

27 August 2014

You are hereby summoned to attend a meeting of **YATE TOWN COUNCIL** to be held at Poole Court, Yate on Tuesday 2 September 2014 between 7.15pm and 8.30pm for the purpose of transacting the business set out in the Agenda below.

Stephanie Davies  
Town Clerk

\* \* \* \* \*

### AGENDA

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

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

- 1 Apologies for absence.
- 2 Declarations of Interest under the Localism Act 2011  
*Members who consider that they have an interest are asked to: (a) State the item number in which they have an interest, (b) The nature of the interest, (c) Whether the interest is a disclosable pecuniary interest, non-disclosable pecuniary interest or non-pecuniary interest.*
- 3 To receive any requests for dispensations.
- 4 Public Participation Session with Respect to Items on the Agenda.
- 5 To receive 'Well Aware' presentation from Care Forum representative
- 6 To confirm Minutes of the Town Council Meeting held on 24 June 2014. (Copy herewith)
- 7 To receive, consider and confirm Minutes of the Environment and Planning Committee Meeting held on 8 July 2014. (Copy herewith)
- 8 To receive, consider and confirm Minutes of the Finance and General Purposes Committee Meeting held on 29 July 2014. (Copy herewith)
- 9 To receive and consider the following items on the Clerk's Report. (Copy herewith)
  - 1 **Financial Reports**
    - 1/1 Accounts for Payment

- 2     **Sub-Committee Reports**
  - 2/1     Planning Sub-Committee
  - 2/2     Staffing and Governance Sub-Committee
- 3     **Town Council Project Steering Group Committee Reports (Task Limited)**
  - 3/1     Community Arts Development Project Steering Group Committee – Elswick Park
  - 3/2     Highway & Streetscene Project Steering Group Committee
  - 3/3     Land at the Rear of Ridgewood
  - 3/4     North Yate Development
  - 3/5     Parish Hall Redevelopment Steering Group
  - 3/6     Peg Hill Skate Park Project Steering Group Committee
  - 3/7     Poole Court Refurbishment
  - 3/8     Sunnyside Tennis Court Refurbishment
  - 3/9     Witches Hat Play Area and Tyndale Park Play Area Project Steering Group Committee
  - 3/10    Yate Common
- 4     **Working Groups**
  - 4/1     Kingsgate Park Café/Kiosk Working Group
- 5     **Yate Town Centre/Shopping Centres**
  - 5/1     Abbotswood Shopping Centre
  - 5/2     Yate Town Centre Strategy Group
- 6     **Consultations**
- 7     **Armadillo Youth Café & Venue**
- 8     **Dementia Friendly Towns & Car Scheme for Yate**
- 9     **S106 Funding**
- 10    **South Gloucestershire Youth Initiative**
- 11    **Yate Clinic**

**TOWN CLERK'S REPORT TO FULL COUNCIL MEETING TO BE HELD  
ON TUESDAY 2 SEPTEMBER 2014.**

**1 FINANCIAL REPORTS**

**1/1 Accounts for Payment**

To receive and approve accounts for payment. (Appendix 1)

**2 SUB-COMMITTEE REPORTS**

**2/1 Planning Sub-Committee**

(a) To **NOTE** the minutes of the Planning Sub-Committee meeting held on 29 July 2014. (Appendix 2)

(b) To **NOTE** that the next meeting of the Planning-Sub Committee will be held on 2 September 2014 following the Full Council meeting at Poole Court; to identify representatives to attend.

**2/2 Staffing and Governance Sub-Committee**

To receive confidential report. (Confidential Appendix 3)

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

**3/1 Community Arts Development Project Steering Group Committee –  
Elswick Park**

To **NOTE** copy of correspondence with Pegasus in relation to the land at Normandy Drive. (Appendix 4)

**3/2 Highway and Street Scene Project Steering Group Committee**

Further to minute number 24/2 of the Full Council meeting held on 24 June 2014, to **NOTE** following the recent receipt of information from South Gloucestershire Council, the Estates Officer is currently preparing a report to include basic financial modelling; this report to be presented to a future meeting of the Highways and Street Scene Project Steering Group Committee to be called early October for recommendations to be taken to Full Council on 14 October 2014.

**3/3 Land at the rear of Ridgewood**

To be advised that further to minute number 118/3 of the Full Council meeting held on 13 May 2014:

*'...it was NOTED that South Gloucestershire Council's Valuation & Asset Manager has advised this transaction can be carried out under existing policy relating to leases of certain types of land to town and parish councils, therefore the process will now be*

*carried out under delegated authority. South Gloucestershire Council's Valuation & Asset Manager will be talking to colleagues in the Environment & Community Services regarding terms of the transfers and will revert to the Town Council in due course.'*

Further information has since been received from South Gloucestershire Council to advise that correspondence has been received from the Ridgewood Centre Manager to register an interest in the site as follows:

*'following on from our recent conversation please see below my thoughts about the land.*

*I am aware that the land is currently being looked at with a view to it either being passed to Ridgewood or Yate Town Council.*

*I would ask that you consider Ridgewood to be entrusted to look after this land. We have protected it over the years of our occupation by ensuring that the fencing is sound and any foliage that creeps across is dealt with correctly.*

*We have recently worked hard with the contractors who are creating the badger set and in fact have dealt with a fair amount of flack while that has taken place.*

*Our proposal for the land is to keep it as a nature haven with no access for several years to allow the badgers to establish their set and surroundings. After a good 4- 5 years we would then like to discuss the possibility with an ecologist of sharing the woodland by following the natural paths that have been created and to allow people to enjoy this wonderful environment.*

*Access would of course be controlled to small supervised groups for educational purposes only. There would be no change to the woodland without professional advice as to what the woodland could cope with in terms of human access. We would like to explore the woodland through the various seasons for educational purposes.*

*It is very important that this space is preserved as we have lost so much of our open spaces to development and I feel that Ridgewood is based placed to do this as the land is on our site. After speaking to many of our 2,000 visitors the general feeling is that Ridgewood should be entrusted to look after this land and not Yate Town Council as the general feeling is that it could become forgotten about and that policing it would not be easy for Yate Town Council.*

*I do hope that during the decision process you will see the practical element of managing the security of this site daily and that Ridgewood really is in the best position to do this'*

To receive comments.

### **3/4 North Yate Development**

#### **(a) New North Yate Community Development Liaison Group**

To **NOTE** that in line with minute number 10/1(a) of the Finance & General Purposes

Committee meeting held on 10 June 2014, a low key Brinsham Park Picnic event has been arranged to take place at Brinsham Fields on Sunday 31 August between 1pm – 5pm.

To receive update following the event.

**(b) New North Yate Project Steering Group Committee**

To receive any further information.

**(c) YOSC**

To receive the minutes from the meeting with South Gloucestershire Council representatives to discuss the long term ownership of YOSC held on 24 July 2014. (Appendix 5)

To **NOTE** that a meeting has been arranged to take place on 3 September 2014 with a representative from each South Gloucestershire Council and Yate Town Council to meet with representatives from the Bowling Club and the Athletics Club that currently use YOSC facilities.

To receive any further information.

**(d) YOSC Accessway**

Further to the YOSC site being accessed last month by travellers who set up camp for approximately two weeks prior to moving on, to receive information for consideration to enable the site to be made more secure. (To be circulated prior to meeting)

**3/5 Parish Hall Redevelopment Project Steering Group**

Further to minute number 25/2 of the Full Council meeting held 16 June 2009 resolving that no expenditure be made on the Parish Hall, other than for essential maintenance and the redevelopment project be looked at further sometime in the future; to be advised Members have asked for this item to be placed back on the agenda for consideration

**3/6 Peg Hill Skate Park Project Steering Group Committee**

To receive minutes of the Peg Hill Project Steering Group Committee meeting held on 13 August 2014 (Appendix 6).

To **NOTE** that following the meeting of the Peg Hill Project Steering group meeting held on 13 August 2014 and the original proposal to erect 6 metre high lights at Peg Hill, further information has been received to advise this height would cause dark spots and 8 metre high lighting would be better suited to this site.

Following consultation with Councillor John Ford a recommendation was made and circulated to Members of the Peg Hill Project Steering group to agree to proceed with the 8 metre high lights and put in for a planning amendment.

It has since been advised by South Gloucestershire Council Planning Department that a planning amendment cannot be applied for as a further full planning application must be submitted. This has now been completed and submitted.

Further costings have been requested from South Gloucestershire Council in relation to the provision of the 8 metre lighting along with all associated costs. It is hoped this information will be received in time to be circulated prior to the meeting.

### **3/7 Poole Court Refurbishment**

To be advised interior designers have now visited Poole Court and it is anticipated the mood boards will be available for viewing in the foyer of Poole Court as from 2 September 2014 for two weeks for comment by those who hire the rooms, members of the public & Councillors.

To receive any comments.

### **3/8 Sunnyside Tennis Court Refurbishment**

Further to minute number 6/5a of the Finance & General Purposes Committee meeting held on 29 July 2014, to consider and confirm the following recommendations:

- an order be placed in line with option 5 of the report, due to it being considered to offer better long term value for money, to refurbish Sunnyside Tennis Courts, new courts to be red and green in colour;
- Yate Town Council to pay £3,426.50 (11% CPT) payment required by Entrust;
- Application to be made for s106 monies for the balance of £8,801.50

### **3/9 Witches Hat Play Area and Tyndale Park Play Area Project Steering Group Committee**

#### **a) Witches Hat**

To receive and consider the minutes of the Witches Hat Play Area and Tyndale Park Play Area Project Steering Group Committee meeting held on 13 August 2014. (Appendix 7)

#### **b) Land at the Corner of Westerleigh and Rodford**

To receive any further information.

### **3/10 Yate Common**

To receive any further information.

## **4 WORKING GROUPS**

### **4/1 Kingsgate Park Café/Kiosk Working Group Meeting**

To receive and consider the outcome of the consultation undertaken in relation to the

Kingsgate Park Café/Kiosk, closing date of 18 July 2014. (Appendix 8)

To **NOTE** that following the grant application made by the Friends of Kingsgate Park, the following correspondence has been received:

*'Thank you for your recent enquiry about possible support from the Heritage Lottery Fund (HLF) to establish a community café in Kingsgate Park, Yate.*

*'Whilst I feel sure that the local community would benefit from the provision of such a facility I have to advise that unfortunately an application under any of our programmes, for the project as you have described it would be unlikely to be successful and I would not recommend that you embark on the work required to put together such an approach. I realise that this will be a disappointing response, so I would like to offer the following explanatory notes.'*

To **NOTE** the matter of funding for this project will be discussed further by the Friends of Kingsgate Park outcome of which to be reported back to Yate Town Council.

## **5 YATE TOWN CENTRE/SHOPPING CENTRES**

### **5/1 Abbotswood Shopping Centre Yate**

To receive any further information.

### **5/2 Yate Town Centre Strategy Group**

To **NOTE** the next meeting of the Yate Town Centre Strategy Group to take place at 6.30pm on Wednesday 22 October 2014 at Poole Court, Yate.

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

### **6/1 Department for Communities and Local Government (DCLG) – Parish Pulse Survey 2014.**

<http://www.slcc.co.uk/news-item/community-rights-parish-pulse-survey-2014-launched/799/>

Circulated 18.08.14

Closing date 29 September 2014

To receive comments on the above named consultation.

### **6/2 NALC - Technical Consultation on Planning**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/339528/Technical\\_consultation\\_on\\_planning.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/339528/Technical_consultation_on_planning.pdf)

Circulated 20.08.14

Closing date 19 September 2014

To receive comments on the above named consultation.

**6/3 South Gloucestershire Council - Council Tax Reduction Scheme Changes**

<https://consultations.southglos.gov.uk/consult.ti/LCTRS14/consultationHome>

Circulated 11.08.14

Closing date 22 September 2014

To receive comments on the above named consultation.

**6/4 South Gloucestershire Council - Early Help Vision Strategy**

[https://consultations.southglos.gov.uk/consult.ti/Early\\_Help\\_Vision\\_Strategy2014/consultationHome?done=OBJChangesSaved](https://consultations.southglos.gov.uk/consult.ti/Early_Help_Vision_Strategy2014/consultationHome?done=OBJChangesSaved)

Circulated 19.08.14

Closing date 14 October 2014

To receive comments on the above named consultation.

**6/5 South Gloucestershire Council - Healthy Weight and Obesity Strategy**

[https://consultations.southglos.gov.uk/consult.ti/Healthy\\_weight\\_obesity\\_strategy](https://consultations.southglos.gov.uk/consult.ti/Healthy_weight_obesity_strategy)

Circulated 20.08.14

Closing date 30 September 2014

To receive comments on the above named consultation.

**6/6 South Gloucestershire Council – Review of Arts Service**

<https://consultations.southglos.gov.uk/consult.ti/artsreview2014/consultationHome?done=OBJChangesSaved>

Circulated 12.08.14

Closing date 19 September 2014

To receive comments on the above named consultation.

**6/7 South Gloucestershire Council - Review of Private Sector Housing**

[www.southglos.gov.uk/PSH](http://www.southglos.gov.uk/PSH)

Circulated 01.08.14

Closing date 10 October 2014

To receive comments on the above named consultation.



circulated prior to the meeting.)

**11 Yate Clinic (previously reported under bus services to Southmead)**

Further to minute number 31 of the Full Town Council meeting held on 24 June 2014, it was resolved that correspondence be sent to the North Bristol NHS Trust stating that Yate Town Council is very concerned to receive figures that suggest that on average only 5-6 people per day are seen at Outpatient Clinics in Yate and request an explanation for this (in particular it is noted that only 44 patients were seen as Outpatients for physiotherapy), check what span the dates cover and why the facility is not being used for the general public for which it was built.

To receive any further information.

**6/8 South Gloucestershire Council - Pre-Planning Application Consultation for the Proposed Solar Schemes at Badminton Road and Moorend**

<https://consultations.southglos.gov.uk/consult.ti/solarschemeyatemoorend0814/consultationHome>

Circulated 18.08.14

Closing date 10 September 2014

To receive comments on the above named consultation.

**6/9 Urgent Consultations**

To receive any urgent consultation.

**7 ARMADILLO YOUTH VENUE & CAFÉ**

To receive any further information.

**8 DEMENTIA FRIENDLY TOWNS AND CAR SCHEME FOR YATE**

Further to minute number 26/1 of the Full Town Council meeting held on 24 June 2014 and minute number 14 of the Finance & General Purposes Committee meeting held on 29 July 2014, meetings have taken place with Southern Brooks Community Partnership to discuss the way forward in relation to Yate becoming a Dementia Friendly Town and the provision of a Car Scheme for Yate.

Further to the meeting with representatives of Southern Brooks on 5 August and 14 August 2014, (Appendices 9a and 9b) correspondence has been received from Southern Brooks Community Partnership (Appendix 10) setting out what is required to enable them to take these projects forward on behalf of Yate Town Council.

Southern Brooks Community Partnership has advised the cost to employ a worker is estimated at £16,900; this sum would include overheads and a reduced fee by Southern Brooks to administrate the post at 10%. The post would include fundraising to further pay for the post moving forward, however it is proposed that funding for this post would need to be provided for a full year before grant monies could realistically be sought to continue to fund the post. The proposed Community Worker to be based at Yate Town Council offices. The cost of this post could be met from funding held in the earmarked reserves, Project Support Fund.

Members to consider the proposal to fund an employee via Southern Brooks to take these projects forward and fund raise to ensure continuity of the projects.

**9 S106 FUNDING**

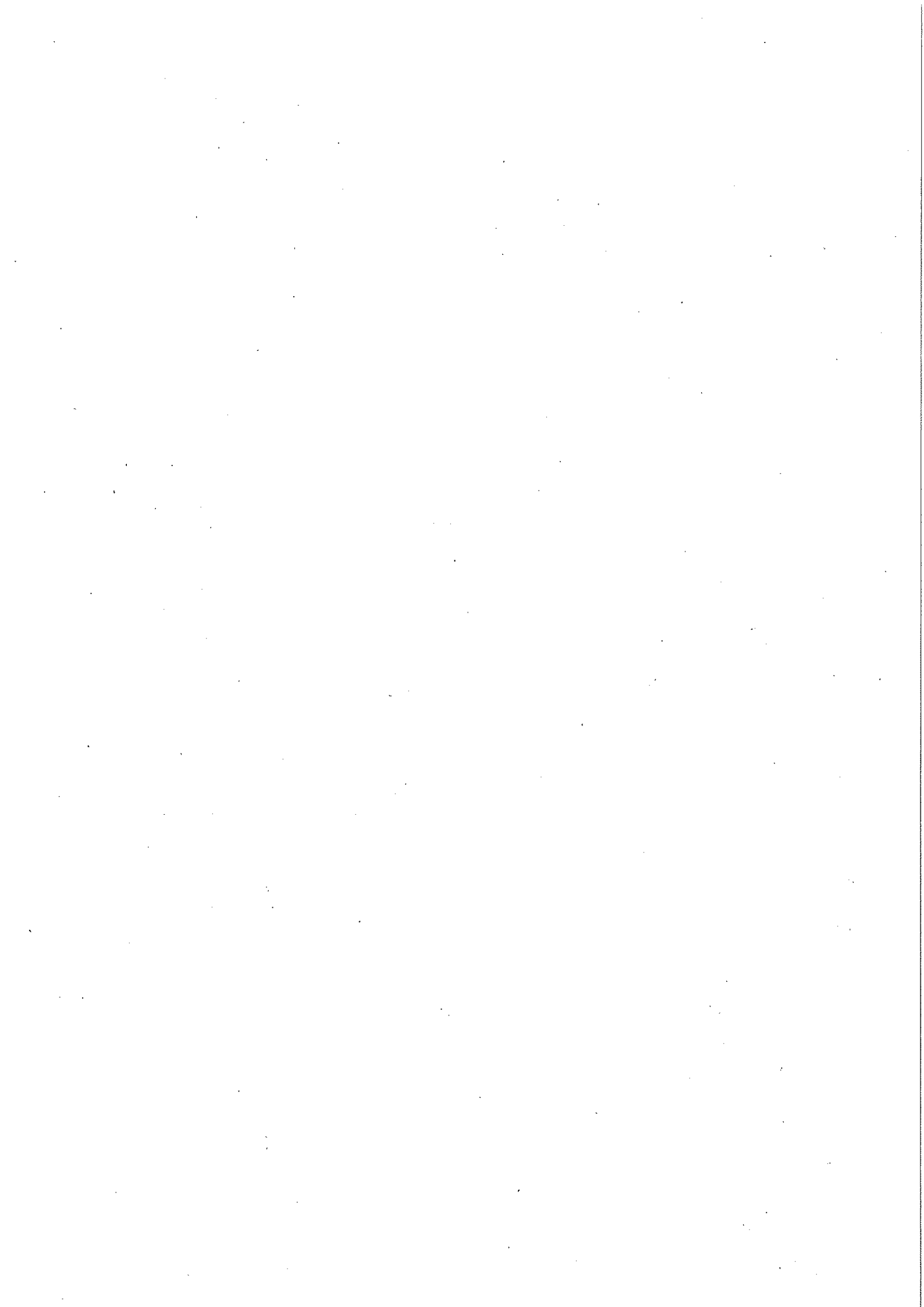
To receive any further information.

**10 South Gloucestershire Youth Initiative**

Further to minute number 9/2(b) of the Finance & General Purposes Committee meeting held on 29 July 2014, further information in relation to the provision of the delivery of year 7/8 sessions in Yate has been sought for consideration. (To be

**Cheque List**  
**Full Council 2nd September 2014**

Chq No's	ACCOUNTS FOR PAYMENT	DESCRIPTION	AMOUNT
DD	ASMC	Bowling Green Materials - September 2014	£ 559.90
DD	PWLB	Public Work Board Loan Repayment Heritage Centre	£ 18,908.70
DD	South Glos Council	Rates - Heritage Centre Sept 2014	£ 193.00
DD	South Glos Council	Rates - Parish Hall Sept 2014	£ 325.00
DD	South Glos Council	Rates - Poole Court Sept 2014	£ 2,193.00
DD	South Glos Council	Rates - Pop Inn Cafe Sept 2014	£ 84.00
DD	South Glos Council	Rates - Sunnyside Lane Sept 2014	£ 198.00
Transfer	Bank Transfer	Staff Salaries - August 2014	£ 24,582.09
Visa	Amazon	Office Equipment	£ 24.06
Visa	Amazon	Estates Staff Equipment	£ 66.95
Visa	O2	Estates Staff Mobile Phone Top Ups	£ 30.00
Visa	O2	Estates Staff Mobile Phone & Top Up	£ 19.99
Visa	Swalec	Kingsgate Park - Electricity	£ 76.24
		Yate Heritage Centre - Gas	£ 72.41
		Poole Court - Electricity	£ 961.72
		Poole Court - Gas	£ 117.11
		Poole Court - Electricity	£ 151.97
Visa	Motoraid	Seat Covers - Estates Vehicle	£ 45.60
	Burroughs Day	Legal Services - Joint Venture Agreement	£ 483.00
	BANES	Superannuation Contributions - August 2014	£ 5,854.02
	George Carr & Sons	Estates Equipment	£ 1,644.60
	Grant Thornton UK LLP	Fee in Respect of Annual External Audit 2014	£ 2,400.00
	Horders	Electrical Works - Parish Hall	£ 240.46
	HM Revenue & Customs	Tax and NI Contributions - August 2014	£ 5,747.05
	Marcliff Plumbing & Heating	Building Maintenance - Poole Court	£ 97.30
	Ross Office Supplies	Stationery - Service Support	£ 51.32
	South Glos Council	Refund of an overpayment	£ 640.00
		Highways & Streetscene Maintenance Contract - 2nd Qtr	£ 7,754.80
			£ 8,394.80
	Scoffers	Kitchen Stock for Resale - Pop Inn Café	£ 134.64
	3663	Kitchen Stock for Resale - Pop Inn Café	£ 115.36
			£ 73,772.29



**Interim Cheque List  
18th August 2014**

Chq No's	ACCOUNTS FOR PAYMENT	DESCRIPTION	AMOUNT	Member 1 Initial	Member 2 Initial	Clerk or RFO Initial
DD	British Telecom	Phone Charges - Pop Inn Café	£ 187.91			
DD	British Telecom	Security Line - Heritage Centre	£ 64.80			
DD	British Telecom	Security Line - Poole Court	£ 81.00			
DD	Lex Autolease	Estates Vehicle Lease - August 2014	£ 225.28			
DD	Lex Autolease	Estates Vehicle Lease - August 2014	£ 262.74			
DD	O2	Estates Mobile Phones - August 2014	£ 63.55			
100845	ACS Testing Ltd	Water Quality Test - Brinsham Lake	£ 102.00			
100846	Cavaller Productions	Start Up Grant Award - 2014/2015	£ 100.00			
100847	Cash	Petty Cash Top Up - August 2014	£ 135.24			
100848	Children's Playlink	DBS Check - New Staff	£ 58.00			
113165	Sita UK Ltd	Third Party Payment for Grant - Sunnyside Tennis Courts	£ 3,426.50			
113166	ASMC	Bowling Green Materials - July 2014	£ 122.48			
113167	ALCA	Member Training Course Fees	£ 40.00			
113168	Beacon Cleaners	Cleaning - Town Council Properties	£ 149.34			
		Cleaning - Town Council Properties	£ 777.60			
		Cleaning - Town Council Properties	£ 299.66			
		Cleaning - Town Council Properties	£ 184.80			
			£ 1,411.40			
113169	Bradley Stoke Town Council	Staff Training Course Fees	£ 30.00			
113170	Blazen Web Marketing	Website Support YTC - August 2014	£ 82.80			
		Website Support Heritage Centre - YTC	£ 82.80			
			£ 165.60			
113171	The Consortium	Cleaning Materials - Town Council Properties	£ 21.59			
		Cleaning Materials - Town Council Properties	£ 124.22			
			£ 145.81			
113172	Chapple & Jenkins	Kitchen Stock for Resale - Pop Inn Café	£ 39.14			
113173	Citizens Advice Bureau	SLA Annual Payment	£ 8,000.00			
113174	Fueigenie	Fuel - Estates Vehicles	£ 446.95			
113175	J Hollister	Estates Materials	£ 60.65			
		Estates Materials	£ 233.04			
			£ 293.69			
113176	E R H Construction	Surfacing Works - Kingsgate Park	£ 4,556.26			
113177	Initial Washroom Hygiene	Hygiene Bins - Town Council Properties	£ 56.20			
113178	J&R Food Services	Kitchen Stock for Resale - Pop Inn Café	£ 81.94			
113179	Sunnyside Tennis Booking Contact	Sunnyside Tennis Commission - July 2014	£ 15.02			
		Sunnyside Tennis Phone - July 2014	£ 15.99			

113180	PPG Architectural Coatings UK Ltd	Paint - Town Council Properties	£	116.40	WSP			20
113181	Murray Hire Centres	Estates Equipment Replacement Hire of Equipment	£	629.52	WSP			20
			£	52.92	WSP			20
113182	Frontier Agriculture Ltd (Nomix)	Herbicides	£	150.62	WSP			20
113183	Office Beverages	Bottled Water	£	28.62	WSP			20
		Bottled Water	£	28.62	WSP			20
		Water Cooler Rental - Poole Court	£	19.08	WSP			20
		Water Cooler Rental - Heritage Centre	£	19.08	WSP			20
113184	NSG Security Group	Security Patrols - Town Council Parks	£	759.48	WSP			20
113185	Ross Office Supplies	Stationery	£	4.68	WSP			20
		Stationery	£	19.73	WSP			20
		Stationery	£	71.56	WSP			20
		Stationery	£	82.44	WSP			20
113186	RBS Software	VAT Consultancy visit	£	260.64	WSP			20
113187	Sita UK Ltd	Refuse Collection - Poole Court June	£	92.39	WSP			20
		Refuse Collection - Poole Court July	£	92.39	WSP			20
		Refuse Collection - Pop Inn Café	£	69.68	WSP			20
113188	South Glos Council	Fuel & Lease Payments - Estates Vehicles	£	786.74	WSP			20
		Printing - Town Council Letterhead	£	174.00	WSP			20
113189	Signet Signs	Signage - Kingsgate Park	£	194.93	WSP			20
113190	Scoffers	Kitchen Stock for Resale - Pop Inn Café	£	136.29	WSP			20
		Kitchen Stock for Resale - Pop Inn Café	£	121.64	WSP			20
		Kitchen Stock for Resale - Pop Inn Café	£	145.08	WSP			20
442194	<del>Swatee</del>	<del>Kingsgate Park - Electricity</del>	<del>£</del>	<del>76.24</del>	<del>WSP</del>			<del>20</del>
		<del>Yate Heritage Centre - Gas</del>	<del>£</del>	<del>72.41</del>	<del>WSP</del>			<del>20</del>
		<del>Poole Court - Electricity</del>	<del>£</del>	<del>961.72</del>	<del>WSP</del>			<del>20</del>
		<del>Poole Court - Gas</del>	<del>£</del>	<del>117.11</del>	<del>WSP</del>			<del>20</del>
		<del>Poole Court - Electricity</del>	<del>£</del>	<del>151.97</del>	<del>WSP</del>			<del>20</del>
113192	Sood RK & KN (MS2 Stores)	Newspapers - Pop Inn Café	£	35.20	WSP			20
113193	Simon Jersey	Staff Uniform	£	37.42	WSP			20
113194	3663	Kitchen Stock for Resale - Pop Inn Café	£	107.31	WSP			20
		Kitchen Stock for Resale - Pop Inn Café	£	108.43	WSP			20
		Kitchen Stock for Resale - Pop Inn Café	£	215.74	WSP			20

113195  
113196

Virgin Media  
Wybone Ltd

Heritage Centre - Broadband  
Recycling Bins - Kingsgate Park

*Dulston Park*

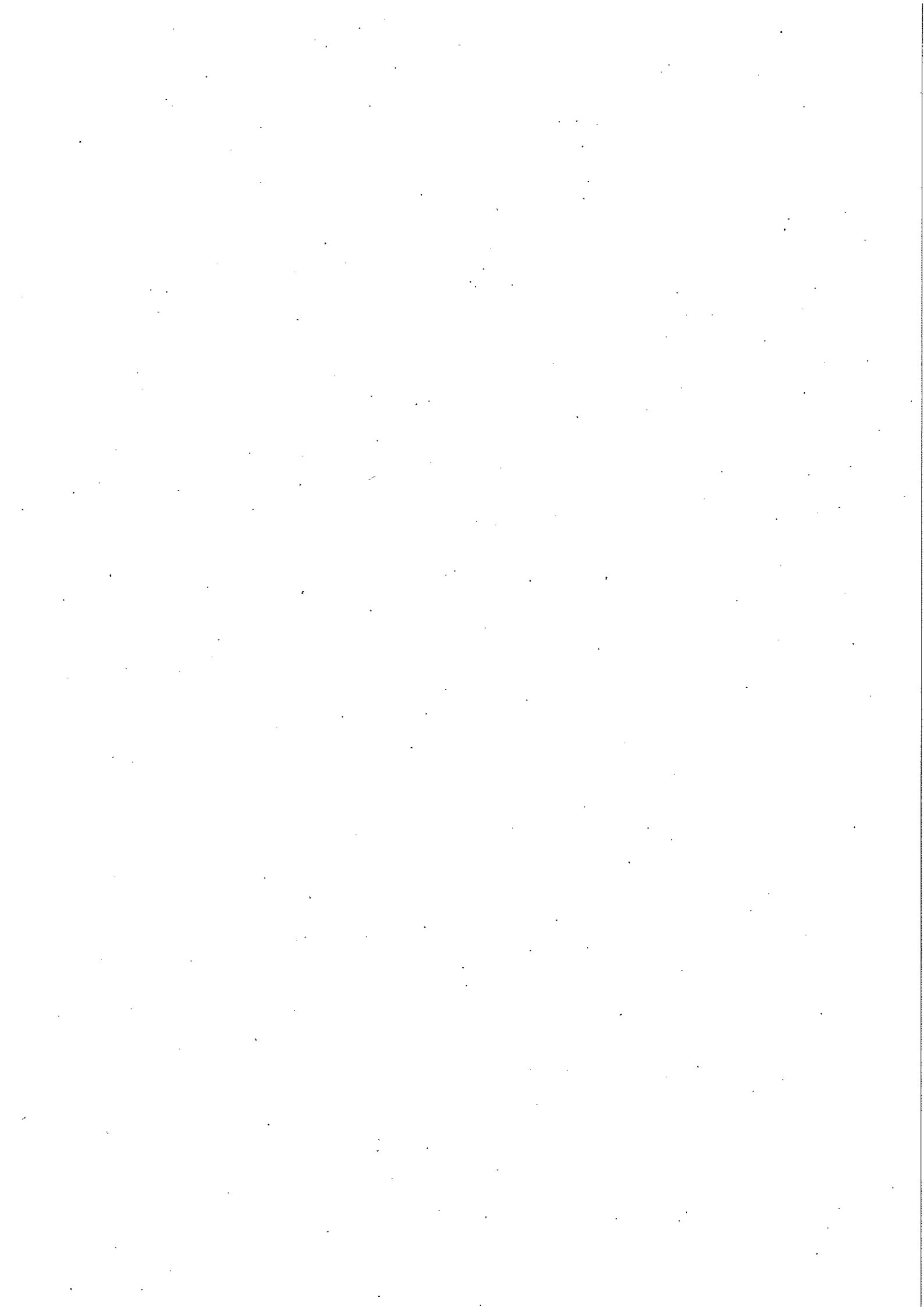
Member 1 - Print Name.....

*Anthony Davis*

Member 2 - Print Name.....

£ 49.20  
£ 919.49  
~~£ 26,820.53~~  
£25,441.08

<i>200</i>	<i>200</i>	<i>200</i>
<i>100</i>	<i>100</i>	<i>100</i>





**MINUTES OF THE PLANNING SUB-COMMITTEE MEETING HELD ON FRIDAY  
29<sup>TH</sup> JULY 2014 FROM 8.35PM – 9.00PM AT POOLE COURT, YATE.**

**PRESENT:** Councillors John Davis, Wully Perks, John Ford and Martin Monk.  
Assistant Town Clerk (YTC)

**1. APOLOGIES FOR ABSENCE**

**RESOLVED** Apologies for absence were received and accepted from Councillors Chris Willmore, Sue Walker, Mike Drew, Ian Blair, Aziz Chowdhry, Margaret Marshall, and Cleo Trotter.

**2. MEMBERS' DECLARATION OF INTERESTS**

No Declarations of Interest

**3. PLANNING APPLICATIONS**

The meeting considered planning applications received from South Gloucestershire Council.

It was **RESOLVED** that comments contained in Appendix 1 be submitted to South Gloucestershire Council.

**4. SOUTH GLOUCESTERSHIRE COUNCIL PUBLIC PATH DIVERSION  
ORDER – FOOTPATHS LYA 48/10 AND LYA 49/10 AT PEG HILL, YATE**

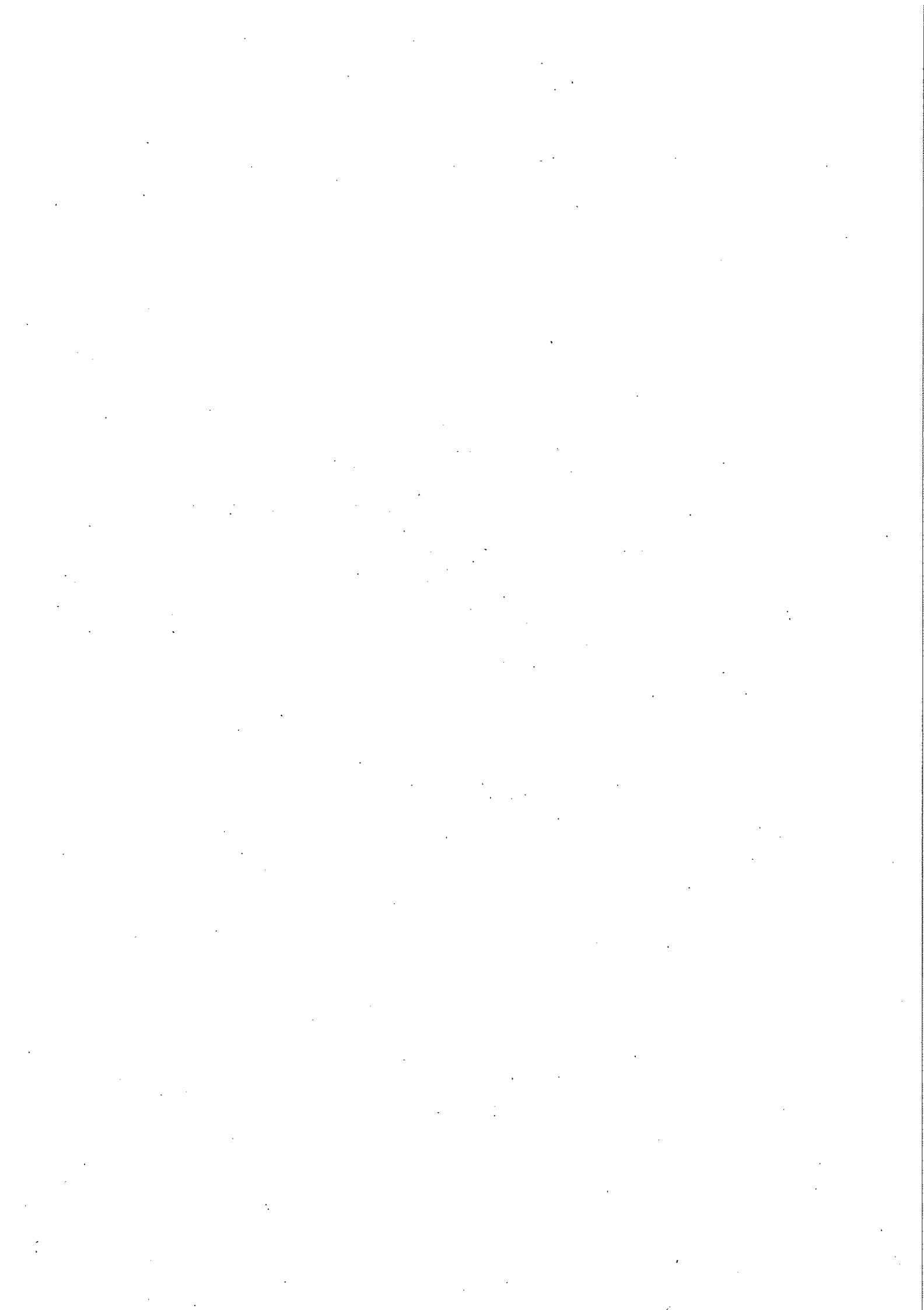
The Public Path Diversion Order for Footpaths LYA 48/10 and LYA 49/10 at Peg Hill, Yate, was received and **NOTED**.

**5. SOUTH GLOUCESTERSHIRE COUNCIL PLANNING DECISIONS**

No decisions made by South Gloucestershire Council on recent planning applications were received.

**6. DATE OF NEXT MEETING**

The date of the next Planning Sub Committee meeting has been provisionally set for Tuesday 19<sup>th</sup> August 2014.



**YATE TOWN COUNCIL  
PLANNING APPLICATIONS  
29<sup>th</sup> July 2014**

<b>Ref. No.</b>	PK14/1648/F
<b>Description</b>	Revised proposals:- Erection of 2no. detached dwellings and detached double garage with access and associated works. (Resubmission of PK13/4461/F).
<b>Location</b>	Land at Stanshawes Drive, Yate, Bristol BS37 4ET
<b>Applicant</b>	Terramond – Agent Barton Willmore
<b>Received</b>	17 July 2014
<b>Yate Town Council Comments</b>	Maintain objections. Clarification required on who is responsible for the lake.

<b>Ref. No.</b>	PK14/2627/ADV
<b>Description</b>	Display of 1no. externally illuminated fascia sign, 5no. non - illuminated window graphics, 1no. non-illuminated PETG frame, 1no. non-illuminated manifestation (DDA), 2no. non-illuminated poster frames and 1no. non-illuminated panel on existing post sign.
<b>Location</b>	One Stop Community Stores Ltd 89 Westerleigh Road Yate Bristol South Gloucestershire BS37 4BN
<b>Applicant</b>	One Stop Stores Limited, Apex road, Brownhills, Walsall, West Midlands WS8 7HU
<b>Received</b>	16 <sup>th</sup> July 2014
<b>Yate Town Council Comments</b>	No objection

**YATE TOWN COUNCIL**  
**TABLED PLANNING APPLICATIONS**  
**29<sup>th</sup> July 2014**

<b>Ref. No.</b>	PK14/2708/F
<b>Description</b>	Change used of land from private open space to residential curtilage (Retrospective). Case Officer Kathryn Leeming.
<b>Location</b>	88 Canterbury Close, Yate, South Gloucestershire BS37 5TY
<b>Applicant</b>	Mrs Karuna Monteiro, 56 Kestral Close, Chipping Sodbury, South Gloucestershire BS37 6XD
<b>Received</b>	24 <sup>th</sup> July 2014
<b>Yate Town Council Planning Comments</b>	No objection

<b>Ref. No.</b>	PK 14/2828/F
<b>Description</b>	Erection of first floor and two storey side extension to provide additional living accommodation. Case Officer Trudy Gallagher
<b>Location</b>	9 York Crescent, Yate, South Gloucestershire BS37 5XA
<b>Applicant</b>	Mr and Mrs D Richards, 9 York Crescent, Yate
<b>Received</b>	July 24th 2014
<b>Yate Town Council Planning Comments</b>	No objection

<b>Ref. No.</b>	PK14/2702035/TRE
<b>Description</b>	Works to various trees covered by South Gloucestershire TPO no. 06/09 (Avonlea and Oaklodge, Stanshawes Drive) dated 19 <sup>th</sup> August 2009. Case Officer Simon Penfold.
<b>Location</b>	Oak Lodge Stanshawes Drive, Yate, South Gloucestershire
<b>Applicant</b>	Mrs Joanne Tong, Places for People, 4 The Pavillions, Preston PR2 2YB
<b>Received</b>	24 <sup>th</sup> July 2014
<b>Yate Town Council Planning Comments</b>	No objection

**Steph Davies**

---

**From:** Steph Davies  
**Sent:** 26 August 2014 09:42  
**To:** 'Chris Cox'  
**Cc:** Julia Alden (Julia.Alden@southglos.gov.uk); Alan Lawrance; Alan Monaghan; Aziz Chowdhry; Chris Willmore (chriswillmore@blueyonder.co.uk); David Evan-Jones; Ian Blair; John Davis; John Ford; Margaret Marshall; Martin Monk; Mike Drew; Mike Robbins; Sue Walker; sue.aprilhouse@blueyonder.co.uk; Tony Davis (Tony.Davis@southglos.gov.uk); Wully Perks  
**Subject:** RE: land at Normandy Drive, Yate. PK14/2891/F  
**Attachments:** 20140821105849389.pdf; 20140821132355027.pdf; Section106 Unilateral Undertaking - 9 Units at Elswick Park Yate.doc

Chris

I am somewhat confused to have received your email below. Further to correspondence received from Dan Weaver dated 8 May 2014, Members received and noted this correspondence at the Full Town Council meeting on 15 May 2014 (copy of correspondence attached for ease of reference). However Members comments from the meeting held on 1 May still stand (again copy attached of ease of reference).

Further to this we received correspondence from Robert Nicholson, South Gloucestershire Council Senior Planning Officer who advised on 2 July that he met again with the landowner as they were gearing up to submit their application, he had suggested the landowner take a 'pause' and re-engage with Yate Town Council to see if together we could come to some agreement. We have not heard any further from you until your emails of today.

The planning application will be considered by Members on 2 September 2014 and I anticipate that as previously advised at the meeting held on 1 May 2014, as the Town Council's comments have not been fully taken into consideration and the appropriate changes have not been made, Yate Town Council will object to the application.

Kind regards

**Stephanie Davies**  
**Town Clerk and Responsible Finance Officer**  
**Yate Town Council**

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 📠 01454 866514  
 ✉ [steph.davies@southglos.gov.uk](mailto:steph.davies@southglos.gov.uk)  
 🌐 [www.yatetowncouncil.gov.uk](http://www.yatetowncouncil.gov.uk)



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**From:** Chris Cox [mailto:Chris.Cox@pegasuspg.co.uk]  
**Sent:** 21 August 2014 09:23  
**To:** Steph Davies  
**Subject:** FW: land at Normandy Drive, Yate. PK14/2891/F

Steph

Apologies for sending another email. Looking at the council website I note that the draft legal agreement for the transfer of the land to the town council has not been put on the website, so please see it attached to this email.

I would be grateful if you could make councillors aware of this, and again, please do contact me if any questions arise from this.

Kind regards

**Chris Cox**

**Senior Planner**

**Pegasus Group**

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**From:** Chris Cox

**Sent:** 11 August 2014 16:39

**To:** 'Griffith Bunce'

**Cc:** Jessica Cook

**Subject:** land at Normandy Drive, Yate. PK14/2891/F

Griff

As you will know, the application includes community uses and it is intended that the land be sold to the town council for £1.

Please find the attached draft Unilateral as part of the planning application submission, and to be sent to the Council solicitor for comment.

Kind regards

**Chris Cox**

**Senior Planner**

**Pegasus Group**

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**NOTES OF MEETING WITH REPRESENTATIVES OF TAYLOR WIMPEY TO DISCUSS THE LAND AT ELSWICK PARK HELD ON THURSDAY 1 MAY 2014 FROM 6.00PM – 6.30PM AT POOLE COURT, YATE.**

**PRESENT:** Councillors Ian Blair, John Ford and Chris Willmore.  
Chris Cox – Pegasus Group and Ian Francis - Taylor Wimpey.  
Town Clerk.

**1. APOLOGIES FOR ABSENCE**

No apologies for absence were received.

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

No declarations of interest were received.

**3. DEVELOPMENT OF LAND AT ELSWICK PARK**

Representatives from Taylor Wimpey updated the meeting following its public consultation held on 22 April 2014 in respect to further housing, on land originally identified as community land, proposed for the Elswick Park development. It was **NOTED** that Taylor Wimpey had interpreted the consultation outcome as follows:

- 30 people attended, most of who adjoined the proposed housing development site;
- Twelve feedback forms were received and a number of emails;
- People appear to want no more than nine houses on the site and are concerned about parking issues;
- Residents currently below the proposed site were unhappy with buildings along their fence line in close proximity to their properties;
- People appeared to be surprised houses were being proposed for this land as they had thought it was allocated for a community building.

Yate Town Councillors reported that their feedback from residents who had attended the consultation and chosen to speak to local councillors had been slightly different in as much as the people had advised they did not want Taylor Wimpey to turn this area back into a building site but the setting up of a building site to provide the community building did not appear to be a problem.

An indicative site layout plan dated 1 May 2014 was presented to the meeting (Appendix 1). Access to the Community Building site was discussed. Members repeated earlier concerns that providing access to the community building via a residential cul-de-sac was a serious problem and could provide a barrier to ever developing the building, coupled with inadequate parking for the size of the community building. The developers felt access further along Normandy Drive would not be allowed.

It was apparent at this point that any previous discussions which had taken place between Yate Town Council and the developers had not resulted in any changes by the developers and the plan presented this time was the same as that presented at the previous meeting with no change.

It was advised that if Taylor Wimpey wanted to come back with a solution for the Town Council to consider Members would be happy to meet with them. Alternatively if they wish to submit a

planning application based upon the current proposal Yate Town Council would have to object given the impact on the delivery of the community building.

*Councillor Chris Willmore left the meeting.*

Further discussions took place. It was advised by Taylor that their interpretation of the consultation was that plenty of people who attended the consultation did not want residential buildings on this site as they saw that more housing would give pressure to parking, which had driven the decision for low density housing.

Yate Town Council Members advised:

- they did not want Taylor Wimpey to build on this site which they had thought initially was to be allocated to the provision of a community building along with a financial contribution prior to South Gloucestershire Council omitting the appropriate wording from the s106 agreement;
- it would be difficult to obtain planning permission for the community building with a low density site next door and with access through the site;
- if a way cannot be found round the access way the community site becomes more of a liability to the town council rather than an offer.

Discussion took place about outline planning being obtained for the community building prior to the building of the site taking place as the deliverability of the site would be an issue for the town council once the houses were built.

**RESOLVED** Taylor Wimpey representatives to go back to the Board to discuss the town councils' comments and if the site layout is altered taking these comment on board the Town Clerk to circulate to establish if it would be worthwhile a further meeting taking place to discuss. Alternatively Taylor Wimpey to put in a planning application based on the current indicative site layout dated 1 May 2015 to which the town council will object.



□ 1 2 3 4 5 6 7 8

**Accommodation/ Legend**

- 1 Performance Space G 400 m<sup>2</sup>
- 2 Smaller Event Venue F 100 m<sup>2</sup>
- 3 Meeting / break out spaces 2ho. F 50 m<sup>2</sup>
- 4 Exhibition space foyer G 150 m<sup>2</sup>
- 5 Cafe/bar/ casual performance G 200 m<sup>2</sup>
- 6 Exhibition/drama store/ Green rm G 350 m<sup>2</sup>
- 7 WCs F 45m<sup>2</sup>
- 8 Plant room G 10m<sup>2</sup>
- Plant room G 20m<sup>2</sup>
- Plant, circulation & internal partitions 300m<sup>2</sup>

Total 1600m<sup>2</sup>

□ 1 2 3 4 5 6 7 8

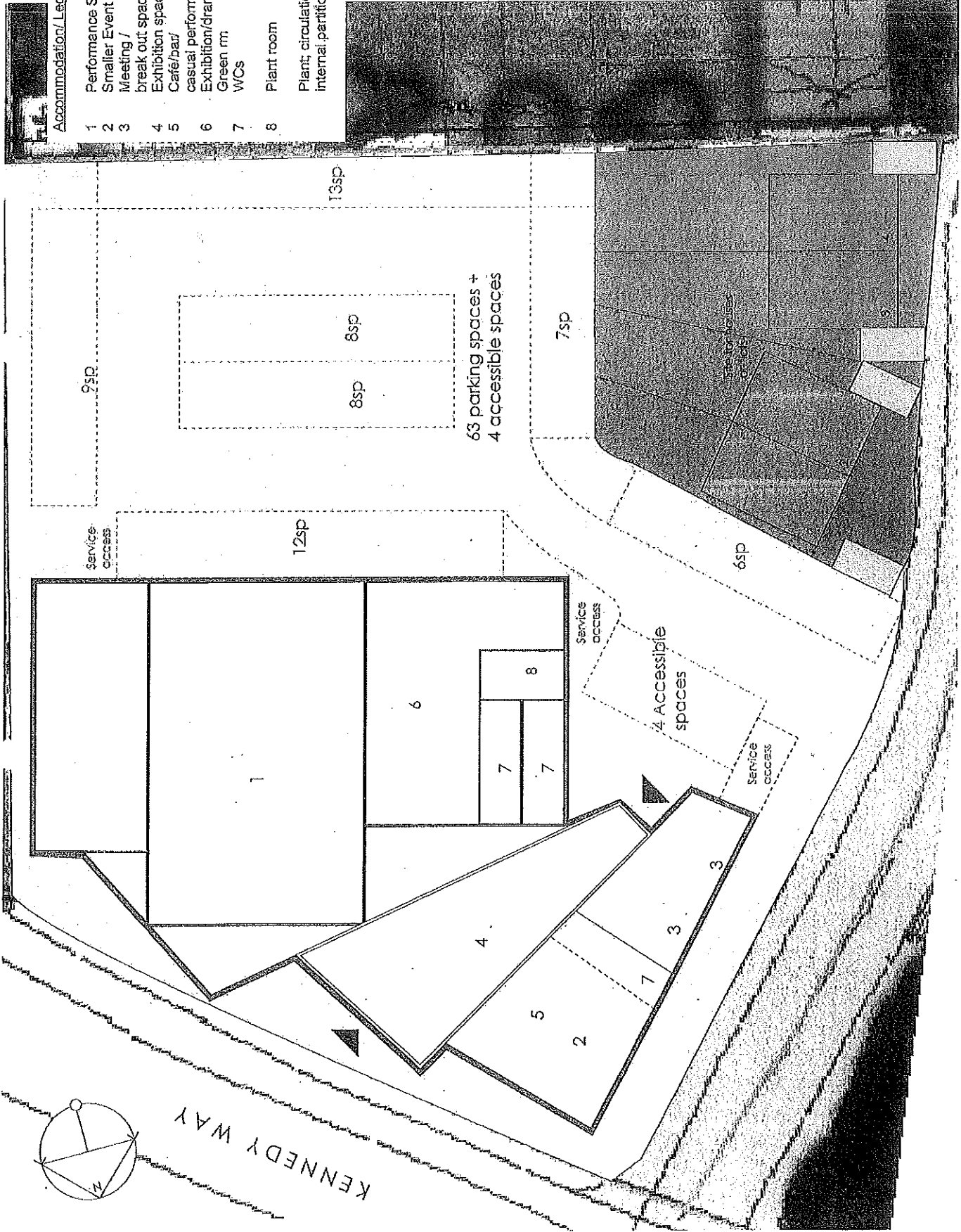
Sea Stores  
Community  
Development  
Yate Town  
Council  
Feasibility  
Layout

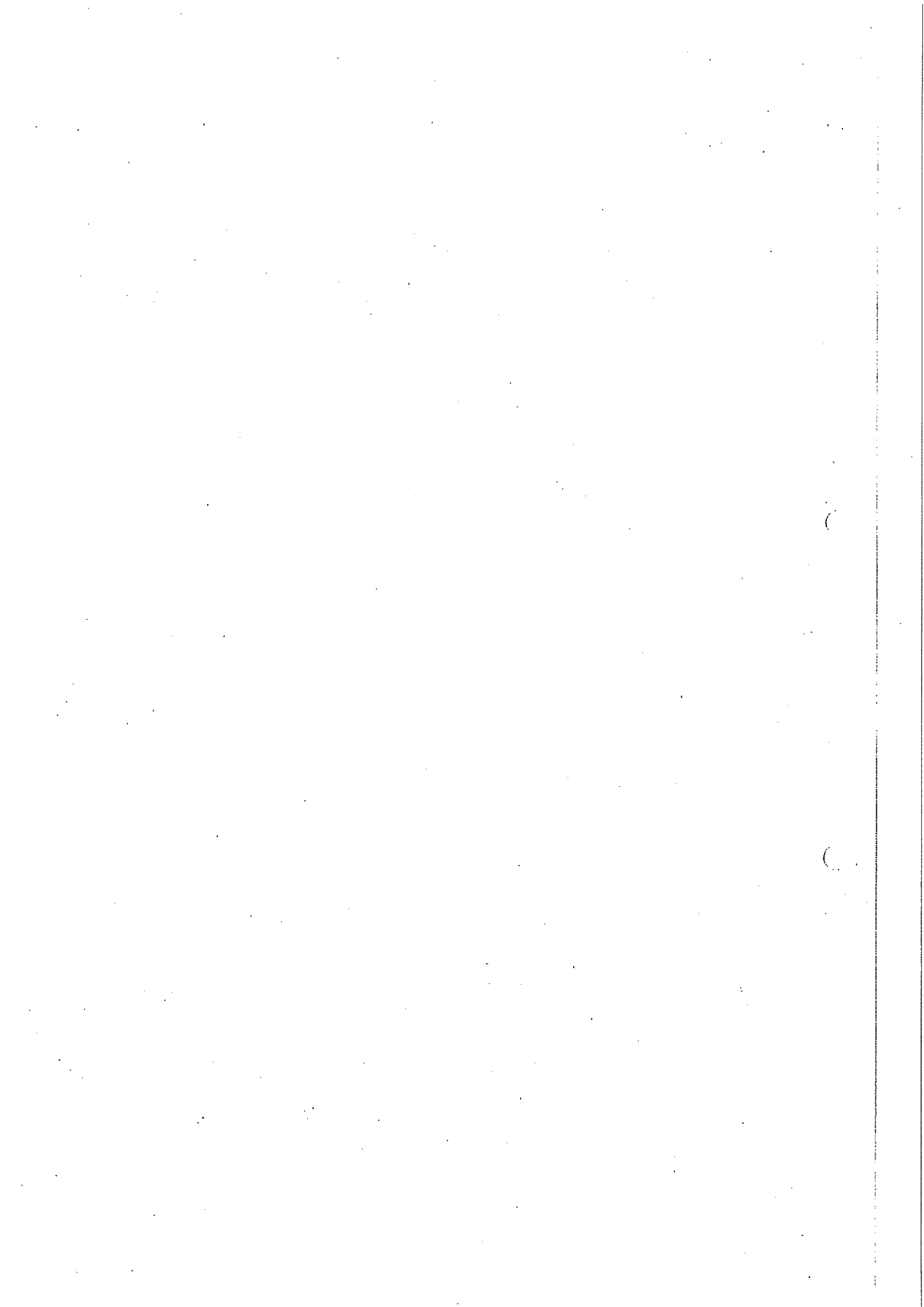
SCALE DATE  
1:250@A3 27-04-08

QUATTRO ARCHITECTS LIMITED  
DESIGN

□ 1 2 3 4 5 6 7 8

REVISIONS NO. REF  
350-2401-F-10 -





## Steph Davies

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**From:** Steph Davies  
**Sent:** 08 May 2014 09:48  
**To:** 'Dan Weaver'  
**Cc:** Ian Blair (Ian.Blair@southglos.gov.uk); John Ford; Chris Willmore (chriswillmore@blueyonder.co.uk); Julia Alden (Julia.Alden@southglos.gov.uk)  
**Subject:** RE: Planning Update - Land at Normandy Drive, Elswick Park, Yate (Our Ref: BRS.3767)

Dear Dan

Thank you for your correspondence advising of the planned course of action following your meeting with Yate Town Council Members on 1 May 2014.

This information will be presented to Members at the next Full Council meeting on Tuesday 13 May 2014.

Kind regards

Steph

**Stephanie Davies**  
**Town Clerk and Responsible Finance Officer**  
**Yate Town Council**

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✉ [steph.davies@southglos.gov.uk](mailto:steph.davies@southglos.gov.uk)  
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**From:** Dan Weaver [mailto:Dan.Weaver@pegasuspg.co.uk]  
**Sent:** 07 May 2014 12:05  
**To:** Steph Davies  
**Cc:** Chris Cox  
**Subject:** Planning Update - Land at Normandy Drive, Elswick Park, Yate (Our Ref: BRS.3767)

Dear Steph,

Further to the meeting on 1<sup>st</sup> May 2014 with councillors, Chris Cox and Ian Francis (TW) we are now progressing a planning application for 9 no. dwellings on-site and further to your comments and suggestions, we are proceeding with a hybrid application seeking full planning permission for the residential element and outline planning permission for the community use. This will ensure the comprehensive development of the remaining part of the site.

We will not be increasing the quantum of residential development as following the consultation event existing residents made it clear that any increase in numbers would lead to objection, as they wanted to ensure the residential element maintained an appropriate level of parking on-site.

You will have received a copy of the indicative site layout plan illustrating the overall footprint of the building and car parking associated with the community building. Supporting the application a Unilateral Undertaking will be prepared to convey this land for a nominal fee to Yate Town Council for an agreed time period.

I trust that the above information provides some comfort in relation to the comprehensive development of the site and Taylor Wimpey's clear intentions for the remaining part of the land to be conveyed to Yate Town Council for community use.

If you have any queries on receipt, then please do not hesitate to contact me or colleague Chris Cox.

Yours sincerely

**Daniel Weaver**  
**Director**  
Pegasus Group

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**MINUTES OF THE MEETING WITH SOUTH GLOUCESTERSHIRE COUNCIL TO DISCUSS LONG TERM OWNERSHIP OF THE YOSC SITE HELD ON 24 JULY 2014 FROM 6PM TO 6.50PM AT POOLE COURT.**

**P R E S E N T**

Councillors Mike Drew, John Ford and Chris Willmore (Yate Town Council).  
Chris Cox - Valuation Team Leader. Clare Medland, Head of Strategy & Development, Education, Learning, Martin Burton - Community Cultural Services Manager (Chair), Grainne Stables, Project Officer. (South Gloucestershire Council)  
Town Clerk & Assistant Town Clerk (Yate Town Council).

**1 WELCOME AND INTRODUCTIONS**

Introductions were made and everyone was welcomed to the meeting.

**2 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Sue Walker.

**3 MEMBERS' DECLARATIONS OF INTEREST**

Declarations of Interest under the Localism Act 2011:

Councillor Mike Drew            South Gloucestershire Councillor and Governor of Brimsham Green School.

**4 IDENTIFICATIONS OF ACTIONS TO TAKE FORWARD THE PROJECT**

Representatives from South Gloucestershire Council advised that;

- The breakdown of staffing figures requested from Circadian is still outstanding;
- Running costs/maintenance figures per facility are to be requested
- Current levels of use (snapshots of bookings) to be requested.

**5 NEEDS OF THE SCHOOL**

A meeting took place on Thursday 25<sup>th</sup> July 2014 with representatives of Brimsham Green School.

The school has advised that they have no desire to take on the running of YOSC. They do however wish to continue long term use of the facilities.

## 6 OPTIONS

Representatives from Yate Town Council advised that;

- Yate Town Council wish to continue discussions in respect of its aspiration for Yate Town Council to obtain ownership and responsibility for the YOSC facility subject to an agreeable settlement. However Yate Town Council considers the athletics track and associated facilities to be for regional use and as such should not fall to the tax payers of Yate to subsidise.
- Yate Town Council will need to meet with representatives from Brimsham Green School to establish a clear specification of future use.
- Yate Town Council will require details of predicted dilapidations and sinking fund projections.
- Yate Town Council would prefer freehold of the site but would consider a long lease.
- A robust vision statement would be needed to justify use of S106 monies.

## 7 The Way Forward

**RESOLVED** Representatives from South Gloucestershire Council to:

- Obtain the breakdown of:
  - staffing grades and hours;
  - levels of use/percentage of occupancy
  - running costs/maintenance figures per facility from Circadian;
- Current levels of use (snapshots of bookings) to be requested from Circadian;
- Potential Management Companies to be approached to prepare vision plans for YOSC;
- A meeting to be arranged with the Boxing Club and Athletics Club that currently use the YOSC facilities. Councillor John Ford and Martin Burton to attend.

## 8 NEXT MEETING DATE

South Gloucestershire Council to arrange a further meeting in September 2014 with representatives from Brimsham Green School, South Gloucestershire Council and Yate Town Council.

**MINUTES OF THE PEG HILL SKATE PARK PROJECT STEERING GROUP TO DISCUSS ENHANCEMENT TO PEG HILL SKATE PARK HELD ON WEDNESDAY 13 AUGUST 2014 FROM 7.30 – 7.55PM.**

**PRESENT:** Councillors John Ford, Alan Monaghan, Martin Monk and Chris Willmore – Yate Town Council.  
Town Clerk, Estates Officer Admin Officer – Yate Town Council.

**1. ELECTION OF CHAIR FOR THE MEETING**

**RESOLVED** Councillor Alan Monaghan was elected Chair of the meeting.

**2. APOLOGIES FOR ABSENCE**

**RESOLVED** Apologies were received and accepted from Councillor Tony Davis.

**3. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011**

No declarations were received

**4. QUOTATIONS RECEIVED**

A report summarising quotations obtained in respect of works at Peg Hill Skate Park was received. (Appendix 1)

It was **NOTED** that the Estates Officers recommendation was to instruct contractor 4 to carry out the works because they provided the best value quotation and it was felt all previous works undertaken by this contractor had been satisfactory.

**RECOMMENDED:**

- Contractor 4 be appointed to carry out works (excluding the path which is item 6);
- Yate Town Council to carry out repair to quarter pipe;
- Yate Town Council to carry out works to grind rail.

**5. UPDATE RE LIGHTING AT PEG HILL**

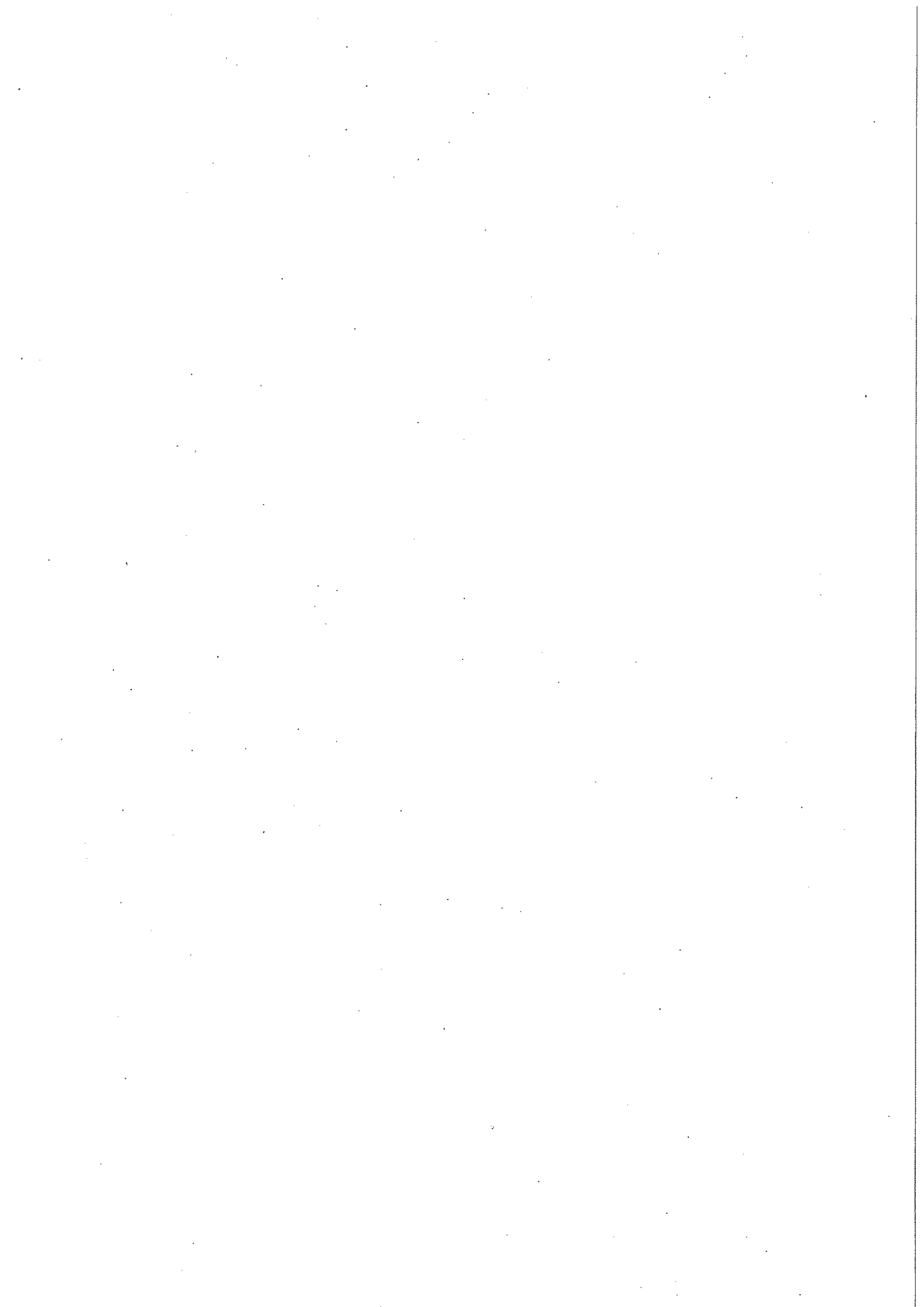
An informal estimate of £25,000 to install the lights was received from South Gloucestershire Council.

**RESOLVED:**

- Formal itemised quotation be requested from South Gloucestershire Council, to be sent to Councillor John Ford for comment;
- Formalised electricity board costs to be obtained;
- Ensure any cables being installed are done whilst the building development opposite is being constructed.

**6. DATE OF NEXT MEETING**

**RESOLVED** the date of the next meeting will be set when required.





## Report to Peg Hill Skate Park Project steering Group – 13<sup>th</sup> August 2014

To report further on the quotations received for the refurbishment of Peg Hill Skate Park.

This report follows the report to Full Council on 24<sup>th</sup> June.

The prices quoted by each supplier have been 'levelled' to ensure each is quoting on a like for like basis.

Amended prices have been sought from contractors. Where these are awaited this is noted, and an update will be provided to the meeting.

### Introduction

Several meetings have been held with Skatepark users to determine what remedial works and improvements are needed to improve the skating experience.

The specification for the works included:

1. Install a transition where the concrete Flat Bank meets the arena floor.
2. Renewing the concrete behind the steel grind rail on the grind steps.
3. Replace distorted tarmac adjacent to the main bowl rim in selected areas.
4. Other minor repairs.
5. Replacing the steel running surface including grind rails on the Fly wedge/ Funbox.
6. Preliminaries.

Quotations were received from 4 contractors (alphabetical order):

- A. Rhino Ramps (Playground Maintenance Ltd)
- B. Canvas Spaces Ltd
- C. Churchfarm Maintenance
- D. Gravity Skateparks

Quotations received (highest first)

		Quotation 1	Quotation 2	Quotation 3	Quotation 4
<b>Item</b>	<b>Description</b>	<b>£20,000 for labour plus materials at cost plus 15%</b>	<b>£13,372</b>	<b>£7,575</b>	<b>£7,495</b>
1	<b>Blend to base of the concrete Flatbank</b>	Included	£4,738 (15 lin.m.)	£1,216 (Estimate) <i>Confirmation of price awaited</i>	Included
2	<b>Replace the concrete surface in the grind steps</b>	Included	£4,600	£1,737 (Estimate) <i>Confirmation of price awaited</i>	Included
3	<b>Various tarmac repairs:</b>  Repairs to selected areas around concrete bowls.	Included	£5,412 (25sq.m.)	£2,885	Included
4	<b>Refurbishment of the Fly Wedge (Funbox)</b>  Replace steel surface and spine, (subject to internal frame being sound).	Included	£2,762 <i>Confirmation of cost for Funbox only awaited</i>	£1,387 <i>Confirmation of cost of spine rails awaited</i>	Included.
5	<b>Site security and welfare</b>	Included	Included	£350	Included

## **Evaluation**

### Quotation 1

This contractor is a specialist Skate Park builder and repairer. They supplied rates for labour only without specifying works and therefore cannot be recommended.

### Quotation 2

This contractor is a specialist Skate Park builder and repairer.

### Quotation 3

This contractor is a specialist Skate Park builder and repairer.

### Quotation 4

This contractor is local construction company.

## **Recommendation**

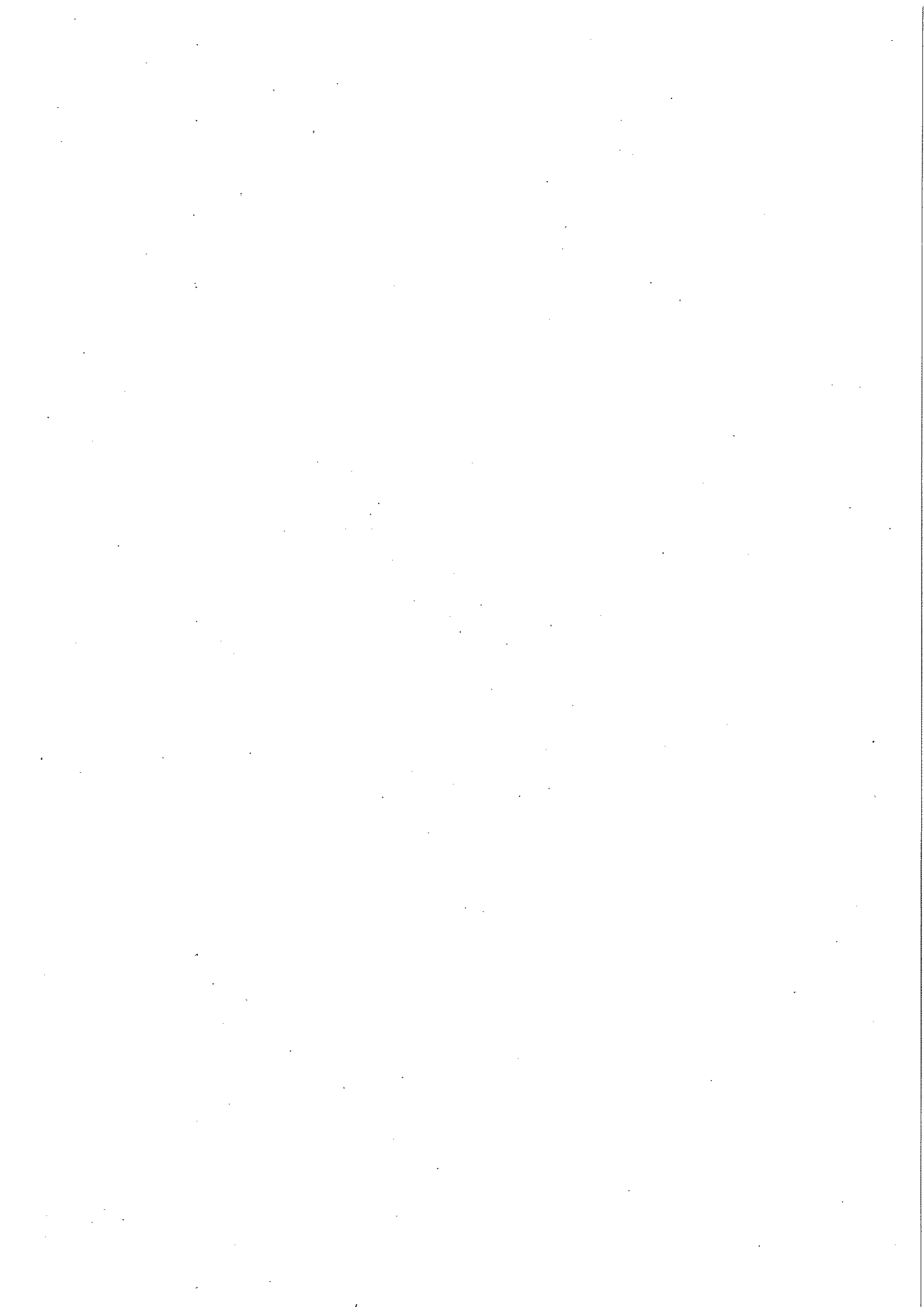
*It is recommended that Contractor 4 be appointed to carry out the works identified above.*

## **Future options**

Since this exercise was started, users have asked for a box to be constructed on the tarmac beyond the far side of the bowl. There will not be enough funding in the current budget to fund this item, therefore to be looked at as a separate item sometime in the future.

## **Lighting - update**

South Gloucestershire Council have established that there is electricity supply to the Peg Hill that can supply the lighting to the skate park. However this will not be adequate to supply future allotments.



**MINUTES OF THE WITCHES HAT AND TYNDALE AVENUE PLAY AREA  
REFURBISHMENT STEERING GROUP MEETING HELD ON WEDNESDAY 13  
AUGUST 2014 FROM 6.00PM-7.30PM AT POOLE COURT.**

**PRESENT:** Councillors Tony Davis, Alan Monaghan and Martin Monk (Chair) -  
Yate Town Council.  
7 Members of the Public -- (5 of those part-meeting).  
Town Clerk, Estates Officer and Admin Officer - Yate Town Council.

**1. APOLOGIES FOR ABSENCE**

**RESOLVED** Apologies for absence were received and accepted from Councillor John Ford.

Councillors Ian Blair, Aziz Chowdhry, David Evan-Jones, Alan Lawrance and Cleo Trotter were absent.

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

Martin Monk School Governor (Brimsham Green School and Tyndale Primary School)

**3. MINUTES OF THE PREVIOUS MEETING**

**RESOLVED** The minutes of the previous meeting held on 10 April 2014 be approved as a true and accurate record (Appendix 1).

**4. TYNDALE PLAY AREA**

The following was **NOTED**:

- The equipment installation at Tyndale Park Play Area has been completed;
- Official opening took place on Friday 18 July 2014;
- A budget of approximately £850.00 is remaining.

**RESOLVED** Estates Officer to formulate a recommendation for the remaining budget and circulate to members of the Witches Hat and Tyndale Avenue Steering Group for comment/agreement.

**5. WITCHES HAT PLAY AREA**

A report outlining the findings of youth consultation regarding Witches Hat undertaken on Friday 13 June 2014 was received and **NOTED** (Appendix 2).

A report outlining concept plan for Witches Hat was received (Appendix 3).

A quotation for the provision of Landscape Architect Services was received and **NOTED**.

**RECOMMENDED:**

- Wheels play park to be located at location two – which is south of the existing swings, adjacent to the Westerleigh Road boundary;
- Temporary sandpit be established if time allows, to check for any perceived problems that may occur;
- The Westerleigh land is to be developed when the land has been officially transferred to Yate Town Council.

**RESOLVED:**

- Procure the services of a landscape architect to undertake design and co-ordinate procurement of play areas and wheels park provision;
- Alison Brown be appointed as Landscape Architect to develop the Witches Hat Play Area at a cost of £3,000;
- The Estates Officer to prepare a brief from the consultation for the landscape architect to work to, accommodating a range of equipment for children of all abilities.

***5 members of the public joined the meeting***

A discussion took place with regards to the way the park boundary is to be protected.

Members of the public present felt that the proposed hedge around the play area would not provide a sufficient barrier to enhance site security due to the time it would take to establish and requested that a proper 2m high fence be erected with gates which will be locked at night.

A discussion took place with regards to how fencing could be funded as the cost of this was not incorporated into the original funding bid made to the New Homes Bonus.

The following way forward was **RECOMMENDED:**

- Fencing be provided at this site alongside the existing hedging and play area boundary;
- Detailed costing be obtained for fencing Witches Hat with 2m high fence and lockable gates;
- An application be made for S106 money to fund the installation of fencing and gates to the Witches Hat play area;
- Landscape architect be asked to design two schemes – one spending the £100K awarded on the refurbishment only, and the other incorporating the costs of fencing within the £100k in case alternative funding for the fencing could not be found.

The Town Council was thanked by members of the public for working with them and engaging them in the process of the design of the refurbishment.

**6. DATE OF NEXT MEETING**

**RESOLVED** Admin Officer to send out an availability request to all committee members via Doodle.

**MINUTES OF THE WITCHES HAT AND TYNDALE AVENUE PLAY AREA  
REFURBISHMENT STEERING GROUP MEETING HELD ON THURSDAY  
10 APRIL 2014 FROM 6.00PM-7.15PM AT POOLE COURT.**

**PRESENT: Councillors Tony Davis, John Ford and Martin Monk (Chair) -  
Yate Town Council.  
9 Members of the Public – part-meeting.  
Estates Officer and Admin Officer - Yate Town Council.**

**1. APOLOGIES FOR ABSENCE**

**RESOLVED** Apologies for absence were received and accepted from Councillors Ian Blair, Sue Evan-Jones and Alan Monaghan.

Councillors Aziz Chowdhry, David Evan-Jones, Alan Lawrance and Cleo Trotter were absent.

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

Ian Blair                      South Gloucestershire Council, School Governor (Tyndale Primary School)  
Martin Monk                 School Governor (Brimsham Green School and Tyndale Primary School)

**3. MINUTES OF THE PREVIOUS MEETING**

**RESOLVED** The minutes of the previous meeting held on 3 March 2014 be approved as a true and accurate record (Appendix 1).

**4. WITCHES HAT PLAY AREA**

An open discussion took place.

Members of the public who reside in Pitchcombe re-iterated their request that any refurbishment incorporates measures which attempt to mitigate any possible future issues at the Witches Hat.

It was **NOTED** that the request comprises of the following:

- The play area and park to be fenced and locked at night;
- The wooded area near to the roundabout be thinned out to increase visibility;
- The wooded area near to the roundabout be incorporated into the main park (and thus fenced and locked at night);

A further discussion took place. It was **RESOLVED** that:

- A consultation roadshow be organised in conjunction with South Gloucestershire Youth Initiative to get input from local young people about refurbishment plans for Witches Hat;
- Following a youth consultation roadshow, Estates Officer to produce a concept plan for Witches Hat (including budget costings) with consideration to the following:

- Wishes of local young people and to provide a facility they want to use;
- Request from local residents to incorporate fencing and a gate and for the park to be locked at night and for landscaping works to improve visibility;
- Incorporate the piece of land near the roundabout into the footprint of the existing park but focus on making this an enjoyable space for all members of the community.
- Once the concept plan is approved by the members of the Witches Hat and Tyndale Avenue Steering Group Committee, the plans be used as the basis for further consultation with local people.

A member of the public extended thanks to Yate Town Council for engaging local residents in the decision making process about how to refurbish the Witches Hat play area and park.

*The 9 members of the public left the meeting.*

It was **RECOMMENDED** that the Estates Officer explore ways in which the wooded area could be immediately improved with minimal expenditure (to include thinning the shrubbery, litter picking and power washing the paths) once the land is in the ownership of Yate Town Council.

## 5. TYNDALE AVENUE

An update was received. It was **NOTED** that:

- Consultation was underway – the closing date for comments being Tuesday 15 April 2014;
- To date, all responses received have been very positive about the suggested additions to Tyndale Avenue Play Area;
- Comments have been received from 2 members of the public regarding dogs in Tyndale Avenue. They have seen others with dogs in the play area and park and have requested confirmation about whether dogs are prohibited or not.

Quotations for suggested refurbishment of the park were received from three suppliers:

Suppliers
HAGS SMP
Proludic
Russel Play

The cost of the quotations supplied, in increasing order were:

Cost of Quotations:
£17,155.00
£20,000.00
£20,400.00



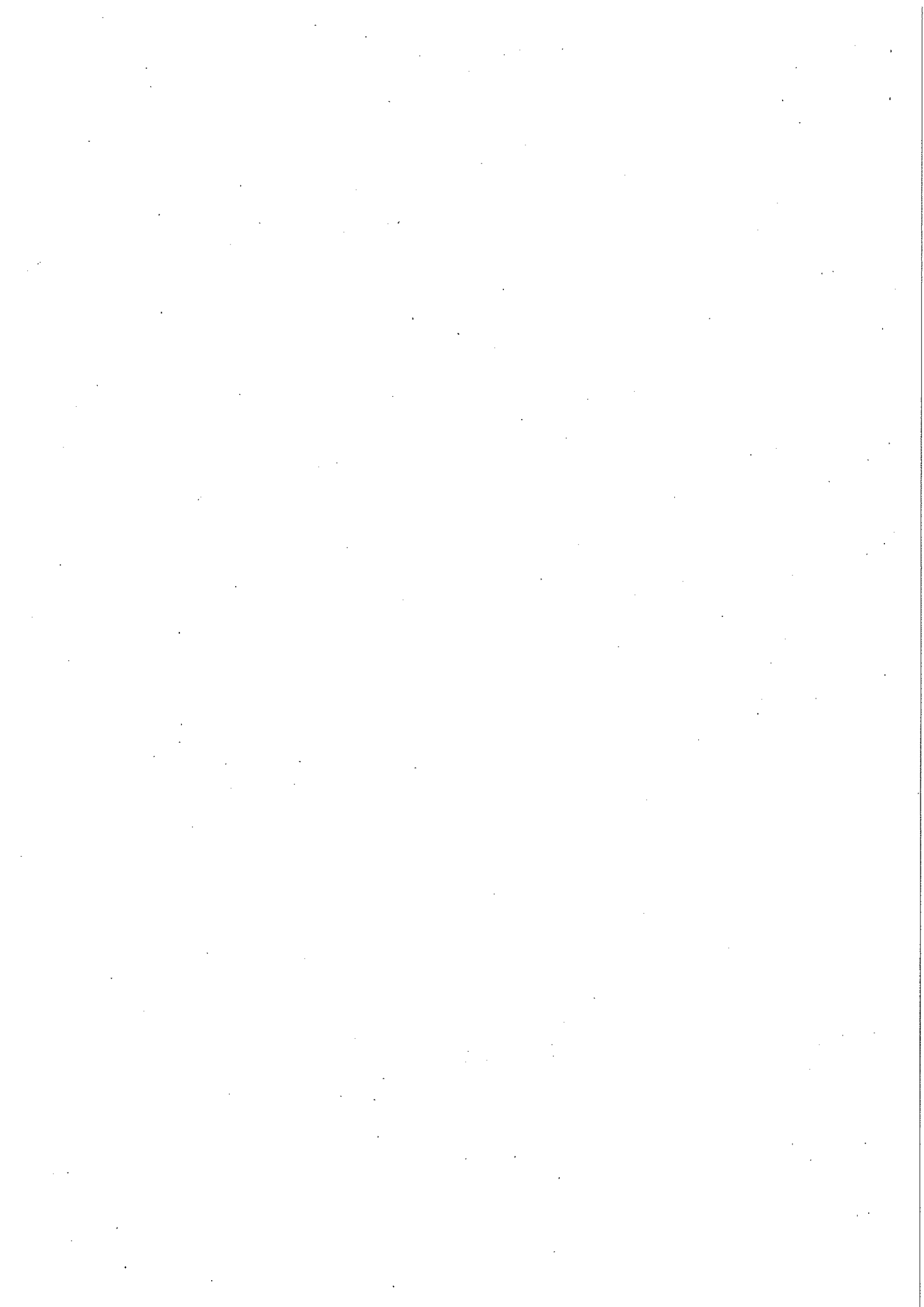
The following was **RESOLVED**:

- Dogs are to be allowed in the park on a lead, and excluded from the play areas;
- Subject to positive conclusion of the consultation, an order to be placed with Proludic who are the preferred supplier in the sum of £20,400.00 for the equipment because their proposal was felt to be the most suitable for Tyndale Avenue as it complements the existing equipment.

**6. DATE OF NEXT MEETING**

**RESOLVED** Admin Officer to send out an availability request to all committee members via Doodle.

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### Feedback from Youth Consultation about Witches Hat refurbishment.

Councillor Tony Davis and Lucy Holtum attended an informal session at St Nicholas Family Centre Youth Club on Friday 13<sup>th</sup> June 2014.

Engagement was made with about a dozen young people (aged 12-15) from both genders about the Witches Hat play area to find out what they think of it now and what Yate Town Council could do to improve it for them.

The overall picture from this age group is that they think the play area is pretty uninspiring at the moment. They use the football pitch area (but lots of comments about this – see below), the swings (mainly for sitting on to have a chat) and occasionally the spinning disc roundabout.

### Football 'Pitch'

This was mentioned as one of the best features at Witches Hat and the young people are keen to keep it, but it could be improved by putting into place the following:

- Replace the astro turf area right in front of the goal – feedback was that this is very rough and they dislike playing on it;
- Full size goals were requested several times;
- Painted lines on the pitch were also requested by several of the boys;
- Some kind of fencing behind the goal to stop the ball going a long way out of the area.

### Wheels 'Park' area

All of the young people we talked to felt this was a good idea. Interestingly, the young people we spoke to tended to be scooter enthusiasts rather than skate boarders.

They were keen on the idea of an entry level circuit – something like a ramp or half pipe at each end, a multi faced jump box in the middle and some grind rails. They were happy for this to be fenced off to provide a division from the more general play area.

We discussed the location of the wheels park – and the general feeling was that this would be well situated in the top corner of the park (where the toddler area is now).

### Play Area for the Teen Age Group

All the young people mentioned the inadequate seating in the current park. They wanted more formal seating and a couple of picnic tables and benches, and one or more teen shelters to sit when it rains (the girls said they tend to sit in large-ish groups so ideally, a shelter with seating for 6-8 young people would be ideal).

In terms of equipment, the unanimous feedback we received was that one or two key bits of equipment which would cause an adrenaline rush would be welcome over lots of smaller (cheaper?) items.

The idea of a large trampoline of some kind was very popular with both boys and girls.

Other ideas for large dynamic bits of kit which would be used were: see-saw that you stand on (like the 'surf spinner' or a seated scary version like the mobilus), the 'sky carver,' a zip wire, or roundabout you stand on (like the one at Woodchester Play Area).

Swings were discussed- and more exciting alternatives were mentioned. However, it was felt that generally, traditional swings are enjoyed and well used by all ages.

The girls especially mentioned they liked ropes -- so some kind of climbing road pyramid would go down well with them.

We talked about the hammock style swings- and this group felt they were not very popular or widely used.

### **Fencing**

We discussed fencing the whole park and locking it up at night with the young people. They were very supportive of this idea as they feel that it is more likely to keep the park in a nice condition. They said they didn't like using an area which they felt had been trashed. Linking into this, a couple of the young people talked about graffiti and how having the artwork at Peg Hill had deterred graffiti -- could this be something we consider doing at Witches Hat?

A few mentioned whether we could have CCTV in there -- or even a fake camera to help deter anti-social behaviour and discourage drug dealing and use of drugs in the park.

### **Sand Play**

We also took the opportunity of asking those with younger siblings what they thought about the idea of having a sand pit. Feedback for this was very supportive -- with some of the older girls saying they'd probably use it too!

The only other point which was made several times was the request for a toilet (even though we were clear this wouldn't be possible).

## Witches Hat Concept Plan

The report below together with associated drawings and illustrations, forms the concept plan for the Witches Hat Play Area.

### Minutes of the meeting dated 10<sup>th</sup> April 2014:

*A further discussion took place. It was **RESOLVED** that:*

- *A consultation roadshow be organised in conjunction with South Gloucestershire Youth Initiative to get input from local young people about refurbishment plans for Witches Hat;*
- *Following a youth consultation roadshow, Estates Officer to produce a concept plan for Witches Hat (including budget costings) with consideration to the following:*
  - *Wishes of local young people and to provide a facility they want to use;*
  - *Request from local residents to incorporate fencing and a gate and for the park to be locked at night and for landscaping works to improve visibility;*
  - *Incorporate the piece of land near the roundabout into the footprint of the existing park but focus on making this an enjoyable space for all members of the community.*
- *Once the concept plan is approved by the members of the Witches Hat and Tyndale Avenue Steering Group Committee, the plans be used as the basis for further consultation with local people.*

*It was **RECOMMENDED** that the Estates Officer explore ways in which the wooded area could be immediately improved with minimal expenditure (to include thinning the shrubbery, litter picking and power washing the paths) once the land is in the ownership of Yate Town Council.*

## Consultation Findings

The main themes from the various consultations undertaken are:

1. Keep the football pitch area;
2. Wheel play facility – entry level street circuit;
3. Secure fencing and gates, locked at night;
4. More adventurous/ risky play – one or two really good bits of kit – adrenaline rush;
5. Trampoline;
6. Some sort of rope/climbing apparatus (especially popular with teenage girls);
7. Sand pit (not just for toddlers);
8. Better seating / some shelter from the rain (for minimum of 6 people to sit).

## Procurement process

There are 3 options for the procurement of the wheels play park and play area provision:

1. Place two contracts each with a separate contractor; one for the provision of the play area and one for the provision of the wheel play park;
2. Place one combined contract with one contractor for the design and construction of the play area and the skate park. (Note – this may involve the use of sub-contractors which is not desirable);
3. Procure the services of a landscape architect to undertake design and co-ordinate procurement.

**Recommendation – procurement process**

*It is recommended that option 3 be pursued as by utilising the specialist experience of an external person, this is likely to produce the best finished result as in addition to the expertise a landscape architect will provide, they will also manage both the procurement process and contractors. Due to the tight timescales involved in developing this project, there is not sufficient in house resource to bring this project to fruition within the proposed timescale.*

## Wheel Play Park

Location

3 possible locations for the wheel play park have been examined within the existing footprint of the Witches Hat play area:

Location	Pros & Cons
1 At the extreme north end of the play area	<ul style="list-style-type: none"><li>• Buffer distance about 30m;</li><li>• Equipment would have to be removed;</li><li>• Some 'spilt' street lighting.</li></ul>
2 South of the existing swings adjacent to the Westerleigh Road boundary	<ul style="list-style-type: none"><li>• Buffer distance more than 60m;</li><li>• Site is clear grass with just a bench and picnic table;</li><li>• Some 'spilt' street lighting.</li></ul>
3 On the Westerleigh PC land	<ul style="list-style-type: none"><li>• Buffer distance about 50m;</li><li>• Site is clear grass, but within tree root span of existing trees;</li><li>• In shade of trees, leaves and sap may be a problem.</li></ul>

Fields in Trust (formerly National Playing Fields Association) recommend a buffer distance of at least 30m from houses for Skateparks.

**Recommendation – Wheel Play Park Location**

*It is recommended that the skate park be established in location 2, along the Westerleigh Road boundary as it allows for the greatest distance buffer from the residential area.*

Design

The following criteria are suggested for the design brief:

- a) The park to be constructed from cast in-situ concrete. This is normally the quietest running and most robust form of construction. However, it cannot easily be modified once built;
- b) The area should complement Peg Hill and not compete with it or duplicate it;
- c) The area have the form of a 'street circuit', i.e. a flat pad with various features including boxes, ramps, steps, grind features etc. (Appendix 1);
- d) The area should be suitable for beginners, as well as experienced/ skilled riders;

- e) Shallow banking should be provided to attenuate some of the noise from the feature;
- f) Informal seating should be incorporated in the design, in the form of earth terraces, timber seating, boulders etc.;
- g) A small group of potential users should be involved in developing the detailed specification and selection of the successful tenderer.

Member's comments on the criteria for the brief are welcomed.

## **Play provision**

It is proposed to improve provision for both younger and older users, and there is no reason why adults cannot use some of the equipment.

If appointed, a landscape architect would produce the design, let tenders and supervise the installation of new equipment.

It is recommended that certain specific items of equipment be specified (i.e. make and model). This is because we know from our combined experience, and from consultation, that particular items are popular with users or fulfil a particular need.

The following criteria are suggested for the brief:

- a) Items of equipment:
  - At least one large key item to facilitate challenging active use by one or more teenagers;
  - Basket or single point swing or in combination with;
  - See-sawing/ rocking items;
  - Rotating item(s);
  - At least some items should facilitate play by users with some types and severities of disability;
  - Provision of some toddler equipment;
- b) Provision of a sandpit and sand – with sand specific equipment;
- c) Bark pit to be extended to the Westerleigh Road fence with a suitable barrier to prevent loss of bark onto the roadside, and extended towards the existing DDA slide unit;
- d) Provision of some landscaping: attractive boundaries to the bark pit; provision of boulders and log features;
- e) Provision of picnic benches and other under cover seating;
- f) Provision of gates and fencing if applicable;
- g) Any excavated soil to be reused on the site.

Member's comments on the criteria for the brief are welcomed.

## **Sandpit**

In order to research concerns about the value and potential problems presented by a sandpit, it is proposed to install a temporary sandpit, within the existing bark pit area, for the remainder of the summer; The sandpit to be funded from the project budget.

### **Recommendation - Sandpit**

*It is recommended that a temporary sand pit be established if time should allow.*

## **Fencing and Gates**

Members will recall that funding was awarded for proposals to enhance play provision, but not to enhance site security. Any costs incurred in improving site security from the project budget will inevitably impact on play provision.

### **Option 1**

- The hedge between the Westerleigh land and the play area is laid during the autumn/winter, to reduce its height and increase its density;
- The northern part of the hedge to the main play area is similarly laid;
- The central part of the hedge, which is younger, is trimmed to increase its density.

Thereafter the hedge will be flailed to about 4ft high, like the Common hedge on Westerleigh Road. This will improve visibility into the play area, yet maintain a dense barrier.

Lockable gates will be installed to allow access at the 2 existing access points, together with a service access gate, as at present.

### **Option 2**

- Install 2m. high fencing around the site, incorporating lockable gates.

Note – the cost of locking and unlocking gates will be about £1,800 per year.

### **Recommendation - fencing**

*It is recommended that Option 1 be pursued.*

*Both options would be relatively secure, however neither option is impenetrable.*

## **Timescales**

Timescales for the project will be discussed at the meeting but it is anticipated work will start on October/November this year.

## **Westerleigh land**

This is the public open space by the roundabout, currently in the ownership of Westerleigh PC, which is being transferred to Yate Town Council.

The following works are proposed for this area, once the land has been transferred to Yate Town Council to transform and open up the area into a useable public park:



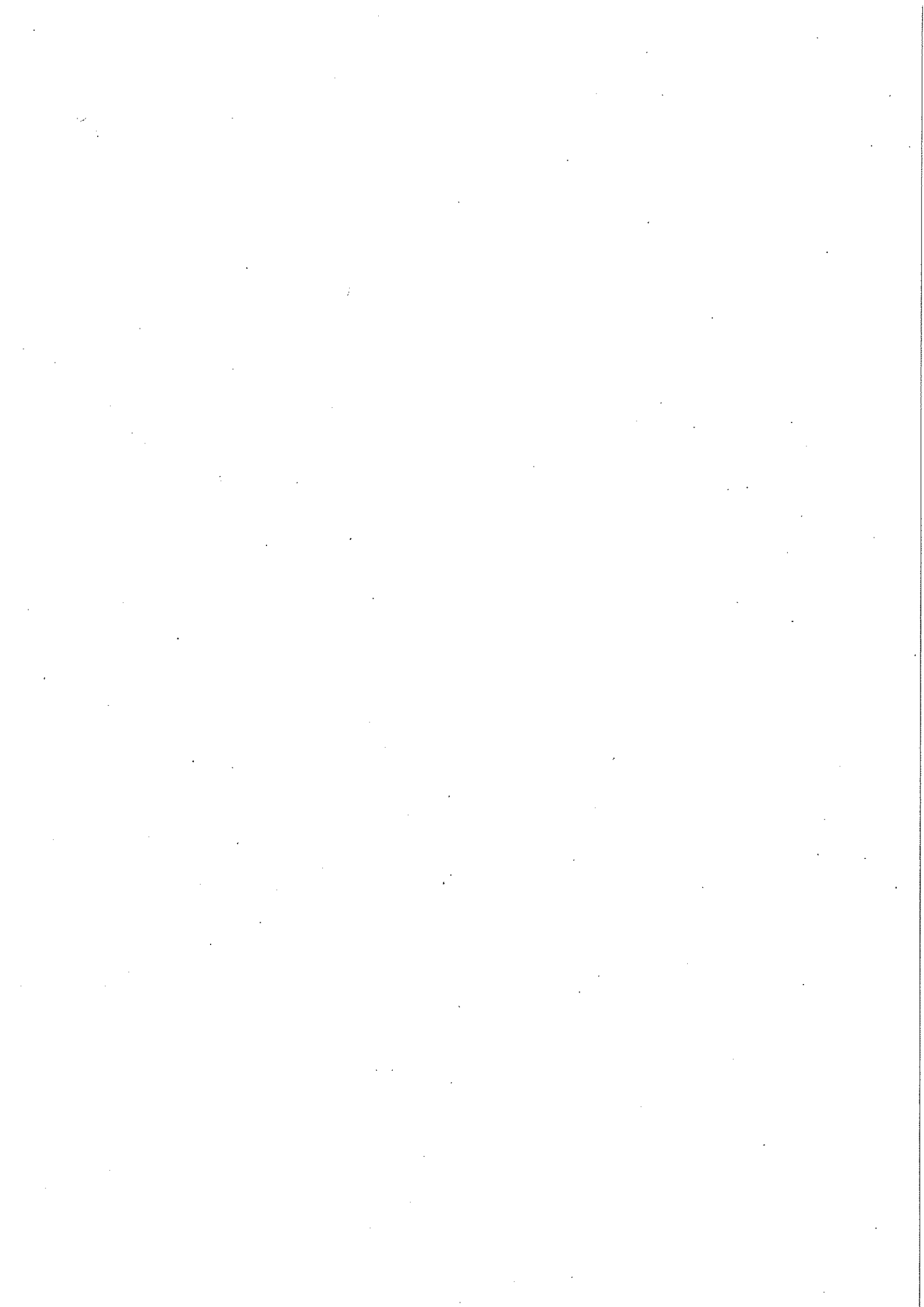
1. Conduct a tree survey and act on its recommendations;
2. Reduce the height of the hedge, laying it where required;
3. Prune and tidy shrub beds;
4. Renovate benches, paths and bins
5. Cut the grass

**Recommendation – Westerleigh land**

*It is recommended that the works as detailed above be carried out, subject to a budget being available.*

**Synopsis of Recommendations:**

1. Procure the services of a landscape architect to undertake design and co-ordinate procurement of play area and wheels park provision;
2. Wheels play park to be located at location 2 – which is south of the existing swings, adjacent to the Westerleigh Road boundary;
3. Temporary sandpit be established if time allows;
4. Works are undertaken to make the hedge around the park denser, whilst reducing its height – thus providing a barrier whilst increasing the visibility into the park. Gates to be provided which are to be locked at night;
5. The Westerleigh land is to be developed when the land has been officially transferred to Yate Town Council.



**Consultation for a café/kiosk in Kingsgate Park - 18th July 2014**

1. Would you like to see a café/kiosk located in the park?

Yes	95
No	9

2. If the answer above is yes where would be you preferred location?

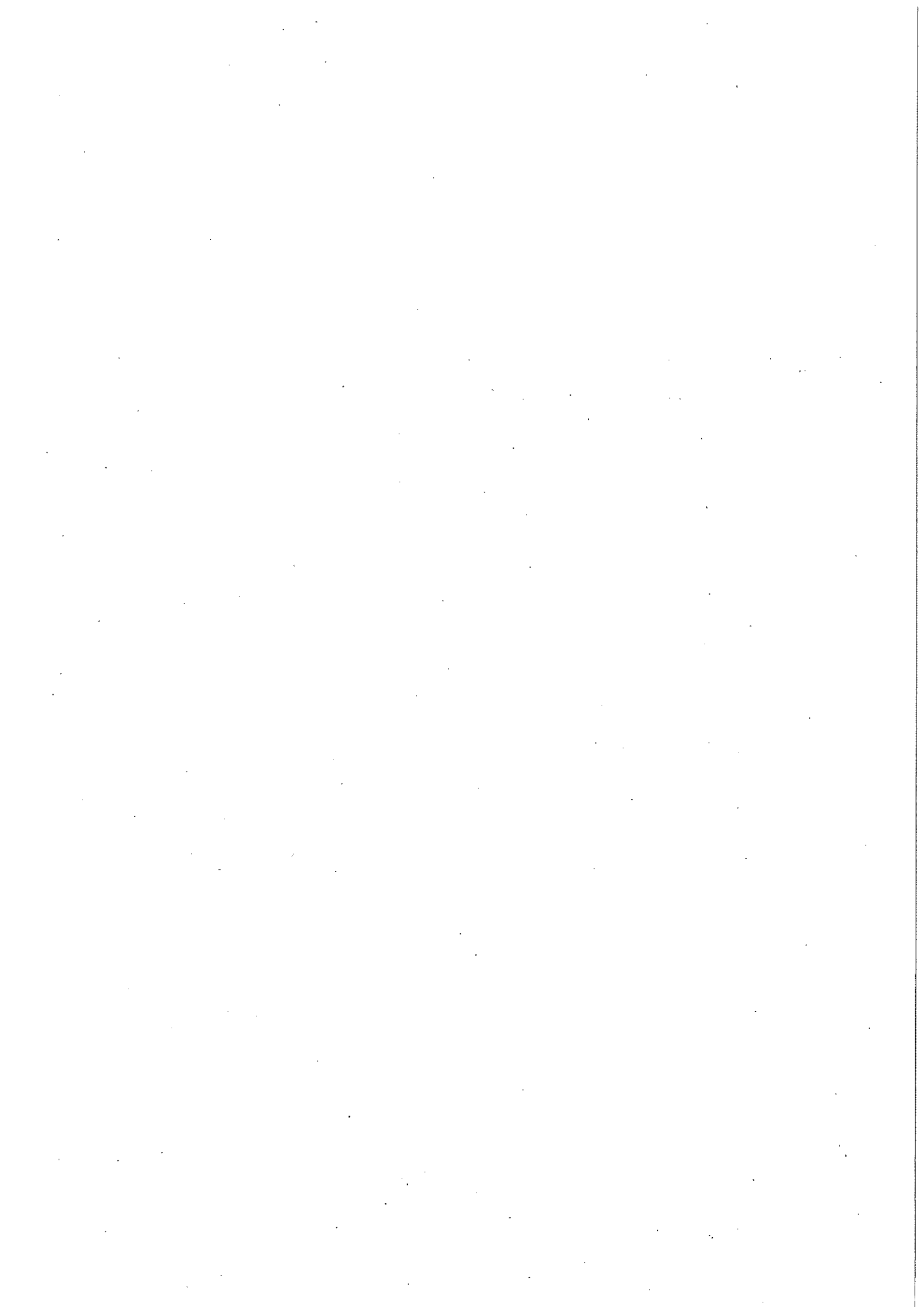
The area of the existing toilets	10
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Adjacent to the toddler play area	67
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Adjacent to the main ornamental lake	19
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3. Would you like to see new toilets by the café/kiosk?

Yes	92
No	4



## Consultation for a café/kiosk in Kingsgate Park – 18<sup>th</sup> July 2014

### Further comments;

- Keeps this lovely park going. Fabulous space for all ages
- Thank you for the festival weekend
- Keep the park litter free
- Need plenty of dog bins
- Definitely need new toilets
- We are so lucky to have this park, let's keep it going.
- A café would be great, all other parks have one e.g. Vassal Park
- Just a coffee shop would be brilliant for parents whose children are content playing in the park.
- Just do it!
- Move the beautiful wooden seat into a better place as its always damp and wet – its ruining the wood.
- Think this would be a great thing to do. Loads of people use the park for dog walking in the mornings. Be good to sit down, read a paper, and have a bacon roll/tea/coffee. This would work all year round.
- Continue with projects in 5yr plan
- If café or kiosk is built in the park it must be monitored at night or when not being used, due to vandalism and becoming an eyesore.
- Pop up café (trailer) is good idea for summer only as no out lay in the winter. Building a purpose built café is a lovely idea and having floor to ceiling window looking out onto the play area, as long as it was a dry day parents can watch their children from inside if need be or come in from outside to warm up.
- New toilets should have baby changing facilities.
- Agree but toilets need to be cleaned and maintained daily. Kiosk/café should not cause any more waste/mess and be responsible for cleaning toilets daily, so should both be in same area.
- A pleasure to visit Kingsgate – always seems to be well kept BUT a pity about the existing toilets, which often seem to be closed! Not good for the little ones and the old uns
- Where will people park? Residents have terrible trouble parking by they're homes now.
- Please put more flowers in the park. It's a bit green, not enough colour.
- Build new toilets. Demolish old toilets and extend car park.
- I am against the idea of a café/kiosk. Parents are constantly pressured to buy unhealthy food – the ice cream van is enough!! There would be more litter to clear up – more vermin attracted to the park. Let's keep our fantastic park as un-commercialised as possible. Keep up the good work.
- I'm disabled and I have to walk with the aid of a walker. It would be good to have some disabled parking inside the gate as we use the park at least 3 or 4 times a week

with our grandchildren. We also use it in the winter just so I can walk around the lake.

- Disabled parking spaces inside gate please.
- New toilets would be nice if budget allows, more fitting within the park. (i.e. not concrete 'eye sore'), the existing position is okay. Recycling bins would be good on entrance to the park. A full time park warden.
- This would lead to more litter scattered around the park. I also raise objections to the Yate (noisy) festival held now on two days as I cannot stay in my house due to the base being too loud and vibrating my house, as the van is only 50 metres from the front of my house. I also raise objections to the bands at Stanshawes on Friday nights – base wise. This used to be a nice quiet place to live and I have lived here since 1973.
- I feel neutral about a café/kiosk, but new toilets would be great!
- A kiosk and new toilets are well over due. With the lack of good facilities at Kingsgate I prefer to travel to Blaise Castle for the day with my family, but with up to date toilets etc... at Kingsgate it would be great to stay local. There is only one another concern I have and that is parking. Not all users of the park live in walking distance and the existing parking is not adequate. Maybe knocking down the old toilets and extending the car park a little way into the park that end would encourage people to use it more.
- I have taken my grandchildren to the park over a few years and I always thought it would be nice to be able to buy drinks, also it would be a bonus to have decent toilets.
- The company (Kendall Kingscott) I work for would be pleased to assist in producing feasibility drawings for this project.
- Can it also be looked into making the car park bigger? For a large park the parking facilities are inadequate.
- The café is a brilliant idea. The park is well frequented and a real pleasure to walk around and socialise in. I regularly go to Chesterfield Park in Derbyshire where my sister lives, they have a café by the children's play area and it is always busy. It's ideal for parents to socialise whilst watching the children play, each year it has been developed very successfully selling lots of favourites e.g. ice cream. The café is also used in the winter especially when the weather is fine.
- Don't want anything too big but somewhere that sells drinks and snacks (no big meals). Defo need some toilets at the other end. Perhaps log cabin or something in keeping with the park. Improvements to car parking would be appreciated. We constantly have to put up with irresponsible parking outside our property. We, along with other residents would like to see the existing car park made bigger at the least.
- People come from far away to visit our park and the present facilities are diabolical!
- A café and baby changing area / disabled toilets and adult toilets would be a great asset to our park. Something we can be proud of! I use the park at least 3 times a week with my grandchildren.
- A canopy attached to one side of the café, so dog walkers can have a tea/coffee outside with their dogs. Also water bowls for dogs. Could have takeaway coffee/tea

in plastic/paper cups. Simple food like bacon baps/pasties etc. Maybe a newspaper etc. to look at or buy.

- This would exaggerate the existing litter problem. Money should be spent on enforcing the spot for littering and banning the culprits from the park. "There is no such thing as the litter fairy". The worst suggestion for the park I have ever heard.
- I would like to say I think a café would be an asset to the park as there are quite a few elderly people that use the park, as I do, to see the ducks, swans, etc... I am 71 years of age.
- Need for adequate bins could be used by families as well as dog walkers or just people having a wander through the park. Definite need for new clean toilets as kiosk would provide snacks and drinks to encourage people to stay at the park for a longer visit.
- Toilets nearer the play area would be great; the other toilets are quite a walk with small children and often closed when you get there.
- In common with a lot of local residents, we take a great interest in the wild life generally, and the swans and ducks in particular. A couple of duck houses in the lake would be a great asset.
- May create food litter. If there is that sort of money available I would rather have adult exercise machine/facilities. Toilets could be moved to be near play area without the kiosk.
- The lake is in a terrible state full of weeds. Nothing is ever done to clean it up. There is no fish even small ones in it. Everybody is complaining about it.
- I feel a café would only enhance Kingsgate Park.
- Some attention needs to be paid to the lake as well. Two variable suggestions; large solar powered pump to help keep water clear or a fixed/floating island so ducks etc. can rest without being plagued by dogs.
- If you hid the toilet/kiosk away you will get kids damaging and causing trouble – it needs to be out in the open.
- We spend quite a lot of time with grandchildren in the park and a kiosk and better toilets would be great and also for us when we are on our own.
- How about security over their like lighting and CCTV. What about vandalism if a kiosk goes up and where does the money come from to fund this. If not from our pockets, then it's a good idea.
- We were promised several years ago that the car park would be moved and the toilets. We have people using our hedge as a toilets and abuse from people who think it is okay to be parked in front of our garage areas (private). We had to invest in no parking cones to prevent people blocking our cars in. The other week there was an accident involving a refuse truck because of inconsiderate parking. I wonder if these people think what would happen should their children need an ambulance. We need a decent car park away from Elmwood not a café, which will encourage more litter.
- Parking! Parking!! Parking!!!
- Toilets and café would be ideal between toddlers play area and the main oriental lake.

- Would it not be cheaper to re-vamp the original toilets although I guess if they come down there would be more parking spaces for public and parents. Would not have so far to go with children if toilets moved nearer the play area.
- Will this be a brick building or a prefab style? Will it be open all year?
- Yes, it would be nice to have as over page, but would like to have a new larger car park before anything else.
- It's a great park and playground facility – a café/kiosk selling coffee/cold drinks/snacks would make it perfect – especially for families with young children. Some healthy options would be great too.
- A kiosk would generate rubbish (wrappers, paper cuts, etc.) which would be thrown around the park and surrounding area (including our back garden which incidentally has a high brick wall.) By not only children, but “could not careless” adults. May I say, your park ranger do a valiant job cleaning the park.
- A reasonably priced café would be nice, what I mean is fairly priced food and drink. Young people and toddlers would benefit from a drink after playtime or physical activities. It would give me a chance for a breathing space with friends to get together for a cup of hot chocolate.



**NOTES OF THE DEMENTIA FRIENDLY TOWN PLANNING MEETING HELD ON TUESDAY 5<sup>TH</sup> AUGUST 2014 FROM 4.30PM – 6.10PM.**

**PRESENT: Councillors Chris Willmore and Sue Walker – Yate Town Council  
Eleanor Fairbrother – Southern Brookes  
Town Clerk and Admin Assistant**

**1. INTRODUCTION**

Eleanor Fairbrother briefed the meeting on the Pilot Scheme that has taken place in Patchway over the last year. Eleanor has been employed on a part time basis for three days a week Government funding from 'Dementia Challenge' and further monies raised by Southern Brookes. Eleanor on completion of the pilot is taking what has been learnt in Patchway across South Gloucestershire and her role will be to:

- a) deliver her experience;
- b) disseminate and support other areas
- c) more targeted work in Priority Neighbourhoods

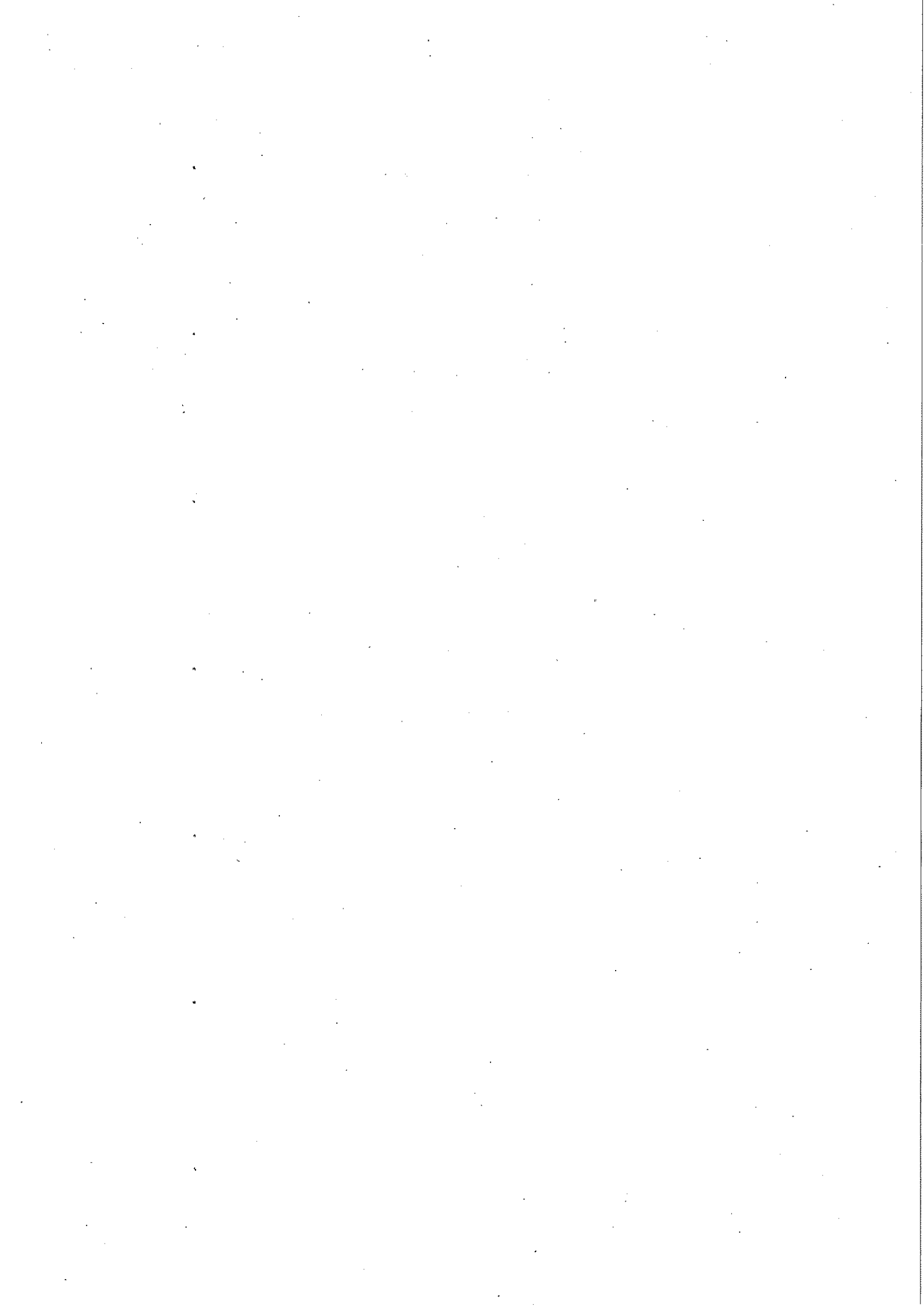
Eleanor welcomed the early interest from Yate Town Council.

The following was agreed:

- a) Funding to employ a part time co-ordinator/administrator to be discussed at Full Council on 2<sup>nd</sup> September.
- b) A Dementia Friendly Town Open Session – Launch meeting to take place on 29<sup>th</sup> September in the Parish Hall from 2.00pm until 4.00 pm.
- c) Investigations to be made into any available grants.
- d) Letters to be sent out prior to the meeting to all local groups/businesses to ask them to contact/advertise event for residents/customers include:
  - Carers Support Centre
  - Alzheimer's Society (who meet at Poole Court once a month)
  - Red Cross
  - Age Uk
  - Contact the Elderly

- Occupational Therapists
  - Day Centres (Cambrian Drive)
  - Avon and Wiltshire Mental Health Partnership
  - Social Services
  - Dentists
  - Local Councils?
  - GP Practises
  - Community Nurses
  - Care Homes
  - Home Care Providers
  - Hairdressers
  - Banks
  - Post offices
  - Marks and Spencers
  - Local Businesses
  - Waitrose
  - Merlin Housing
  - Pop Inn Café
  - Leisure Centre
  - Churches
  - Muslim/Chinese/Polish Communities
  - Yate Library/ Memory Café
  - Casal
  - Shopping Centre
- e) The hall will be set up with tables and chairs grouped around the hall for participants.

- f)** The meeting will be split into three sections:
- Eleanor Fairbrother presentation on Dementia Friends including experiences from a carer who is a Dementia Champion and also a sufferer of Dementia.
  - Break for tea/biscuits.
  - Eleanor Fairbrother short Dementia Friendly Community presentation followed by brain storming on 'post it' notes to be collected and read out through the session.
- g)** A meeting register will be provided on entry to the meeting asking for names and addresses which can then be added to a mailing list.
- h)** Slips to be provided during the meeting for those who may like to be further involved to include.
- Contact details
  - Questions
    - i. would you liked to be further involved.
    - ii. Would you like to help raise money.
    - iii. Would you like to help in some other way e.g. Be a Dementia Friend.
- i)** Eleanor Fairbrother will contact Neil Weston to discuss contacts at the Memory Café.
- j)** Steph to contact Julia Close at Southern Brookes to set up a meeting.
- k)** Eleanor to provide existing promotional material to use as a template for our promotions and photographs which could be used for a display.
- l)** A report to be provided to the next Full Council meeting in relation to funding a worker to take this initiative forward.



**NOTES OF THE MEETING WITH SOUTHERN BROOKS COMMUNITY PARTNERSHIP TO DISCUSS FUNDING OF COMMUNITY DEVELOPMENT WORKER HELD ON 14 AUGUST 2014, 3PM TO 4PM AT POOLE COURT.**

**P R E S E N T**

Councillors Sue Walker ,Yate Town Council  
Julie Close – Director, Southern Brooks Community Partnership  
Town Clerk & Assistant Town Clerk, Yate Town Council.

**1 WELCOME AND INTRODUCTIONS**

Introductions were made and everyone was welcomed to the meeting.

**2 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Chris Willmore.

**3 IDENTIFICATION OF NEED FOR A COMMUNITY DEVELOPMENT WORKER**

It had previously been identified that it is an aspiration of Yate Town Council that the town of Yate becomes a Dementia Friendly town and that a car share scheme is launched within the town.

The representative from Southern Brooks Community Partnership advised that;

- A Community Development Worker would be able to launch and develop a sustainable scheme for each of the projects;
- Southern Brooks Community Partnership is able to reduce the management fee from 15% to 10%.
- The minimum number of hours for this post would be 14 hours per week but realistically 24 hours per week would be suitable;
- Southern Brooks Community Partnership would be able to apply for grant funding to cover the post however interim funding would be required to cover the post until 31 March 2015, Yate Town Council to consider;
- Whilst the Community Development worker would be employed by Southern Brooks Community Partnership, clear targets would need to be set by a steering group from Yate Town Council.

#### **4 THE WAY FORWARD**

- The representative from Southern Brooks Community Partnership to produce a short report to be presented to the meeting of Full Council on 2 September 2014;
- Yate Town Council to consider funding this post until funding is sought to cover the cost.



Appendix 10

Coniston Community Centre,  
The Parade, Coniston Road, Patchway,  
South Gloucestershire, BS34 5LP

Tel: 01454 868570  
julieclose@southernbrooks.org.uk

Yate Town Council

18<sup>th</sup> August 2014

Dear Steph,

Thank you for setting up the meeting last week to discuss community development work in Yate and specifically setting up a community car share scheme and helping develop Yate as a dementia friendly community.

As we discussed Southern Brooks would welcome the opportunity to work with the Town Council on both projects, with a view to securing longer term funding to ensure the work is sustainable. Our experience working with Town Councils is that while it's often relatively easy to raise funds for project work such as this, the core funding for community development is essential to be able to build long term relationships and attract funding.

An example of this is our close working relationship with Patchway Town Council who we have worked in partnership with to develop the community over the past 20 years. This has led to many successful initiatives including joint working that led to us completing a successful application for £400k from the Big Lottery for a community building, and more recently £50k to make improvements to a shopping area from the Local Sustainable Transport Fund.

While Southern Brooks began in Patchway and Bradley Stoke, we now have several projects that work over the wider area.

- In December 2013 we secured investment from the Cabinet Office Youth Social Action Journey Fund. This is a partnership with Creative Youth Network and Young Bristol to train 15 year old youth mentors, who go on to inspire 10 – 14 year olds to be involved in community volunteering. We are the lead partner and working across South Gloucestershire, focussing on priority neighbourhoods. We were one of only 14 successful projects. We are currently working with over 18 young people at Chipping Sodbury High School. Some of the young people have said they would like to undertake some work with older people as part of their social action

- We have a role in supporting Priority Neighbourhood work across South Gloucestershire. We are leading a joint application for 5 out of the 6 priority neighbourhoods. We are working very closely with Abbotswood Action group to develop the proposal for Yate.
- In Staple Hill we have been supporting the Regeneration Partnership to develop work with Children and Young People. We have submitted two successful funding applications. One to a DCLG fund called "Our Place" to involve local people in potentially taking on the running of a centre. The other to Awards for All for an exciting community art project (Total funding in 6 months - £23k)
- We have a family support team funded through South Gloucestershire Council which provides support for families identified as upper tier 2 (just below the thresholds for social work intervention). We are currently supporting 5 families in Yate
- Following initial funding through the Yate Town Council for more generic family support work, we have been able to renegotiate an existing grant from the Big Lottery to include supporting families in Yate (until March 2016) and are currently supporting 8 families in Yate
- Merlin Housing Society fund a post within Southern Brooks dedicated to supporting their tenants who are facing complex issues. We currently support 3 families in Yate through this work

Realistically to set up the work that we discussed and to lead on identifying and submitting funding applications I would suggest that we would need to have a post for a minimum of 12 months, for at least 18.5 hours a week. We would be happy for the post to be based with you at the Town Council but the post holder would be expected to work closely with our team and attend organisational meetings and supervision, as this is the support they would need to benefit from the experience of being employed by Southern Brooks. We would provide regular supervision, and meet with a steering group from Yate Town Council to set and review the work programme. We do this for several other projects and it works effectively,

I look forward to hearing from you following the Council meeting, please let me know if there is any other information you need,

Best wishes

*Julie Close*

Julie Close

Director