



Tuesday 3 March 2015

You are hereby summoned to attend a meeting of **YATE TOWN COUNCIL** to be held at Poole Court, Yate on Tuesday 10 March 2015 between 7.15pm and 9.00pm for the purpose of transacting the business set out in the Agenda below.

Hayley Townsend

Hayley Townsend
Town Clerk

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A G E N D A

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

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

- 1 Apologies for absence.
- 2 Declarations of Interest under the Localism Act 2011
Members who consider that they have an interest are asked to: (a) State the item number in which they have an interest, (b) The nature of the interest, (c) Whether the interest is a disclosable pecuniary interest, non-disclosable pecuniary interest or non-pecuniary interest.
- 3 To receive any requests for dispensations.
- 4 Public Participation Session with Respect to Items on the Agenda.
- 5 To confirm Minutes of the Town Council Meeting held on 6 January 2015. (Copy herewith)
- 6 To receive, consider and confirm Minutes of the Environment and Planning Committee Meeting held on 20 January 2015. (Copy herewith)
- 7 To receive, consider and confirm Minutes of the Finance and General Purposes Committee Meeting held on 10 February 2015. (Copy herewith)
- 8 To receive and consider the following items on the Clerk's Report. (Copy herewith)
 - 1 **Financial Reports**
 - 1/1 Accounts for Payment
 - 1/2 2015/2106 Budget

Continued Overleaf

- 2 **Sub-Committee Reports**
 - 2/1 Planning Sub-Committee
 - 2/2 Staffing and Governance Sub-Committee
- 3 **Town Council Project Steering Group Committee Reports (Task Limited)**
 - 3/1 Abbotswood Shopping Centre
 - 3/2 Community Arts Development Project Steering Group Committee – Elswick Park
 - 3/3 Highway & Streetscene Project Steering Group Committee
 - 3/4 Land at the Rear of Ridgewood
 - 3/5 North Yate Development
 - (a) New North Yate Community Development Liaison Group
 - (b) New North Yate Project Steering Group Committee
 - (c) YOSC
 - (d) YOSC Accessway
 - 3/6 Parish Hall Redevelopment Steering Group
 - 3/7 Peg Hill Skate Park Project Steering Group Committee
 - 3/8 Rodford School Site
 - 3/9 Witches Hat Play Area and Tyndale Park Play Area Project Steering Group Committee
 - (a) Witches Hat Play Area Project
 - (b) Witches Hat Lease
 - 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**
 - 6/1 Premises Licence
 - 6/2 Urgent Consultations
- 7 **Armadillo Youth Café & Venue**
- 8 **S106 Funding**
- 9 **Yate Clinic**

TOWN CLERK'S REPORT TO FULL COUNCIL MEETING TO BE HELD ON TUESDAY 10 MARCH 2015

1 FINANCIAL REPORTS

1/1 Accounts for Payment

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

1/2 2015/2016 Budget

To **NOTE**:

- NALC has advised that town and parish councils have not been made subject to the referendum threshold for the 2015/2016 financial year;
- South Gloucestershire Council Resources Sub-Committee meeting held on 12 January 2015 approved the Local Council Tax Reduction Support (LCTR) Grant 2015/16 allocations, as had been previously notified in December;
- in accordance with Minute No. 75/2 of the Full Council meeting held on 6 January 2015, the precept has been submitted in the sum of £873,514 and the budget details were unchanged.

2 SUB-COMMITTEE REPORTS

2/1 Planning Sub-Committee

- (a) To **NOTE** the minutes of the Planning Sub-Committee meeting held on 10 February 2015 and 24 February 2015. (Appendix 2a & 2b)
- (b) To **NOTE** that the minutes of the Planning-Sub Committee meeting held at 6.30pm on 10 March 2015 will be presented to the Environment and Planning Committee meeting on 24 March 2015.

2/2 Staffing and Governance Sub-Committee

To **NOTE**;

- the next Staffing Sub-Committee meeting is to be arranged;
- a Human Resources & Payroll Officer has been appointed for 16 hours a week with a start date of 13 April 2015.

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

3/1 Abbotswood Shopping Centre

To receive any further information.

3/2 Community Arts Development Project Steering Group Committee – Elswick Park

To be advised that Pegasus has been asked if they wish to meet with representatives of Yate Town Council to discuss the way forward in relation to the proposed community site and that they will revert once they have met with Taylor Wimpey.

3/3 Highway and Street Scene Project Steering Group Committee

To receive the minutes of the Highways and Street Scene Project Steering Group Committee held on 4 February 2015 (Appendix 3 and Confidential Appendix 3a) and to **NOTE** that the next meeting of the group will take place at 6pm on 12 March 2015 at Poole Court.

To **NOTE** a three year contract with South Gloucestershire Council for the provision of Localism Services from April 2015 is awaited.

3/4 Land at the Rear of Ridgewood

To **NOTE** that a meeting with the Trustees of the Ridgewood Centre to discuss the land at the rear of Ridgewood is in the process of being arranged.

3/5 North Yate

(a) New North Yate Community Development Liaison Group

To receive any further information.

(b) New North Yate Project Steering Group Committee

To receive any further information.

(c) YOSC

(i) Meetings

To receive minutes of the meetings held on:

- 9 February 2015 with representatives of Yate Athletics Club (Confidential Appendix 4);
- 11 February 2015 with representatives of South Gloucestershire Council (Confidential Appendix 5);
- To receive copy of correspondence sent to Martin Burton (SGC's Community Cultural Services Manager) (Confidential Appendix 6);
- To formally agree the way forward to feed into South Gloucestershire Council's Policy & Resources Committee meeting on 13 March 2015.

(ii) Notice

Further to minute number 77/4 (iii) of the meeting of Full Council held on 6 January 2015, to **NOTE** that correspondence has been sent to South Gloucestershire Council;

'Further to your recent communication asking if Yate Town Council will accept a surrender of Licence from South Gloucestershire Council, in relation to the land Yate Town Council owns at YOSC, with the effect of 1 November 2014, and prior to you going through the formality of terminating the sub lease with Circadian prior to the surrender.

Members considered the request at the meeting of Full Council on 6th January 2015 and the following was resolved;

- *To accept the surrender of lease subject to an acceptable Deed of Variation being drawn up by South Gloucestershire Council which does not jeopardise South Gloucestershire Council's commitments to Yate Town Council;*
- *Conditions survey to be carried out now in relation to the building and joint dilapidations to be carried out at a later date before the end of the lease with Circadian.'*

To receive any further information.

(d) YOSC Accessway

To **NOTE** that further to minute number 8/3 of the meeting of the Environment and Planning Committee held on Tuesday 20th January 2015, the following correspondence has been sent to South Gloucestershire Council;

'Yate Town Council is prepared to fund half the cost of the supply and installation of the bollards up to a maximum of £690.'

To receive any further information.

3/6 Parish Hall Redevelopment Project Steering Group

Further to minute number 42/5 of the Full Council meeting held 2 September 2014, the redevelopment plans for the Parish Hall to be reconsidered if the Town Council is unable to secure the Community Arts Development building at Elswick Park.

To receive any further information.

3/7 Peg Hill Skate Park Project Steering Group Committee

To **NOTE**:

- South Gloucestershire Council has programmed the trenching / ducting works for the Peg Hill Skate Park Lighting for week commencing 23rd March 2015. This will complete all the ground works ready for the columns and lanterns to be installed at a later date. The columns and lanterns have been ordered from the manufacturer and are expected to be delivered mid-May 2015;
- The trenching works will be done during the day and the site will be cleared and reinstated each evening to avoid disruption. It is planned that each area of the site being worked on will be closed at any time, aiming to avoid having to close the entire facility. Any trenches will be closed at the end of each day so it is planned the facility can remain open each evening for users;

- The first feeder pillar has been prepared and Western Power Distribution has been instructed to install the looped power supply in readiness;
- The contractor completed the initial concrete works and also carried out a subsequent programme of remedial works (on 24th February). A snagging meeting with local park users is in the process of being set up to review the works and establish whether any additional remedial works are required.

3/8 Rodford School Site

To NOTE;

- The following information has been received from South Gloucestershire Council;

'Please note that with regards the Rodford Compound, Bellway Homes will now be proceeding to include this within their development site and not using the land to be leased to Yate Town Council'.

- A planning application in respect of the installation of a hard standing area and associated boundary fencing at the former Rodford Road School site was submitted to South Gloucestershire Council on 12 January 2015;
- The lease between South Gloucestershire Council and Yate Town Council has been chased and a response is awaited from South Gloucestershire Council.

To receive any further information

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

a) Witches Hat Play Area Project

(i) To NOTE;

- Following the appointment of a preferred contractor, final arrangements are in hand with regards the signing of the JCT Minor Works Building Contract (which was reviewed by the Town Council solicitor and returned to us on 27 February 2015);
- Due to delays in obtaining a draft contract, the estimated project completion date (weather permitting) is now 1 May 2015.

(ii) As Members are aware, a request from the building contractor was received asking for an upfront payment of approximately 30% of the contract cost (£39,363.72) to allow for the purchase of materials as a condition within their payment terms. A credit check of the contractor was undertaken. (Confidential appendix 5)

Further to members comments received by email, to resolve that the upfront payment of £39,363.72 be made.

b) Witches Hat Lease

To receive any further information.

3/10 Yate Common

To **NOTE** that correspondence has been sent to South Gloucestershire Council requesting clarification on whether the cycle path is a Public Right of Way and will continue to be maintained by South Gloucestershire Council. A response is awaited.

To receive any further information.

4 WORKING GROUPS

4/1 Kingsgate Park Café/Kiosk Working Group Meeting

To receive any further information.

5 YATE TOWN CENTRE/SHOPPING CENTRES

5/1 Abbotswood Shopping Centre

- (a) Abbotswood Community Plan - to **NOTE** that the Abbotswood Community Plan has been launched.

5/2 Yate Town Centre Strategy Group

To receive the minutes of the Yate Town Centre Strategy Group held on Wednesday 28 January 2015. (Appendix 8)

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

6/1 Premises application under the Licensing Act 2003 for Restaurant. (Confidential appendix 9)

Circulated; 16 February 2015

Closing date: 12 March 2015

To receive members comments.

6/2 Urgent Consultations

To receive any urgent consultations.

7 ARMADILLO YOUTH VENUE & CAFÉ

- (a) To receive confidential update in relation to the Armadillo negotiations.

- (b) To receive draft terms of reference for the Armadillo. (Appendix 10)

- (c) To:

- a. Agree delegation of powers to the Town Clerk, in consultation with members, to take all steps necessary to arrange for the transfer of the Armadillo property, Armadillo staff, Armadillo finances and the

- novation of contracts;
- b. Establish a committee to oversee the management of the Armadillo, established on the basis previously agreed by the Town Council;
 - c. Approve the terms of reference for the committee and its members;
 - d. Appoint staff to fill the vacancy in the deputy front of house role, using the job description and arrangements already in place, working jointly with SGC until end of March 2015;
 - e. Adopt all of the Armadillo policies for the operation of the Armadillo except where it differs from a Yate Town Council policy on the same point, in which case the latter will prevail;
 - f. Agree as sponsors to vary the constitution of the Armadillo to facilitate this change.

8 S106 FUNDING

To receive table showing funding applied for to date to be presented to South Gloucestershire Council Communities Committee meeting on 1 April 2015. (Confidential Appendix 11)

9 YATE CLINIC (originally reported under bus services to Southmead)

To receive any further information.

J:\Full Council\Clerks Reports\2015\Town Clerk's Report 10.03.15.doc-HT

Appendix 1

Cheque List
Full Council - 10.3.15

Chg No's	ACCOUNTS FOR PAYMENT	DESCRIPTION	AMOUNT
DD	ASMC	Bowling Green Maintenance - March 2015	£ 562.60
DD	Lex Autolease	Estates Vehicle Lease Payments - February 2015	£ 262.74
DD	Lex Autolease	Estates Vehicle Lease Payments - February 2015	£ 225.28
DD	Public Works Loan Board	Loan Repayments - Youth Café	£ 18,908.70
DD	Public Works Loan Board	Loan Repayments - Heritage Centre	£ 9,062.06
Visa	Wallace & Gromit	Civic Twinning Visit Gift	£ 55.95
Visa	Wallace & Gromit	Civic Twinning Visit Gift	£ 7.95
Visa	Flybe	Civic Twinning Visit	£ 78.00
Visa	ACA	Training Course Fees	£ 234.00
Transfer	Salaries	Staff Salaries February 2015	£ 25,201.49
113377	Poppy Appeal	Replacement cheque for Remembrance Service Collection	£ 688.20
113497	Churchfarm Maintenance	Security Works - Town Council Properties	£ 5,052.00
113488	Swalec	Electricity - Town Council Properties	£ 72.85
113499	BANES	Superannuation Contributions - February 2015	£ 5,937.11
113450	HM Revenue & Customers	Tax and National Insurance Contributions - Feb 2015	£ 6,832.90
	Quality First Premier Window Cleaners	Window Cleaning - Town Council Properties	£ 92.58
	Burroughs Day Solicitors	Legal Services Bowling Club Licence	£ 300.00
		Legal Services Joint Venture Agreement	£ 459.00
		Legal Services TUPE	£ 720.00
			£ 1,479.00
	Bristol Gas and Heating	Plumbing/Heating Works - Town Council Properties	£ 170.00
		Plumbing/Heating Works - Town Council Properties	£ 133.00
			£ 303.00
	Blazen Web Marketing	Website Support - Heritage Centre	£ 82.80
		Website Support - Poole Court	£ 82.80
			£ 165.60
	Chapple and Jenkins	Kitchen Stock for Resale	£ 62.35
	Communicorp	Annual Subscription Fees	£ 75.00
	Churchfarm Maintenance	Peghill Skate Park Works	£ 8,994.00
	The Curtain Company	Poole Court Refurbishment	£ 3,867.71
	GB Sport & Leisure	Playground Spares - Town Council Play Areas	£ 435.12
	PPG Architectural	Poole Court Refurbishment Materials	£ 59.83
		Poole Court Refurbishment Materials	£ 156.46
			£ 216.29
	Murray Hire Centres Ltd	Estates Materials	£ 26.40
	Proactive Business Suppliers	Stationery - Service Support	£ 51.61
		Stationery - Service Support	£ 21.54
		Stationery - Service Support	£ 4.20
		Stationery - Service Support	-£ 25.74
			£ 51.61
	Re-energize	Event Management Fees	£ 3,366.00
		Event Management Fees	£ 990.00
			£ 4,356.00
	Ross Office Supplies	Stationery	£ 33.90
		Stationery	£ 28.75
			£ 62.65
	P G Russell	Ground Works - Town Council Play Areas	£ 2,256.00
	South Glos Council	Estates Hire Vehicle	£ 445.26
		Estates Vehicle Lease Payments	£ 398.21
		Highways & Streetscene Maintenance Contract - 4th Qtr	£ 7,754.80
		Credit check facility	£ 12.00
		Telephone Charges 1st, 2nd, 3rd Qtr - Heritage Centre	£ 309.89
		Telephone Charges 1st, 2nd, 3rd Qtr - Poole Court	£ 1,711.52
			£ 10,631.68
	Sage	Payroll Stationery	£ 32.95
	Scoffers	Kitchen Stock for Resale - Pop Inn Café	£ 109.53
		Kitchen Stock for Resale - Pop Inn Café	£ 120.22
		Kitchen Stock for Resale - Pop Inn Café	£ 121.56
			£ 351.31
	Southern Brooks Community Partnership	Community Development Worker - Jan-Mar 2015	£ 4,225.00
		Community Development Worker - Apr - Jun 2015	£ 4,225.00
			£ 8,450.00

R K Sood & KN Sood
Trade UK

Newspapers - Pop Inn Café
Estates Materials
Estates Materials

		£	52.90
	£	2.48	
	£	4.48	£ 6.96

3663
Topwelds

Kitchen Stock for Resale - Pop Inn Café
Peg Hill Skate Park Repairs

	£	118.88
	£	310.00

£ 115,579.82

Member 1 - Print Name

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Member 2 - Print Name

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MINUTES OF THE PLANNING SUB-COMMITTEE MEETING HELD ON TUESDAY 10th FEBRUARY 2015 FROM 8.30PM- 9.00PM AT POOLE COURT, YATE.

PRESENT: Councillors John Ford, Mike Drew, Martin Monk and Mike Robbins.
Administrative Officer (YTC)

1. APOLOGIES FOR ABSENCE

RESOLVED Apologies for absence were received and accepted from Councillors Wully Perks, Tony Davis, Margaret Marshall, Chris Willmore, David Evan-Jones, Sue Evan-Jones, Cleo Trotter, Alan Monaghan, Aziz Chowdhry, Sue Walker, Margaret Marshall, Ian Blair and John Davis.

2. MEMBERS' DECLARATION OF INTERESTS

No Declarations of Interest were received.

3. PLANNING APPLICATIONS

The meeting considered planning applications received from South Gloucestershire Council.

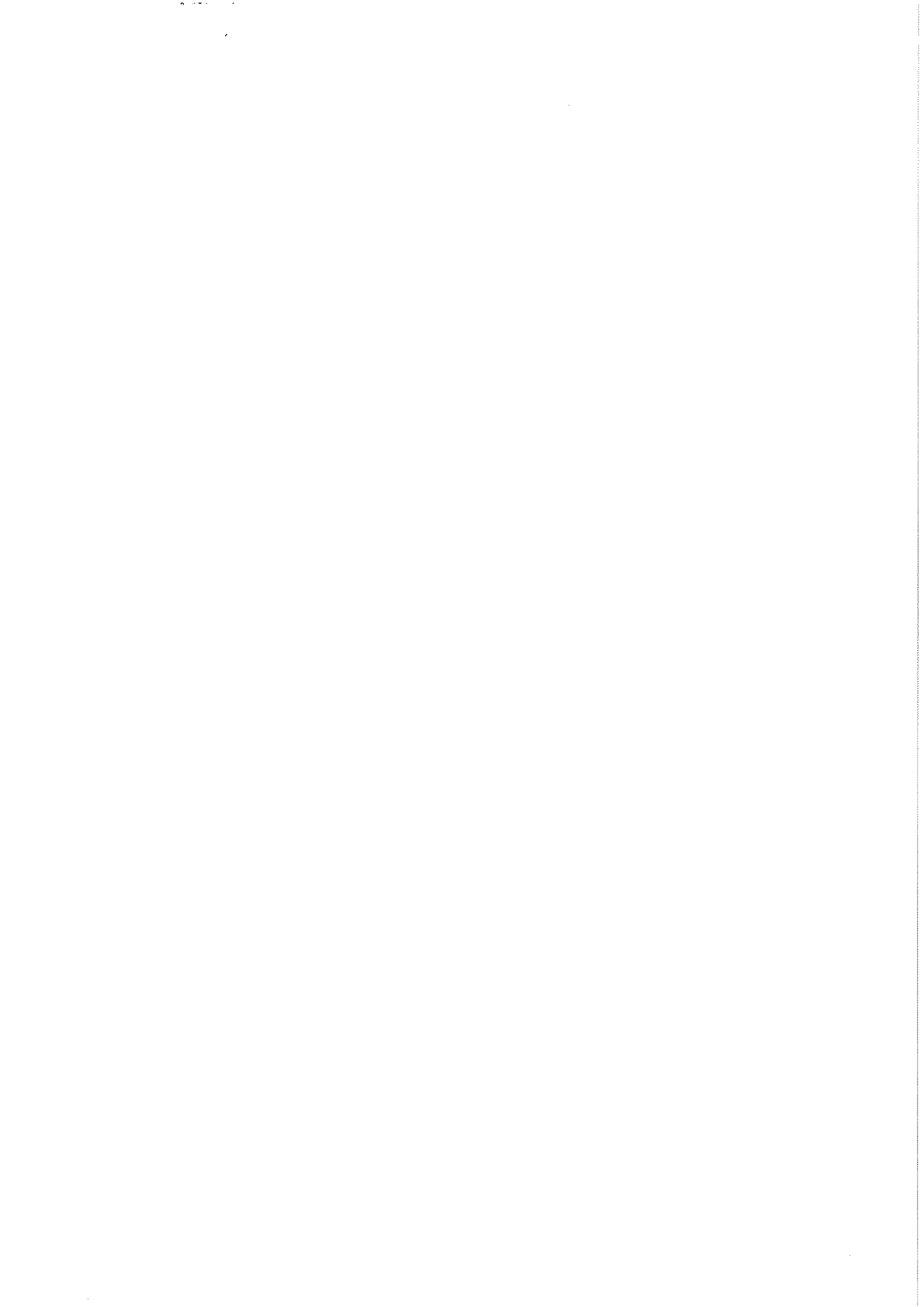
It was **RESOLVED** that comments contained in Appendix 1 be submitted to South Gloucestershire Council.

4. SOUTH GLOUCESTERSHIRE COUNCIL PLANNING DECISIONS

To **NOTE** South Gloucestershire Council decisions on planning applications and Monthly Notice of Decisions 1.01.2015 – 31.01.2015.

5. DATE OF NEXT MEETING

A provisional date for the next Planning Sub Committee meeting will be on Tuesday, 24th February 2015 at 6.00 pm.



**YATE TOWN COUNCIL
PLANNING APPLICATIONS
10th February 2015**

Ref. No.	PK15/0158/F
Description	Erection of two storey side extension
Location	Stanshawes Court Day Nursery 4 Stanshawes Court Drive Yate South Gloucestershire BS37 4EA
Applicant	Miss Elaine Bond
Received	20th January 2015
YTC Comments	No objections

Ref. No.	PK14/4519/ADV
Description	Display of 2no. non-illuminated totem signs.
Location	Yate Leisure Centre Kennedy Way Yate Bristol South Gloucestershire BS37 4DQ
Applicant	Circadian Trust
Received	20 th January 2015
YTC Comments	No objections

Ref. No.	PK14/4919/PDR
Description	Erection of single storey side extension to form additional living accommodation (resubmission of PK14/3202/PDR) (Retrospective)
Location	85 Dorset Way Yate Bristol South Gloucestershire BS37 7SP
Applicant	Mrs Linda Tilling
Received	20 th Jan 2015
YTC Comments	No objections

Ref. No.	PK15/0218/F
Description	Erection of two storey rear and first storey side extension to form additional living accommodation. Erection of detached garage/store to front of property.
Location	25 Sutherland Avenue Yate Bristol South Gloucestershire BS37 5UE
Applicant	Mr Daniel Bond
Received	21 st January 2015
YTC Comments	Support neighbours objections

Ref. No.	PK15/0227/PNH
Description	Erection of single storey rear extension which would extend beyond the rear wall of the original house by 5.2 metres, for which the maximum height would be 3.6 metres and the height of the eaves would be 2.66 metres
Location	4 Mow Barton Yate Bristol South Gloucestershire BS37 5NF
Applicant	
Received	22 nd January 2015
YTC Comments	No objections

Ref. No.	PK15/0257/F
Description	Erection of two storey side extension and single storey front extension to provide additional living accommodation, to include garage/store.
Location	6 Lancaster Road Yate Bristol South Gloucestershire BS37 5SU
Applicant	Mr Paul Nichol
Received	29 th January 2015
YTC Comments	No objections

Ref. No.	PK15/0333/PDR
Description	Erection of rear conservatory
Location	19 Turnberry Yate Bristol South Gloucestershire BS37 4ER
Applicant	
Received	20 th February 2015
YTC Comments	No objections

Ref. No.	PK15/0358/F
Description	Installation of 1no. front dormer window
Location	41 Kent Avenue Yate Bristol South Gloucestershire BS37 7RZ
Applicant	Mr Steven Kellengray
Received	2 nd February
YTC Comments	No objections

Ref. No.	PK12/1913/O
Description	Mixed use development across 100.76 hectares of land comprising up to 2,450 new dwellings (Use Class C3), extra care housing (Use Class C2), 4.63 hectares of employment land (Use Class B1,B2) provision of a local centre, two primary schools, together with the supporting infrastructure and facilities including: new vehicular and pedestrian accesses, public open space and landscaping. Outline application including access with all other matters reserved.
Location	Land North Of Brimsham Park Yate Bristol South Gloucestershire
Applicant	Heron Land Developments
Received	23 rd January 2015
YTC Comments	Reiterate previous comments. Notice softening of development on the northern perimeter.

10

MINUTES OF THE PLANNING SUB-COMMITTEE MEETING HELD ON TUESDAY 24th FEBRUARY 2015 FROM 6.30PM- 7.30PM AT POOLE COURT, YATE.

PRESENT: Councillors Chris Willmore, Alan Monaghan, Martin Monk and Wully Perks.
Two members of the public (part meeting).
Snr Admin Officer (YTC)

1. APOLOGIES FOR ABSENCE

RESOLVED Apologies for absence were received and accepted from Councillors Mike Drew, Tony Davis, Margaret Marshall, Mike Robbins, David Evan-Jones, Sue Evan-Jones, Cleo Trotter, Alan Monaghan, Aziz Chowdhry, Sue Walker, Ian Blair and John Davis.

2. MEMBERS' DECLARATION OF INTERESTS

No Declarations of Interest were received.

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.

(Two members of the public left the meeting)

4. SOUTH GLOUCESTERSHIRE COUNCIL PLANNING DECISIONS

No decisions were noted.

5. DATE OF NEXT MEETING

The next Planning Sub Committee meeting will be held on Tuesday, 10th March 2015 at 6.30pm before Full Council.

**YATE TOWN COUNCIL
PLANNING APPLICATIONS
24th February 2015**

Ref. No.	PK14/4827/F
Description	Erection of two storey side extension to form additional living accommodation
Location	3 Yate Rocks Yate Bristol South Gloucestershire BS37 7BT
Applicant	Mr Lovell
Received	(expires 6 th March)
YTC Comments	Object. Support Conservation Officers comments. Should be a sympathetic extension with scale massing and height appropriate. Current amendments have not gone far enough

Ref. No.	PK15/0246/TRE
Description	Works to reduce crown of 1 no. Ash tree to junction of first forks tree covered by TPO no. 383 dated 16th September 1987
Location	181 Long Croft Yate Bristol South Gloucestershire BS37 7YU
Applicant	
Received	9 th February 2015
YTC Comments	No objection

Ref. No.	PK15/0438/LB
Description	Installation of 6no. replacement windows.
Location	Flat 36 Rockwood House Gravel Hill Road Yate Bristol South Gloucestershire BS37 7BW
Applicant	Mrs Dando
Received	12 th February 2015
YTC Comments	Object. Should be wood within curtilage of listed building.

Ref. No.	No: PK15/0348/F
Description	Removal of the existing monopole and erection of 17.5m high CU Phosco 4.5 monopole and 6no. new antennas and a 300mm dish.
Location	Car Park Opposite Kellys Yard Station Road Yate South Gloucestershire BS37 4PS
Applicant	Vodaphone Ltd
Received	13 th February 2015
YTC Comments	No objection

MINUTES OF MEETING BETWEEN SOUTH GLOUCESTERSHIRE COUNCIL AND HIGHWAY AND STREETSCENE PROJECT STEERING GROUP COMMITTEE HELD ON WEDNESDAY 4th FEBRUARY 2015 FROM 6.00PM-6.40PM AT POOLE COURT, YATE.

P R E S E N T

Councillors Tony Davis, Mike Drew (Chair), John Ford, Martin Monk, Wully Perks and Chris Willmore – Yate Town Council.

Michael Dixon (Localism Project Manager), Mark King (Head of Street Care and Transport), David Morrison (Community Spaces Manager) (part-meeting) and Simon Spedding (Group Manager – Design and Operations) – South Gloucestershire Council.

Hayley Townsend (Town Clerk), Tony Moore (Estates Officer), Lucy Holtum (Admin Officer) – Yate Town Council.

1 Member of the Public (part- meeting).

1 APOLOGIES FOR ABSENCE

RESOLVED Apologies for absence were received from Jon Munslow (Group Manager Asset and Infrastructure) – South Gloucestershire Council.

Councillors Ian Blair, Aziz Chowdhry, John Davis and Mike Robbins were absent.

2 MEMBERS' DECLARATIONS OF INTEREST

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

3 HIGHWAYS AND STREET SCENE SERVICE CONTRACT FOR UP TO 3 YEARS FROM APRIL 2015 ONWARDS

The following was **NOTED**:

- South Gloucestershire Council are providing the buy-back elements of the delivery of highway and Streetscene services for April 2015 for 3 years (at a cost of £26,284.08 for the first year 2015/2016);
- Clause 10.1.3 of the General Service Contract allows for termination of the contract giving SGC 6 months' notice at any time on either side.

David Morrison and 1 member of the public joined the meeting.

4 BESPOKE HIGHWAYS AND STREET SCENE SERVICE PACKAGE FOR YATE (TO BE CONSIDERED POST APRIL 2016)

Discussions took place with South Gloucestershire Council about the possibility of Yate Town Council taking on the maintenance of a number of large select areas which abut current Yate Town Council maintained sites and would have a big impact and improve the experience for Yate residents as from 1 April 2016.

Areas identified as follows:

North Yate

- Land which adjoins Millside (outside the play area) along Randolph Avenue, Millside Play area side of the road only;
- Templar Road and the Tumps to include the Glen;
- Retention area adjacent to Goose Green (explore possibility of Wessex Water paying).

South Yate

- Area around Rodford school site (possibly include in lease of land for this site);
- To identify land from Rodford Way at Scott Way end along Scott Way to the bottom to encompass land between Estoril and Kennedy Way plus the land that runs off this stretch alongside Kingsgate Park;
- Land at the junction of Stanshawes Drive and Kennedy Way (by the traffic lights opposite Lidl);
- Land at Thorns Farm;
- Land at the Armadillo;
- Land outside Witches Hat Play area (specifics are up for discussion).

Highway Verges

- Roundabouts at Morrison & B&Q;
- Parts of Scott Way verges;
- Parts for the verge from Estoril to Kennedy Way.

The following was **NOTED**:

Yate Town Council reported the following:

- The Town Council is exploring whether to take over the maintenance of the areas listed above as it believes it would deliver improvements to significantly improve the experience for local people, it would provide a more flexible and responsive service to the needs of the local community and provide a better quality of work;
- Yate Town Council staff will feel a degree of ownership of the patch and develop strong relationships with the local residents who live abutting areas of area space maintained;
- Yate Town Council acknowledges that there would be some unknown costs involved (like path maintenance for example) if it were to take over the maintenance of the areas listed above.

South Gloucestershire Council Reported the following:

- Internal conversations are underway at South Gloucestershire Council to decide whether they are willing to relinquish the maintenance of the areas listed above to Yate Town Council on a bespoke basis– or whether the only package available is to take on the maintenance of the whole Yate area in its entirety;

- It is still unclear regarding what would happen in relation to special expenses if Yate Town Council was to take on the maintenance of the above areas;
- Steps are being put in place to enhance the customer service experience for the public who need to contact SGC Streetcare team in relation to issues or concerns;
- Consideration could be given to the creation of a mechanism under which Yate Town Council could pay South Gloucestershire Council to provide an enhanced service;
- South Gloucestershire Council would offer support and advice to Yate Town Council in the event of the Town Council taking over any aspect of the maintenance of land as discussed;
- If agreement can be reached, any open space land to be maintained would be leased to Yate Town Council who would become responsible for all risks and liabilities associated with that land.

RESOLVED:

- South Gloucestershire Council to investigate and categorically confirm the situation regarding the implications of Yate Town Council taking on the maintenance of the discussed areas and special expenses in writing;
- South Gloucestershire Council to provide PDF versions of the maps of Yate Parish. Yate Town Council officers to annotate to show the areas being discussed as outlined above and return to South Gloucestershire Council so there is no confusion about the areas being discussed;
- South Gloucestershire Council to formally decide whether they are willing to relinquish the maintenance of the areas listed above to Yate Town Council on a bespoke basis– or whether the only package available is to take on the maintenance of the whole Yate area in its entirety.

5 DATE OF NEXT MEETING

Date of next meeting to be set via Doodle once all information has been received from South Gloucestershire Council.

**MINUTES OF THE YATE TOWN CENTRE STRATEGY GROUP MEETING
HELD FROM 6.00PM -7.15PM ON WEDNESDAY 28 JANUARY 2015 AT
POOLE COURT, YATE.**

PRESENT: Andrew Lowrey (Yate Shopping Centre), Dan Bramwell (Bramwell Associates), Mark Hull, Gary Hale (Crest Bridge) Councillor Ruth Davis (South Gloucestershire Council), Claire Jaggard (My Yate), Eleanor Machin (Armadillo), Debbie Woolley (Community Development Workder) Martin Burton – South Gloucestershire Council, Councillor Paul Hulbert (Dodington Parish Council), Councillors Tony Davis, Wully Perks (Chair), Sue Walker, Chris Willmore and Assistant Town Clerk (Yate Town Council).

1. APOLOGIES FOR ABSENCE

RESOLVED Apologies for absence received from Steve Evans, Matt Simmons and Councillor Martin Monk (Yate Town Council).

2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

No declarations were received.

**3. MINUTES OF THE YATE TOWN CENTRE STRATEGY GROUP
MEETING HELD ON 22 OCTOBER 2014**

RESOLVED The minutes of the Yate Town Centre Strategy Group meeting held on 22 October 2014 were approved as a true and accurate record.

4. UPDATE FROM CIRCADIAN TRUST

The representative of Circadian Trust provided an update (Appendix 1).

5. UPDATE FROM CRESTBRIDGE

Representatives of Crestbridge provided updates as follows;

- 36 Cyclists were stopped and removed from site – down 2
- 88 groups of youths were spoken to and removed from site – up 22
- 12 Store net calls were received asking for assistance – up 5
- 4 premises were found insecure on evening checks involving tenant call outs – down 1
- 33 Defect reports were raised under health and safety checks – down 8
- 3 Intruder alarm activations were dealt with involving tenant call outs – down 1

- 41 groups of vehicles were removed – 54 Undercover/Main – 3 West car park – down 16

General update:

- A national retailer is in final negotiations for the old Entertainer unit;
- The second floor space above the Entertainer is being reviewed with a view to the space being converted to residential accommodation for rental;
- The previous planning application that was approved for second floor residential accommodation on South Parade is to be revisited following issues with services and soil;
- The shopping centre are making enquiries into obtaining a defibrillator;
- The Christmas event was the most successful ever;
- The 'beach' will return for the summer of 2015.

(Cllr Sue Walker entered the meeting)

Cinema/Overflow Car Park update:

- The works are due to start week commencing 9th February 2015, however there are still queried outstanding with the planning department in respect of some trees. Crestbridge are in daily contact with the South Gloucestershire Planning department and hope to have final conditions discharged very soon;
- The badgers that were relocated have taken to their new set and have expanded an old set on South Gloucestershire Land;
- A hand over date of 16th September 2015 to retailers, fittings will take place with outlets due to open in first week of December. The cinema has a longer fit out period of 4 months and is due to be completed by Easter 2016;

Shopping Centre 50th Anniversary 2015

The Shopping Centre Manager advised that a huge celebration is in the early stages of planning – a large community festival is being planned during the weekend of 22nd and 23rd August 2015..

6. UPDATE FROM TESCO

No update received.

7. UPDATE FROM THE ARMADILLO

The representative from The Armadillo Youth Venue and Café provided an update. (Appendix 2)

8. YOUTH WORK

Councillor Chris Willmore advised the meeting that work was under way to model a joined up approach to Youth Work across the whole of Yate. Yate Town Council has arranged for youth work to be delivered at St Nix by the detached youth team from Friday 13th February 2015 until the end of March 2015. It is planned that youth work

will be able to continue at St Nix from April 2015 onwards and the South Gloucestershire Youth Worker is working on a model of delivery.

9. UPDATE FROM YATE LIBRARY

An update from South Gloucestershire Council was circulated (Appendix 3).

10. TOWN CENTRE ISSUES

(a) South Gloucestershire Council Updates on Town Centre Issues

An update from South Gloucestershire Council was circulated (Appendix 3).

(b) Signage

The lack of signage at the railway station and to the Minor Injuries Unit was discussed.

RESOLVED A clear list of suggestions for signage to be sent to Martin Burton, South Gloucestershire Council.

(b) Dementia Friendly Town

The Community Development Worker was introduced and welcomed to the meeting. The Community Worker then explained the project to move Yate forward as a Dementia Friendly Town.

11. RIVER FROME / LINK ROAD

Further to minute number 12 of the Town Strategy Meeting held on 11 June 2014;

*'It was **RESOLVED** that until the Yate Cinema Development is complete no further action is necessary in respect of the River Frome/Link Road improvements.'*

No information was received.

12. YATE AMBULANCE STATION – AMBULANCE SERVICE REVIEW

No further updates received.

13. HEALTHWATCH SOUTH GLOUCESTERSHIRE

The Healthwatch South Gloucestershire representative who asked that any comments in respect of local health and care provision are forwarded to him or via the website.

14. TOWN CENTRE HEALTH CHECK

The Town Centre Health Check representative advised that there have been no recent updates to the health check however a lot of work has continued.

15. DATE OF NEXT MEETING

RESOLVED The next meeting of the Yate Town Centre Strategy Group to take place at 6.00pm on Wednesday 10th June 2015 at Poole Court, Yate.

J:\Planning\Planning\Town Centre Strategy Group\Minutes\2014Strategy Group 28.1.1514Full Council 10.03.15

Appendix ①
to Appendix 8

Date 21.01.14

Yate Leisure Centre
Kennedy Way
Yate
South Gloucestershire
BS37 4HJ

**MEETING OF THE YATE TOWN CENTRE STRATEGY GROUP TO BE HELD ON
WEDNESDAY 28 JANUARY 2015 6.00PM – 7.00PM**

Briefing note to be issued in absence of Matt Simmons, Centre Manager, Yate Leisure Centre.

1. Yate Leisure Centre was awarded Leisure Centre of the Year in Circadian Trusts annual award ceremony.
2. The new changing area opposite the sports hall has been refurbished and we have received positive comments from customers on their high standards.
3. The organisation has recently received ISO accreditation in Health and Safety, Environmental and Procedures and policies.
4. We are nearing completion of LED lighting throughout the building to help cut energy consumption.
5. New flooring has been installed along the ground floor corridor which has helped modernise the lower end of the building.

Please feel free to contact me on 01454 865806 or matt.simmons@circadiantrust.org if you would like to discuss above points or any questions you may have regarding the operation of Yate Leisure Centre.

Kind regards



**Matt Simmons
Centre Manager
Yate Leisure Centre**

Armadillo Management operations report – Eleanor Machin Yate Town Centre Strategy Group Meeting 28.01.15

Youth Café Operations;

- Attendance statistics;
 - Attendance has increased on certain days a week becoming popular with new users. June experience of working with young people is really starting to show, she has been well received by the existing and new users for her consistent, welcoming and open approach. Averaging 80 yp some sessions. Promo work to increase other session.
- Programme;
 - June has devised a young people led programme with effect from 5th January. She will be delivering a programme around their needs/wants. This will include the 'Weekender Sessions' for which we have received a grant from the Positive Activities Subsidy for £5,600.00.
- Yate International School visit;
 - Following our letter inviting local secondary schools to hold their school council meeting at the Armadillo I am pleased to report that Yate International Academy will be visiting us on Thursday 12th February. They will hold their meeting upstairs at 3.30pm, they can then experience and enjoy the youth café for a short period of time afterwards.
- Café;
 - Following the café menu changes in November. The café sales continue to increase and young people are now in the habit of purchasing more from the café rather than brining in outside food to consume. June has been excellent at responding quickly to demand and keeping the menu varied to retain interest.

Promotions & lettings;

- Partnership working - Martin Burton. Commemorating the end of WW2 in May / June -
 - I have been approached by Martin Burton, Head of Libraries and Arts, who is planning events around commemorating the end of WW2 in May / June. He is interested in working with the Armadillo to show a film on WW2 linked to speakers – and interview with D Day veteran.
- Meeting room hire –
 - Enquires continue to be high for room hire along with repeat bookings. On target to meeting income budget head for lettings, for this financial year.
- Christmas Fayre –
 - The Christmas Fayre on Saturday 6th December went really well with 12 stall holders. We raised £250.00. Several of our young volunteers helped on the day running the tombola, setting/clearing up and serving festive food. Well done to Sophie, Armadillo Apprentice, for organising yet another successful event generating income and raising awareness of the project.

Staffing;

- New Structure vacancies;
 - The new staffing structure which came into effect 1st November is now in place with the exception of one post which should be filled by the end of February

**Yate Town Centre Strategy Group Meeting – 28 January 2015
Update from South Gloucestershire Council**

<p>Yate Town Library</p>	<p>Discover Festival 2014 Yate Library again hosted a range of events during Sept/Oct 2014. Highlights included: a World War One evening run in collaboration with the Actonians drama group, a talk entitled Cavemen and Polar Bears, which centred on self-improvement and positive thinking and South Glos Carers choir and Pucklechurch hand bell ringers both performed at the library.</p> <p>In October the library hosted a Retirement Market Fair with over a dozen organisations staffing stalls with information and advice for people approaching retirement. Each Tuesday the Sporting memories group continue to meet here. At the other end of the age scale the Youth Intervention Service and Job Centre Job Club hold sessions here on Wednesdays offering advice on job searching. PCSO Darren Thorn has held some Police Beat surgeries in the library while we hope to revive the Cancer Advice sessions here in early 2015 using specially trained volunteers from Macmillan cancer charity.</p> <p>We have played host to a number of charity coffee mornings this quarter which culminated in a Coffee Morning and Christmas Sing A Long in aid of St Peters Hospice at Christmas. A mixture of young families and older people came along and filled the library with carols as well as raising £65 from the morning.</p> <p>We are planning next year's festival and are always looking for events to help people discover more about their community.</p> <p>ICT Yate Library has had WiFi available since 2009 but in October 2014 this system was upgraded and extended to all libraries, including Chipping Sodbury. Use of the WiFi and public computers in any South Glos libraries remains free of charge. In January the majority of the computers at Yate and all the computers at Chipping Sodbury library were replaced and upgraded.</p> <p>The library service has received funding from UKOnline to train volunteers in supporting people get online for employment and training</p> <p>CYP A very busy quarter of engagement with children and young people. Our reading group for primary school children (Chatterbooks) has been relaunched successfully while the Teen group here remains popular. In January we are being visited by all classes from Tyndale school and are looking to arrange a Poetry Slam with Abbotswood and Wellesley schools in March.</p>
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	<p>Health</p> <p>In February South Gloucestershire libraries will support the national launch of the Reading Well Books on Prescription for people experiencing dementia or supporting someone with dementia. A similar mental health Books on Prescription scheme was taken up by 1,500 people last year.</p>
<p>Update from Strategic Planning & Housing Division</p>	<p>Cinema Scheme</p> <ul style="list-style-type: none"> • Crestbridge, the Developer, is hoping to start on site in early February and are in discussion with SGC Officers to resolve the remaining pre-commencement conditions.

DRAFTTerms of ReferenceArmadillo Management Committee

(responsible to Finance and General Purposes Committee)

The Management Committee is appointed as a sub-committee of Yate Town Council and operates in accordance with Yate Town Council's Standing Orders and Financial Regulations.

1. Membership

- 1.1 The Management Committee will comprise at least 4 Town Council members (to include the chair of the Finance and General Purposes Committee), up to 3 non-Councillor members and up to 3 young people who may vary from meeting to meeting. Officers to attend as needed. (Eg, Business Manager, Admin Apprentice, Youth Programme and Event Coordinator, Town Council Officer) *(It is suggested that representatives of the Management Committee continue as is until the Annual Town Council Meeting taking place on 19 May 2015. Currently Councillors Ian Blair, John Davis, John Ford and Chris Willmore and Nathan Anderson and Kate Harwood of SGC).*
- 1.2 3 Town Councillors are to be present and vote in order for any delegated decision and any financial decision to be made (in accordance with Standing Orders.)
- 1.3 The Chair and Vice-Chair of the Sub-Committee to be Town Council appointments *(This is in line with the TOR for other Town Council committees, although this conflicts with the Armadillo's constitution so we will need to decide what we want and amend either the TOR or the constitution accordingly).*
- 1.4 Co-opted members who are not elected Councillors have no voting rights.
- 1.5 In accordance with the constitution, Membership of the management committee shall be for one year, but all members shall be eligible for reappointment. *(If this clause isn't wanted, we will need to remove it from the constitution)*
- 1.6 The Chair and Vice-Chair of Yate Town Council to be ex-officio members of the Management Committee.

2. Administration Arrangements

- 2.1 The Management Committee to meet monthly (currently the second Monday of each month).

- 2.2 The meeting to be clerked by Armadillo staff.
- 2.3 Minutes to be presented to the Finance and General Purposes Committee.
- 3. Delegated Business to the Management Committee working with the Business Manager

The Management Committee is governed by a constitution. (Appendix 1)

The Management Committee working with the Business Manager, has delegated authority to deal with the following matters to conclusion:

- 3.1 To achieve the objectives of the Armadillo (in accordance with the constitution dated 6 October 2010) by promoting a social space for young people, primarily through the provision of a café facility and to oversee the strategic operation of the venue.
- 3.2 To agree draft budget. Final approval to be made by the Town Council. To also monitor Armadillo financial reports (eg, income and expenditure reports)/accounts/budget.
- 3.3 To agree contracts.
- 3.4 To approve programme of events and activities.
- 3.5 To monitor usage figures.
- 3.6 To set selling prices.
- 3.7 Any other Armadillo matter delegated by Finance and General Purposes Committee or Full Council.

4. Delegated Business to the Business Manager

The Business Manager has delegated authority to deal with the following matters to conclusion:

- 4.1 Managing the Armadillo and its services for the community on a daily basis in accordance with the policies determined from time to time by the Town Council/Management Committee.

- 4.2 The recruitment of staff within the Armadillo's approved establishment, including seeking references and obtaining relevant DBS / safeguarding checks.
- 4.3 The management and development of the staff, apprentices and volunteers (with support from Town Clerk when required).
- 4.4 The delegation of staff to attend courses, seminars, etc. relevant to their position within the Council subject to reporting back to the Management Committee/Town Council.
- 4.5 Management of payroll information (to include leave and sickness records, overtime, casual hours worked etc) reporting to Town Council for payroll and staff management purposes.
- 4.6 Calling meetings of the Management Committee (At least four times per year).
- 4.7 Ensuring minutes of Management Committee meetings are produced and circulated to the Management Committee and to Yate Town Council.
- 4.8 To organise activities and events, and to recommend draft programme of events for approval by the Management Committee. To ensure Yate Town Council is promoted and publicised in promotional materials.
- 4.9 To manage major projects initiated by the Town Council/Management Committee or those in which the Town Council may be involved with on a partnership basis.
- 4.10 To undertake the day to day financial duties of the Armadillo.
- 4.11 End of month balance sheets, reporting to the Deputy Town Clerk/RFO monthly.
- 4.12 To create draft budget for each financial year for approval by the Management Committee and subsequently Yate Town Council.
- 4.13 To meet quarterly with the Deputy Town Clerk/RFO to monitor Armadillo financial operations.
- 4.14 To detail income and expenditure and to lead and report to the Management Committee on fundraising activities.
- 4.15 Authorising purchase orders within budget.
- 4.16 To enter into contracts as agreed by the Management Committee (to be signed in accordance with Standing Orders and Financial Regulations).
- 4.17 The signing of operational documents for items within budget (eg, solicitor's terms/office equipment contracts etc).
- 4.18 The management and letting of the Armadillo's facilities.

- 4.19 Deciding what food to sell, levels of stock to be kept, ordering food and supplies, stock control, management of petty cash, overseeing cashing up and banking arrangements.
- 4.20 To recommend selling prices to the Management Committee to make a reasonable return.
- 4.21 The purchase of equipment and the authorisation of repairs and maintenance to all building and equipment within the financial limit of the current budget.
- 4.22 Day-to-day responsibility for health and safety matters.
- 4.23 Buying and recording assets, reporting annually to the Deputy Town Clerk/RFO.
- 4.24 IT administration, in consultation with the Deputy Town Clerk/RFO.
- 4.25 To liaise between the Armadillo, Management Committee Town Council and Trust.
- 4.26 Maintain links with the local press and media.
- 4.27 Deal with correspondence and documents addressed to the Armadillo in line with the policy and where necessary bring such correspondence to the attention of the Management Committee.
- 4.28 The Business Manager, in consultation with the Town Clerk, Management Committee and Chair or Vice-Chair of Finance and General Purposes Committee, to take action deemed desirable on any matters which the Committee concerned have delegated powers but which require urgent action provided that such action is in accordance with the policy of the Council and is within budget.
- 4.29 The Town Council may, from time to time, further delegate action to the Business Manager specifically or to the Business Manager and appropriate Committee Chair. Such delegation will be clearly minuted.
- 4.30 Any urgent matter which time precludes being referred to the Finance and General Purposes Committee or Full Council. Such matters to be reported back to the Finance and General Purposes Committee / Full Council.

5. Delegated Business to the Town Clerk

The Town Clerk has delegated authority to deal with the following matter to conclusion:

- 5.1 Line management of the Business Manager and associated guidance and support with regards staffing issues at the Armadillo.
- 5.2 Delegated Powers are to be extended to the Clerk, or in the absence of the Clerk, the officer deputising for the Clerk, in consultation with the Chair of the Council, Vice Chair of the Council and Chair of Finance for expenditure which may be incurred on behalf of the Council where it is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, where the costs are greater than £2,500. (Extracted from Financial Regulations, Item 3.4)
- 5.3 Delegation be given to the Town Clerk, in conjunction with the Armadillo Business Manager and the Chair of the Management Committee, to be able to act immediately in the event of a significantly enhanced indication of risk attached to a particular bank, to transfer funds to another institution immediately should it be deemed necessary to do so.
6. Delegated Business to the Estates Officer in conjunction with the Business Manager

The Estates Officer, in conjunction with the Business Manager, has delegated authority to deal with the following matters to conclusion:

- 6.1 Building maintenance and fire checks.
- 6.2 Cleaning.
- 6.3 Key holding.
- 6.4 Health & safety.
- 6.5 Risk assessments.
- 6.6 Maintaining the Armadillo garden.

7. Delegated Business to the Town Council's Deputy Town Clerk/RFO

The RFO has delegated authority to deal with the following matters to conclusion:

7.1 To ensure insurance in place for the Armadillo building and its contents.

7.2 To arrange for the annual internal audit of the Armadillo is carried out.

7.3 Payroll

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