan and funding agreement.

A verbal update was provided and the following was **NOTED**:

- The clawback date for the s106 money linked to Abbotswood is 18/1/2027;
- The original application submitted focused on providing 'informal play' equipment, enhancing the existing equipment installed in phase 1.

The following was **RESOLVED**:

- Community Projects Manager to contact s106 team to explore geographical boundaries of installing play equipment at Abbotswood;
- The project to be completed by Spring 2019. Public consultation to take place during the annual 'Apple Day' event that takes place at Abbotswood.

b) Brinsham Park Phase 1;

A verbal update was provided and the following was **NOTED**:

- HAGs have advised of a delay in manufacturing of equipment, this has delayed the start date until 20th April 2018. New completion date of project is estimated 5th May 2018.
- The clawback date of this funding is 3/5/2018;
- Officers are working with the s106 team to draw down funding as a matter of urgency. This will include completing a funding agreement.

The following was **RESOLVED**:

- HAGs have offered to include three extra pieces of equipment to compensate us for the inconvenience, it was **RESOLVED** that these would be:
 - 2x Zingo Bubble Spinners
 - 1x Zingo Giant Fixed Bubble;
- Delegated powers given to the Clerk in conjunction with the Estates Manager to coordinate the installation (located behind the fort), with HAGs.

c) Eggshill Play Area;

It was **NOTED** that South Gloucestershire Council declined the s106 bid in the sum of £3,461.89 to improve the play area.

It was **RESOLVED** that this s106 bid would not be pursued further.

d) Howard Lewis Play Area;

It was **NOTED** South Gloucestershire Council has confirmed that following a successful s106 application made by Yate Town Council, a total of £49,628.74 has been secured to undertake enhancements of the existing play area, subject to completion of a s106 project management plan and funding agreement.

A verbal update was provided and it was **NOTED** that:

- It had been a long time since public consultation was originally carried out on Howard Lewis Play Area;
- The clawback date for this funding is 11/1/2027.

It was **RESOLVED** that:

- Howard Lewis Play Area enhancements should take priority of the new s106 projects and should be started by September 2018.

e) Kingsgate Park.

To **NOTE** South Gloucestershire Council has confirmed that following a successful s106 application made by Yate Town Council, a total of £72,380 has been awarded to Yate Town Council to install Outdoor Exercise Equipment in Kingsgate Park, subject to completion of a s106 project management plan and funding agreement.

A verbal update was provided and it was **NOTED** that:

- It has been a positive experience to work with Dodington Parish Council to secure both s106 bids for Outdoor Exercise Equipment.

It was **RESOLVED** that:

- Delegated Powers given to the Clerk in conjunction with the Community Projects Manager to work in partnership with Dodington Parish Council to understand their agreed timeline for completion;
- The Kingsgate Park Play Area project to be completed by Spring 2019. Public consultation to take place at Yate Rocks 2018.

4. To discuss and make a recommendation on the Sunnyside changing room extension consultation report

It was **NOTED** that:

- The project management plan and funding agreement were accepted by South Gloucestershire Council and the first stages of funding released to cover the appointment of the Architect;
- The Architect has been appointed using a RIBA contract to carry out stages 1 and 2 of the project to include public consultation and developing project brief;
- Public consultation took place from January 26th - February 23rd;
- A public consultation drop in event was held at Sunnyside Bowls Pavilion on February 8th. A mixture of Councillors, Staff, Architects and members of the public attended to offer feedback;
- Consultation analysis compiled by Askew Cavanna (Appendix 1) and project timeline (Appendix 2) was received;
- Work is being undertaken by the Community Projects Manager and Estates Manager to reduce the impact on part of the 2018/2019 season and options to consider are:
 - Work with local leagues to rearrange adult fixtures during the construction phase to play games 'away';
 - Cancel adult fixtures only to the cost of £2,370;
 - Continue with Junior fixtures only and negotiate with Yate Bowls Club to have access to sheds to use as changing rooms and access to toilets during the construction phase, in return for a reduction in fees for the 2018/19 season. The last bowls fixture is 30th September 2018;
 - Option 1: Install a temporary shower in the current disabled toilet for referee changing at the estimated cost of £1,000;
 - Option 2: Utilise the 3 storage sheds as changing rooms, installing fencing around the bowling green to prevent damage or inappropriate use at the estimated cost of £500;
 - Option 3: Only require access to the toilets during fixtures at no additional cost to Yate Town Council;
 - Option 4: Not use the bowling club facilities and the issuing of a grant be reconsidered.

- *The Bowling Club be advised that in return for the offer of use of the changing rooms, Yate Town council would agree to make a grant as requested to offset the cost of the licence for the 2018/2019 financial year. The cost of the 2018/2019 licence has been set at £19,710, therefore a grant of £1,210 would be granted to reduce this fee to £18,500 for the 2018/2019 financial year, subject to them being flexible and open to negotiation on an ongoing basis during the works to the football changing rooms.*
 - Hire a Portakabin temporary changing room which would cost around £40,000 during construction phase. There is no budget provision in 2018/2019 for this expenditure;
 - Try to relocate 44 Junior fixtures at Brinsham Fields;
 - Cancel all fixtures at Sunnyside during construction to the cost of £4,165.20 (30 Seniors @ £79 per game = £2,370 & 44 Juniors @ £40.80 per game = £1,795.20).

The Architect's report was considered and the following was **RECOMMENDED**:

- To proceed with the changing room extension project in line with Option 4 (subject to final minor amendments of design to be discussed with Architect) (Appendix 1) ;
- To appoint Askew Cavanna to undertake stages 3 & 4 at a fee of £2,700 and to grant delegated powers to the Play Areas and Properties Project Steering Group to proceed through these stages through to tendering;
- Delegated powers to be given to Officers to proceed with the following actions in the following order to mitigate impact on football fixtures during the construction phase:
 1. Work with local league secretary's to attempt to reschedule adult fixtures as 'away' during the construction phase;
 2. Continue to provide junior fixtures at Sunnyside and request the use of Sunnyside Bowls Pavilion disabled toilet, in return for a reduction on the licence of £1,210 for the 18/19 year;
 3. To work with YOSC Ltd to reschedule junior and adult fixtures at YOSC (Yate Outdoor Sports Complex) if necessary;
 4. To relocate junior fixtures to Brinsham Fields, funding the cost of a portaloos to be explored by officers;
 5. Cancel adult fixtures only to the cost of £2,370.
- The previous offer from Yate Bowls Club to utilise the storage sheds as changing rooms and installing a temporary shower in the disabled toilet, to not be progressed due to the costs and concern of possible impact to the Bowling Green and facilities.

5. **To discuss future aspirations to expand Yate Bowls Pavilion**

A discussion took place and it was **RESOLVED** that an extension to Yate Bowls Pavilion be considered as a long term aspiration.

6. **To discuss Dementia friendly parks**

A discussion took place and it was **RESOLVED** that delegated powers be given to the Clerk in conjunction with Officers to investigate Dementia friendly parks further, to report back findings at next steering group meeting.

7. To receive an update on Kingsgate Park toilet refurbishment

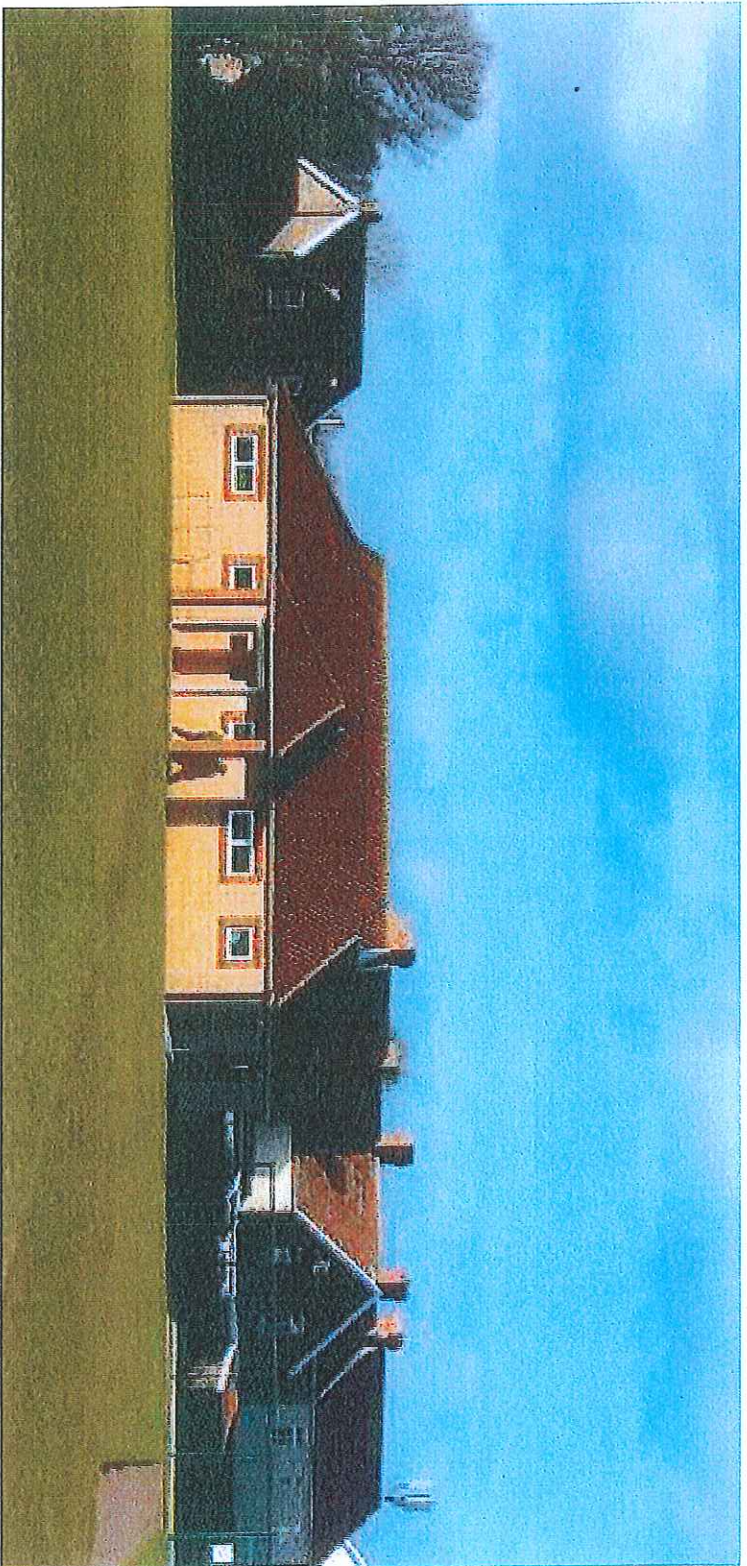
It was **NOTED** that the tender closes 21st March 2018.

A verbal update was provided and it was **NOTED** that:

- A clause is to be added to the tender to cover the provision of temporary toilets during the construction phase.

8. Date of Next Meeting

MONDAY 14th MAY 6PM-7.30PM AT POOLE COURT, to consider the tender submissions for Sunnyside Changing Room Extension Project and make a recommendation to Full Council on 15th May 2018 to appoint a contractor to proceed.



Design & Access Statement

Proposed extension of the existing changing rooms
Sunnyside Lane Playing Fields
Moorland Road, Yate, Bristol, BS37 4BT

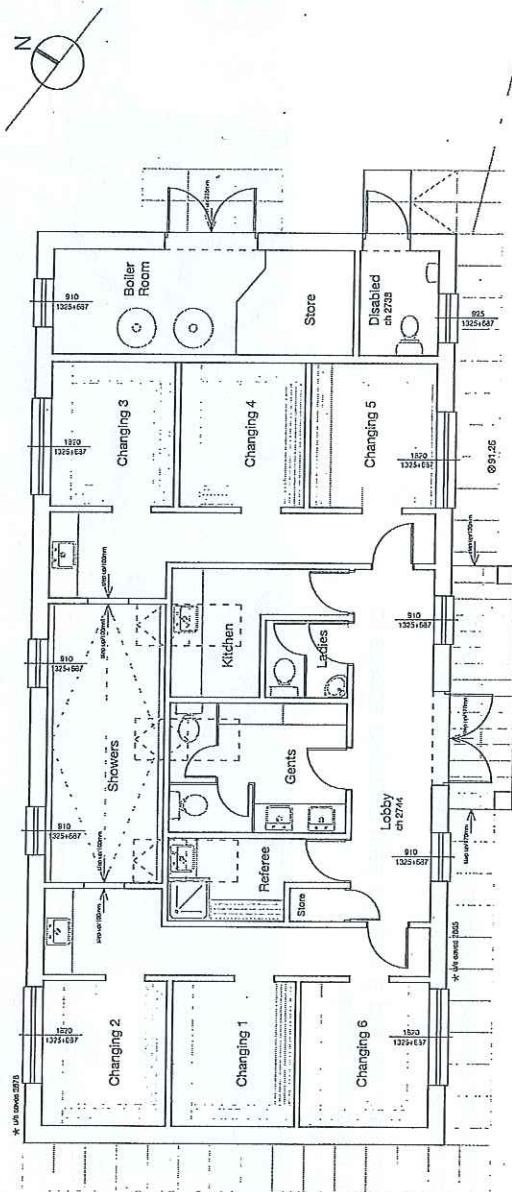
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1. Introduction

This document has been prepared on behalf of Yate Town Council to accompany the planning application in respect of the existing changing rooms at Sunnyside Lane Playing Fields.

The application is for the extension of the facility to allow greater diversity of use. It proposes separate female changing areas and improved access for disabled users. There is no aim to increase the number of users – the courts/pitches will remain unchanged.



Existing Ground Floor Plan - NTS.

Extension to Sunnyside Sport Pavilion

2. Location and Access

The site is located approximately 1.2 kilometres west of Yate town centre and it is bounded by established residential areas to the west, north and east. To the southern it is adjacent to the Yate Common open land.

The principal vehicular access is via Moorland Road which connects to Station Road (A432). A parking space is provided by the main entrance with 25 spaces.

A secondary vehicular access is by Sunnyside Lane. This a small residential road with a cul-de-sac end and no parking space.

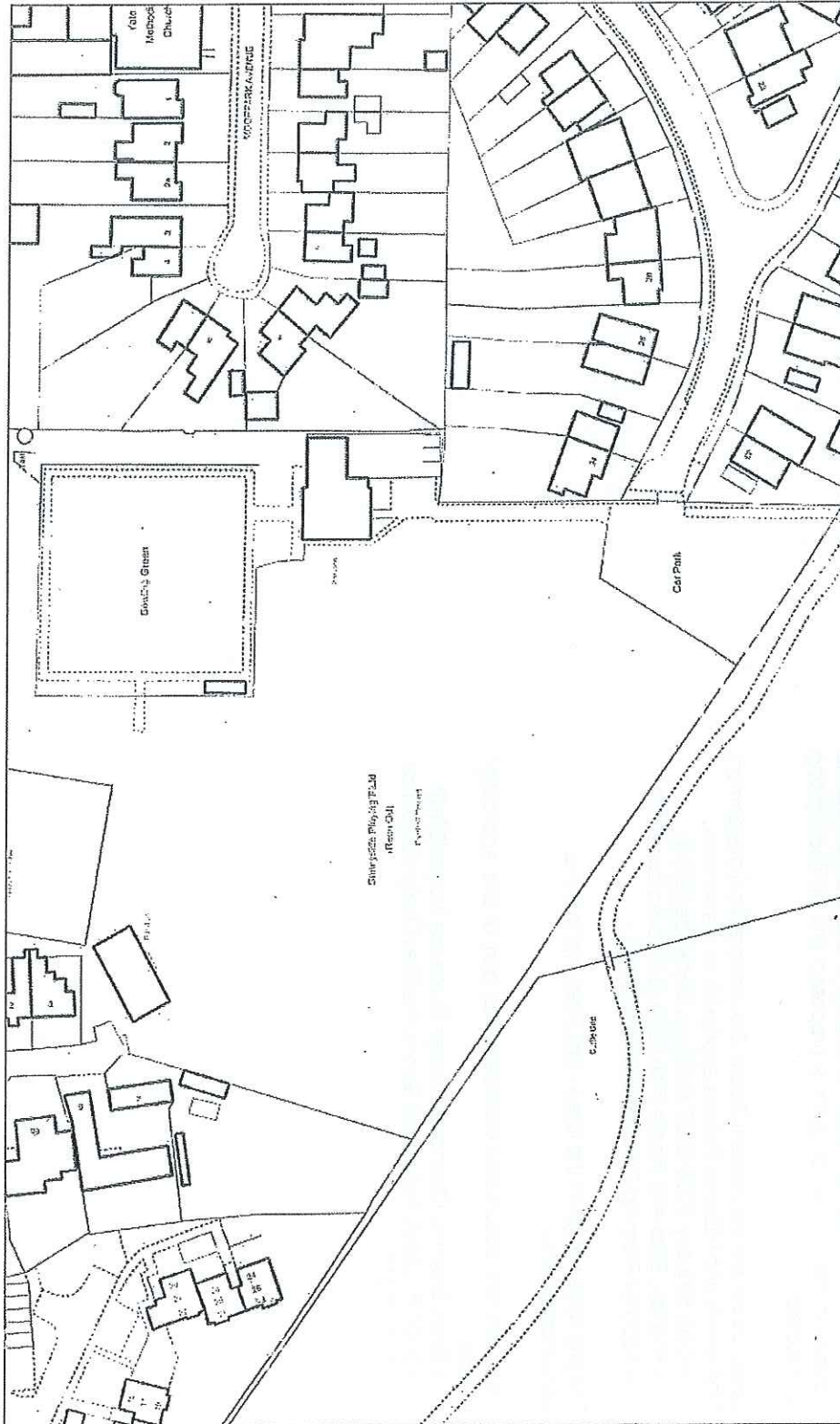
The site is essentially flat and a walking path provides access to the facility and the other leisure.

Site location plan -NTS



3. The Site

The site currently comprises one facility, four grass pitches - full-sized football, a tennis courts, an outdoor bowling green with adjoining pavilion.



Facility in the context of the site

Extension to Sunnyside Sport Pavilion

4. Planning Policy Framework

The building forms part of the existing sport facility at the Sunnyside Lane Playing Fields. No change of use is proposed. No increase in the number of users is proposed and no floodlighting is proposed.

Listed below are the relevant South Gloucestershire Development Framework and National Policies applicable to the scheme:

- Core Strategy 2006-2027 (adopted December 2013)
- Policies, Sites and Places Plan (adopted November 2017)
- National Planning Policy Framework (2012)

The site does not fall in the Green Belt Area, nor is it in a Conservation Area.

Other relevant documents considered as part of this application include:

- Sport England, Clubhouse Design Guidance Notes (2016)
- Sport England, Accessible Sports Facilities Design Guidance Note (2010)

5. Community Consultation

Letters were sent to local residents and users of the sports fields, with consultation forms available on Yate Council website between (check date and 23rd February). A public face-to-face event was held on 8th February in the Sunnyside Bowling Club Pavilion.



Community Consultation at Sunnyside Bowling Club Pavilion (08/02/2018).

Seven completed questionnaires have been received, along with comments recorded at the public event. These are summarised below.

General:

- Two in support; two neither support nor object; two object.
- Ladies football facilities a good idea.
- Split showers male/female and pos. cubicles.
- Large extra room for referees.
- Lockers desirable.

Disability:

Comments:

- Hard path from entrance gates in Sunnyside Lane.
- One person asked if the path will connect with Sunnyside Lane, but no opinion expressed.

Security:

Suggestions include:

- Lights on motion detectors.
- Entrance canopy a major issue -used by youths for drug taking.
- Window bars.
- CCTV Camera.
- Regular patrols at night/weekends.

Transport:

This was an important issue to several respondents:

- Cars using Sunnyside Lane an issue -there are concerns about the road being congested, and emergency vehicles not being able to access the houses. Various respondents suggest signage directing cars to car park and advising no parking or turning in Sunnyside Lane.
- Car park in Moorland Road is not really big enough.
- Contractor delivery:
 - Dumpers along path from car park -boarding is needed to protect grass
 - Some major deliveries possible in Sunnyside Lane but prior notification essential

Other:

Some other comments not picked up elsewhere:

- Concerns re distance between pitch and building - (min dis to be checked with GFA)
- Some attention needed to pitch -drainage -came up more than once
- Non-openable windows at rear (sound issue -swearing)
- No floodlights

7. The Proposal

Brief and Background information

The proposal aims to enhance and extend the existing facility making it available for more people to use, both in terms of physical capacity, but also in mixed groups.

At present the facility accommodates 6 number of changing rooms with a communal open shower area for 12 people.

It should be noted that the dimensions of the existing changing rooms are below standard in respect of the Sport England, Clubhouse Design Guidance Notes (2016).

This project is funded by Section 106 Agreement.

Relevant constraints

The site has very specific constraints that had influenced the design:

- A restricted site bounded on 4 sides by neighbours residential, football pitch, tennis court.
- The need to protect the privacy of other properties
- The need to respect the scale and amenity of the neighbouring houses

Appearance and Design Consideration

The proposal is to partially reconfigure the internal layout of the existing facility and to enlarge it by a modest-single storey extension.

The new extension is set forward from the existing building and away from the existing houses. No new windows are proposed in the north and east elevations. This is to minimise any potential impact on neighbouring properties, and retain their privacy.

The design of the new extension will match the appearance of the existing building: buff yellow blockwork for the wall and white upvc windows with red brick decorative surround.

A flat roof is proposed to minimise the mass of the new extension.

Flexibility

The increased in number of changing rooms to 8 provides accommodations for users of the existing football pitches, allowing four games to happen at the same time.

It also gives opportunity for the users to be able to change, including users of the tennis court.

Accessibility and Diversity

A new ramp for disabled access is provided along with level threshold at the main entrance.

The new arrangement accommodates two pairs of complete independent changing rooms with associated shower area. This will allow a mixed gender use of the facility, so that male and female football game can take place at the same time.

The proposal provides for a fully new disabled toilet and shower with changing. In absence of disabled users, this room can be allocated to a referee during the football game.

Refurbishment of the existing building with removal of obstacles, such as thresholds in the shower area, makes the facility more accessible to users with limited mobility.

Standards for changing

The new changing rooms are designed to similar dimensions to the existing, reflecting the available space. It should be noted that they are below standard in respect of the Sport England, Clubhouse Design Guidance Notes (2016).

Security

The removal of the existing canopy is proposed as a part of the redesign of the main entrance. The lack of protective canopy will discourage people loitering around the facility during nights/weekends.

Signage

To alleviate concerns raised in relation to traffic and transport, particularly from local residents, it is proposed to install new signage both at the commencement of Sunnyside Lane and Moorland Road. The signage will direct users to the car park at the main entrance in Moorland Road, and advise that no parking or turning is available in Sunnyside Lane.

Parking

It is not proposed any change to the number of parking spaces available, as the amount of playing surfaces is unchanged.

Lighting

No floodlighting is proposed.

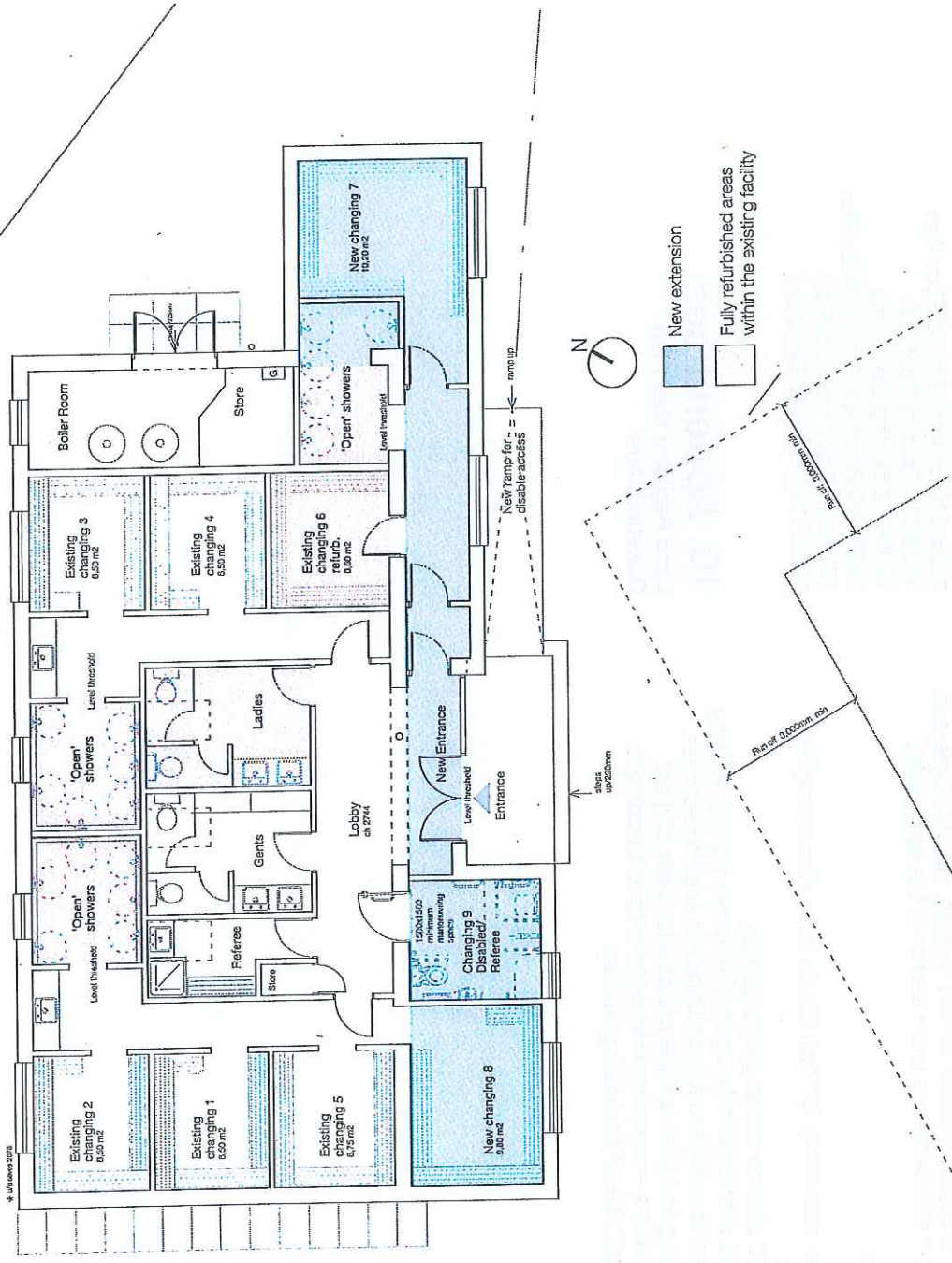


Existing front elevation.



Existing rear elevation.

Plan and elevation as proposed



17.

8. Summary

This is a modest project to provide a high quality, safe and accessible changing facilities for the existing Playing Fields and make it more accessible to a wider section of the community.

Benefits are:

- Greater opportunity for local people to be able to use the facility.
- It would allow for mixed gender games.
- It would offer facilities for users with limited mobility, allowing for them to easily and fully participate in sporting activities.
- Changing and toilet facilities available for users of the 2 tennis courts – improving their experience and leading to increased use of the existing facilities.

9. List of drawings

- 1206-001 Location Plan
- 1206-002 Existing Site Plan
- 1206-010 Existing Ground Floor Plan
- 1206-011 Existing Roof Plan
- 1206-012 Existing Elevations
- 1206-110 Proposed Ground Floor Plan
- 1206-111 Proposed Roof Plan
- 1206-112 Proposed Elevations

10. Appendices

- Land Registry Map Plan
- Questionnaire

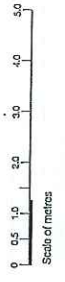
Contact Details

ASKEWCAVANA
architects

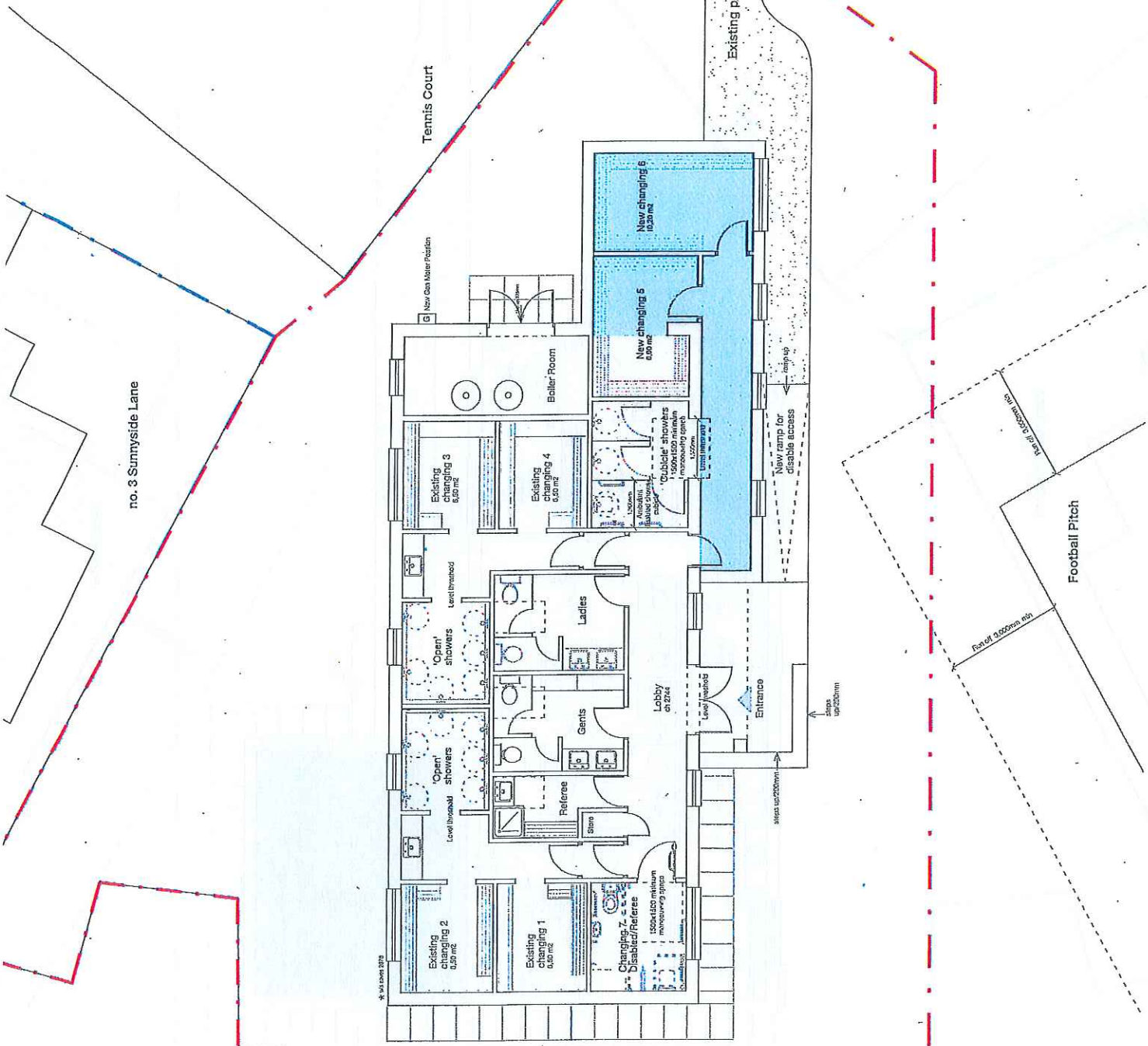
14 Backfields Lane,
Bristol BS7 8ET
Tel: 0117 9244606

e: studio@askewarchitects.co.uk
w: www.askewarchitects.co.uk

50,000



Notes: -
 Rev: A: 10.02.21 Minor amendments.



Date: January 2018
 Project: Sunnyside Sports,
 Sunnyside Lane,
 BS37 4PP
 Yate
 Title: Proposed Floor Plan
 OPTION 2

Drawn: SI Checked: CA
 Scale: 1:100 at A3
 Drawing: 1206-110A SK2

ASKEWCAVANNA
 Architects
 14 Backfields Lane,
 Bristol BS2 8QW
 T: 0117 9244606

Option 2
 Single storey extension of 32 m2 - gross area.
 3 pairs of independent changing with associated shower area.

Access
 Pedestrian access via existing footpath - to connect to the new ramp.
Entrance
 The position and the appearance of the main entrance is unchanged. The front area is redesigned to guarantee disabled access with a new level threshold patio and ramp.

Changing Rooms
 The new arrangement provides additional changing areas up to 7:
 • Changing 1 to 4 as per existing. Minor changes to the layout are proposed;
 • Changing 5 and 6 are part of the new extension;
 • Changing 7 new disabled access toilet, shower and changing space. In absence of disabled users, this room can be allocated to a referee.

Showers
 • Existing open showers are refurbished and split into 2 areas - one to serve each side of the building. Level threshold is provided to avoid trip hazards.
 • New cubicle shower area with one at least dedicated for ambulant disabled user as part of the new extension.
 • New open shower area in place of the existing disabled toilet to serve changing 5.

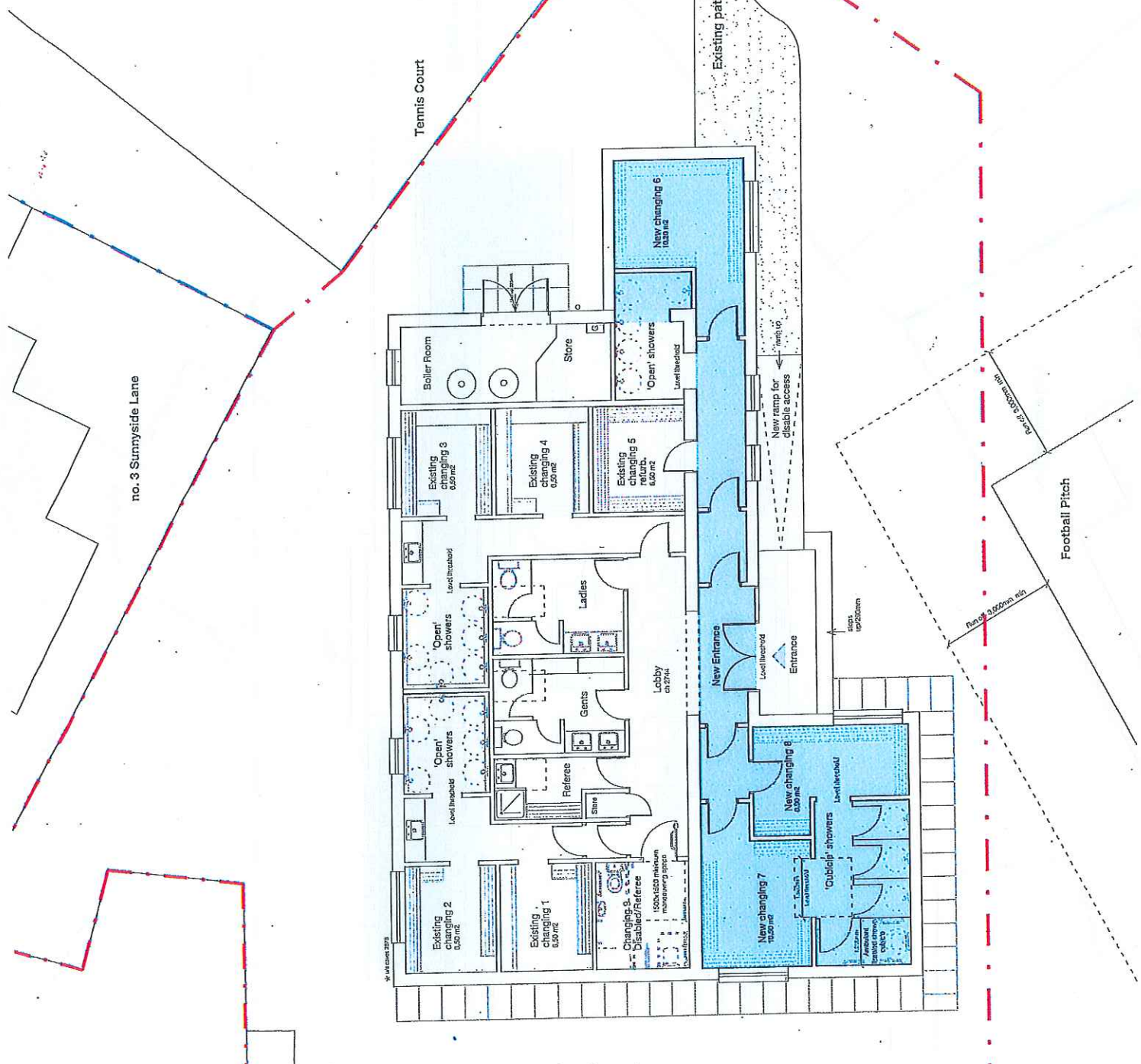
Toilet
 Kitchen changed to new female toilet, providing to new cubicles and wash basin area.
Boiler Room
 The existing gas meter is removed and a new boiler is located to the outside of the building. Budget needs to be allocated for this.

£12,000



Notes:
Ref: A.18.02.21: Minor amendments.

Legend:
 New extension
 Fully refurbished areas within the existing facility



Date: January 2018
 Project: Sunnyside Sports,
 Sunnyside Lane,
 BS37 4pp
 Yate
 Title: Proposed Floor Plan
 OPTION 3

Drawn: SI Checked: CA
 Scale: 1:100 at A3
 Drawing: 1206-110A SK3

ASKEWCAVANNA
 Architects
 14 Backfields Lane,
 Bristol, BS2 8QW
 T: 0117 924605

Option 3
 Single extension of 73 m² -
 gross area.
 3 pairs of independent changing
 with associated shower area.

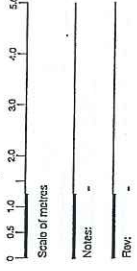
Access
 Pedestrian access via existing
 footpath - to connect to the new
 ramp.
Entrance
 The main entrance is modified and
 brought forward to enclose the
 existing canopy.
 The front area is redesigned to
 guarantee disabled access with a
 new level threshold patio and ramp.

Changing Rooms
 The new arrangement provides
 additional changing areas up to 9:
 • Changing 1 to 4 as per existing.
 Minor changes to the layout are
 proposed;
 • Changing 5 is remodelled to
 access from the new extension;
 • Changing 6 is part of the new
 extension;
 • Changing 7 and 8 are part of the
 new extension;
 • Changing 9 new disabled access

toilet, shower and changing space.
 In absence of disabled users, this
 room can be allocated to a referee.
Showers
 Existing open showers are
 refurbished and split into 2 areas -
 one to serve each side of the
 building. Level threshold is
 provided to avoid trip hazards.
 • New cubicle shower area with
 one at least dedicated for
 ambulant disabled user as part of
 the new extension.
 • New open shower area in place
 of the existing disabled toilet.

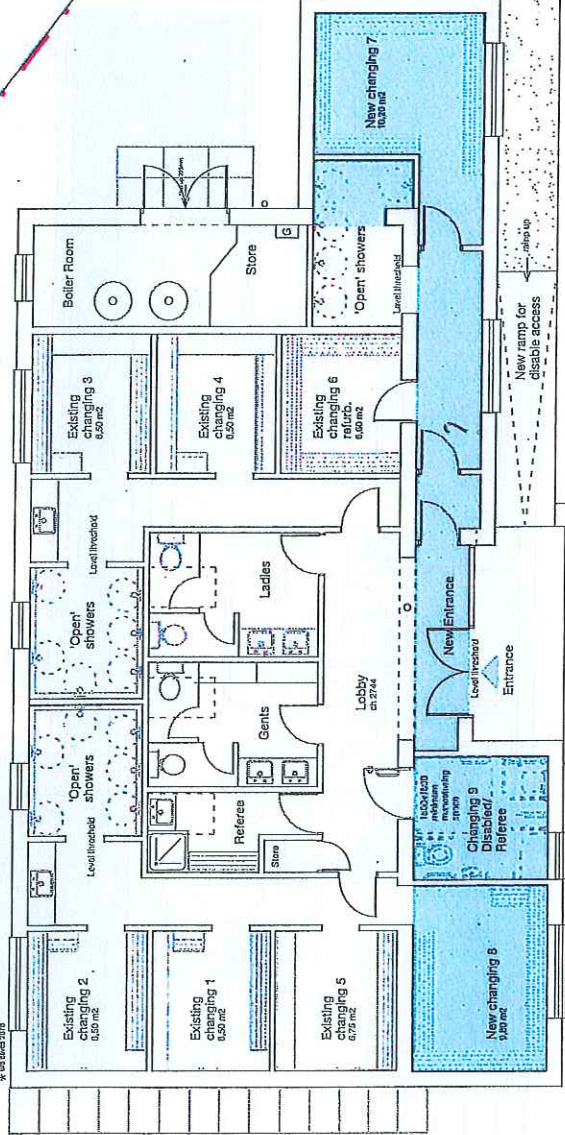
Toilet
 Kitchen changed to new female
 toilet, providing to new cubicles
 and wash basin area.

£82,000



no. 3 Sunnyside Lane

Tennis Court



Date: January 2016
 Project: Sunnyside Sports,
 Sunnyside Lane,
 BS37 4PP
 Yate

Title: Proposed Floor Plan
 OPTION 4

Drawn: SI Checked: CA
 Scale: 1:100 at A3
 Drawing: 1206-110SK4

ASKEWCAVANNA
 Architects
 14 Backside Lane,
 Bishopscleeve,
 T. 0117 9244606

Option 4
 Single storey extension of 53 m2 - gross area.
 2 pairs of independent changings with associated shower area.

Access
 Pedestrian access via existing footpath - to connect to the new ramp.
Entrance
 The main entrance is modified and brought forward to enclose the existing canopy.
 The front area is redesigned to guarantee disabled access with a new level threshold patio and ramp.

Changing Rooms
 The new arrangement provides additional changing areas up to 9:
 • *Changing 7* to 5 as per existing. Minor changes to the layout are proposed;
 • *Changing 6* is remodelled to access from the new extension;
 • *Changing 7 and 8* are part of the new extension;
 • *Changing 9* new disabled access toilet, shower and changing space as a part of the new extension. In absence of disabled users, this room can be allocated to a referee.

Showers
 • Existing open showers are refurbished and split into 2 areas - one to serve each side of the building. Level threshold is provided to avoid trip hazards.
 • New open shower area in place of the existing disabled toilet to serve changing 6 and 7.
 • No cubicle shower are provided.
Toilet
 Kitchen changed to new female toilet, providing to new cubicles and wash basin area.

FC 27.2.18

APPENDIX 2

Askew Cavanna Architects: Sunnyside Sports -Outline programme: rev B 11.12.17.

Job Stage	Weeks	Item	
Concept Design	4	Startup, measure up, consultation, sketch proposal	
Developed Design	3	Develop design and submit for planning	
	6	Planning Application	
Technical Design	8	Detailed drawings and specification	
Tenders	3	Contractor tender	
	5	Tender Review and Contractor Mobilisation	
Construction	20	Construction Phase	
Completion	1	Handover and user briefing	

Date	Event
05 Nov 18	
29 Oct 18	
22 Oct 18	
15 Oct 18	
08 Oct 18	
01 Oct 18	
24 Sep 18	
17 Sep 18	
10 Sep 18	
03 Sep 18	
27 Aug 18	
20 Aug 18	
13 Aug 18	
06 Aug 18	
30 Jul 18	
23 Jul 18	
16 Jul 18	
09 Jul 18	
02 Jul 18	
25 Jun 18	
18 Jun 18	
11 Jun 18	
04 Jun 18	
28 May 18	
21 May 18	
14 May 18	
07 May 18	
30 Apr 18	
23 Apr 18	
16 Apr 18	
09 Apr 18	
02 Apr 18	
26 Mar 18	
19 Mar 18	
12 Mar 18	
05 Mar 18	
26 Feb 18	
19 Feb 18	
12 Feb 18	
05 Feb 18	
29 Jan 18	
22 Jan 18	
15 Jan 18	
08 Jan 18	
01 Jan 18	
25 Dec 17	
18 Dec 17	
11 Dec 17	

PRE-CONTRACT MEETING OF THE YOSC ATHLETICS AND TRACK REFURBISHMENT PROJECT HELD ON MONDAY 26TH FEBRUARY 2018 FROM 11AM – 12PM AT POOLE COURT, YATE.

PRESENT: Councillors Chris Willmore (Chair), Tony Davis, John Serle and Karl Tomasin.
David Fearn, Craig Ford and Stephen Miller – Cleveland Land Services.
Town Clerk, Community Projects Manager (part-meeting) and Estates Officer.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mike Drew.

2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

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

3. WELCOME, INTRODUCTIONS AND EXPLANATION OF KEY PERSONNEL

Introductions were made and an explanation of key project personnel was given.

It was further **NOTED** that there are a number of key neighbours and stakeholders (including Brimsham Green School, YOSC Ltd, site users and neighbours) but that the project client is Yate Town Council, that Howard Giddens is acting for Yate Town Council as Contract Administrator/principle point of contact and that the Estates Manager, Phil Jones, is the key Yate Town Council contact for onsite matters.

4. PROPOSED WORKS – GENERAL OUTLINE

The general outline of proposed works was explained as the refurbishment of the existing track in line with UK Athletics and IAF standards, with the provision of enhanced and new facilities.

It was further explained that:

- YOSC Ltd is a key stakeholder which has been consulted on the contract detail. As a result, there are a couple of potential amendments to the specification and a further piece of work on additional consultation will take place with YOSC Ltd to determine exactly what is required;
- There will be a need to determine what area onsite the contractor needs exclusive control over;
- There will be a need to involve Brimsham Green School and YOSC Ltd in terms of use of the wider site (e.g., the all-weather-pitch), access and deliveries, in

consideration of school-run times and in consideration that the access road owned by Yate Town Council is used by pedestrians to walk to/from the neighbouring housing estate;

- It was confirmed that the contractor will produce a full traffic management plan.

5. CONTRACT PERIOD

It was **NOTED** that:

- YOSC is hosting a Relay for Life event on the weekend of 7/8th July 2018;
- the project start date is Monday 9th July 2018, with the completion date being 30th September 2018.

The completion date was stressed as important given that the track site will be out of use for several months and given the Town Council's plans for a launch event in the autumn.

The contractor advised that the project was weather dependent but that there will be regular meetings with the Contract Administrator throughout, where any unplanned slippage to dates would be notified.

It was **AGREED** that:

- Howard Giddens would confirm school term dates to the contractor;
- That David Fearn would be the contractor's point of contact and would forward details of site personnel to the Contract Administrator.

6. STAKEHOLDERS AND NEIGHBOURS AT-HOME EVENT

It was **NOTED** that an at-home event for stakeholders and neighbours would take place involving Brimsham Green School, YOSC Ltd, YOSC FM, site users and neighbours to give people the opportunity to look in detail at the project, drawings, the work programme and to ask any questions.

It was further **NOTED** that the contractor and Contract Administrator would be willing to deliver a joint presentation at that event.

It was suggested the event take place in April, after:

- The final specification is agreed;
- The contractor's health and safety plan has been prepared, in anticipation that questions may be raised around site access and project management at the at-home event.

It was **NOTED** that the contractor aims to send the health and safety plan across to the Contract Administrator by mid-March.

It was **AGREED** that the Community Projects Manager would talk to YOSC Ltd to compile a profile of adjacent site usage (e.g., rugby and football pitches for example).

7. CONTRACT DETAILS

It was **NOTED** that:

- the contract would be a JCT Design and Build Contract, with contractor's tenderer to sit alongside the submission;
- detailed elements of the contract would be finalised a couple of weeks after the stakeholder's event takes place;
- the aim is to circulate a draft version of the final contract by the middle of April;
- the order will be placed with the contractor as soon as final elements have been received to enable the project to proceed;
- it is hoped that contract signing will take place mid-April and that a formal signing event could take place during the stakeholder's event in April;
- Yate Town Council is investigating the provision of a webcam to capture the project in time-lapse form for the historical record;
- The project will take place on a closed site;
- Potential contract variations (such as target sprint surface, hammer practice area and provisional items, along with the macadem layer to be surveyed) would be sorted out within the next few weeks.

8. CDM HEALTH AND SAFETY

It was **NOTED** that the Contract Administrator will forward the information to HSE once the contractor has sent health and safety information across to him.

9. VALUATIONS

It was **AGREED** that payment will be authorised, based on work completed and proof being passed to the Contract Administrator that materials have been delivered onsite (as opposed to orders having been placed).

It was confirmed that the contractor would forward certificates to the Contract Administrator for sign off, before passing to the Town Council for approval of payment. It was **AGREED** that the contractor would produce an approximate forecast based on indicative cashflow so that there is an approximate guideline of what to be signed off and when.

It was **NOTED** that:

- formal project meetings will be scheduled alongside valuation meetings;
- the retention is set at 5% up to practical completion and then 2.5% thereafter;
- the Town Council requires the extension of the bond to match the guarantee period.
ACTION: The clerk to revert to the Contract Administrator on this point once advice has been sought so that the Contract Administrator can discuss with the contractor;
- The Town Council requires a handover and training package as part of the contract;
- There is a discussion needed with YOSC Ltd around waste / where landfill is going so that the Town Council can make a funding application if relevant. The contractor advised that the track will be recycled in Cambridgeshire, with the red top being

recycled into horse manure. **ACTION:** The contractor to check other uses and advise.

- It was **NOTED** that there is a possibility of leaving excavated soil onsite. **ACTION:** The Contract Administrator to work with YOSC Ltd to determine whether they want the soil to remain, with the contractor advising of quantities and volume;
- Wessex Water are installing a main sewer. **ACTION:** The contractor to warn the Estates Manager if there are any issues with this and the Contract Administrator to be aware that this project may generate enough soil for YOSC Ltd's needs, therefore negating the need for soil from the track project to remain onsite.

10. THE WAY FORWARD

It was **NOTED** that a meeting will take place involving the Contractor Administrator, contractor, Town Council representatives, Brimsham Green School and YOSC Ltd to detail minor revisions to the specification as well as issues around:

- Site access;
- Compound;
- Working hours;
- Security;
- Progress meetings.

ACTION: A date for the meeting to be arranged and stakeholders be advised accordingly.

11. CONTRACT SAVING

The contractor reported a potential saving from the contract price tendered in the region of between £3,500 - £4,000 as they have an opportunity to use a different supplier for materials.

It was **AGREED** that providing the Contract Administrator is happy in terms of technical aspects such as material durability and life expectancy, the Town Council is happy to accept the contract saving and the Contract Administrator will formally document the change as a formal contract variation.

12. CLOSE OF MEETING

The meeting was closed by thanks being given to those present, with the contractor, Contract Administrator and Estates Manager heading to a site meeting at YOSC.

MEETING OF THE YOSC LIAISON GROUP & REPRESENTATIVES OF YOSC LIMITED HELD ON FRIDAY 5 JANUARY 2018 FROM 1.30PM – 3.10PMPM AT POOLE COURT, YATE.

PRESENT: Councillors Chris Willmore (Chair), Tony Davis, Mike Drew, Karl Tomasin and John Serle.
Jeremy Dale, Cheryl Kirby, Ellen Morley and Stuart Nunn – YOSC Limited.
Town Clerk, Estates Manager, Community Project Manager and Service Support Manager.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors John Ford (Director of YOSC Ltd) and Geoff Robson (Director of YOSC Ltd) was absent.

2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

Tony Davis South Gloucestershire Councillor
Mike Drew Brimsham Green School Governor, South Gloucestershire Councillor
Cheryl Kirby Yate Town Councillor and a Director of YOSC Ltd.

3. LEGAL AGREEMENTS

- An update in respect of legal negotiations between South Gloucestershire Council, Brimsham Green School and Yate Town Council was received and it was **NOTED** that a further offer with amended terms has been received from the school and a recommendation on the way forward will be received by Full Council on 9th January 2018;
- The future governance between Yate Town Council and YOSC Limited was discussed;

The following was **NOTED**:

- Yate Town Council, as landowner, has legal responsibilities and liabilities and must retain enough control to ensure that the level of risk is acceptable;
- Yate Town Council wants to give YOSC Ltd the freedom to run the facility consistent with the above;
- YOSC Ltd wants as much freedom as possible to carry out its objectives but not unlimited responsibility given the full capital burden;
- Both parties are aiming to create a 25-year model that has a balance of responsibility with the flexibility to change in line with needs of both organisations.

It was **RESOLVED** that;

- A lease and a service level agreement, together with a grant payment to YOSC Ltd in exchange for agreed provision of services, be taken forward to Full Council on 9th January 2018 as the preferred governance model;

- A meeting to be arranged with 2 representatives from YOSC Ltd and the Town Clerk and Estates manager to prepare a draft paper detailing health and safety responsibilities and accountabilities, day-to-day maintenance and capital repairs (incorporating the lists from YOSC Ltd detailing works carried out to date and capital works required). The proposals from that meeting to be reported to the next meeting between the YOSC Liaison Group and YOSC Ltd on 2nd February 2018 to be discussed, to form the basis of the Service Level agreement and grant payment calculation.

4. FINANCIAL OVERVIEW

The following was **NOTED**;

- YOSC Ltd is in the process of preparing its Business Plan and believe it is in the region of 50% complete - there is some confusion of the expectation of the plan and it was **AGREED** that the Community Projects Manager will forward a template (to cover a 25 year period with vision, aims, forward plan, strategy in short/medium/long term), risks, opportunities, financing and discuss further with Jeremy Dale and Ellen Morley;
- Discussion took place around the amount of grant support YOSC Ltd might need in the context of the rent to be paid to Yate Town Council;
- The Responsible Finance Officer is still awaiting some information from YOSC FM it was **AGREED** that Jeremy could forward copies of invoices that he has raised to YOSC FM which may assist;
- Jeremy Dale met with the Responsible Finance Officer on 1 December 2017 to review the figures previously given on the assumption that YOSC Ltd employs a Manager and capital and major maintenance remain under the control of Yate Town Council.

5. ITEMS FROM YOSC LTD

The following updates were received from YOSC Ltd:

- **Quarterly Report** – Information is almost ready for circulation. The Community Projects Manger to clarify with Jeremy Dale what is required;
- **Governance Documents** – the draft Complaints Policy has not yet been approved by the Board, although a draft has been commented upon;
- **Building Control Certificate for the Shed** – documents and payment has been sent to South Gloucestershire Council, works identified and to be carried out;
- **Bank Signatories** – forms have been sent to the bank and confirmation from the bank is awaited;
- **Health & Safety File and Operation Manuals** – A quote for £6,000 has been received to prepare a Health and Safety Operations Manual for the YOSC site and work will commence shortly. **RESOLVED** Jeremy Dale to re-send email with concerns in respect of heath and safety issues to Councillor Mike Drew for the attention of South Gloucestershire Council.

6. YOSC ATHLETICS AND TRACK PROJECT

It was **NOTED** that:

- The tender period closed at 12pm on 18th December 2017 and seven tenders were received and recorded. GLDM have collected the tenders to assess and compile a report which will be received by Yate Town Council's Project Steering Group for consideration on 9th January 2018 and a way forward recommended for decision at Full Council on 9th January 2018;
- The start dates have been queried with the consultant and advice received that the date of site possession should be 10th July 2018.

7. YOSC SITE MANAGER

It was **NOTED** that YOSC Ltd has advertised the role of a Site Manager. Comments from Yate Town Council and response from YOSC Limited were received (Appendix 1 and 1a).

It was **NOTED** that some language used in correspondence had been misinterpreted and it was **RESOLVED** that future communications are to be made as clear as possible if unable to be made in person.

It was **RESOLVED** that no representative from Yate Town Council will sit on the interview panel for the role of site manager and it should be made clear that the appointment is with YOSC Ltd and not Yate Town Council.

8. GENERAL UPDATES

It was **NOTED** that:

- Investigation into works and enhancements to the car park are held in abeyance until negotiations with Brimsham Green School are completed. However quotes have been obtained in the meantime;
- Any misuse of the YOSC facility by the school must be logged and reported to Terry Redfern (Business Manager, Brimsham Green School). It was suggested appropriate signage be displayed onsite stating use is to be supervised;
- Drainage – South Gloucestershire Council has supplied a feasibility study and investigations are continuing; no further information at present.
- Further to the update at the previous meeting from Estates Manager in respect hockey dug out – the following has been completed;
 - To paint the metal base frame to avoid future corrosion;
 - Add a strip of angle trim to roof edges;
 - The 25mm ground level bar to the entrance to be painted a bright colour such as yellow;
 - Regular treatment of timber to preserve the timber from the elements;
 - The dugout to be secured to the ground.

RESOLVED The Estates Manager to check the above has been completed to required standard.

It was further advised that:

- Correspondence is awaited from South Gloucestershire Council to complete repairs to the roof. South Gloucestershire Council has advised that the works do not fall under the warranty and is now awaiting authorisation to proceed;
- Contact has been made with Brimsham Green School and YOSC Ltd to talk about progressing the idea of an all-weather pitch at YOSC. A meeting will be scheduled with interested parties to discuss how to take this forward, considering FA, RFU and other viable funding sources;
- A sub-meter has been installed within the meter cupboard of the boxing club and the floodlight switches have been relocated to a new pillar box adjacent to the tennis courts. It was **NOTED** that Jeremy Dale would arrange a sub-reading for the School;
- South Gloucestershire Council/Brinsham Green School are responsible for the Boxing Club building. However, Yate Town Council has informally committed to assist re-homing the Boxing Club should the current facility become no longer available. **RESOLVED** YOSC Ltd to liaise with Councillors Karl Tomasin, John Serle and the Community Projects Manager to develop a way forward;
- YOSC Ltd to consider giving authority to Councillors Ford and Kirby to report to Yate Town Council on relevant issues and advise on the process at the next meeting.

9. DATE OF NEXT MEETING

It was **RESOLVED** that the next meeting will take place on Friday 2nd February 2018 at 9am at Poole Court.

<J:\Properties\Sports Facilites\Yate Outdoor Sports Complex\YOSC Liaison Group\2018\5.1.18\Minutes 5.1.18.docx>

MEETING OF THE YOSC LIAISON GROUP & REPRESENTATIVES OF YOSC LIMITED HELD ON FRIDAY 2 FEBRUARY 2018 FROM 9AM – 10.45AM AT POOLE COURT, YATE.

PRESENT: Councillors Chris Willmore (Chair), Karl Tomasin and John Serle.
Jeremy Dale, Cheryl Kirby, Ellen Taylor and Stuart Nunn – YOSC Limited.
Town Clerk, Estates Manager and Community Project Manager.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Tony Davis, Mike Drew, John Ford (Director of YOSC Ltd) and Geoff Robson (Director of YOSC Ltd) was absent.

2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

Cheryl Kirby Yate Town Councillor and a Director of YOSC Ltd.

3. LEGAL AGREEMENTS

It was advised that:

- a meeting is being arranged to finalise the legal negotiations between South Gloucestershire Council, Brimsham Green School and Yate Town Council;
- a lease and a service level agreement, together with a grant payment to YOSC Ltd in exchange for agreed provision of services, was approved by Yate Town Council as the governance model at the Full Council meeting on 9th January 2018;
- an internal Yate Town Council meeting will take place to discuss the service level agreement arrangement to be put in place with YOSC Ltd;
- a meeting has taken place between Jeremy Dale of YOSC Ltd and the Town Clerk and Estates Manager of Yate Town Council and a draft paper prepared detailing health and safety and maintenance responsibilities and accountabilities, capital liabilities and grey areas for discussion (Appendix 1).

It was **AGREED** that:

- (a) a check of the draft legal documents be made for Yate Town Council's obligations to South Gloucestershire Council and subsequently checked that any obligations are matched in the legal documents with YOSC Ltd;
- (b) The premise of the maintenance arrangements between Yate Town Council and YOSC Ltd is based on:
 - a. fixed and immovable items, integral to the facility, being Yate Town Council's responsibility to replace and YOSC Ltd's responsibility to repair;

- b. un-fixed items being YOSC Ltd's responsibility to replace and repair;
 - c. spots checks being undertaken by Yate Town Council on items where Yate Town Council is the accountable body.
- (c) Further work take place on the 'grey areas' contained in Appendix 1, a life expectancy column be added and an assets list be appended so that the register becomes a living document, reviewed and updated annually;
- (d) A search be made for emails from South Gloucestershire Council regarding electrical works.

4. FINANCIAL OVERVIEW

It was **NOTED** that YOSC Ltd is in the process of preparing its Business Plan (containing its vision and projecting figures covering site operations) and hopes to be in a position to share it with Yate Town Council at the next meeting.

5. ITEMS FROM YOSC LTD

The following updates were received from YOSC Ltd:

- **Quarterly Report** – Information is almost ready for circulation;
- **Governance Documents** – the draft Complaints Policy is being presented for approval at the YOSC Board meeting on 2nd February 2018;
- **Building Control Certificate for the Shed** – documents and payment has been sent to South Gloucestershire Council, works identified and to be carried out. It was **NOTED** that YOSC Ltd would check regarding meeting building control standards for shooting;
- **Bank Signatories** – forms have been sent to the bank and confirmation from the bank is awaited;
- **Health & Safety File and Operation Manuals** – It was **NOTED** that Councillor Drew had pursued the funding of this item with South Gloucestershire Council and that the Estates Manager is proceeding to arrange the updating of the manuals.

6. YOSC ATHLETICS AND TRACK PROJECT

It was **NOTED** that:

- The track project start date is 9th July 2018 and completion date is 30th September 2018;
- Signed acceptance has been received, due diligence checks are being undertaken and a pre-meeting is being arranged between selected tenderer, project consultant and members of Yate Town Council's project steering group to fine tune the schedule of works;
- A wider meeting with YOSC Ltd will take place in due course so that YOSC Ltd is aware of the works to be carried out.

7. YOSC SITE MANAGER

It was **NOTED** that YOSC Ltd has appointed a Site Manager, who will commence in post in March 2018.

8. GENERAL UPDATES

It was **NOTED** that:

- Investigation into works and enhancements to the car park are being held in abeyance until negotiations with Brimsham Green School are complete (however quotes have been obtained in the meantime). On the signing of the legal agreements, Yate Town Council will be responsible for maintaining the South Gloucestershire Council to its current standard;
- Drainage – South Gloucestershire Council has supplied a feasibility study and investigations are continuing. Wessex Water plan to undertake works to install pipes at some point. A site meeting is being arranged, and timeline will become clearer at that time;
- The Estates Manager confirmed that the hockey dug out has been completed to the required standard;
- Correspondence is awaited from South Gloucestershire Council in respect of completion of repairs to the roof. South Gloucestershire Council has advised that the works do not fall under the warranty and are now considering if these works are to proceed;
- Community Projects Manager met with the Regional Development Manager-Gloucestershire FA, to open initial conversations around any funding available for a 3G pitch at YOSC and was advised that a drainage investigation may be provided free of charge. Further conversations with Brimsham Green School and YOSC Ltd to be arranged, to discuss possibility of progressing the idea of a 3G pitch at YOSC. RFU have closed the funding stream for this area;
- A meeting took place with representatives of Barratt and David Wilson Homes and Yate Town Council has written to South Gloucestershire Council to highlight the wish and need for a northern access route into the YOSC site;
- Jeremy Dale will convene an urgent meeting of interested parties, if required, in relation to the boxing club building;
- A meeting took place with a representative of Utilities Warehouse;
- YOSC Ltd has supplied Brimsham Green School with a set of instructions / rules in relation to the use of the all-weather pitch;
- Yate Town Council will proceed on the grounds of health and safety to undertake identified boiler works (in block 1) at a cost of approximately £1,000. It was **NOTED** that further boiler works may be required in blocks 2 and 3 and if work is required on the grounds of urgent health and safety considerations, Yate Town Council will undertake those works also;

- The Estates Manager to meet with Jeremy Dale to look at the damaged drop-down bollard;
- YOSC Ltd has permitted the use of the site for an organisation which arranges work experience placements and will be pursuing an agreement with the organisation (e.g., licence to use the site in exchange for provision of services).

9. DATE OF NEXT MEETING

It was **RESOLVED** that the next meeting will take place on Friday 9th March 2018 at 9am at Poole Court and **NOTED** that Stuart Nunn apologies in advance for this meeting.

<J:\Properties\Sports Facilites\Yate Outdoor Sports Complex\YOSC Liaison Group\2018\02.02.18\Minutes 02.02.18.docx>

NOTES - 'This document is based on the premise of Yate Town Council undertaking spot-checks where YOSC Ltd are denoted as responsibility for an item which YTC is accountable for;'

No on-costs passed onto YOSC Ltd for adding YOSC onto existing orders as no additional time incurred by YTC;

Task	Frequency of Task	Short (0-6 Months)/ Medium (6 months-2 years months) / Long Term (> 2 years)	Statutory Requirement	Responsibility Responsibility can be shared while accountability cannot.	Accountability Being accountable not only means being responsible for something but also ultimately being answerable for your actions.	Estimated Cost	Comments
Envelope Roof - The roof leaks and has never been made water proof in the last 6 years to our knowledge, whilst patching works have been carried out on rusting roof panels it still leaks in/around roof lights and extract fans. Foam has been injected into gaps in areas but solutions not really found.	Life expectancy related to roof.	Short	N/A	YTC	YTC	Repair approx £3,000	Investigate possible life span.
Toilets The cubicles have fixings missing for which matching replacements seem unavailable.	One off	Short	N/A	YTC (YOSC to then take forward)	YTC (YOSC to then take forward)	Quotes to be sought	YOSC responsible/accountable following
Electrical Power The cabling has not been installed well and the cable protection does not meet standards rewiring will most likely be expected in the future but a qualified electrician would advise what the current life expectancy is.	One off	Short	YES	YTC	YTC	Quotes to be sought	
Doors and windows Windows have minor defect catches etc loose. All keys and locks are becoming intermittent in operation.	One off	Short	N/A	YTC (YOSC to then take forward)	YTC	Quotes to be sought	YTC to repair issues, YOSC to maintain following repairs
Car Park, Pathways & approach rd. Tarmac has been damaged/sunk in a number of areas. Road Tarmac is badly potholed.	Life expectancy related to re-surfacing 20 yrs	Short	N/A	YTC	YTC	approx.. £90,000	Cost includes car park, approach road (including parking bays etc.) pathway leading to buildings.
Fencing All virtually all chain link fencing has collapsed in some cases the concrete post themselves are broken. The perimeter security fencing is damaged in areas but by and large serviceable but needing some attention where fixings are missing or members are bent.	Life expectancy related to new fencing 20 yrs	Short	N/A	YTC	YTC	Quotes to be sought	Investigate best options
FIRE In house fire alarm/audio & visual test in house	Weekly	Short	NO but highly recommended by all H&S bodies including fire brigade	YOSC	YOSC	N/A	YOSC Manager (YTC to check inspection records on a ad hoc basis). YTC Estates Manager to assist with first couple of in-house inspection with YOSC Manager.

FIRE Fire Extinguisher & Blanket visual inspection in house		Weekly	Short	NO but advise regular visual inspection	YOSC	YOSC	N/A	YOSC Manager (YTC to check inspection records on a ad hoc basis). YTC Estates Manager to assist with first couple of in-house inspection with YOSC Manager.
FIRST AID KIT house inspection (located- bar, office, kitchen) also restocking of items	In	Weekly	Short	YES It is classed as regular inspection.	YOSC	YOSC	N/A	YOSC Manager (YTC to check inspection records on a ad hoc basis). YTC Estates Manager to assist with first couple of in-house inspection with YOSC Manager.
WATER Legionella & other water bacteria temp checks and water test		Temp checks – monthly Water test – 6 – 12 months depending on results	Short	YES	YOSC	YOSC	£25 per water sample	YOSC Manager (YTC to check inspection records on a ad hoc basis). YTC Estates Manager to assist with first couple of in-house inspection with YOSC Manager.
SITE, BUILDINGS ETC. In house inspection of site, equipment, buildings (Capital items)		Site and equipment - weekly Building - monthly (capital items)	Short	YES It is classed as regular inspection.	YOSC	YOSC (Capital items YTC).	N/A	YOSC Manager (YTC to check inspection records on a ad hoc basis). YTC Estates Manager to assist with first couple of in-house inspection with YOSC Manager.
Plant bushes and plants		Regular maintenance	Short	N/A	YOSC	YOSC	N/A	
SHOWER FITTINGS ETC. Clean out strainers to shower mixer valves, replace valves where damaged, commission and set to work		Regular maintenance life expectancy	Short	N/A	YOSC	YTC	N/A	
ELECTRICAL Consumer Unit test in house		Quarterly	Short	NO Recommended under the HSE to test quarterly	YOSC	YTC	N/A	YOSC Manager (YTC to check inspection records on a ad hoc basis). YTC Estates Manager to assist with first couple of in-house inspection with YOSC Manager.
LIGHTING Emergency light flick test (key switch to check lights operation)		Monthly	Short	YES	YOSC but YTC carry out 6 monthly	YOSC	N/A	YOSC Manager (YTC to check inspection records on a ad hoc basis). YTC Estates Manager to assist with first couple of in-house inspection with YOSC Manager.
FIRE Fire alarm & detectors service		6 monthly (service and test)	Short	YES	YOSC	YOSC (Certificate recieved by YOSC, copy sent to YTC)	included in service/maintenance package	YOSCManager to raise purchase order and arrange date/access for service engineer.

SECURITY Intruder Alarm service and test		6 monthly (service and test)	Short	NO Best practice 6-month service and test	YOSC	YOSC (Certificate received by YOSC, copy sent to YTC)	Included in service/maintenance package	YOSC Manager to raise purchase order and arrange date/access for service engineer.
CHANGING ROOMS refixing.	A few benches need	Life expectancy	Short	N/A	YOSC	YTC	Quotes to be sought	
CHANGING ROOMS falling missing.	Areas of tile grout are	Life expectancy	Short	N/A	YOSC	YTC		
TOILETS area and grout is needing replacement too.	The wall tiles are damaged in a few	Life expectancy	Medium	N/A	YOSC	YTC	Quotes to be sought	
TOILETS middle block is badly rusting and will need replacement soon.	The radiator in the	Life expectancy	Medium	N/A	YOSC	YTC	Quotes to be sought	
Toilets The vinyl floor will need replacement at some point being worn and splitting in some areas.		Life expectancy	Medium	N/A	YOSC	YTC	Quotes to be sought	
Tree surveys		every 2 years	Medium	No but highly recommended	YTC	YTC	£250	Estates manager to raise purchase order and arrange date/access.
Hockey goal posts		Life expectancy	Medium	N/A	YOSC	YTC	N/A	Need to confirm who owns them currently incase Hockey Club.
Risk Assessments for activities, events and site operations		Reviewed annually or if any changes/incidents occur.	Medium	YES	YOSC	YOSC	N/A	YOSC site manager responsible for risk assessments and review them regarding events, activities & site operations.
Risk assessment for fabric of site and core building (eg, fire risk assessment for room space etc)		Reviewed annually or if any changes/incidents occur.	Medium	YES	YTC	YTC	N/A	Estates Manager responsible for fire, building, etc. risk assessment. Above arrangements to be noted on risk assessments.
Catic drains and soak away, maintenacne		Regular maintenace	Medium	No	YOSC	YTC	N/A	

Trees and bush overgrowth around the site.		Regular maintenance	Medium	N/A	YOSC	YOSC	N/A	
CLUBHOUSE Paints walls internally		Regular maintenance	Medium	N/A	YOSC	YOSC	N/A	
KITCHENS clean kitchen, including hood and extract	Deep	Regular maintenance	Medium	Yes	YOSC	YOSC	N/A	
Maintenance of new shed		Regular maintenance Life expectancy	Medium	N/A	YOSC	YTC	N/A	
Top up sand pits		Regular maintenance	Medium	N/A	YOSC	YOSC	N/A	
Cross country course		Regular maintenance	Medium	N/A	YOSC	YOSC	N/A	Set up by YOSC
Plant Room The plant rooms are in varying degrees of repair all the old boilers (3) have been replaced by Boilers (3) and calorifiers(3) the last boiler was replaced this October but the date of the other and calorifiers is unknown. Pumps are being gradually replaced as they fail (3 to my knowledge) but this will be an ongoing issue as they go beyond their life expectancy.		Life expectancy	Medium	N/A	YTC	YTC	£500 - £1000 depending on part	
LIGHTING Floodlight service		Bi-annual service	Medium	NO	YOSC	YTC (Certificate to be received by YTC, copy sent to YOSC)	£300 - £500	YTC Estates Manager to raise purchase order and arrange date/access for qualified electrician to carry out
Track safety inspection	Annual	As directed following track refurbishment, to be specified in maintenance plan	Medium	NO	YTC	YTC	£300	Estates manager to raise purchase order and arrange date/access.
ELECTRICAL PAT Testing		Annually (best practice)	Medium	NO, but it is the landlord/employer's	YTC, but cross invoice for YOSC Ltd items i.e. computer, hoovers, kettles etc.	YTC (Certificate to be received by YTC, copy sent to YOSC)	£200 based on approx. 100 items	YTC Estates Manager to raise purchase order and arrange date/access. Replicate a similar arrangement for PAT

LIGHTING Emergency lighting full inspection (3 hour trest)	Annually	Medium	YES	YTC	YTC (Certificate to be received by YTC, copy sent to YOSC)	£145 = approx.. 30 units	YTC Estates Manager to raise purchase order and arrange date/access for qualified electrician to carry out inspection
BOILERS Zurich insurance gas safety inspection	Annually	Medium	YES	YTC through insurance	YTC through insurance	N/A	Zurich contact YTC with suggested dates they visit properties annually
BMS system licence	Annual renewal ???	Medium	N/A	YOSC	YOSC	N/A	
Flood light lowering equipment service	Annual	Medium	Yes	YOSC	YOSC	N/A	YOSC renovated equipment to working order
FIRE Fire extinguisher & blanket full service	Annual	Medium	YES	YOSC	YOSC (Certificate recieved by YOSC, copy sent to YTC)	£85 approx.. 15 extinguishers & 3	YOSCManger to raise purchase order and arrange date/access for service
BOILERS Service and gas safety test	Annual	Medium	YES	YOSC	YOSC (Certificate recieved by YOSC, copy sent to YTC)	£1,100	YOSC Manager to raise purchase order and arrange date/access for service engineer.
Water unit Service	Softner Annual	Medium	Yes	YOSC	YOSC	£1,500	YOSC Manager to arrange date/access to carry out service
Anti climb paint to AWP fencing	Annual	Medium	No	YOSC	YOSC	N/A	
Offices - Carpets are very old (original)	Life expectancy	Medium	N/A	YOSC	YTC	Qoutes to be sought	Carpet - could be a set budget for repalcement and if YOSC wish to have a
Replace missing/damaged rebound boards to hockey pitch	Life expectancy	Medium	No	YOSC	YOSC		
Offices Walls need redecoration.	Regualr maintenance	Medium	N/A	YOSC	YOSC	Qoutes to be sought	
Glazed walk ways- the glass to the roof was installed short so the rain does not actually discharge into the gutter this has led to unusual accelerated weathering due	One off	Medium	N/A	YTC	YTC	Qoutes to be sought	Investigate possibility of a overlap or if entire section needs to be replaced
Drainage. The catic drainage at the bottom of the ramp has sunk/been damaged over the years. It is also clogged with dirt silt over the years we have tried to clean it out	One off	Medium	N/A	YTC	YTC	Qoutes to be sought	Investigate
Mechanical and electrical services The old control panels are still functioning but parts are now operationally obsolete	Life expectancy	Medium	N/A	YTC	YTC	Qoutes to be sought	
Trees Cut back / lower crown of trees adjacent AWP to reduce leaf litter in autumn	As and when required	Medium	N/A	YOSC	YOSC	N/A	
Track license	3 year	Medium	Yes	YOSC	YOSC	N/A	
CHANGIN ROOMS The portaflec paint has been damaged in some areas which should be resprayed or patch with a washable paint.	Life expectancy	Medium	N/A	YOSC	YTC	Qoutes to be sought	

CHANGING ROOMS The push button on the showers are nearing the end of their life and will probably progressively fail over the	Life expectancy	Medium	N/A	YOSC	YTC	Qoutes to be sought	
New rear pedestrian access to extension including lighting (maintained emergency)	Life expectancy	Long	N/A	YOSC	YTC or YOSC	N/A	YOSC installed pedestrian access Emergency lighting (YTC resposnable)
New hockey dug outs	Life expectancy 10yrs	Long	N/A	YOSC	YOSC	N/A	YOSC & Hockey Club contrubuted towards costs
Carpet to clubhouse	Life expectancy 10 yrs depending on	Long	N/A	YOSC	YTC	N/A	YOSC purchased 2015
Extension to kitchen including emergency lighting etc	Life expectancy	Long	N/A	YOSC	YTC or YOSC	N/A	YOSC paid for the extension
Target Range maintenance	Life expectancy	Long	N/A	YOSC	YOSC	N/A	YOSC built & installed target range
KITCHEN Chiller & cold cabinet	Life expectancy	Long	N/A	YOSC	YOSC	N/A	
CELLER CILLER UNIT	Life expectancy	Long	N/A	YOSC	YOSC	N/A	
EXTERNAL STEEL WORK Paint rusting external steel work	Regular maintenace Life expectancy	Long	N/A	YOSC	YTC	N/A	
MAINTENANCE EQUIPMENT YOSC tools and machinery, breaker, pressure wash, materials for barriers, fencing etc	Life expectancy	Long	N/A	YOSC	YOSC	N/A	Purchased by YOSC through YTC grant
Goal nets etc.	Life expectancy	Long	N/A	YOSC	YOSC	N/A	
Inline hot water boiler	Life expectancy	Long	No	YOSC	YOSC	N/A	YOSC Purchased item
Bar equipment	Life expectancy	Long	No	YOSC	YOSC	N/A	YOSC Purchased item
New racking to cellar and kitchen	Life expectancy	Long	No	YOSC	YOSC	N/A	YOSC Purchased item
TV to meeting room	Life expectancy	Long	No	YOSC	YOSC	N/A	YOSC Purchased item
TV to lounge area	Life expectancy	Long	No	YOSC	YOSC	N/A	YOSC Purchased item
Taps	Life expectancy	Long	No	YOSC	YTC	N/A	YOSC repalced defective taps
Rota wash	Life expectancy	Long	No	YOSC	YOSC	N/A	

Install power and lighting to new shed		Life expectancy	Long	No	YOSC	YTC	N/A	
Lights (inc emergency) to canopy area		Life expectancy	Long	Yes	YOSC	YTC	N/A	
AWP surface		Life expectancy	Long	No	YOSC	YTC	N/A	
Microwaves		Life expectancy	Long	No	YOSC	YOSC	N/A	YOSC purchased item
Football & Rugby posts		Life span + 10 years	Long	No	YOSC	YTC	£900 per set	YOSC purchased Rugby posts
200mtr of perimeter handrail to track		Life expectancy 20 yr	Long	No	YOSC	YOSC	N/A	
MAINTENANCE EQUIPMENT White lining equipment		Life expectancy 10 yrs	Long	N/A	YOSC	YOSC	N/A	Purchased by YOSC through YTC grant
Baby change unit		Life expectancy 10 yrs	Long	No	YOSC	YTC	N/A	
MAINTENANCE EQUIPMENT top dresser equipment, Slitter, Mower/Tractor	Sand	Life expectancy +10 yrs	Long	N/A	YOSC	YOSC	N/A	Purchased by YOSC through YTC grant
Signage around whole site		Life expectancy + 10yr	Long	No	YOSC	YOSC	N/A	
Lounge chairs & tables		Life expectancy + 10 yrs	Long	No	YOSC	YOSC	N/A	
Card payment device & tills		Life expectancy + 10 yrs	Long	No	YOSC	YOSC	N/A	
ceiling tiles to lounge / meeting room		Life expectancy + 10 yrs	Long	No	YOSC	YTC	N/A	
Gates		Life expectancy + 5 yrs	Long	No	YOSC	YTC	N/A	
External PA system		Life expectancy ???	Long	N/A	YOSC	YOSC	N/A	Made operational by YOSC
Clubhouse sound system		Life expectancy ???	Long	N/A	YOSC	YOSC	N/A	Made operational by YOSC

LIGHTING - Walkways, clubhouse, office, changing rooms etc.		Life expectancy	Long	N/A	YOSC	YTC	N/A	
Install glass washer		Life expectancy	Long	No	YOSC	YOSC	N/A	
KITCHEN ITEMS Fryers, oven, hob, dishwasher		Life expectancy	Long	N/A	YOSC	YOSC	N/A	Removable items YOSC, fixed items YTC
Sports equipment: vault uprights, hurdles, high jump beds, javelins, shotputs etc.	Pole	Life expectancy	Long	N/A	YOSC	YOSC	N/A	
TOILETS dispensers, hand dryers	Soap	Life expectancy	Long	N/A	YOSC	YTC	N/A	YOSC purchased hand dryers
KITCHENS FITTINGS Sinks, work surfaces, cupboards etc.		Life expectancy	Long	N/A	YOSC	YTC	N/A	Removable Items YOSC, fixed items YTC
ELECTRICAL 5 Year Electrical inspection		Every 5 years	Long	YES	YTC	YTC (Certificate to be received by YTC, copy sent to YOSC)	£1,000	YTC Estates Manager to raise purchase order and arrange date/access for a qualified electrician to carry out testing.
Defibrillator service		3 year service	Long	Yes	YOSC	YOSC	Quotes to be sought	
EXTERNAL WORKS - are cracks in wall and the slab due to settlement over the years particularly around manholes etc	There	Life expectancy	Long	N/A	YTC	YTC	Quotes to be sought	Investigate
EXTERNAL WORKS - beds and ramp- The copings installed are not wide enough for the wall, consequently	Planter	Life expectancy	Long	N/A	YTC	YTC	Quotes to be sought	Investigate
EXTERNAL WORKS - concrete to the sloping sides of the ramps has cracked in a number of areas particularly around the lighting column base which has had remedial work carried out at some point.	The	Life expectancy	Long	N/A	YTC	YTC	Quotes to be sought	Investigate

CHANGING ROOMS There are some areas of hollow under the tiles but currently not causing a problem.	Life expectancy	1. Medium	N/A	YOSC	YTC	Routes to be sought	
Bring to the attention of and liaise with YTC when items break or have been established as not functioning ie, DHWS pumps, gas shut off valves,	Life expectancy		No	YTC	YTC	N/A	

To: Yate Town Council
Full council meeting February 27th 2018

Dear Sirs,

Regarding: Yate Men's Shed application for start-up funding

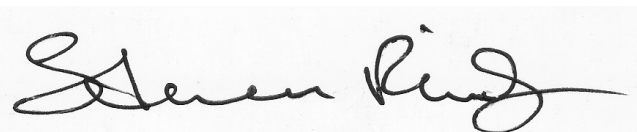
Following on from Yate Town Council's initiative last summer to start a Yate Men's Shed and their very successful men's shed public launch meetings last October 2017, thirty-nine of us have now formed a charity run by four elected trustees, all volunteers from the local community, who are working together to set-up and run Yate Men's Shed with the assistance of Yate Town Council. Since the launch meetings last October, Yate Men's Shed have publicised this project in The Gazette, the Yate & Sodbury Voice, on the MyYate website and on BBC Local Radio Bristol's breakfast show. Thanks to the good will of the Armadillo's management team and Yate Town Council who own the Armadillo facility, we meet there every week on Thursday mornings to plan the future of our charity and the services that it can offer to the local community, especially to those who are retired or elderly. We have also started to organise social outings for our 39 members, including plans to tour local companies and a visit the Aviation Centre and Concorde Museum in March.

Yate Men's Shed would now like to begin offering practical workshop 'shed' sessions to the local community. We are writing to the Yate Town Council's full session to apply for a grant that will enable Yate Men's Shed to begin offering practical sessions out of two temporary venues in the town, namely; The large meeting room at the Armadillo on Tuesday afternoons and the Candle community rooms on Station Road, Yate on Saturday mornings. Initiating these practical sessions has attendant costs which are broken down in a table printed overleaf. We would like to ask the council whether they would be willing to make a grant to Yate Men's Shed amounting to £2,720, which is needed urgently for us to get started please.

Yate Men's Shed has already been applying for community grants, including an early success applying for a small grant of £200 from the Curo Housing Association. However, our eligibility to apply for other grants has been held up until Yate Men's Shed has its own bank account. I have today been informed by Lloyds Bank that our current account has been opened. Now that the bank account is operational, Yate Men's Shed intends to apply for several grants that are available to community groups like ours, however grant awards are expected to take around 8 months from application. This leaves Yate Men's Shed with an immediate funding shortfall of £2,720 needed for the charity to begin delivering much needed services for older people in the local community.

We trust that Yate Town Council will look favourably on our request for start-up funding for Yate Men's Shed and we look forward to hearing your decision in due course.

Yours faithfully,



Steven Ring B.Sc. (hons) C.Eng. MIET

For and on behalf of the Trustees, Yate Men's Shed.
35 Sturmer Close, Yate, Bristol, South Gloucestershire BS37 5UR
Tel.: 01454 323 857

A breakdown of the YMS immediate start-up funding shortfall:

Shed insurance: £300

Room hire 8 months: £2,130 (whilst we wait for further grants to materialise by the autumn)

Cash box, Men Shed Association membership, sundries: £90

YMS bank account minimum working balance: £200

Total £2,720

Yate Men's Shed Officer Venue Feasibility Report- February 2018

Community Projects Manager and Estates Manager visited the following sites week commencing 12/2/2018, to establish feasibility of providing Yate Men's Shed with a home to begin practical sessions:

1. Land to the rear of the YMCA;
2. Parish Hall.

Before considering the following venues as an option to house the Yate Men's Shed project, it is worth noting that the current HSE guidelines around workshop spaces state:

GENERAL (COMMON TO ELECTRICAL, MECHANICAL AND WOODWORKING WORKSHOPS)

VOLUME PER WORKER

Current HSE Guidance states a minimum allowance of 11m³ per person; heights above 3m are not counted towards the calculation of this volume. Note circulation space, including the space required for back to back working, and for equipment is also excluded from this calculation.

However this volume should be regarded as the minimum allowance, as the actual space any person needs for their work must be based on an individual assessment which takes account of:

- the nature of the work,
- the ergonomics of equipment use,
- any risks arising from the work,
- how well the allocated space will be managed, e.g. not overcrowded with other (co)workers and equipment.

As a guide a value closer to 18m³ per one person may be a reasonable compromise between excessive workspace and a too constricted work area.

Based on the above, the value of 18m³ per one person, should be applied.

Safety Services recommended practice

NB the smaller the room is, the greater is the potential for heat gain.

FLOORING

Floor and traffic routes must be of sound construction and have adequate strength and stability taking account of the loads placed on them by heavy machinery.

A smooth surface is required to allow easy movement of trolleys and equipment.

Where leakage or spillage of oil or cutting fluid is likely to occur around machines etc., a slip resistant surface must be used.

Workplace Health Safety and Welfare Regs. 12, 1992



Ageing Better Plan

Consultation Survey for professionals and organisations

Thank you for taking the time to complete this survey about South Gloucestershire Council's draft Ageing Better Plan for 2017 - 2022

The survey should take five to ten minutes to complete and will help us to support older people better

To have your say please complete this survey by 12th January 2018

Q1 Are you answering this survey...

As a member of the public

As an individual in a professional capacity.....

On behalf of an organisation or group.....

Q2 If applicable:

Name of organisation or group:

Yate Town Council

Please specify your professional capacity:

Community Projects Manager

Our vision and proposed outcomes

Our proposed vision is:

"To ensure that older people in South Gloucestershire have a good quality of life, with access to support, information and services which help them lead the lives they wish to lead, making it a good place to grow old"

Q3 To what extent do you agree or disagree with the following criteria about the vision?

	Strongly agree	Tend to agree	Neither agree nor disagree	Tend to disagree	Strongly disagree
It is achievable	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It would make a difference to older people's everyday lives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It focuses on suitable and relevant issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q4 If you disagree with any part of the vision, please tell us how we could improve it:

Q5 Listed below are the six outcomes that we want older people to be able to say. How important do you feel that each of these outcomes are?

	Very important	Quite important	Neither important nor unimportant	Not very important	Not important at all
1. I am independent and make a positive contribution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I have access to good information, advice and advocacy to make the right choices at the right time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I am healthy with good physical, mental and emotional health and well-being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I feel safe, I live in a home that suits my needs, in a vibrant community	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I have financial and material security	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I have access to good quality health and social care when it is needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q6 If you feel that there are any important outcomes missing, please let us know:

Having access to reliable, affordable and safe transport. Having access to leisure and sporting opportunities.

For this section please refer to the Aging Better Plan, in which we show 12 areas we intend to focus on to make South Gloucestershire a good place to grow old. For each one we are keen to hear what you would like us to include, and what support you feel we could provide

Q8 Housing

Are there any additional issues about this topic you would like to see included and addressed?

Focusing on how to empower older people to stay at home for as long as they wish to.

What actions would you like to see us take to help with this issue?

Advice or information sessions/roadshows for older people and carers/family/friends to explore a range of issues or topics that can contribute to staying at home such as finances, isolation, transport etc.

How would your organisation like to be involved in this area of collective action?

Yate Town Council would be keen to discuss using our venues to provide any workshops or information sessions.

Q9 Feeling valued, active and part of the community

Are there any additional issues about this topic you would like to see included and addressed?

Directory of older people's services on website

What actions would you like to see us take to help with this issue?

To produce a 'menu' of volunteering opportunities aimed at older people across South Gloucestershire.

How would your organisation like to be involved in this area of collective action?

Yate Town Council will continue to offer voluntary opportunities for older people and offer a range of opportunities, to promote the feeling of belonging within the community.

Q10 Living Well with Dementia

Are there any additional issues about this topic you would like to see included and addressed?

Providing opportunities for carers of those living with Dementia to come together, sharing experiences and offer support to other like minded individuals.

What actions would you like to see us take to help with this issue?

Could provide respite activities or support sessions/groups. Could produce a record of those looking after individuals living with Dementia.

How would your organisation like to be involved in this area of collective action?

We would like to become aware of any trends around carers supporting somebody to live well with Dementia within the Yate area. This will enable us to ensure our activities and projects we deliver for this age group reflect the need of the numbers of older people living locally.

Q11 Transport

Are there any additional issues about this topic you would like to see included and addressed?

A central place to find information on transport options including public transport, community transport.

What actions would you like to see us take to help with this issue?

Look at introducing a lift share type scheme to encourage local people to reduce their impact on the environment and help older people to get out into the community, where they might currently not be able to.

How would your organisation like to be involved in this area of collective action?

We would like to be provided any information collated regarding transport, we can then advertise within our over 50s Pop Inn Cafe and other Yate Town Council properties for the benefit of those visiting our sites.

Q12 Carers

Are there any additional issues about this topic you would like to see included and addressed?

What actions would you like to see us take to help with this issue?

Carers to feed back in regards to whether carer focused activities are needed or desired, before new targeted support and intervention is setup.

How would your organisation like to be involved in this area of collective action?

Q13 Equalities

Are there any additional issues about this topic you would like to see included and addressed?

What actions would you like to see us take to help with this issue?

Targeted support could be made available in a way that complements the areas with increased BME populations.

How would your organisation like to be involved in this area of collective action?

Q14 Physical Health and Care

Are there any additional issues about this topic you would like to see included and addressed?

Being able to access affordable leisure and sporting opportunities.

What actions would you like to see us take to help with this issue?

provision of outdoor exercise equipment for use by older people within the community.

How would your organisation like to be involved in this area of collective action?

Q15 Information and Advice

Are there any additional issues about this topic you would like to see included and addressed?

What actions would you like to see us take to help with this issue?

South Gloucestershire Council to consider making any information available both Online and in paper form, to ensure older people can access information from a wide range of sources.

How would your organisation like to be involved in this area of collective action?

Q16 Active Ageing and Falls Prevention

Are there any additional issues about this topic you would like to see included and addressed?

Post fall support (if not already provided).

What actions would you like to see us take to help with this issue?

Home and business inspections to advise on how buildings can be easily adapted to prevent falls in the over 65s.

How would your organisation like to be involved in this area of collective action?

If business inspections of this nature are made available, we would be interested to find out how to access these to ensure our properties are safe and welcoming spaces for older people.

Q17 Feeling Safe

Are there any additional issues about this topic you would like to see included and addressed?

Feeling confident to use the Internet safely- Finances & fraud as topics to cover in particular.

What actions would you like to see us take to help with this issue?

Raising awareness of Online and Offline scams that target the elderly through workshops or roadshows. Sessions to encourage older people to feel more confident around understanding and using the Internet.

How would your organisation like to be involved in this area of collective action?

Yate Town Council would be keen to discuss using our properties to host these types of workshops or roadshows.

Q18 Social Isolation, Wellbeing and Mental Health

Are there any additional issues about this topic you would like to see included and addressed?

Exploring the stigma of mental health amongst older men.

What actions would you like to see us take to help with this issue?

More mindfulness activities focusing on early interventions to low level mental health issues. Sessions or activities to empower individuals to identify when low mood becomes an issue to encourage individuals to seek help to prevent a deterioration in well being.

How would your organisation like to be involved in this area of collective action?

We would like to encourage other providers looking to set up wellbeing groups such as Men in Sheds project to contact us to share our experiences.

Q19 Digital Opportunities

Are there any additional issues about this topic you would like to see included and addressed?

Access to digital resources and as previously mentioned information regarding being safe Online

What actions would you like to see us take to help with this issue?

Offer regular, easily accessible digital/Internet sessions out in the community, to engage older people to learn new skills and encourage a positive approach to the Internet. This could help discourage any negative or isolation from feeling 'left behind' in terms of developments in technology.

How would your organisation like to be involved in this area of collective action?

Q20 If you have any additional comments about the Aging Better Plan please use this space:

The plan is a great start to defining strategy concerning older people within South Gloucestershire, however it is crucial to delve deeper into the 'how' the outcomes will be achieved across South Gloucestershire. Organisations need to be given the opportunity to engage together, working groups could be a way to cover specific outcomes within the plan, allowing experts to come together to share information to define next steps.

Thank you for taking the time to respond to this survey. Please return this survey or any comments before 12th January 2018 by post to: FREEPOST RTXL-YJXJ-BXEX , South Gloucestershire Council, Corporate Research & Consultation Team, Adult Mental Health Strategy, Council offices, Badminton Road, Yate, BRISTOL, BS37 5AF

Any personal information that you have supplied will be held by South Gloucestershire Council in accordance with the Data Protection Act. This information will only be used as part of this exercise and personal information will not be published or passed onto any other organisation

LAYOUT

Machines must be installed with due regard to their interaction with other machines and the requirement of the process.

Space must be provided around each machine to allow clear separation for passing traffic and for the storage of tools and work in progress.

Consideration must be given for access to the machine to allow sufficient space for work, maintenance, and cleaning, taking into account the full projection of the machine. Recommended allowances are as follows: 500mm working space around the equipment, 1.5m if there is an escape/circulation route behind the worker, or 2.0m where workers work back to back.

Safety Services recommended practice based on BS 5304

VENTILATION

Where machinery gives rise to hazardous or objectionable levels of mist, fumes or dust; such as welding, de-greasing, electro-plating etc., containment or suitable extraction equipment must be provided.

COSHH (Control of Substances Hazardous to Health) Regs. 1999 The levels of exposure to mist, fumes and dust must comply with the exposure limit values for long and short term exposure as defined in the current issue of the HSE Guidance Note EH 40.

1. Land at the rear of the YMCA:

The land is currently used by an existing nursery as an outdoor play space, the area comprises of a patch of grassy land, accessed through the back entrance of the YMCA. There is a fence around the grassy area to prevent the young children leaving the space, offering security but as the fence is at waist height it does not provide any obstruction of viewing to visitors or passers-by.

Strengths:

1. There is car parking on site behind the Parish Hall that YMS could utilise;

Weaknesses:

1. If the venue continues to be used by a nursery, they will lose the ability to engage the children in outdoor play within a safe space;
2. Residents are within a close proximity to the land and may have objections towards the site being used for regular machine works;
3. The group would ideally need access to toilet and a kitchen space;
4. The container would need to be modified to be disability accessible;
5. The group would need to be mindful of the Nursery's/other hirers safeguarding policies.

The Parish Hall (as it is):

The Parish Hall is comprised of a main hall area, with toilets, a kitchen and a separate committee room space on site. There are currently 8 community groups and organisations that regularly hire the space and other ad-hoc bookings that generate income for Yate Town Council. As part of their hire, groups benefit from using the whole facility during their bookings. The Hall has parking on site.

Strengths:

1. The group would add diversity to the activities currently taking place at the Parish Hall;
2. There is a reasonable amount of availability that YMS could benefit from, hosting multiple sessions per week if necessary;
3. On call service (for emergencies only);
4. Access to a kitchen, toilet and a disabled toilet.

Weaknesses:

1. The committee room currently serves as a fire exit, meaning it cannot be locked whilst the hall is in use;
2. Currently you access the committee room through entering the main hall area which would mean disturbing other bookings to access the room;
3. The noise may impact on other hirers if used at the same time as other hirers;
4. The building may need amendments to provide accessibility to wheelchair users;
5. Without being able to secure the room there is no storage facility on site for machinery, tools and materials for the group;
6. Health and safety issues would need to be considered including the storage of tools to prevent children or other hirers of the facility accessing them;
7. As some groups do utilise the committee room during their booking, only certain days and times would be available for the YMS group;
8. The committee room would need to be well ventilated for any woodwork or activities that produce fumes to take place;
9. In between sessions, the committee room would need to be cleaned ready for other groups to use which could be problematic if the room contains wood shavings etc;
10. Offering the whole Parish Hall to the YMS group would mean that at least 8 groups would lose a venue for their bookings and Yate Town Council would lose income from hiring the space.

3. A partition to be installed within the committee room (to provide sole use to YMS group):

Strengths:

1. The container at Kingsgate could be relocated to the car park at the Parish Hall to provide the storage required on site;
2. The group could have a sole use space within the Parish Hall which wouldn't disrupt other bookings.

Weaknesses:

1. Cost associated to Yate Town Council and timeline of works to be undertaken to partition the committee room are at this point unknown;
2. This would result in losing part of the committee room size wise;
3. Insurance advice would need to be sought around storage of tools on site in relation to fire and liability;
4. Relocating the container to the Parish Hall would result in a loss of car parking spaces;
5. The Parish Hall committee room is our cheapest room hire across our properties.

J:\Projects\Older People\Men in sheds\YMS Officer Venue Report Feb 2018.docx

GWR FRANCHISE CONSULTATION

<https://www.gov.uk/government/consultations/great-western-rail-franchise>

Dear Sirs

In response to the above consultation Yate Town Council submit the following comments:

- Strongly support the half hourly services from Bristol to Yate (and onwards)
- Support the reopening of the station at Charfield
- Request that consideration be given to an earlier train direct to Gloucester from Yate
- Require a commitment in the contract to four carriage trains on all services (and in particular during rush hours to ensure passengers are physically able to get on as we have problems with people not physically able to get onto the evening train back from Bristol Temple Meads to Yate)
- Earlier trains on Sundays so people can use the station at Yate
- Bigger and sturdier covered waiting areas on the platform at Yate
- Better reliability particularly on feeder trains. So a lot of people from the area north of the city, and up into Gloucestershire use Yate station to get to London, to avoid the Parkway traffic problems. Too often the Yate train is delayed so people miss connections, or the London train is delayed and the connection missed. The same is true at Cheltenham if connecting from cross country. This undermines modal shift. It will not be as bad when there is a half hourly service but at present too often it adds an hour to the journey. We must insist on better connectivity.
- Morning reliability. Too often the early train is cancelled all together or runs too late. This affects people's willingness to use it to commute.
- The need for a later return train from Bristol to Yate. The current timetable shows a departure from Temple Meads at 22:42; this is a relatively recent (and very useful) addition, but we really need the last service to be leaving Temple Meads sometime between 23:00 and 23:30 to cater for people visiting shows in Bristol, maybe eventually to serve the much anticipated Arena.
- Putting these words from the consultation document into practice: **“to provide an excellent and continually-improving customer experience for all passengers”** by replacing the very uncomfortable seats fitted to the new IET trains with ones that are actually comfortable and befit a modern travelling environment.