



Yate Town Council

Full Council

Wednesday 20th October 2021

You are hereby summoned to attend a meeting of **Yate Town Council** to be held at **Poole Court (Heron 1)** on **Tuesday 26th October 2021** between 6.30pm and 7.30pm for the purpose of transacting the business set out in the Agenda below.

Hayley Townsend
Town Clerk

Anyone attending this face-to-face meeting is encouraged to follow the below guidance:

- *on entering the venue please use hand sanitiser and complete track and trace (QR code and paper slips available);*
- *wear a face covering unless seated;*
- *attendees are strongly encouraged to take a lateral flow test at home before attending the meeting. Tests can be ordered via this link: [click here for link to order tests](#);*
- *Attendees must not attend if showing any symptoms of Covid-19.*

- *The recommended number of attendees in Heron 1 is 30.*
- *No papers will be available; attendees are requested to download documents to their devices prior to the meeting, papers will be projected to a screen if possible..*
- *Covid Secure Risk Assessment available here: [Click here for Risk Assessment](#)*

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.

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.

Hayley Townsend, Town Clerk, Poole Court, Poole Court Drive, Yate, South Gloucestershire, BS37 5PP



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3. To receive any requests for dispensations.
4. Public Participation Session with Respect to Items on the Agenda.
5. To receive and approve the Minutes of the Full Council meeting held on 7th September 2021. (Copy herewith)
6. To receive and consider the following items on the Clerk's Report. (Copy herewith)
 1. Items Referred from the Advisory Meeting of Members of the Environment and Community Committee on 21st September 2021
1/1 Future Repairs Delegation
 2. Items Referred from the Advisory Meeting of Members of the Finance and Governance Committee on 5th October 2021
2/1 Direct Debits and Standing Orders
2/2 Payment Submission Limit
 3. Advisory Meetings
 - (a) Advisory Planning and Transportation Committee – 14th September 2021
 - (b) Environment and Community Committee – 21st September 2021
 - (c) Finance and Governance Committee - 5th October 2021
 4. Delegated Decisions
 5. Financial Reports
5/1 Accounts for Payment
 6. Sub-Committee Reports
 - 6/1 Staffing and Governance Sub-Committee
 - 6/2 Armadillo Cleaning (*referred to confidential section 14/2*)
 7. Town Council Project Steering Group Reports (Task Limited)
 - 7/1 Play Areas and Properties Project Steering Group
 - (a) Millside Play Area
 - (b) Abbotswood Play Project
 - 7/2 YOSC
 - (a) YOSC Track and Athletics Project
 - (b) YOSC Multi-Activity Building (MAB) (Boxing Community Building Project)
 - (c) YOSC Facility Project Steering Group – YOSC Disability Equipment and Drainage Improvements Projects
 - (d) YOSC Liaison – Governance (*referred to confidential section 14/3*)

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7/3 New North Yate Community Building

8. Consultations

- 8/1 Current Consultations
- 8/2 Consultations Responses
- 8/3 Urgent Consultations

9. Yate Town Centre Strategy Group

- 9/1 Yate Town Centre Strategy Group

10. Community Governance Review

11. Speeding Cars in Yate

12. Insurance and Volunteer Events

13. Consideration of Impact of Decisions on Climate and Waste

14. Confidential Items

- 14/1 Confidentiality Confirmation

To **RESOLVE** to enter confidential session if required: *In view of the confidential nature of the business to be transacted, pursuant to the Public Bodies (Admission to Meetings) Act 1960 etc, it is advisable in the public interest that any members of the press or public present be excluded and they be instructed to withdraw.*

- 14/2 Item 6/2 – Armadillo Cleaning
- 14/3 Item 7/2 d) – YOSC Liaison - Governance
- 14/4 To **RESOLVE** to return to public session.



Yate Town Council

Full Council Meeting 26 October 2021

Town Clerk's Report

1 ITEMS REFERRED FROM THE ADVISORY MEETING OF THE ENVIRONMENT & COMMUNITY COMMITTEE HELD ON 21ST SEPTEMBER 2021

1/1 Future Repairs Delegation

The following minute was recorded at the Full Council meeting held on Tuesday 7th September 2021:

'Yate Town Council appreciates that issues can sometimes delay routine maintenance (eg, if the equipment is bespoke, if there are technical issues or if there are supplier delays, Covid pandemic etc), but to enable the swiftest mechanism for repairs and maintenance to be undertaken, consideration be given to the authorisation mechanisms for expenditure connected to capital repairs and maintenance to Town Council play areas providing they can be met within budget (including reserves) without the need for specific council approval. The Estates Officer to continue to keep members abreast of maintenance issues (not minor matters), the action taken and estimated timescales for rectification.'

It is **RECOMMENDED** that the above delegation include all routine maintenance and repairs to Town Council assets (eg, play areas, buildings, sports equipment, sculptures etc) to be met from capital repairs budgets (including reserves) within budget, without needing specific council approval to progress. The Responsible Finance Officer and Chair of Finance Committee to monitor closely. A trial period of six months to be set (from the date of the Full Council meeting on 26th October 2021).

2 ITEMS REFERRED FROM THE ADVISORY MEETING OF MEMBERS OF THE FINANCE AND GOVERNANCE COMMITTEE ON 5TH OCTOBER 2021

2/1 Direct Debits and Standing Orders

To approve the following Direct Debit and Standing Order payments made by Yate Town Council in line with Financial Regulations:

- Photocopier lease;
- Commercial credit card;
- Additional charges added to existing O2 monthly DD to cover extra sim cards.

2/2 Payment Submission Limit

To receive and consider the below payment submission limit recommendation, in line with item 5/2 and 5/3 of Yate Town Council's Financial Regulations:

5.2 A limit of funds that can be authorised in any one payment submission will be set with the bank and shall be renewed by resolution of the council annually. For large projects administration, the limit of funds may be exceeded, if necessary up to a tier 2 limit set, using alternative authorisation (see 5.10 and 6.4 (b)).

5.3 Tier 1 payments will be set in the sum of up to £150,000 and Tier 2 payments will be anything over £150,000

3 ADVISORY MEETINGS

To **NOTE** the notes from the following advisory meetings:

(a) The Advisory meeting of Planning and Transportation Committee members held on 14th September 2021 (Appendix 1);

To further **NOTE** that advisory meetings of members of the Planning and Transportation Committee did not take place on 28th September 2021 and 19th October 2021 and comments were compiled in consultation with members and submitted in accordance with delegated powers (to be reported to the next Planning and Transportation Committee meeting).

(b) The Advisory meeting of members of the Environment and Community Committee held on 21st September 2021. (Appendix 2);

(c) The Advisory meeting of members of the Finance and Governance Committee held on 5th October 2021. (Appendix 3)

4 DELEGATED DECISIONS

To **NOTE** that owing to the national pandemic situation, where action has been taken between meetings, it has been in consultation with members of the council via email and the existing below delegation invoked:

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

To receive list of decisions taken using above delegation to 20th October 2021. (Appendix 4)

5 FINANCIAL REPORTS

5/1 Accounts for Payment

To receive and **NOTE** the accounts for payment previously authorised in line with the Financial Regulations. (Appendix 5)

6 SUB-COMMITTEE REPORTS

6/1 Staffing and Governance Sub-Committee

To **NOTE** that:

- recruitment for the vacancy for Armadillo Venue Assistant (12 hours per week) is underway (recruitment day to be held on 3 November 2021);
- a temporary (3 month) Venue Assistant (16 hours per week) to be appointed to cover staff shortages.
- legal advice has been sought in respect of TUPE and pension with regards the Armadillo cleaning arrangements;
- a member of the Estates Team who returned to work on a phased basis with effect from 23rd August 2021 (following long term absence managed under the Managing Ill Health Policy) is now back working at full capacity;
- following the resignation of the Estates Support Assistant (5hrs), internal support will be temporarily provided to the Estates Manager whilst a longer-term solution is worked up and presented to the Staffing and Governance Sub-Committee for consideration.

6/2 Armadillo Cleaning

A confidential update to be received under item 14/2, Confidential Items.

7. TOWN COUNCIL PROJECT STEERING GROUP REPORTS (TASK LIMITED)

7/1 Play Areas and Properties Project Steering Group

(a) Millside Play Area

To **NOTE** that in consultation with representatives of the Play Areas and Properties Project Steering Group, using delegated powers, the following orders were raised against the Millside S106 budget:

- £200.00 to Chris Belcher to provide the installation materials for x2 bug hotels on site for the celebration event taking place at 10am on 26th October 2021;
- Proludic Ltd is due on site the first week of November to supply and install a 1MM PCC red self-closing gate and a 1M x 2M dog grid.

To **NOTE** the s106 remaining budget of £1,252.30 after quotes received for the remaining items to be purchased:

- Replacement rotating beam;
- Interpretation boards x2. A meeting has been doodled to agree content for the boards and the lecterns have been ordered.

- Estates Tasks (to be met from internal estates budget):
 - Completing painting of basketball frames (all other equipment has been painted);
 - Graffiti removal – has been completed;
 - Dead tree removal – on list for tree surgeon;
 - Replacement rope trim trail unit. This is subject to funding with stream works;
 - The Estates Team to carry out actions from the ecology report, with the exception of relocating the planted area; it has been agreed with the Project Steering Group to keep this in place as this small area was planted as screening for local residents from people gathering in the rocks area;
 - Quotes for cutting sections into the stream are awaited.

(b) Abbotswood Play Project

To **NOTE** that the Community Projects Manager (LR) is progressing the outstanding action to convert remaining funds in the Abbotswood S106 budget to revenue funds; once completed no further project actions are required.

7/2 YOSC

(a) YOSC Track and Athletics Project

To **NOTE** that further to previous updates, the survey report for the infield lighting survey has been received along with the revised certification for that unit, concluding the accreditation process and the overall project.

(b) YOSC Multi-Activity Building (MAB) (Boxing Community Building Project)

To **NOTE:**

- Delegated powers were granted at Full Council on 14th May 2019 for the Project Steering Group to take the project to its end, including completion of the fit-out of the internal services and facilities;

- Yate Amateur Boxing Club (YABC) did not respond to accept the hire offer made for use of the facility by the deadline of 8th August 2021. Next steps regarding provision for “a boxing club” will be received under Item 14/3,

Confidential Items;

- As previously reported, final accounts for MD Group (fit out works) and DR Jones (main contract) have been issued. Both contractors visited the MAB in October to make plans for rectification. An update on a timeframe for rectification and contractor feedback is awaited from the Project Consultant.

The following items remain outstanding from DR Jones (main contract):

- Gutters: leaking over main entrance and also near double fire exit doors;
- Front door is hung the wrong way round;
- Masonry: loose brick top left by personal door; cracked second brick; loose brick top right by fire exit;
- Resolution of a disputed soakaway charge.

The following DR Jones items have been allocated to MD Group for rectification:

- Fans are all set on extract - contract specified two supply, two exhaust;
- Reinstatement of fence at west elevation.
- Concerns regarding the building regulation compliance and accessibility of the footpath, specifically the concrete slope, were reported to Askew Cavanna. Feedback from the Project Consultant is expected by 19th October 2021. Until an outcome is reached regarding the footpath (above) the MAF funded extension of the footpath, to improve accessibility around the double door entrance, remains on hold;
- X2 accessible entrance signs have been purchased and will be installed following rectification of the doors (as above);
- Capital expenditure to value of £1,702 was committed to investment in multiuse sports equipment, to cover a funding shortfall to ensure warranty cover was received. Following receipt of all the sports equipment, the final overspend was £118. While officers await costs for mirror fittings, the remaining £1,584 will be held in allocation to equipment. Once fittings are purchased, the Project Steering Group will be updated on the final balance and if members do not wish to purchase any further equipment, the remaining balance will return to the capital expenditure budget.
- Ongoing items:
 - Signage:
 1. Sport England has agreed to review their sign design and consider inclusion of the YTC logo. YTC logo has been sent to sign maker/ Sport England; response awaited;
 2. Quotes are being sought for additional signage for the “main entrance” and “staff/leader entrance.”

- Wildflower meadow – plan for installation to be progressed when an outcome has been reached regarding works to the path;
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- Project completion forms for Area Wide Grant and Member Awarded Funding have been requested from the SGC Grants Team;
- The following works will be completed following final account resolution for the main contract as fixing items to the structure of the MAB ahead of the closed account with DR Jones could compromise the rectification process:
 - fittings for mirrors (value TBC): Mirrors were ordered and delivered and are awaiting install.
 - Additional fittings to aid storage and access (including storage for exercise mats) and door secures (pin back clips).
- MAB CCTV item to be received under confidential session, item 14/2.

(c) YOSC Facility Project Steering Group - YOSC Disability Equipment and Drainage Improvements Projects

i) YOSC Disability Equipment

To **NOTE** that:

- Contact has been made with YOSC Ltd and a request has been sent for additional information and costs relating to revenue items specified in the S106 bid, including:
 - safety and first aid equipment to the value of £729.52;
 - servicing of existing equipment (to increase equipment available to use) to the value of £600.00;
 - associated training courses to use above equipment £1,650.00.

Once itemised information is received from YOSC Ltd, a request can be made to SGC to transfer any remaining revenue to capital, for YOSC Ltd to spend on further equipment. If additional equipment cannot be identified, works that improve disabled accessibility can also be considered within the capital. A response was requested from YOSC Ltd by 15th October 2021. To receive any update.

- YOSC Ltd has been asked for copies of quotes and invoices for revenue items to be sent to Yate Town Council for payment, so Yate Town Council can conclusively submit invoices and project reports to the SGC S106 team.

ii) YOSC Drainage Improvement Project

To **NOTE** a meeting has been requested with South Gloucestershire Council to progress conversations regarding the future release of development monies.

(d) YOSC Liaison – Governance

- The confidential minutes of the Advisory YOSC Liaison Meeting held on 8th October 2021 will be received under Item 14/3a, Confidential Items;
- A request has been received from YOSC Ltd to move the fence line by the long jump pits. It is **RECOMMENDED** that permission be granted subject to the following:-
 - The area remains a flat, self-draining and grass surface, capable of taking the load of foot traffic, mowers and folding seats (eg, camping chairs);
 - No permanent seating or anything that is load bearing beyond individuals standing or bringing individual seats is to occur without consent of the Town Council and evidence from YOSC Ltd that the ground can take any proposed load;
 - No manhole covers to be covered over with soil;
 - YOSC Ltd deals with run off required for sport pitch areas;
 - The hedge only to be removed once it has been replaced with a species that addresses biodiversity;
 - No fill / importing of materials to be brought onsite or compacted without Yate Town Council's specific approval;
 - YOSC Ltd be required to fund this proposal (The Woodland Trust may have grant funding available);
 - If, in the future, YOSC Ltd opts for more robust and permanent seating in that area, they are to request specific permission from Yate Town Council.

7/3 New North Yate Community Building

To NOTE:

- Delegated powers of the Project Steering Group are in place to take decisions on behalf of the Town Council, with regards to the project governance structure, building design, building usage and building operator;
- A forward plan to map out a project delivery plan remains outstanding from SGC, as previously reported. Once this information has been received, an outline business plan will be drafted and Full Council asked to take a decision on an application for loan sanction towards the project;
- Draft Heads of Terms were sent from SGC legal to SGC Property Services in September. Following comments from Property Services it was hoped the draft would be sent to YTC for comment before returning to the SGC Legal department, but SGC officers have advised this is now not likely to happen before being forwarded to YTC. The Community Projects Manager has requested feedback regarding a timeframe for receipt. SGC has been advised of the Full Council meeting dates on 26th October 2021 and 11th January 2022, and have been strongly encouraged to provide documentation for consideration at these meetings;

- A Project Steering Group site visit took place with Barratt on Tuesday 19th October at 3:30pm;
- Crofts End Community Church – contact has been made several times requesting a site visit, as the Church was recommended as a positive example of a recently built sustainable community building. A response is still awaited.

8. CONSULTATIONS

8/1 Current Consultations

Consultation Name	Link	Date Circulated	Closing Date	Notes
South Gloucestershire Council - Community Governance Review	Consultation information	19/10/2021	7/1/2022	To NOTE a meeting is in the process of being arranged with the SGC officer working on the Community Governance Review. (See item 10)

8/2 Consultation Responses

To **NOTE** consultation responses submitted;

Consultation Name	Link	Date Circulated	Closing Date	Notes
Census 2021 - Outputs Consultation Launch - Engagement	Link to Census 2021 outputs: content design and release phase proposals	14/7/21	5/10/21	Response submitted by Councillor Willmore on 4 th October 2021. Due to the size of the response a copy is available on request.

South Gloucestershire Council - Yate Masterplan	Link to SGC consultation Yate Masterplan	22.06.21	13.9.21	Response submitted by Councillor Willmore on 16 th September 2021 Appendix 6
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8/3 Urgent Consultations

To receive any urgent consultations.

9 YATE TOWN CENTRE

9/1 Yate Town Centre Strategy Group

To **NOTE** minutes of the Yate Town Centre Strategy Group meeting held on 11th October 2021. (Appendix 7)

10 COMMUNITY GOVERNANCE REVIEW

To **NOTE** that a meeting is in the process of being arranged with South Gloucestershire Council to discuss the Community Governance Review and for South Gloucestershire Council to draft consultation documents. To receive any update.

11 SPEEDING CARS IN YATE

At the Full Council meeting held on 7 September 2021, the following was minuted:

Discussion took place about the issue of speeding cars in Yate and it was reported that the Town Council has been in correspondence with the police on this matter.

It was **RESOLVED** that:

- *Yate Town Council thanks the work that the police is doing to tackle the issue of speeding cars in Yate and acknowledge that Yate has become a prioritised area, with daytime and night time speeding checks taking place;*
- *We minute deep concern about speeding cars in Ladden Garden Village, combined with the lack of pavements there; safety issues have been compounded by a poor planning design process. Months after a child was seriously injured, South Gloucestershire Council has still not responded to Councillors or residents about what they intend to do to make the area safer, coupled with a lack of response from the housing developer at Ladden Garden Village. Contact be made with South Gloucestershire Council to ask what steps they are taking with regards this issue, particularly in the context that developer planning applications have been submitted for neighbouring roads repeating the design where the accident occurred (eg, inadequate pavement area between front door and road). Yate Town Council is working with the Ladden*

Garden Village Neighbourhood Watch Group to install speed signs, but South Gloucestershire Council has advised there are staffing shortages, coupled with a lengthy legal process to enact the lawful installation of the signs/process the signage request (11 months from statutory consultation to sign installation). The correspondence expressing the Town Council's concern to be sent to the Chief Executive of South Gloucestershire Council and the Leader of South Gloucestershire Council also.

A holding response was received from South Gloucestershire Council on 21 September 2021 advising a response would be sent on to Yate Town Council in due course. To receive update if available.

12 INSURANCE AND VOLUNTEER EVENTS

There are volunteer groups in our community willing to do clean-up events, but they require insurance and risk assessments: unfortunately, these admin requirements may present barriers to some groups.

Following a meeting with Councillor Chris Willmore, South Gloucestershire Council is looking into granting blanket permission for Yate Town Council to hold clean-up events on its land, providing we do the risk assessment, insure the event and provide a staff presence.

For Yate Town Council to support volunteer groups in our community willing to undertake clean-ups, it is suggested that:

- a. The volunteer groups identify dates, venue and recruit volunteers, with a responsible person in charge being present if children are attending;
- b. Yate Town Council provides insurance, risk assessment, appropriate PPE and event instructions (*NB: our insurers require the event to therefore be a Yate Town Council event assisted by volunteers*), along with a staff presence (so event dates will be resource dependent and if on a weekend, likely that the YTC Estates Cleaners would be rediverted to oversee).

It is further suggested that Yate Town Council grant blanket permission for volunteer clean up events to take place on Town Council land, providing the above conditions are met.

13 CONSIDERATION OF IMPACT OF DECISIONS ON CLIMATE AND WASTE

To consider if there are any impacts on climate and waste following decisions taken by the council during the meeting.

14 CONFIDENTIAL ITEMS

14/1 Confidentiality Confirmation

Each councillor present shall declare that there are no other persons present who are not entitled to be (hearing or seeing), and/or recording the meeting.

To **RESOLVE** to enter confidential session: *That in view of the confidential nature of the business about to be transacted, pursuant to the Public Bodies (Admission to Meetings) Act 1960, it is advisable in the public interest that any members of the press or public present be excluded and they be instructed to withdraw.*

14/2 Item 6/2 Armadillo Cleaning

To receive confidential update.

14/3 Item 7 d) YOSC Liaison - Governance

- (a) To **NOTE** the confidential minutes of the Advisory YOSC Liaison Meeting held on 8th October 2021 (Confidential Appendix 8).
- (b) To receive confidential summary report and take decisions on recommendations contained therein. (Confidential Appendix 9).

14/4 To **RESOLVE** to return to public session.

Notes of the Advisory meeting of members of Yate Town Council Planning and Transportation Committee held on 14 September 2021 from 6.30pm until 7.00pm

This meeting has no decision-making powers as the power which enabled local councils to meet remotely during the Covid-19 pandemic has been rescinded by central government. Therefore this meeting was held to advise and inform the clerk to the council, to whom delegated powers have been granted to take decisions.

Present:

Councillors Cheryl Kirby, Alan Monaghan, Ray Perry

Service Support Officer (LB) and Service Support Assistant (JC)

1. Election of Chair of the Advisory Meeting

Councillor Cheryl Kirby was elected Chair of the meeting.

2. Apologies for Absence

Apologies for absence were received from Tony Sharp and Councillors Tony Davis, John Ford, John Gawn, Jane Price, John Serle, Karl Tomasin and Chris Willmore.

3. Members Declarations of Interest Under the Localism Act 2011

No declarations of interest were received.

4. Public Participation Session with Respect to Items on the Agenda

No members of the public were present.

5. Items on the Clerk's Report

The following items were **NOTED**:

Item Number	
1/2	<p>Items which were received at Full Council 7th September 2021</p> <ul style="list-style-type: none">• Advisory Planning and Transportation meeting scheduled on 25th May 2021 was cancelled. Planning applications were reviewed and comments were submitted under delegated powers;

	<ul style="list-style-type: none"> • Notes of the Advisory Planning and Transportation meeting held on 15th June 2021; • Advisory Planning and Transportation meeting scheduled on 29th June 2021 was cancelled. Planning applications were reviewed, and comments were submitted under delegated powers; • Notes of the advisory Planning and Transportation meeting held on 27th July 2021. • Advisory Planning and Transportation meeting scheduled on 17th August 2021 was cancelled. Planning applications were reviewed and comments were submitted under delegated powers. (Appendix 1)
1/3	<p>Planning application P21/05342/TRE - 1 Homefield Yate BS37 5US</p> <p>Works to crown reduce 1no. Oak tree by 3-4 metres to leave a height of 10 metres (approx) and radial spread of 16 metres (approx). Remove 1no. hung up limb covered by Tree Preservation Order SGTPO 02/20 and dated 10/07/2020</p> <p>Following the objection raised by the Town Council, the South Gloucestershire Council Tree Officer commented as follows;</p> <p><i>“I am able to let you know that the works were discussed over a period of the last 2yrs with the owner of the tree and the affected property. The proposed reduction will ensure that the crown of the tree is balanced and that the natural flowing lines of the tree will be preserved. The works will satisfy the insurers of the affected property and mean that they will not press for the removal of the tree. The works will not be detrimental to the health of the tree neither will they be detrimental to the amenity provided to the local area. The tree is a very healthy specimen and is fully expected to cope well with the proposed works.”</i></p> <p>Following the above it was agreed to withdraw the Town Council objection.</p>
1/4	<p>Planning application P21/04160/TRE – 43 Dingley Lane Yate BS37 7DD</p> <p>The above planning application notice was received by the Town Council accompanied with a decision letter which outlined consent with conditions. The Town Council enquired to South Gloucestershire Council as to why the notice included consent granted and the following correspondence was received.</p> <p>Works to crown reduce the height and radial spread of 1 no. Oak tree by 3 metres. Tree covered by Preservation Order SGTPO 24/12 dated 30th April 2013.</p>

	<p><i>“Consent was granted for this work with the following conditions attached.</i></p> <p><i>1.The works hereby authorised shall be carried out within two years of the date on which consent is granted.</i></p> <p><i>Reason</i> <i>To ensure the works are carried out in an appropriate manner and in the interests of the 3 health and visual amenity of the tree(s), and to accord with Policy CS9 of the South Gloucestershire Local Plan: Core Strategy (Adopted) December 2013 and the National Planning Policy Framework.</i></p> <p><i>2. The works hereby authorised shall comply with British Standard 3998: 2010 - Recommendations for Tree Work.</i></p> <p><i>Reason</i> <i>To ensure the works are carried out in an appropriate manner and in the interests of the health and visual amenity of the tree, and to accord with The Town and Country Planning (Tree Preservation) (England) Regulations 2012.</i></p> <p><i>This is an extract from my report:</i></p> <p><i>5.3 Consideration of Proposal</i> <i>This tree is a former field boundary tree that will have been growing in between arable fields. It is a good specimen and an important feature in the landscape.</i></p> <p><i>5.4 The tree now grows on a piece of land between two residential developments and the size of the tree now concerns those residents who are now requesting reduction work to the tree in order to address its size relative to their properties.</i></p> <p><i>5.5 The proposed work is considered to be a reasonable compromise in the circumstances. It is considered to meet the requirements of the residents and their right to reasonable enjoyment of their property, whilst not impacting significantly on the amenity the tree provides nor on its long term health.”</i></p>
2/2	<p>Ref COM/17/0210/OD - Land Between 13 and 9 Station Road, Yate</p> <p>The following correspondence from South Gloucestershire Council, and correspondence sent by the Town Council regarding the land between 13 and 9 Station Road, Yate.</p> <ul style="list-style-type: none"> • Correspondence has been received from South Gloucestershire Council on 5th May 2021

“As you have pointed out the Coronavirus lockdowns has delayed the case, and the investigation is still held in abeyance. However, we are always reviewing our position regarding compliance with the requirements of the notice and the restrictions in force. We are hoping that with the latest easing of restrictions we will be able to revisit the requirements of the notice again in the near future. With regards to the notice in place, this permanently remains on the land so we can revisit it’s compliance when it is considered suitable to do so. We will then set a reasonable timeframe for compliance at this time. When this has been set we will notify you.”

- A chronological sequence of events has been prepared and correspondence to be sent to South Gloucestershire Council advising that local residents are on the verge of submitting a formal complaint due to the length of time it has taken for enforcement action to be taken (Planning Meeting 15th June 2021).
- Correspondence has been received from South Gloucestershire Council on 13th July 2021

“Due to the ongoing Covid-19 situation the case has been held in abeyance until the restrictions are lifted. We have made Yate Town Council aware of this, as you have hopefully seen as chair of the Planning and Transportation committee for the town council. Despite holding the case in abeyance we had instructed the occupier to make all possible efforts to achieve compliance during the period of restrictions.

As you may be aware the Council had taken a stance that we were not making people homeless via prosecution during the pandemic. This case fell within the parameters of that stance, and was thus held in abeyance. However, the notice requiring the removal of the caravans remained on the land.

As the restrictions are being lifted imminently, following the announcement yesterday afternoon confirming this, I have been in contact with both the owners and the occupier of the site. This was to set a new deadline for the caravans to be removed, by 13th October 2021, before we consider referring the matters back to the courts, unless a reasonable and valid justification for non-compliance by that time is provided. In order for a successful prosecution should we return the matters to court, we have to demonstrate that we have set a reasonable timeframe for compliance given the period of ‘abeyance’ the case has been in. This is also a similar timeframe to that previously set after our last prosecution in February 2020.

	<p><i>I will add your details to the case to keep you updated on its progress. An officer will visit the site on, or just after 13th October to check compliance with our requirements and we will determine our next steps with the investigation after the site visit. If you become aware of compliance before the 13th October please let us know.</i></p> <p><i>We will update you with the progress of the investigation after we have conducted the site visit outlined above, or if the time for compliance has been amended.”</i></p> <ul style="list-style-type: none"> • Correspondence sent to South Gloucestershire Council on 19th July 2021 <p><i>“Many thanks for your reply. Obviously we are concerned with the timeline extending for another 3 months (which could again result in us being in a lock down by that time) - allowing this to drift would not be acceptable when neighbours are being directly affected. We really do need to reiterate that this is having a really serious impact on the ability of adjoining occupiers to use their property safely “</i></p> <p>A response has not been received.</p>
2/3	<p>Speeding and noisy vehicles</p> <p>The level of concerns currently being raised by residents has been highlighted to Avon & Somerset Police. This item has been escalated to Full Council for comment on 7th September 2021 as noted on the clerks report - item 11.</p>
3/1	<p>Current Consultations</p> <p>There were no current consultations.</p>
3/2	<p>Consultation Responses</p> <p>Response submitted by Councillor Willmore for the consultation <i>Chipping Sodbury High Street - Have your say on the future of Chipping Sodbury High Street</i> consultation.</p> <p>Thanks was given to Councillor Willmore. (Appendix 2)</p>
3/3	<p>Urgent Consultations</p> <p>There were no urgent consultations to receive.</p>
4	<p>Meeting with representatives of South Gloucestershire Council to discuss the cycleway on Station Road</p> <p>The minutes of the meeting held on Tuesday 27th April 2021 (Appendix 3)</p>

Update received from South Gloucestershire Council;

"I can confirm that Marc Cashmore will respond separately on the issues regarding signage raised by Sue Walker. I have also has a separate conversation with Sue about Station Road issues and help we can provide from the Council.

The response to the remaining issues are outlined in green below:

a. Permission for the planting scheme on Station Road / Whirlpool site (point 1 in the table); - this has already been actioned, planter locations agreed and a resolution to the legal issues surrounding planters on private land has been resolved. I will ask Kathryn Leeming, your High Street Coordinator to update you on a delivery timescale.

b. Donna's meeting availability to discuss the Welcome Back funding scheme (point 1 in the table); - the Welcome Back Fund was discussed at the last Partnership meeting and Kathryn has been in correspondence with you to confirm the amount you will be receiving from this fund. The Service Level Agreement is currently with our legal team and I will be in a position to issue this shortly.

c. Correspondence confirming the 20 minute limit for Councillor Gawn to share with the local trader (point 3 in the table);

d. Further comments from SGC in respect of the Eggshill Lane junction and design proposals (point 5 in the table); - tis is to be picked up as part of the Yate Masterplan work and as such I have made that team aware of your concerns regarding this junction.

e. Installation of 'cycle lane ahead signs' (point 11 in the table); - this is something which can be picked up as part of the welcome Back fund – Kathryn will action this request

f. Feedback on the request for SGC to allocate and provide an informal bike lane space around the B&Q / lozenge roundabout town centre site (point 12 in the table). – please see my reply to question d above.

I hope that answers the outstanding questions. We can add these issues onto the agenda for the partnership meeting so we can record and maintain momentum on resolving detailed issues relating to Station Road."

5	Joint Cycleway Group The minutes of the Joint Cycleway Group held on 14th July 2021 (Appendix 4)
6/1	Green Community Travel The Green Community Travel Annual General Meeting (AGM) took place on 29 June 2021 at 11am.
6/2	Yate and District Transport Forum The minutes of the Yate and District Transport Forum held on 26th July 2021. (Appendix 5)

The following items are actions to be undertaken by the Clerk using delegated powers;

Item Number	
1/1	Planning Applications Comments shown in (Appendix 6) to be submitted to South Gloucestershire Council.
2/1	Bike Detectors at Traffic Lights As Councillor Chris Willmore was not present at this meeting item to be carry forward to the next Planning & Transportation meeting on 2 nd November 2021; ‘To receive update and information from Councillor Chris Willmore following correspondence with South Gloucestershire Council in respect of bike detectors at traffic lights in Yate.’
2/4	2/4 Scheme FV195 - Investigate a system of street lighting between Broad Lane depot and Brimsham Green School, Yate An email was circulated to members on 2 nd September regarding an investigation by South Gloucestershire Council into street lighting between Broad Lane depot and Brimsham Green School, Yate. (Appendix 7) Correspondence to be sent to South Gloucestershire Council advising that whilst Yate Town Council are not opposed to the scheme it is not the top priority. A discussion needs to take place with ecologists first as the woodland between Broad Lane and Goose Green Way is a conservation wood and lighting will affect habitats, in particular bats.

	<p>Our primary safety issue in this area is the lay-by in front of the school (which should allow for parents to drop off children safely), however is used by teachers parking all day meaning parents either drop off in the road or are having to use the narrow access road leading to YOSC and the gravel car park. The narrow road is not suitable for a lot of traffic at the best of times and now some of the school entry points have moved to gates along that road this results in children clustering on one side of the narrow road whilst cars are racing up and down to the car park.</p> <p>Yate Town Council therefore request that providing a safer drop off solution (ie restricting all day use of the lay by) takes priority over the suggested lighting scheme.</p>
7	<p>Outstanding Items (Appendix 8)</p> <ol style="list-style-type: none"> 1. Wickwar Road / Peg Hill (Southfield Way) Junction Safety Chase for update 2. Mud on Roads, North Yate New Neighbourhood Leave on outstanding item list and continue to monitor 3. Pedestrian Safety, Traffic Lights Crossing Station Road Leave on outstanding item list and continue to monitor 4. Underground Pylon Project – North Yate New Neighbourhood Leave on outstanding item list and continue to monitor - Cllr Willmore to provide update 5. Flooding on Link Road Pedestrian Crossing - Bus Station/ Riverside Carpark Chase for update 6. Flooded Parking (Disabled) Bay between the Library and Kennedy Way Surgery Chase for update 7. Potholes – Approach to Yate station Chase for update and raise at transport forum 8. Shopping Centre Carpark Queues at McDonalds Entrance Leave on outstanding item list and continue to monitor

YATE TOWN COUNCIL

Planning Applications Received for Review and Comment

Ref. Number	P21/05064/RVC
Description	Variation of condition 4 attached to planning permission P20/07452/F to amend the condition to state "No deliveries shall be taken or despatched from the site outside the hours of 07:00- 23.00." - Use of part of building (Unit A) as Food and non-food store (Class A1) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). Unit B to be retained as DIY and garden centre (Class A1).
Location	B And Q Plc Station Road Yate South Gloucestershire BS37 5PQ
Expiry Date	Tuesday 17th August 2021 Extension to respond 20 th August agreed <i>This has been previously circulated to P&T committee on 2/8/21 – comments currently being collated.</i>
YTC Comments	<p>Objection</p> <p>The delivery area physically adjoins neighbouring houses, and will mean there are only a couple of meters between the side door and window of the nearest properties and the articulated, re Fridgerated delivery vehicles. The different types of delivery vehicle will significantly affect the noise associated with deliveries.</p> <p>The existing significant noise issue from deliveries to B and Q will be a lot worse when it is re Fridgerated food lorries, and it is unacceptable to extend the hours during which residents will have this noise, within feet of their bedroom windows. They will be woken at 7am be disturbed by noise until 11pm. That is not acceptable.</p> <p>Within 2 meters of windows, for the closest residents along the rear section between the back of B and Q and Mow Barton – and within a few meters of the bedrooms in The Leaze, the residents will face:</p> <ul style="list-style-type: none"> • Delivery vehicle engines and manouvring • Reversing sound warnings on HGVs and forklift trucks loading and unloading and then reversing out. The delivery area is along a long thin strip between the back of the B and Q and the garden fence of the neighbours. All deliveries will involve a long stretch of reversing with reversing warnings going • Re Fridgerated vehicles with their refrigeration running noisily • The loud banging of the trolley containers things are delivered in, as they are unloaded and empties loaded. • Loud staff voices as they shout over the re Fridgeration and other noises – and associated equipment noise.

	<p>All of those are unacceptable that close to bedroom windows at 7am or 11pm.</p> <p>We think the current hours should be kept and are reasonable for business use, whilst protecting the residents whose bedroom windows are so close.</p> <p>If South Glos is going to consent, then it should impose strict conditions that:</p> <ol style="list-style-type: none"> 1. No refrigeration is to be operating whilst delivery vehicles are on site delivering or waiting to deliver. All refrigeration is to be off before reaching the site. We are told that Sainsbury delivery lorries who are delivering close to residential properties have an agreement that the lorry drivers stop 10minutes away, turn off the refrigeration, and then go to site with this off. This reduces noise. 2. No reversion with any noise indicators at night 3. Acoustic screens to block sound from the neighbouring properties. 4. All vehicles must leave in forward gear and not reverse onto the mini roundabout. 5. All trolleys to have soft wheel tyres 6. Resurfacing of the delivery yard to reduce the tyre noise that is coming from the unevenness and poor quality of the current delivery area.
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Ref. Number	P21/05142/F
Description	Erection of single storey rear extension to provide additional living accommodation.
Location	70 Coopers Drive Yate South Gloucestershire BS37 7YF
Expiry Date	Thursday 19 th August 2021
YTC Comments	<p>Objection</p> <p>Object unless there is a condition requiring appropriate barrier works to prevent any future issues with nearby trees and the foundations of the proposed extension. The reason for this request is that we have seen applications for the felling of trees along the class 6 highway at the rear of the property from other households. There have been several applications in Yate, in the past year, for tree works where the original house was far enough away from the trees, but an extension has been built too close and damage has resulted. In each case the applicants have wanted to severely prune or fell the tree. So, where there are mature trees nearby, we consider it essential to have a condition requiring a root barrier, unless there is sufficient evidence no nearby tree could affect the extension.</p>

Ref. Number	P21/05307/F
Description	Erection of single storey and first floor rear extensions to form additional living accommodation. Erection of side extension and raising of roof line to form enlarged garage.
Location	Residence Dawood 34 Somerset Avenue Yate South Gloucestershire BS37 7SG
Expiry Date	Thursday 26 th August 2021
YTC Comments	No Comment

Ref. Number	P21/05342/TRE
Description	Works to crown reduce 1no. Oak tree by 3-4 metres to leave a height of 10 metres (approx) and radial spread of 16 metres (approx). Remove 1no. hung up limb covered by Tree Preservation Order SGTPO 02/20 and dated 10/07/2020
Location	1 Homefield, Yate, BS37 5US
Expiry Date	27 th August 2021
YTC Comments	<p>Objection</p> <p>This is an important tree contributing to the local landscape and ecology which predates the residential development.</p> <p>An extension was permitted that extends the property towards the tree. The expert report says there has been damage to the extension and it is pulling away from the house, and concludes that clay shrinkage is the cause. However clay shrinkage and settlement in this area is common because the area had Celestine extraction and was then back filled. This has taken the property within the root zone of the tree, which the expert report says has led to the extension separating from the tree. This suggests there was not appropriate root protection work carried out at the time the extension was built.</p> <p>Whilst we have sympathy for the householder, and have no problems with the elder being removed, we object to the removal of the oak tree, which is over 100 years old, as recommended by the consultant's report.</p> <p>The application itself is more limited and proposes major crown reduction. We object to that unless only the side nearest the house is crown reduced, and to the minimum the South Gloucestershire tree officer considers possible.</p>

Ref. Number	P21/05264/PNOR
Description	DESCRIPTION: Prior Notification of Change of Use from Offices (Class B1(a)) to 27 Dwellinghouses (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).
Location	Hillside Court Bowling Hill Chipping Sodbury South Gloucestershire BS37 6JX
Expiry Date	19 th August 2021
YTC Comments	<p>Neighbouring Parish OBJECT</p> <p>We OBJECT to the loss of an important employment site in the town. We have insufficient land for employment, and too many residents are forced to commute significant distances to work. This is particularly the case in relation to office employment, which is in short supply in Yate, with people travelling considerable distances to work. We do not believe this large employment site should be lost.</p> <p>If consent is to be granted:</p> <ul style="list-style-type: none"> • All access must be from Bowling Hill / Station Rd • All current parking on the site must be available for residents of the flats and their visitors to avoid on street parking, with a condition preventing any development taking place on the car parks, ie a removal of PD rights • The bin store needs to be located at the front of the site, not the rear as shown on the plans. • There should be a condition giving public access along the riverbank at the rear of the site, as public open space fenced from the rest of the application site as this will help contribute to aspirations to improve local wildlife corridors / amenity paths • There should be a condition requiring extensive landscaping of the SW and SW boundaries to be retained as a wildlife corridor and to screen the existing residential properties.

Ref. Number	P21/05451/F
Description	Erection of a single storey side and rear extension to form additional living accommodation.
Location	1 Ridgeway Yate South Gloucestershire BS37 7AE
Expiry Date	7 th September 2021
YTC Comments	No objection

Ref. Number	P21/05369/F
Description	Erection of two-storey rear extension to form additional living accommodation. REFERENCE NO: P21/05369/F
Location	45 Hollybrook Mews Yate South Gloucestershire BS37 4GB
Expiry Date	7 th September 2021
YTC Comments	

Ref. Number	P21/02473/RM
Description	Erection of 157 no. dwellings with new roads, drainage, parking, garaging and works with appearance, layout, scale, and landscaping to be approved (Approval of reserved matters to be read in conjunction with outline permission PK17/4826/RVC formerly PK12/1913/O). Applicant: TAYLOR WIMOY HOMES (BRISTOL)
Location	Grid Reference: 370725 184543 PI5b, PI5c & PI6, North Yate New Neighbourhood North Yate New Neighbourhood
Expiry Date	7 th September 2021
YTC Comments	<p>Objection</p> <ol style="list-style-type: none"> 1. The overhead power cables across the site be underground as far as the Chipping Sodbury Substation (south Eastfield Drive). The proximity of houses on PL6 needs to be raised - the northern section on this application to the proposed line of the undergrounding. The developers have consent for the sites the other side of the line but those were separated by the lake, and now are applying for consent for this site and the undergrounding is not mentioned. This is of concern. Without conditioning, the future of the pylons or underground cables means it is impossible to know whether we think the housing is too close to the cables. As things stand, unless the cables are underground, we need to object. We would like confirmation that WPD have been consulted regarding the undergrounding proposals and the proposed development works. 2. That ALL adopted roads should have pavements, that is segregated routes for pedestrians, streetlights and sufficient

space between front doors and places vehicles can drive. In light of events in Francis Road, it is of grave concern that the developer would apply for consent to build PL6, with roads through the phase with no pavements at all.

3. The main road off Dowsell Way will become the northern access to Yate Outdoor Sports Complex (YOSC), so particularly important we don't get on street parking or drives reversing out in this area.
4. Plots 89 - 92 have parking bays that will involve reversing out onto a double-blind corner.
5. The northern section ie PL6, is immediately opposite what is allocated for employment uses, so it is crucial that the site is well screened from the land opposite along its western boundary. There are no proposals for landscaping areas.
6. Object to end to end parking which will result in vehicles reversing on or off Dowsell Way including, some over close to a corner, on what will be the route to the employment zone.
7. Object to the provision of visitor parking for PL6 being out on Dowsell Way, which is then screened from the residential properties they are supposed to serve by a line of trees and shrubs with not even a footpath through. The visitor parking spaces for PL6 needs to be WITHIN PL6.
8. Given the problems we have experienced with earlier phases, having layouts which refuse vehicles can just about use but other delivery vehicles cannot, the vehicle tracking for fire engines, large delivery vehicles, removal vans, furniture delivery etc needs to be completes, not just for Dennis Eagle refuse vans.
9. We are particularly concerned about turning in the courtyard area P3 – 20 and the tightness where the visitor parking spaces are shown adjoining plot 84 and plot 95 - we have seen how elsewhere the visitor parking spaces inhibit large vehicles. This, combined with the failure to include most of the visitor parking space within PL6 is indicative that the plan is trying to get too many properties into the space and needs a redesign to widen roads, provide pavements and provide for visitor parking spaces close to houses.
10. Plots 130 /131 have a pinch point which, judging by similar pinch points on other phases will result in vehicles driving onto the grass of neighbouring properties.

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| | <ol style="list-style-type: none">11. The area between 148 and 149 will become a parking space for visitors and others, and will not be available for turning, which will result in large vehicles reversing out onto what will be an access road to YOSC.12. We have further concerns with parking spaces as one of them, P100, appears to access off an internal footpath.13. There is also disparity between the plans on the proposal of area between P148/149 with one showing builds out and others showing full width entrance.14. The proposed layout will cause issues for SITA to collect from with bins likely to be left on roadways for the duration of the day which could further complicate access.15. Whilst the site is immediately adjacent to Randolph Avenue, unless access is permitted via this route, the proposal will further increase the number of vehicles along Leechpool Way. Access from Randolph Avenue should there be made, this will also facilitate YOSC access. In addition, we would request that the link through Clayhill is completed ASAP to reduce traffic flows on Leechpool. |
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How do you normally access Chipping Sodbury High Street? (please tick all that apply)

- Walk
- Bus
- Cycle
- Car (driver or passenger)
- Motorbike
- Mobility scooter
- Taxi
- I do not visit Chipping Sodbury

Which of the following things do you use Chipping Sodbury High Street **for at least once a month?**

- Shopping
- Using a local business (e.g. bank hairdresser, estate agent)
- Meeting family or friends / eating out or drinking
- Fast food / takeaway
- Attending a group or class
- Work
- Exercise

How important is it to improve the following features of Chipping Sodbury High Street?

	Not important at all	Not very important	Neither important or unimportant	Quite important	Very important
More trees, plants or green space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Better pavements and street furniture	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
More cycle parking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Designated cycle lanes around the High Street	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Reduce traffic along high street	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improved bus stops	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

How important would the addition of each of the following facilities in Chipping Sodbury be to you?

	Not important at all	Not very important	Neither important nor unimportant	Quite important	Very important
A facility offering opportunities for exercise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Outside seating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
More independent shops	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Local market	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Essential items shops, e.g. food shops	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Wider range of shops	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
More places to eat and drink	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Co-working space (hotdesks)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Creative workshop space (e.g. for studios, classes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Historical / art installations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Electric vehicle charging points	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Access to a car share scheme	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Nursery / creche facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

What kinds of digital opportunity would you like to see in Chipping Sodbury?

- Click and Collect
- Wi-fi in public spaces
- Interactive advertising
- Digital information points

What kind of events would encourage you to visit Chipping Sodbury more?

outdoor small scale events, culture, parades, markets (in addition to what happens at present)

Where are you most likely to learn about new products, services or offers being provided by local traders? (please tick all that apply)

- Facebook
 South Gloucestershire Council website
 Word of mouth
 Other

Do you visit another High Street more than once a month?

- Yes
 No

If there is anything else that you think Chipping Sodbury High Street needs to encourage you to use it more, please let us know (Do not include any particular brands of shops):

we need DISPERSED cycle parking, disabled parking and EV charging so you can park close to where you are going, need more outdoor ca

Thank you for telling us your views, please click on the **SUBMIT** button below to send us your response

Information provided will be treated confidentially and in accordance with the Data Protection Act 2018 and General Data Protection Regulations (GDPR) 2018. Our privacy notice, which explains how we will process your personal information, how long we will retain it and your rights as a data subject, is available at: www.southglos.gov.uk/privacy

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MEETING WITH REPRESENTATIVES OF SOUTH GLOUCESTERSHIRE COUNCIL TO DISCUSS THE CYCLEWAY ON STATION ROAD, HELD ON TUESDAY 27TH APRIL 2021 FROM 2PM – 4PM REMOTELY VIA ZOOM VIDEO CONFERENCING.

PRESENT: Councillors John Gawn, Jane Price and Chris Willmore, Yate Town Council.

Marc Cashmore (Engineer), Nigel Riglar (Director of Environment and Community) (part-meeting), Kristy Spindler (Head of Place Response) (part-meeting), Donna Whinham (Regeneration Manager) (part-meeting), South Gloucestershire Council.

Town Clerk.

1. ELECTION OF CHAIR FOR THE MEETING

It was **AGREED** that Councillor John Gawn would chair the meeting.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Alan Monaghan.

3. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

No declarations of interest were received.

4. WELCOME AND INTRODUCTIONS

All those present were welcomed to the meeting and introductions took place.

5. STATION ROAD CYCLEWAY

Discussion took place on previous issues raised in connection to the cycleway on Station Road, as set out in the table below.

Heading	YTC comment of 09.02.21	SGC response in letter dated 05.03.21	Meeting Notes of 27.04.21
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<p>1. Whirlpool</p>	<p>Yate Town Council has been liaising with the local Whirlpool office regarding a landscape enhancement project and we understand through those discussions that the local office is awaiting contact from SGC regarding this matter. The contact email address we have is mark_haslam@whirlpool.com We respectfully suggest that SGC attempts to contact the local office again in a bid to progress this</p>	<p>As confirmed to Chris and John in the Yate Steering Group meeting, I can confirm that SGC has now acquired the site in order to demonstrate its commitment to delivery of the vision for Yate.</p> <p>Our engineering team is currently reviewing the design in light of this acquisition and how this may address some of the concerns regarding the loss of on-street parking.</p>	<p>SGC is looking at provision of public parking within the Whirlpool site and it is an ongoing piece of work around ensuring good and proper segregation of a public area from the rest of the Whirlpool site. SGC was asked to check in with Town Council representatives to ensure there are no local sensitivities around plans as part of this scheme. It was NOTED that SGC does not intend on removing the Cherry trees on Station Road.</p> <p>SGC confirmed that they would work with YTC and Yate Community Plan to facilitate a planting scheme at this site.</p> <p>ACTION: The Town Clerk to find out status of funding previously awarded and liaise with SGC's Director of Environment and Community for appropriate permission for a scheme.</p> <p>ACTION: Donna Whinham to arrange a meeting with Councillors Jane Price and Chris Willmore, and Lori Ramsay (YTC's Community Projects Manager) to discuss the Help to Thrive and Welcome Back funding streams, in relation to YMCA and the Parish Hall on Station Road.</p>
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<p>2. Signage</p>	<p>Yate Town Council still shares the same concerns as voiced by residents at the residents meeting last year; the rules are not being made clear enough to the general public. We request signage which clearly states 'loading/unloading' or 'waiting' to set out the restrictions. clarify.</p>	<p>Whilst there are loading bays signs along the section in question and all marking and signage is consistent with the Highway code, the Council has committed to reviewing the current signage with a view to determining if anything further is required.</p> <p>In addition, a note is being prepared to be distributed to residents and traders to resolve any uncertainty that exists.</p>	<p>ACTION: SGC to be advised of the specific signage that is needed and where and the Town Clerk to send on previous dossier of damaged signage to SGC.</p>
<p>3. Loading Limit</p>	<p>Thank you also for confirming that the customers of the bike shop have a time period of 20 minutes before any penalty charge notice would be issued. We request that this information is sent by SGC to the shop owners as they are advising that they still do not understand what is and isn't permitted, despite asking SGC</p>	<p>Information regarding the loading bay outside the cycle shop has been sent to the owner on a number of occasions. Furthermore, the shop owner has been offered support including any help with promotional material he could use to explain the loading provision to his customers.</p> <p>As mentioned above the note being prepared will also help further clarify the loading provision.</p>	<p>ACTION: SGC to forward correspondence confirming the 20 minute limit shared with the trader to Councillor John Gawn.</p>
<p>4. Delivery Drivers</p>	<p>Representatives of Yate Town Council have watched delivery vehicles doing multiple drops along Station Road, and each time, they have parked on the cycleway for convenience. SGC ought to be issuing guidance on places to park.</p>	<p>Your comments are noted, the road markings and signage are consistent with the Highway code which allows delivery drivers to park in the cycle lanes for specific purposes. Professional drivers should be aware of the restrictions indicated by road marking and signage in place.</p>	<p>The response from SGC was NOTED.</p>

<p>5. Eggshill Junction</p>	<p>Yate Town Council is a landowner at the junction of Station Road and Eggshill Lane and therefore expects to work with SGC on the engagement exercise involving our residents. We would also appreciate an approximate timescale as to when plans for this consultation will reach the top of the work programme.</p>	<p>We will of course include YTC as a consultee on any changes to the Eggs Hill Lane junction and hope to start this work imminently.</p> <p>This work will take place ahead of and separate to the Yate Master Plan work.</p>	<p>It was NOTED that SGC is working on designs to improve the Eggshill Lane junction, and that it would be useful to have YTC involved in those discussions as a key landowner at that location and that connection between the two parties would get the best solution at least cost. ACTION: Marc Cashmore and Tracey Hamblett to take stock of design progress and Marc to come back to YTC.</p>
<p>6. Sustrans Report</p>	<p>Yate Town Council was disappointed not to receive the Sustrans report in December as promised. Now we have received it, we comment as follows:</p> <p>(a) One of the things we have expressed concerns about is the fragmented approach to cycleways and the abandonment of cyclists at critical points where the cycleway suddenly stops. Recommendation 1 of the Sustrans report says that junctions need actions (e.g., coloured markings, widening of cycleways, looking at movements at the Eggshill Lane junction/traffic island area etc). We agree.</p> <p>(b) We are worried about the lack of orcas along the cycle lane</p>	<p>a) There are some further improvements we will be making to the Station Road Scheme in the coming weeks, including high friction colour surface.</p> <p>b) The additional improvement will also include light segregation.</p> <p>c) Comments on the start and end of the cycle are noted. Are ambitions are to create an active travel from the Ring Road through Yate and on the wider cycle network. This work is being delivered in phases and until fully completed there will be some sections that start and stop.</p> <p>d) Throughout the period we have been in regular contact with the owner of the cycle shop and following this will be making an amendment to the restriction from 8am-10am to 8am-9am.</p>	<p>It was NOTED that there are physical constraints along Station Road incompatible with the Sustrans Report and it was commented that the Station Road scheme has not encouraged new or nervous cyclists or encouraged a modal shift. It was further commented that the rise of electric scooters/e-cargo bikes etc will put additional demand on cycling facilities.</p> <p>Discussion took place about a continuous cycle route past The Fox onto Frampton Cotterell/Filton which would take pressure off of Station Road and NOTED that funding is a barrier to the provision of a continuous scheme.</p>

	<p>as there is no protection for cyclists along the route.</p> <p>(c) We refer SGC back to our earlier letters that set out concerns about where the cycle lanes begin.</p> <p>(d) Recommendation 6 suggests further engagement to identify additional improvements to loading areas. The SGC response to this does not align with what SGC has told Yate Town Council about loading.</p> <p>(e) Yate Town Council believes that recommendations 8, 9, 10, 11, 12, 13, 14 and 16 are good ideas to be pursued outside the scope of this scheme, as part of the Yate Masterplan work.</p>	<p>e) Comment noted and the report has been shared with the Yate Master Planning team.</p>	<p>It was also NOTED that well intentioned ad-hoc schemes such as the Station Road scheme produce conflict between cyclists and non-cyclists and that there needs to be a strategy so that there is less tension with any scheme.</p> <p><i>(Donna Whinham and Kristy Spindler left the meeting)</i></p>
<p>7. Longs Drive Car Park</p>	<p>We repeat our earlier point that currently, there are a shortage of places for traders, residents and visitors to park. The current restrictions in Longs Drive allow some short-term parking, but they do not allow residents or employers or visitors to park for longer periods and we ask SGC to make provision for this. We welcome the good news that the weight limit has been increased to 3000kg.</p>	<p>We are happy to review the current 4 hour waiting limit but are concerned that increasing the limit will distract from shoppers parking, but if the Town Council feel this is what is required then we can review and implement any changes necessary to balance the needs of the traders and residents as confirmed in the meeting John Gawn attended.</p>	<p>It was NOTED that SGC does not intend to extend the parking restriction at the moment, but was asked to consider a split regime which would deter all day parking. For example, permitting parking for most of the day but for one or two hours, allowing no return, which would stop anyone leaving their car all day long.</p>

<p>8. Movements across the cycleway</p>	<p>Movements across the cycleway and footpaths have increased as on-street parking has been reduced and off-street parking increased. People who used to park across dropped kerbs are now parking on drives, and the movement across footways – particularly in reverse gear – is a concern.</p>	<p>The Highway code instructs drivers to reverse into driveways and drive out in a careful manner to ensure the safety of pedestrians.</p>	<p>YTC representatives commented that all movements across the cycleway are a concern and this concern was NOTED by SGC.</p>
<p>9. Tradespeople</p>	<p>We notice that nowhere has SGC addressed the concern raised at the residents meeting about the need for parking for tradespeople (e.g., window cleaners, roofers etc) to visit residential properties to undertake work. Where will they park? Has SGC considered permits for those occasions or made any other arrangement? This point seems to have been missed completely with no provision made, which is unrealistic and storing up a problem.</p>	<p>In the letter dated 11/11/20 under question 7 the exemption for the traffic order were listed and included building, industrial or demolition operations. This covers trade people and confirms they are able to park. I'm sorry if this was not clear in earlier in correspondence from the Council.</p>	<p>ACTION: SGC to think about how residents and the general public be made aware that tradespeople are permitted to park outside a residence in order to undertake work on a house.</p>
<p>10. SGC Parking Standards</p>	<p>The flats are private, with private parking but not to the levels of the SGC parking standards. Yate Town Council has looked at parking numbers in accordance with the SGC parking standards. How many of the residential properties have parking to meet the SGC parking standards?</p>	<p>The Council has previously provided information on private parking.</p> <p>The standards outlined in the parking supplementary planning document do not apply retrospectively.</p>	<p>ACTION: SGC to consider how local knowledge is factored in any future consultation.</p>
<p>11. Improvements</p>	<p>The left turn out of Longs Drive is dangerous for cyclists as the cycle</p>	<p>There are some further improvements to be made to the Station Road</p>	<p>ACTION: SGC to find a form of wording in its consultation about</p>

	<p>lane starts again right on the corner. The right turn into Cranleigh Court Road is where the cycle lane disappears. Some cyclists have mentioned they are very nervous at this point as it is a vulnerable and dangerous position. The stopping and starting of the cycle lane all the way along is dangerous. For example, it stops and starts the other side of the B&Q roundabout. Some cyclists have been seen using the footpath, but in the opposite direction to pedestrians –this perhaps indicates that they are uncomfortable using the cycle lane.</p>	<p>Scheme in the coming weeks, as the weather allows to implement high friction colour surface. The surface treatment is proposed at junctions where a higher number of turning movements occur on a daily basis. For example, with the removal of the left turn lanes for eastbound traffic at Longs Drive and Cranleigh Court Road, an additional visual aid is proposed to highlight the presence of cyclists.</p>	<p>phasing of lights for cyclists and the ongoing process of improving the scene, without raising hopes if funding cannot be found.</p> <p>ACTION: SGC to also install signs denoting ‘cyclelane ahead’ on the side roads.</p> <p><i>(Nigel Riglar left the meeting)</i></p>
12. B&Q area	<p>Yate Town Council would ask SGC to consider making the B&Q roundabout safer for cyclists and using some of the SGC highway verge to facilitate this.</p>	<p>This has been considered as part of the wider ambitions and we will shortly be confirming the outcomes of the consultation.</p>	<p>ACTION: YTC to contact SGC to ask that space be allocated as an offroad informal cycle bypass to enable safe cycle travel on land around the B&Q and lozenge roundabout (eg, land by Armadillo, Thorns Farm, Westerleigh Road corner). This would link the Station Road cycleway down to Kennedy Way, Yate Shopping Centre and feed across to the south and north of the town.</p>
13. Right turn junctions	<p>Comments have been received from residents about delays at all 3 of the main right turn junctions; at Cranleigh Court Road, Longs Drive and North Road.</p>	<p>The 3 traffic signal junctions for westbound traffic in Station Road have retained the right turn lanes and have not changed.</p>	<p>Discussion took place about the right turn junctions.</p>

14. Sustrans / Improvements	We understand the timeline but feel the Sustrans report raises the same concerns that we are making as a Town Council in terms of suggested improvements.	Your comments are noted.	No further comments were made.
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6. MEETING CLOSED

Those present were thanked for attending the meeting.

Meetings/Standalone Meetings/Station Road/27.04.21















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JCG Joint Cycleway Group

MINUTES OF THE JOINT CYCLEWAY GROUP MEETING HELD VIA ZOOM VIDEO CONFERENCING ON 14 July 2021 FROM 3.00PM TO 5.00PM.

PRESENT: Rebecca Bennett, Resident
 Councillors John Emms (Chair) – Yate Town Council
 Andrew Gough – (Treasurer) Bristol Cycling Campaign
 Bob Keen – (Vice Chair) U3A Cycling Group.
 Lee Lodder, South Gloucestershire Council Senior Transport Planner (part-meeting)
 Jon Parker (Bristol East Fringe Cycling and Walking Group)
 Councillor Claire Young – SGC and Frampton Cotterell PC (part-meeting)
 Service Support Assistants (LB) (JA) – Yate Town Council

1. APOLOGIES FOR ABSENCE

No apologies for absence were received.

2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

No declarations of interest received.

3. CONFIRMATION OF MINUTES OF MEETING HELD ON 18 NOVEMBER 2020

RESOLVED The Minutes of the Joint Cycleway Group meeting held on 18 November 2020 were confirmed as a true and accurate record.

4. RESIGNATION OF JOINT CYCLEWAYS GROUP SECRETARY

It was **NOTED** that Councillor Paul Hulbert has resigned, after 20 years, as the Dodington Parish Council representative of this group and previous Chair. Councillor Hulbert will no longer stand as Secretary of the group.

Thanks to be passed to Councillor Paul Hulbert for his hard work and dedication to the group over the past 20 years along with best wishes.

It was further **NOTED** that the appointment of a new group secretary and signatory will take place at the next Annual General Meeting.

5. MEMBERSHIP OF JOINT CYCLEWAY GROUP

a) It was **NOTED** that Westerleigh Parish Council have advised that they will no longer participate in Joint Cycleways Groups. Thanks to be passed to Westerleigh

Parish Council for the contribution made by representatives towards cycling strategy for the overall area. The group request that Westerleigh Parish Council keep up the pressure of the “missing link” of The Spur and also the new cycling provision through Nibley, Mays Hill, Coalpit Heath and Kendleshire.

A discussion took place to consider ways of encouraging more people/parishes to join the Joint Cycleways Group. It was **RESOLVED** that the clerk would draft a poster to advertise the group.

b) It was **RESOLVED** to investigate a change in the way fees are calculated for each member of the group. For example, the fee being based on the number of residents within the Parish. Proposals to be brought to the Annual General Meeting.

6. ITEMS CONSIDERED

- a) An update from the South Gloucestershire Senior Transport Planning Officer was received;

The following was **NOTED**.

- **A432 Kennedy Way to Cotswold Cycle Lane**

No update to report.

- **Frog Lane Cycle Path**

No update to report.

- **Yate Spur**

£125,000 of development funding has been secured from West of England Combined Authority (WECA), to build a business case for the completion of Yate Spur. South Gloucestershire Council are currently tendering for a consultant to prepare an outline a business case by January 2022. The consultant will complete a design for the completion and there will be a consultation with in regards to the design and a pre consultation will take place with the group prior to public consultation.

- **General update on any items within the area from the priority list**

No further updates.

b) **Consultation Responses**

i. **Dodington/Sodbury A432 Kennedy Way/Heron Way Signalised Junction consultation.**

A discussion took place regarding the above consultations and some of the concerns raised are:

- It is not clear what the provisions are for cyclist turning right out of Heron Way.
- There is only one stop box for cyclists at this junction.
- The speed limit should be reduced to 30mph to help with traffic flow.

It was also agreed to get in touch with the new Metro Mayor, Dan Norris, in respect of the consultation due to the concerns raised above.

It was **RESOLVED** that Councillor John Emms would prepare response on behalf of the group following a meeting of the Joint Parish Consultative Committee on 19th July 2021.

ii. South Gloucestershire Council – Yate Masterplan

A discussion took place about the Yate Masterplan consultation. It was commented that the plan has not taken into consideration cycling infrastructure within the centre of Yate (around the shopping centre).

c) Yate Park and Ride

A discussion took place regarding the Yate Park and Ride. It was proposed to suggest placing long-term lockers at the site along with more accessible parking for other forms of cycles, such as trailers.

d) West of England Local Cycling and Walking Infrastructure Plan (LCWIP)

It was **NOTED** that the Department for Transport has announced an ‘Active Travel Fund’ to support local transport authorities with producing cycle and walking facilities.

South Gloucestershire Council are working with West of England Combined Authority to submit a funding application and expression of interest.

(South Gloucestershire Senior Transport Planning Officer left meeting.)

e) Cycle Champions initiative

Due to the pandemic, the initiative has had to be put on hold. Whilst the initiative has not been able to roll out in person, the group has been speaking to local companies to get them involved and the ‘Active Travel Fund’ would also kick start the initiative again. It was further commented that getting local schools involved in the initiative.

(Councillor Claire Young left meeting.)

f) Local cycling events

i. Cycling Safari

It was **RESOLVED** to postpone the event until 2022 following a rise in COVID-19 cases within South Gloucestershire area.

ii. “Ageing Better” cycling event

It was **RESOLVED** to investigate merging an ‘Ageing Better’ cycling event with the cycling safari in 2022.

iii. Raising a Positive Profile for Cycling

No update received.

7. FINANCIAL UPDATE

It was **NOTED** that the current balance is £934.51; higher than normal as cycling events have not been held owing to Covid-19.

NB – Grant for £300 from Sodbury Town Council in 2020 was agreed for the following:

- (a) One year's Cycling UK annual membership £77.50 - provides Organisers' Liability Insurance for events throughout the year (rather than just during National Bike Week) plus other support.
- (b) One Bicycle Safari event £120 - a guided nature ramble on two wheels, targeted at young families, to get parents cycling with their children. This would be led by a local wildlife educator who is also a keen cyclist.
- (c) Refreshments and expenses for Sodbury Festival family bike rides £40 (these rides are organised by the U3A Cycling Group)
- (d) Other costs promoting cycling and expenses of other events £62.50

8. DATE OF NEXT MEETING & ITEMS TO BE CARRIED FORWARD

RESOLVED The next meeting of the Joint Cycleway Group will be arranged by circulation of a doodle.

Minutes of Yate and District Transport Forum Meeting Held Remotely via Zoom on Monday 26 July 2021 from 6.30pm until 7.45pm.

Present:

Councillor Ruth Davis - South Gloucestershire Council

Councillors Paul Hulbert and Louise Harris – Dodington Parish Council

Councillor Steve Spooner – Sodbury Town Council

Councillor Chris Willmore – Yate Town Council

Councillor Claire Young – Westerleigh Parish Council/South Gloucestershire Council (part-meeting)

Chris Hanson - First Bus

Gavin Hawkins – First Bus

Claire Jaggard – Representative of Westerleigh Parish Council

Dave Winter – Transport Forum

Brad Sluz – Great Western Railway

Heather Cullimore – Severnside Community Rail Partners

Mark Mathews – Jacobs

Becky Webb – Jacobs

Steve Scott

Chloe Coglan (Duty Station Manager)

Service Support Officer – Yate Town Council

1. Apologies for Absence

Apologies for absence were received from Councillor Alan Monaghan (Yate Town Council) and Danny Matthews (Great Western Railway)

2. Declarations of Interest Under the Localism 2011

No declarations of interest were received.

3. Minutes of the Meeting of the Yate and District Transport Forum held on 14 December 2020

RESOLVED The minutes of the Yate & District Transport Forum (formerly Friends of Yate Station) meeting held on 14 December 2020 were received and were agreed to be a true and accurate record.

It was **NOTED** that in the minutes of 29 July 2020, Claire Jaggard was incorrectly recorded as MyYate as opposed to a representative of Westerleigh Parish Council.

4. Yate Masterplan - Presentation

Mark Mathews and Becky Webb, from Jacobs, presented a presentation of the Yate Masterplan which discussed the four focus areas – town centre, railway station, industrial estate and Station Road, Yate.

Discussions included the “15-minute town” proposal within the plans along with the movement vision for the area to deliver a step change in the choice people have in the way they travel.

It was **NOTED** that the public consultation closes on 13th September 2021. It was further **NOTED** that the feedback report, following the consultation, would be available in October 2021 with the final masterplan being released in late autumn 2021.

(Councillor Claire Young, Mark Mathews and Becky Webb left the meeting)

5. Update from First Bus

- a) A general update was received from First Bus regarding the Park and Ride Scheme and Wellington Road Service

It was **NOTED** that buses are currently running at 80% normal mileage and First Bus have pulled in resources from other larger depots to cover the local area due to the ongoing affects of COVID-19 and staff shortages.

- b) An update regarding the “Book My Bus Ride” scheme was received.

It was **NOTED** that due to the COVID-19 pandemic, the scheme has been placed on hold. It was further **NOTED** that there is no current need for this scheme, however, First Bus will continue to investigate its future viability.

6. Update from First Great Western Railway

- a) A general update in respect of services;

It was **NOTED** that there have many cancellations throughout the service due to the ongoing effects of COVID-19.

- b) An update in respect of electrical boxes placed in front of mosaic at Yate Station;

It was **NOTED** that the electrical boxes are still in place in front of the mosaic. Great Western Railway is currently chasing for an update on the boxes.

c) An update in respect of essential repairs to the main road access to Yate Station;.

It was **NOTED** that Great Western Railway will get in touch with South Gloucestershire Council as to where they are with any repairs which need to be made to the access road.

d) An update in respect of half hourly services;

It was **NOTED** that due to the ongoing affects of the COVID-19 pandemic, resulting in staff shortages, a half hourly service cannot be maintained at this time.

7. Update from In Bloom – Station Road Area Projects, Yate Community Plan

It was **NOTED** that In Bloom representatives have stopped working at Yate Station since summer 2020.

Thanks were extended to Sylvia Eastwood and Sarah Collins for their hard work and dedication to the group over the past 10 years.

Discussions took place as to how the area will now been maintained:

- Claire Jaggard offered to advertise for volunteers on the MyYate website
- New process for volunteers (from Great Western Railway) will be sent through to the forum;
- There may be some local residents who may be willing to take over as volunteers

It was **RESOLVED** that Councillor Chris Willmore will speak to those within the community to see if there is current interest from local residents.

8. Date of Next Meeting

Date of next meeting to be set in late September/early October via Doodle.

YATE TOWN COUNCIL

Planning Applications Received for Review and Comment

Ref. Number	P21/05558/F
Description	Demolition of existing garage. Erection of a single storey side extension to form additional living accommodation.
Location	13 Lawns Road Yate South Gloucestershire BS37 5BD
Expiry Date	Friday 3 rd September 2021 SGC granted extension until 17 th Sept 2021
YTC Comments	Object We object unless the Council adds a condition, in line with the comment from the tree officer at South Gloucestershire Council, to protect the mature trees behind the site.

Ref. Number	P21/05479/F
Description	Installation of all weather pitch to form Multi-Use Games Area (MUGA) with associated works.
Location	The Ridge Junior School Melrose Avenue Yate South Gloucestershire BS37 7AP
Expiry Date	Friday 10 th September 2021 SGC granted extension until 17 th Sept 2021
YTC Comments	Support We support this as it will dramatically improve the sports facilities, meaning games can take place even when the ground is sodden. Being Yate clay, in winter the pupils cannot use the pitches as often as they will be able to with a MUGA.

Ref. Number	P21/05601/PDR
Description	Erection of a single storey side/rear extension to form additional living accommodation.
Location	23 Templar Road Yate South Gloucestershire BS37 5TF
Expiry Date	Sunday 12 September 2021 SGC granted extension until 17 th Sept 2021
YTC Comments	No comments

Ref. Number	P21/05623/F
Description	Erection of single storey side/rear extension to provide additional living accommodation.
Location	49 Parnall Crescent Yate South Gloucestershire BS37 5XS
Expiry Date	Wednesday 15 th September 2021 SGC granted extension until 17 th Sept 2021
YTC Comments	No comments

Ref. Number	P21/05789/ADV
Description	Display of 2no. non-illuminated totem signs
Location	Armstrong Business Park Yate Road Yate South Gloucestershire BS37 5AA - Neighbouring Parish
Expiry Date	17 th September 2021
YTC Comments	No comments

Ref. Number	P21/03161/RM
Description	Erection of 145 no. dwellings with roads, drainage, landscaping and associated works with appearance, layout, scale, and landscaping to be determined. Approval of Reserved Matters to be read in conjunction with outline permission PK17/4826/RVC - Variation of conditions 12, 19 and 41 attached to outline planning permission PK12/1913/O to rationalise and validate amendments to conditions previously granted under application reference numbers PK15/5230/RVC, PK16/2449/RVC, and PK17/0039/NMA.
Location	PL19, 20, 28 & 29 North Yate New Neighbourhood Yate South Gloucestershire
Expiry Date	25 th September 2021
YTC Comments	Object <ol style="list-style-type: none"> 1. The plan continues to include some roads without footways physically separated from carriageways - this is not acceptable anywhere, except on private shared access ways for 2 - 3 houses. 2. The layout involves significant frontage areas of parking, which are nose to tail, something that the design code sought to avoid, and these face directly onto the play area at the

north of the site. This will create reversing dangers for children going to the play area and will significantly increase the noise and pollution to the existing rural area to the north. We are surprised at the layout which proposes high density housing immediately opposite the play area with a row of 90 degree parking spaces, therefore this needs to be better aligned.

3. The visitor parking space on the section 35 - 44 is poorly located. It is in the area which was set out for landscaping, and that is not acceptable use of open space, and is at the head of a cul de sac, so will encourage faster cars coming along the cul de sac past the play area. It should be located at the other end of this cul de sac not on open space.
4. We have already encountered problems with visitor parking spaces on or adjacent to junctions creating problems, yet this is happening again and must be stopped. The visitor parking spaces opposite number 35 and beside number 35 are right on junctions and not acceptable, so is the open opposite 141 and by 108
5. It is not acceptable for the visitor parking for the 114 - 127 section to be out on the main road, by the junction. Some visitor parking is needed within that development.
6. The visitor parking outside plot 425 is right on the junction and will form a dangerously narrow entrance to quite a large area of housing.
7. There is no pavement route for children to get the play area from either phases to the west (where they would need to cross the open space, but no path is shown) or from the right hand phase which is nearest the park. There is no pavement shown along the road approaching it. This needs to be addressed to allow children to get to the play area safely.
8. Too many parts of this development, et 124 – 130, have 90 degree parking all along open spaces. This creates a risk to children using the open space from reversing vehicles. Open space and cars do not mix.
9. Throughout the development, we want all houses set back from any carriage way, so there is plenty of space for people to have buggies etc outside the front door without children running into the carriageway - and want pavements throughout.
10. We also want every road checked for not just refuse vehicles, but for delivery vehicles. We have had examples in earlier phases where officially a refuse vehicle can get round a bend

and past the visitor parking spaces but removal vans and larger delivery vans, of a kind that often turn up with bigger deliveries and cannot do so. The roads must all be wide enough to accommodate the furniture, white goods and building materials delivery vans that come to domestic properties - the refuse vehicle test is not enough.

11. Some dwellings are planned to get close to the existing tree canopy eg 483, 481 and 374. This is unacceptable as it will lead to future requests to remove the trees because of root damage to properties.
12. We are in a climate emergency, yet these houses are going to be double glazed, not triple, and have gas central heating. We need to be requiring developers to build to a standard that helps get us to carbon neutral, rather than designing in massive carbon footprints. Given gas boilers will not be sold after 2025, it is unacceptable to be designing houses which are not capable of being run on heat pumps - and to do that we need to specify either underfloor heating or bigger bore pipes throughout. At this stage we should be requiring all development to be post gas boiler ready. Otherwise these people will buy houses and not be able to replace their gas boiler without changing all the central heating.
13. We object to the variation of the conditions attached to PK12/1913 - condition 12, archaeological assessment; the phasing of the road building, condition 19 - we have significant problems with the fact the development was designed to spread traffic across three roads, but currently only one, Leechpool, is open. In addition to the construction already underway/to be occupied, another 300 dwellings accessing via Leechpool Way. There was a careful phasing agreement designed to spread traffic and yet again the developer is wanting to build more phases without meeting the internal road condition to link Randolph, Leechpool and Autumn Brook. The continuing variation to this condition means the developer is being able to build more and more houses without that road, and it has also delayed significantly the point at which the community building site has to be handed over under the s.106 agreement. The community is suffering badly as a result. We further object to the variation to condition 41 requiring Energy Statement - we are in a climate crisis, and rather than wanting to vary the condition to not comply with the 2012 condition, the council should be requiring MORE of the developer, not LESS.

Copy of emails RE: Scheme FV195 - Investigate a system of street lighting between Broad Lane depot and Brimsham Green School, Yate

From: Claire Young
Sent: 31 August 2021 10:02

Subject: RE: Scheme FV195 - Investigate a system of street lighting between Broad Lane depot and Brimsham Green School, Yate

Thanks Chris for the explanation. It leaves me wondering about why it was proposed for the other scheme.

Kind regards,
Claire Young

From: Christopher Harris
Sent: 31 August 2021 10:00
Subject: RE: Scheme FV195 - Investigate a system of street lighting between Broad Lane depot and Brimsham Green School, Yate

Dear Claire,

Thank you for your email.

I'm not sure Yate or Iron Acton Parish were made aware of this investigation when it was initially entered onto the Council's priority list, as until the scheme was selected for investigation there would be no actions or progress – however I have copied this to both now, for information.

I'm afraid low-level lighting is not something the Council's Street Lighting team would consider. This type of lighting has a high initial capital investment and is far from being effective or efficient. The light spill of the low-level bollards is significantly greater than our currently specified LED lanterns with the dedicated optic for path lighting. Low level lighting is also much more vulnerable to vandalism, the maintenance and energy costs are significantly higher compared to a standard street lighting column when calculated for a scheme - you would need about 6 to 10 times more units to light the same length of path.

Regards,

Chris Harris
Engineer – Place Engineering (Assess & Decide)
South Gloucestershire Council

From: Claire Young
Sent: 21 August 2021 14:28
Subject: RE: Scheme FV195 - Investigate a system of street lighting between Broad Lane depot and Brimsham Green School, Yate

Thank you for your email. Will you be sending a similar email to Iron Acton Parish Council and Yate Town Council?

When as part of a S106 agreement for a development in Coalpit Heath required a new cycle way to be installed across a green space, residents were consulted on whether they wanted it to be lit by standard street lamps, lit by low level lighting or unlit. Have you given any consideration to lighting inset into the footpath or on low poles or would this still present the same problems for wildlife?

Thanks,

Claire Young
Councillor – Frampton Cotterell Ward and Leader of the Liberal Democrat Group

From: Christopher Harris

Sent: 20 August 2021 15:44

Subject: Scheme FV195 - Investigate a system of street lighting between Broad Lane depot and Brimsham Green School, Yate

Dear Members,

The above named scheme was selected for investigation as part of South Gloucestershire Council's current 2021/22 Capital Programme.

The table below shows further information concerning the scheme, and the outline plan attached to this email shows the area concerned subject to the investigation – the railway line represents the boundary between Frampton Cotterell ward / Iron Acton parish and Yate North ward / Yate parish.

Local Transport Priority scheme reference	Capital Programme reference	Status	Date received	Source of enquiry	Location	Ward	Parish	Area Forum	Proposed outcome
FV195		Select ed Investigation Scheme	Nov-19	Feedback report for a 20mph scheme in North Road	Broad Lane btw Depot and Brimsham Green School	Yate North / Frampton Cotterell	Yate / Iron Acton	FV	Investigate a system of street lighting between Broad Lane depot and Brimsham Green School, Yate

I have been in discussion with the Council's Street Lighting team regarding this proposal. The purpose of this would be so that a detailed design estimate could be prepared which would then allow for a proposed implementation scheme to be entered onto the Council's Local Transport Priority List. Although this is an investigation only scheme at this stage, (there is no funding to actually implement any street lighting improvements at the moment), all schemes added to the priority list need to be costed in order that a reasonable cost benefit assessment can be made of them using the adopted prioritisation process used by the Council. As you know, all costed priority list schemes are scored annually against key transport criteria as set out in the Joint Local Transport Plan, then ranked according to the score they attract – the highest scoring schemes then being put forward for possible inclusion in the Council's Capital Programme for actual implementation.

Prior to asking the street lighting team to commence any design work I consulted with the Council's Structures Manager, as the railway bridge within the area in question is the responsibility of Network Rail. It is evident that it would be necessary to obtain a Basic Asset Protection Agreement, (or BAPA), from Network Rail should there be any lighting columns or ducting located across the bridge. This, in itself is not necessarily a huge issue and could be taken into account in the scheme design, along with careful selection of column positions.

I also consulted with the Council's Commons and Biodiversity Coordinator, who kindly carried out an assessment of the site during week commencing 9th August 2021.

His report contained the following observations:

- This route runs through the crossroads of locally important green infrastructure - there is a north / south green corridor following the railway and this in turn links up with an east / west corridor running alongside the B4059.
- The route is bounded by two Sites of Nature Conservation Interests (SNCIs) - they have been recognised for their importance to nature and this currently unlit route runs straight through the middle.
- The B4059 already poses a massive barrier to wildlife, it would have a detrimental effect on the wildlife locally to light up this proposed route as well – it is important to maintain this dark corridor.
- The hedgerow running along the north (boundary of Broad Lane) is a good quality, mixed species hedgerow and is in very good condition with few gaps - the likelihood is that this is well used by wildlife, several wildlife tracks were noted along the route. It may well also prove valuable to bats.
- There are many existing trees running along the south of the route which overhang the pathway - lighting columns placed along here would have a detrimental impact on a currently unlit wildlife corridor and would come into conflict with the trees.
- The bridge may well act to facilitate the movement of wildlife over the railway late at night and should remain unlit.

- The route runs through the Woodland Strategic Network and the Wetland Strategic Network, both of which have been identified as areas to protect and enhance for nature - installing more lighting would have a detrimental impact on these strategic habitat routes.

In summary, the recommendation was that the route should NOT be lit, for all the listed reasons given above.

Further to these very conclusive comments I do not propose to proceed any further with the investigation into lighting this area.

I am sorry if this is disappointing news, but please let me know if you have any comments, queries or observations on any of the above.

Thank you very much.

Regards,

Chris.

Chris Harris
Engineer – Place Engineering (Assess & Decide)
South Gloucestershire Council

Planning and Transportation

Pending Log as of 14th September 2021

To **NOTE** the status of the following:

1. Wickwar Road / Peg Hill (Southfield Way) Junction Safety

To **NOTE** correspondence issued to SGC 20.2.20

“Thank you for providing the details attached. Members have reviewed these, however, they have responded to say that they are puzzled by the location shown on the monitoring plan, which shows the junction of “Peg Hill and Gravel Hill Road”.

The monitoring they have requested is at the top of Peg Hill (Southfield Way) on the “Wickwar Road” junction.

They are becoming increasingly concerned about congestion at the junction itself, and the increase of traffic on Peg Hill combined with the increasing traffic flow on the Wickwar Road.

We would be grateful, therefore, if you could supply this data.”

Response awaited.

2. Mud on Roads, North Yate New Neighbourhood

Ongoing complaints are being received from residents in the Brimsham area expressing safety concerns over the excessive amount of mud being deposited onto the roads around the North Yate New Neighbourhood, Ladden Brook development currently under construction. There is an ongoing failure of the housing developers wheel washing processes which has been reported to South Gloucestershire Council on several occasions.

To **NOTE** latest correspondence sent to South Gloucestershire Council 24.10.19

“.... According to the Site Management Plan for the new North Yate Development approved in 2017 as revised in 2018, the ‘Super Compound’ and wheel washing facilities were to be at the top of Randolph Avenue. Leechpool Way was to be a ‘ temporary site access for the initial six months. We are now 15 months into construction and all construction traffic continues to use Leechpool creating all sorts of problems with mud, speeding vehicles and vehicles parked inappropriately. When are they going to start using the access to the super compound as the sole site access with proper wheel washing there - to spare the residents of Leechpool and side roads ? See page 23 (Appendix 5).

In addition, there are going to be traffic calming measures on Randolph and Leechpool to slow vehicles approaching the new sites. When will these be consulted upon with the public and then installed? Residents off Leechpool are suffering from vehicles speeding along there now, and need traffic slowed urgently.”

To **NOTE** response received 25.10.19 from SGC Planning Officers.

“After liaising with relevant Highway Officers I can provide the following responses to your enquiry.

The Council’s Highway Engineer has clarified that no construction traffic has been using Leechpool Way since last December. It is not possible to access the main construction site via this route due to the main site being fenced off. All construction traffic to the main site enters via Randolph Avenue and exits through the main site compound via the wheel wash turning right towards Randolph Avenue as per the approved plan. Signage has been erected accordingly. Vehicles entering Leechpool Way may be a mixture of residents, including “moving in” lorries, smaller vehicles fitting out or servicing occupied homes or houses nearing occupation. The only heavy construction vehicles since the December date that it is expected to have accessed from Leechpool Way would be those for the final surfacing prior to official opening. There may be the odd occasion where maintenance vehicles will have to access from this end to effect remedial works to the carriageway.

The Council’s Design and Operations Engineer has confirmed that due to her workload she has not yet been able to consider traffic calming works to Randolph Avenue. She will however, be considering this issue in due course....”

To continue to monitor.

3. Pedestrian Safety, Traffic Lights Crossing Station Road

To **NOTE** correspondence received from South Gloucestershire Council Traffic Management (Assess & Decide) officer relating to the light controlled crossing in Station Road, (left turn at the end of Church Road).

“I have visited the site to assess the road markings for the crossing which are visible and have forwarded the concerns raised to the council’s Community Engagement team so that they can alert the local Police to the fact that reports have been received of vehicle drivers ignoring the red traffic signal which allows pedestrians to cross on a green signal.

When out on site I have made several stops in this location to view and gain a ‘snap shot’ view of traffic manoeuvres of vehicles turning left out of Church Road into Station Road but have not witnessed anything untoward. I will continue to monitor this location. The Council’s record of injury accidents for the last 5 years shows that there has been no pedestrian injury accidents recorded in this location of the light controlled crossing in Station Road.”

To **NOTE** further correspondence received from the South Gloucestershire Transport and Environmental Policy Manager.

Your correspondence has been passed to me to ensure that the current issues experienced at the junction of Church Road and Station Road are considered and addressed as part of any future town centre changes.

I have noted the issue and we will feed this in to the evidence to inform the Yate Master plan work that is soon to be started. We will be in touch with further details of this project as it develops.

To continue to monitor

4. Underground Pylon Project – North Yate New Neighbourhood

It was **NOTED** that the monthly update received from Western Power Distribution advised that they still seem to be assuming the project will go ahead, however the scheme is on hold and it is now highly likely that the scheme will not be started until 2022.

Councillor Willmore to continue to monitor for updates.

5. Flooding on Link Road Pedestrian Crossing - Bus Station/ Riverside Carpark

To **NOTE** latest correspondence received from South Gloucestershire Council on 5th May 2021, following request that this area needed attention.

“Reference Number: 1633706

In regards to the flooding I have logged this to be inspected to see if the drains/gullies need to be jetted to allow for the rainwater to drain away. This will be inspected within the next 10 workings days and prioritise the work required into our schedule.

If you require further information please quote your reference number above when contacting us”.

6. Flooded Parking (Disabled) Bay between the Library and Kennedy Way Surgery

To **NOTE** latest correspondence received from South Gloucestershire Council (Assistant Engineer, Asset Management) on 13th May 2021, following our request that this area needed attention.

“I’ve checked our records and can see that this section of car park is indeed owned by South Gloucestershire Council. However, it does not form part of the adopted highway or maintained grounds areas managed by Streetcare and therefore appears to be owned and managed by our Property Services department (copied into this email). You will need to contact our Property Services department to discuss this issue and get it resolved.

In the meantime I will arrange for someone to attend site with a view to identifying what can be done to resolve the ponding of water in the disabled parking bays. However, Property Services will need to agree to and fund any remedial works carried out.

I trust the above is of help, although appreciate it is not the quick fix you may have been hoping for.”

To **NOTE** further communication received 18th

May 2021 *“Thank you for enquiring about this flooding issue. This has been logged under reference: 1640990*

We will look into your request within 10 working days. If you would like further information, please quote your reference number above when contacting us.”

7. Potholes – Approach to Yate station

To **NOTE** latest correspondence received from Great Western Railway (Parkway Manager) on 5th May 2021, following our request for an update on the pothole and general state of disrepair along the approach road to Yate Station.

“I haven’t had an update on this for a while.

The last one I had was that this approach road is not owned by GWR or Network but it is actually a private owner which has restricted our ability to repair this section of road. I will follow up and get back to you with the current state of affairs.”

8. Shopping Centre Carpark Queues at McDonalds Entrance

- a) To **NOTE** that two planning applications, in relation to McDonalds, Yate, were received at the Planning meeting on 15th June 2021 and comments to support the applications were submitted.
- b) To **NOTE** the latest update from the owner/manager of McDonalds was received on 21st June 2021;

“I had a meeting a few weeks ago with Andrew the Yate Centre Manager and a McDonald's Property department representative. The outcome was very positive, but I am waiting to hear back on detailed discussions between McDonald's (who are my landlords) and the Centre owners (who are McDonald's landlords).

Our discussions were around an initial 2 lane Drive Thru

details of which I have approved and a further discussion on the general access to the Shopping centre off Station Road.

As soon as I have any further update, I will let you know. Unfortunately gaining permission is out of my hands.

However, given that our restaurant in Yate is now open more normally with Dine in and walk in, we have seen an improvement in our Drive Thru lines not blocking access.

I do hope to progress this as soon as I can but assure you, we will continue to be focused on being good neighbours.”

This item to be removed at the next meeting unless members request otherwise

Notes of the Advisory meeting of members of Yate Town Council Environment and Community Committee held on 21 September 2021 from 6.30pm until 8.50pm

This meeting has no decision-making powers as the power which enabled local councils to meet remotely during the Covid-19 pandemic has been rescinded by central government. Therefore this meeting was held to advise and inform the clerk to the council, to whom delegated powers have been granted to take decisions.

Present:

Councillors Tony Davis, John Ford, Cheryl Kirby (Ex-Officio), Jane Price, Alan Monaghan, Karl Tomasin (part-meeting) and Chris Willmore

Deputy Town Clerk/Service Support Manager, Community Projects Manger (LC) and Estates Manager.

1. Election of Chair of the Advisory Meeting

Councillor Alan Monaghan was elected Chair of the meeting.

2. Apologies for Absence

No apologies for absence were received.

3. Members Declarations of Interest Under the Localism Act 2011

No declarations of interest were received.

4. Public Participation Session with Respect to Items on the Agenda

No members of the public were present.

5. Notes of the Advisory meeting of the Environment and Community Meeting Held on 6th July 2021

It was **NOTED** that the notes of the Advisory meeting of the Environment and Community Committee meeting held on 6 July 2021 were received at Full Council on 7th September 2021.

6. Items on the Clerk's Report

The following items were **NOTED**:

Item Number	
6.1	<p data-bbox="446 701 963 734">Yate Town Centre Strategy Group</p> <p data-bbox="446 779 1262 813">A meeting to be arranged to take place in October 2021.</p>
7.1	<p data-bbox="446 880 842 913">Estates Manager's Report</p> <p data-bbox="446 958 1262 992">The Estates Manger's Report was received (Appendix 1)</p> <p data-bbox="446 1037 959 1070">Additional items were also NOTED:</p> <ul data-bbox="501 1115 1378 2022" style="list-style-type: none"><li data-bbox="501 1115 1378 1294">• Contact has been made with South Gloucestershire Council (SGC) in respect of requesting that they waive the utility survey fee of £1,000 for the soil bunds (as Yate Town Council (YTC) is effectively protecting their land on their behalf);<li data-bbox="501 1305 1378 1485">• Contact has been made with South Gloucestershire Council in respect of the Queen's Canopy to commemorate the Queen's Platinum Jubilee; a meeting is due to be set between SGC, YTC and Friends of Yate Common;<li data-bbox="501 1496 1378 1675">• An application for grant funding from the War Memorial Fund will be made to fund various restoration, repair and improvements of the memorial at the Lych Gate at St Mary's Church. The bid will also include improvement to the wreath hooks to provide more hanging facilities;<li data-bbox="501 1686 1378 1865">• Further investigations will be undertaken by the Estates Manager to suggest what might be considered practical to satisfy the byelaws and use of Kingsgate Park in respect of cycling; to be referred to the next meeting of the Environment & Community meeting;<li data-bbox="501 1877 1378 1966">• Suggestion to be made to Friends of Brinsham Park to apply for external grant funding for wood sculptures made from any ash trees that are felled ;<li data-bbox="501 1977 1378 2022">• The Estates Manager to include the sum of £1,400 in the 2022/23 budget for consideration of picnic tables on the

	<p>raised mound and provision of trees for shade at Brinsham Park;</p> <ul style="list-style-type: none"> • The play area repair log to be brought to every Environment & Community meeting; • Signage to be erected on play area equipment that is out of use to explain action in hand; • Play area refurbishment list to be brought to the Environment & Community meeting every six months (to include a clear cyclical plan in date order of review); • Further investigations to take place by the Estate Manager in respect of works at Peghill Skate Park (initial enquiries indicate patch repairs are not possible and a full scale major project refurb is necessary; this is to be considered within the priority schedule). In the meantime at the upcoming event at Peghill Skate Park, interested users to be sought to input into any upcoming improvements or projects at the site; • YOSC Ltd has reported that the pole vault mat purchased in January is showing severe signs of wear; Estates Manager to meet with YOSC site manager to discuss; • Tree planting to go ahead at Howard Lewis and Lye Field following a suggestion from a member of the public. Species will include Beech, Birch and Oak funded from the tree maintenance budget for open spaces. <p><i>(Councillor Karl Tomasin left the meeting after item 7.1)</i></p>
<p>7.3</p>	<p>Venues Report</p> <p>A combined venues report for The Armadillo Youth Café, The Pop Inn Café and Yate and District Heritage Centre was received. (Appendix 2)</p> <p>Additional items were also NOTED:</p> <ul style="list-style-type: none"> • A break in occurred on 19th September 2021 at the Armadillo and vandalism occurred within the garden. The matter is currently being investigated by the police; • Yate International Festival took place on Saturday 18th September 2021 at Yate & District Heritage Centre. The event was well supported and well received. Thanks were extended to all staff, volunteers and those involved in making the event a success.
<p>7.4</p>	<p>Station Road Sites</p>

Updates were received in respect of Town Council aspirations for the Station Road sites. (See Appendix 3a, 3b and 3c – plan, photos and funding bid)

Councillors Tony Davis *, John Ford, Cheryl Kirby, Alan Monaghan, Jane Price* and Chris Willmore (*specific to Abbotswood) were appointed to form a working group to bring back proposals to the Environment & Community meeting regarding (not exclusive to):

- Connections between YTC buildings and Eggshill Lane Play Area;
- Accessibility;
- YMCA Garden;
- YMCA operations and user groups;
- Destination and integrated approaches with YTC venues and properties nearby;
- The Welcome Back Fund/Help Us to Thrive (Station Road rejuvenation) funding and allocation of that award.

It was further **NOTED** that:

- A licence for x11 planters to be installed along Station Road has been signed and returned to South Gloucestershire Council;
- Planters are awaited, and South Gloucestershire Council has advised of the installation date of 11 October 2021. They will then be planted with bulbs, grasses and winter bedding by the estates team. Those on South Gloucestershire Council land (x6 planters) will be maintained by the estates team, with those on private land (x5 planters) will be maintained by the private landowners;
- SGC have advised the following regarding the expected lifetime of the planters and responsibility for maintenance:

“We do not know what will be happening with the planters after the end of the Welcome Back Fund, and we will review this next year. However, if they do remain, we would expect Yate Town Council to be responsible for their maintenance.”

- A bee sculpture was located near the YMCA as part of the South Gloucestershire Council summer bee trail.

7.5	<p>Defibrillators</p> <p>Information was received:</p> <ul style="list-style-type: none"> • Defibrillators are being installed at the Parish Hall and at Yate and District Heritage Centre, week commencing Monday 20 September 2021 (delayed from previous date of 13th September 2021); • Power supply sources for the remaining defibrillators being installed at Abbotswood Shopping Centre, Brinsham Park and Yate Common (towards the far end of the Common) are being investigated. Street lighting or possibly a solar connection are being considered as well as possibly connecting to private supplies with agreement.
7.6	<p>Explore Yate</p> <p>The Explore Yate (trail and fact booklet) prepared by Steph Davies, Retired Deputy Town Clerk and Responsible Finance Officer was launched on social media and the YTC website on 16th August 2021.</p>
7.7	<p>YOSC</p> <p>a) Commonwealth Games</p> <p>YOSC Ltd has been approached for YOSC to be a host training venue for athletes during the Commonwealth Games 2022. Full details are awaited, however YOSC Ltd have been encouraged to discuss details with Brinsham Green School, should school use be affected. No further update received.</p>
7.8	<p>Leases for Ridgewood, The Common (including pitches) and Witches Hat</p> <p>South Gloucestershire Council has again been chased for movement on leases for Ridgewood, The Common (including pitches, the lease for which expires in 2022) and Witches Hat.</p>
7.9	<p>Sunnyside Bowling Facility</p> <p>The licence to Yate and District Bowling Club ends on 2 October 2021 and Yate Town Council will be managing public bookings until the licence with the Club resumes from 1 April 2022.</p>
8.1	<p>Events Sub-Committee</p>

	<p>b) Social Media Health check</p> <p>A free social media health check was undertaken by Breakthrough Communications (NALC recommended training provider). The results and actions to be considered at the next meeting of the Events Sub-Committee.</p>
<p>8.2</p>	<p>Public Rights of Way, Commons & Greens Sub-Committee</p> <p>The following comments have been submitted in respect of part diversion of public footpath LYA45/20 P21/03825/FDI - Land at Tanhouse Lane Yate South Gloucestershire, further to circulation to members by email:</p> <ul style="list-style-type: none"> - <i>Contact be made with SGC, as the statutory notice is wrong. It says it's in a neighbouring parish, "as an adjoining parish this may be of interest to you". Actually, it is diverting a footpath within the Ladden Garden Village development, south of Tanhouse Lane and is therefore within Yate parish;</i> - <i>As it is converting a pleasant rural footpath into an urban one, then the route of the diverted route (ie from BA to BM) needs to be surfaced, and needs to be split from vehicles throughout. It should be considered alongside application 3161 as it is diverting the footpath that goes across that site onto the estate roads;</i> - <i>The diverted route crosses a relatively main spine road in the development at BC-BE on a bend, with no crossing facilities. This needs to have dropped kerbs, and a proper island for crossing. There is not even a space in the grass verge with tarmac to the kerb at point BE and to get to a kerb, users would have to go much further along the road and then walk up a driveway. So, the route needs to align to where the proposed dropped kerbs are, or dropped kerbs on the planning application have to align to the proposed path;</i> - <i>Part of the route between BH and BI is on private drive unadopted, as is BA to BB. This is not acceptable.</i>
<p>8.3</p>	<p>Yate Ageing Better, Health and Wellbeing Sub-Committee</p> <p>The minutes of the Advisory Yate Ageing Better, Health and Wellbeing Sub-Committee meeting that took place on 14th September 2021 were received. (Appendix 4).</p> <p>In July a response was submitted on behalf of Yate Ageing Better, into the Cambridge University's communities 'Age-friendly Communities in England and the United Nations Sustainable Development Goals' research study. A response is awaited.</p>

9	<p>Joint Parishes Consultative Committee</p> <p>The minutes of the meeting of the Joint Parishes Consultative Committee held on 19th July 2021 were NOTED. (Appendix 5)</p>
10	<p>Reports from Representatives on Outside Bodies</p> <p>Minutes received from outside bodies were previously circulated to Members with a request to advise if they wish to discuss matters contained therein. (Appendix 6)</p>
10.3	<p>Consultation Responses</p> <p>a) Boundary Commission</p> <p>link to consultation</p> <p>Close date 2nd August 2021</p> <p>Comments submitted by Councillor Willmore (Appendix 7)</p> <p>b) Greener Places</p> <p>Link to consultation</p> <p>Close date 12th September 2021</p> <p>Comments submitted by Councillor Willmore (Appendix 8)</p> <p>c) Protect Duty</p> <p>Link to consultation</p> <p>Close date 2 July 2021</p> <p>Comments submitted by Councillor Willmore (Appendix 9)</p> <p>Thanks were extended to Councillor Willmore for her hard work in preparing the consultation responses.</p>
11	<p>Youth – LPW</p> <ul style="list-style-type: none"> LPW submitted a monitoring report and financial information for quarter 1 of the 2021/22 youth delivery contract (Appendix 10), which was circulated via email and Members advised the Clerk to progress the payment of £13,976.00;

	<ul style="list-style-type: none"> • An informal discussion about the South Gloucestershire Youth Activities contract provision took place on Zoom 8th July with the Youth Commissioning Officer at South Gloucestershire Council, Yate Town Councillors Tony Davis, Chris Willmore and officers; • South Gloucestershire Council has confirmed that they will be extending the existing youth provision offer for a further 2 years from 1st April 2022-31st March 2024, meaning that LPW will continue to deliver youth work within that stream of funding in Yate; • Further to consultation with members: <ul style="list-style-type: none"> ○ the SLA between Yate Town Council and LPW will be extended to match (until 31 March 2024); ○ the quarterly reporting frequency will be amended to bi-annual reporting, every 6 months to mirror South Gloucestershire Council processes for LPW; ○ LPW will be asked to attend an Environment and Community Committee meeting each year to do a presentation about achievements and service updates/progress. <p>Councillor Tony Davis and Jane Price were nominated to act as Town Council Representatives to meet with South Gloucestershire Council and LPW at periodic meetings of those parties.</p> <p>It was further NOTED that further to Minute No. 13/2 of the Environment & Community Meeting that took place 19 January 2021 which agreed:</p> <ul style="list-style-type: none"> • <i>To support the FACE team allowing them to borrow the URBIE for an evening at no charge by waiving usual charges. For insurance purposes they would need to complete membership paperwork. (NB: fees payable are normally £25.80 (annual membership fee), £350 deposit and £56.52 sessional cost per 4 hours) and would need to pay insurance excess in the event there is a road accident. Unless it can be arranged that LPW meet a FACE representative on site at an agreed day and time within their hire arrangements with the Town Council.</i> <p>FACE has confirmed with the Town Council they no longer require the hire associated with the original request back in January. No further action required.</p>
11.2	<p>Off the Record</p> <p>Update received;</p>

	<p>Off the Record (OTR) Agreement is in place until 31 March 2022 value of £4,500 pa for the delivery of weekly drop in HUB sessions at the Armadillo, Wednesdays 3.30pm – 5.30pm (approx. 50 sessions pa, as previously reported). The agreement is for delivery of services to young people, not for OTR administration, planning or preparation time.</p> <p>OTR will return to the Armadillo from 15 September; the initial session will be for a building reintroduction, planning and promotion. On 22nd September, HUB sessions will reopen to young people.</p> <p>OTR have advised the following promoting is in place to support the reopening of the HUB:</p> <ul style="list-style-type: none"> • <i>Posters and leaflets;</i> • <i>Social media promotion;</i> • <i>Inclusion in Digital Hubs;</i> • <i>Feature in general newsletter/schools newsletter;</i> • <i>School noticeboard packs;</i> • <i>Send out information/poster to contacts;</i> • <i>Post on internal work forums to promote in groups / one to ones.</i>
<p>12</p>	<p>Town Twinning</p> <p>The delegation attending the twinning exchange to Bad Salzdetfurth is to consist of Councillor Karl Tomasin Councillor Cheryl Kirby and Councillor Margaret Marshall. Members advised that they will be making their own travel arrangements.</p> <p>The latest translated letter received 1st September 2021 from the Mayor of Bad Salzdetfurth, giving further details of the visit (Appendix 11). Thanks were extended to Councillor Marshall for providing the translation.</p>
<p>13</p>	<p>Carbon Net Zero Commitment</p> <ul style="list-style-type: none"> • A meeting has been doodled for the Carbon Net Zero Sub-Committee to review decarbonisation activities to date; • A new electric Kangoo van is expected to be delivered in October owing to delays at the manufacturers. This will replace the Vauxhall Combo Van which is diesel; • Further to hire of electric alternative machines in July (strimmer, hedge cutter, chainsaw), we will look at a phased replacement process on these machines subject to inclusion in future budgets;

- A biodiversity stall was provided at the Bees Needs community event in Ladden Garden Village, providing biodiversity activities and information to residents;
- Reduction in use of biodegradable plastics at Armadillo; paper-based product replacements have been made in the café as paper can be easier to recycle and can biodegrade quicker than some biodegradable plastics;
- Surplus chairs from Armadillo have been repurposed at the Multi Activity Building (MAB) at YOSC;
- Recyclable surplus packaging from the MAB (plastic, cardboard) was recycled in the community, and wood packaging reused at the Armadillo (for use in youth activities);
- Yate Heritage Centre has made use of disposable PPE recycling facilities at Armadillo, providing another venue with an opportunity for PPE recycling;
- A 'Reduce Reuse Recycle' page has been designed to feature in the monthly round ups, to promote the council's activities for decarbonisation;
- An invite was received for YTC to attend the Climate Action Yate and Chipping Sodbury (CAYACS) Climate Action Fair, in Sodbury Town Hall on Saturday 18th September 10am-4pm but this clashed with Yate International Festival (YHC) on the same day so net-zero activities were promoted at the Festival instead;.
- Ecology report was undertaken at Millside Play Area. This report will inform biodiversity improvements at the site and general information provided in the report can inform ecology works at other YTC sites;
- A sustainability checklist was trialled at the Yate International Festival and will be used at the Yate Ageing Better Festival in September;
- Details of the new 2-minute litter picking board have been shared with local schools to encourage them to borrow the board, several positive responses received; a rota to be devised;
- Further to Minute No. 42, Full Council, 07.09.21, it was agreed that projects which make a difference to the biodiversity in Yate would be driven forward via the Carbon Net Zero Sub-Committee; the Sub-Committee Terms of Reference were updated as follows:
- An event to take place in Yate Shopping centre during October 2021, which will be a display/trail the Climate Change Stitches for Survival banners supported by Yate Town Council, insurance cover will be arranged.

To undertake projects which make a difference to the biodiversity of Yate (in context of Local Nature Action Plan, and wider).

14	<p>Graffiti and Litter</p> <p>Graffiti increased at Town Council sites during school holidays including Millside Play Area, Peg Hill Skate Park and Tyndale Play Area; all was removed as soon as identified.</p> <p>Estates Manager is working with SGC to remove some large-scale graffiti to the rear of Cranleigh Court shops.</p>
15	<p>Licensing Application</p> <p>A variation to licensing application for Stanshaws Court Public House (previously circulated) was received.</p> <p>Licensing Act 2003 Register - South Gloucestershire Online Consultations (southglos.gov.uk)</p> <p>Closing date; 26th July 2021</p> <ul style="list-style-type: none"> • response submitted by Councillor Willmore on 26th July 2021. (Appendix 12) • update was received from a South Gloucestershire Licensing Officer on 2nd August 2021 <p>“Licensing Act 2003</p> <p><i>Following on from previous correspondence regarding the application for a variation to the current premises licence to enable an outside bar be placed on the patio area and curtilage of the premises known as Stanshawes Court Hotel and In accordance with the Licensing Act 2003.</i></p> <p><i>Councillor Chris Willmore, on behalf of Yate Town Council submitted an objection to this application based on a number of points, which may be seen at the foot of this email.</i></p> <p><i>It is the responsibility of this Licensing Authority to determine the relevancy of any objection(s).</i></p> <p><i>John Gaunt & Partners acting on behalf of their client disputed the objections and considered them irrelevant to the specific aspects of the submission.</i></p> <p><i>Having spent some time communicating with all parties, the Licensing Authority were of the opinion that whilst the</i></p>

areas of concern were important to the objector, they were not relevant to the application per say, and therefore, sought additional advice from South Gloucestershire Council Legal Services, which may be seen below and whilst sympathetic to the objector, agreed much of what the clients agent had stated, and therefore, this Licensing Authority has determined that the objection by Yate Town Council, is deemed not relevant to the application.

Should evidence or complaints be received regarding this premises licence that relate to one or more of the licensing objectives, i.e:

- *Protection of Children from Harm*
- *Public Nuisance*
- *Public Safety*
- *Prevention of Crime and Disorder*

then further action may be considered by way of a Review of the licence, where it would be placed before a Licensing Sub – Committee to determine the licence and may, on presentation of the evidence, add conditions or reduce other elements of the premises licensable activity.

The premises may then appeal this decision through the Magistrates Court.”

- *Yate Town Council response to the above (2nd August 2021);*

‘We do not accept that the council has power to reject an objection made in time which raises public nuisance issues, but we are not in a position at this time to contest your conclusion.

We remain concerned that this will increase the public nuisance from noise and debris in the immediate vicinity of the new bar, as it is on the boundary of our park. We will expect South Glos and the public house to remedy all issues which arise.’

- *Comments received from applicants legal representative (9th August 2021) advising that;*

‘Happy to erect further notices beyond those in place reminding customers that they should not take glassware out of the beer garden and as a reminder there is already a condition on the licence that states:

“No open containers or glass bottle shall be taken from the premises or beyond the garden or patio area. signed

	<p><i>should be displayed within the premises and within such outside areas notifying customers of this condition”</i></p> <p><i>I believe this condition adequately addresses your concern about glassware exiting the beer garden.</i></p> <p><i>In terms of music noise, just to reiterate the point that a representation need to relate to the subject matter of the variation but notwithstanding that point, my client is willing to accept on a ‘without prejudice’ basis to you withdrawing your representation a condition stating that:</i></p> <p><i>“No speakers shall be fixed to the external bar structure”</i></p> <p><i>This will hopefully provide the comfort to you that there is no intention for speakers to be placed on that structure.</i></p> <ul style="list-style-type: none"> • Yate Town Council responded (9th August 2021) as follows: <p><i>‘We would be happy with those additional provisions as a gesture towards our concerns. We have as you know not been opposing the licence per se only requesting conditions. Whilst they are not as strong as we might like, they give some measure of comfort for the users and volunteers who do so much to manage the park and it’s wildlife.’</i></p> <p>Thanks were extended to Councillor Chris Willmore for her hard work in responding to this matter.</p>
16	<p>Outstanding Items</p> <p>To status of pending log was received. (Appendix 13)</p>

Advisory Discussion

The following items are actions to be undertaken by the Clerk using delegated powers;

Item Number	
7.1	<p>Estates Manager’s Report</p> <ul style="list-style-type: none"> • Bus Stops charged under Special Expenses (Appendix 14) <ul style="list-style-type: none"> a) Request be made for bus stops at Hampshire Way, Dorset Way and Rectory Close to come under the

	<p>ownership and maintenance of Yate Town Council and for South Gloucestershire Council to arrange for them to be marked with Yate Town Council and remove from Special Expense charges</p> <p>b) Of the 3 bus stops along Wellington Road, South Gloucestershire Council to be advised that 2 are poles and not shelters and should not be charged for. A request be made for the shelter on Wellington Road to come under ownership and maintenance of Yate Town Council and be removed from Special Expense charges.</p> <ul style="list-style-type: none"> Tenders were received for a new ride on mower (Appendix 15) A Ransomes MP493 and Etesia H124DX to be obtained via Contract Hire, deposit of £884.19 plus vat, followed by 59 monthly payments of £884.19 plus VAT.
<p>7.4</p>	<p>Station Road Sites</p> <ul style="list-style-type: none"> Match funding of £10,000 to be met by Yate Town Council against the South Gloucestershire Council Welcome Back Fund award of £10,000 (to be met as follows - £9,191.14 from YMCA earmarked project reserves, and £808.86 from project support ear marked reserves) Final funding agreement awaited.
<p>7.7</p>	<p>YOSC</p> <p>b) Changing Places</p> <p>An update was received:</p> <ul style="list-style-type: none"> following contact from South Gloucestershire Council (SGC) regarding approximately £110,000 government funding available to them for Changing Places toilets, deadline 26 September, (see Changing Places Toilets (changing-places.org)), a site visit took place (to Armadillo Youth Café, Kingsgate Park, Parish Hall, Pop Inn Café, Sunnyside, YMCA and YOSC); SGC advised that: <p><i>generally Changing Places are best located in areas where they are supervised or easily controlled to reduce vulnerability to vandalism and mis-use;</i></p>

the expectation this whoever runs the facility will be responsible for the running and maintenance costs of the facility.

Internal research has revealed that the annual operational costs, including maintenance, servicing, cleaning and allowance for replacement of equipment (£12,000 - 12-year life) and sanitary facilities (£1,500 – 20-year life) would, over a ten-year period, be approximately £2,500.

No comments were made by SGC at this stage about YTC contributing capital costs for this project.

- SGC further commented that they felt YOSC would be an ideal location for the project, if the current first aid room & cleaners store could be converted into a Changing Places facility. At this point, SGC advised that they would apply for circa £25k from the grant fund to cover the cost of the specialist equipment, and that YOSC Ltd/YTC would need to be in a position to jointly cover the cost of the building works estimated at a further £25k.

Works	Budget Cost £	Responsibility
Building works to provide Changing Places Toilet at YOSC	25,000	YTC/YOSC
Specialist fit out – electric bench & hoist, sanitary fittings, grab rails etc	25,000	CPT grant
Total cost to provide CPT at YOSC	£50,000	

- SGC:
 - advised that the YOSC Site Manager confirmed that YOSC Ltd would pick up the running costs and ongoing maintenance for the project;
 - answered the following questions:

how long is life of the unit? – assuming maintained properly a minimum of 10 years. We have some working very well in Yate Leisure Centre and Bradley Stoke Leisure Centre which were installed in 2009.

- *what would the maintenance costs be? – estimate provided with project info is cost of annual maintenance to service specialist kit is £300 pa. YOSC would have to provide info on likely cost of cleaning etc*

	<ul style="list-style-type: none"> • <i>what are SGC proposals for the end of life? If we take it on, what happens when it gets too old to be used? We are happy to support initial installation by facilitation of the grant. This would make YOSC an excellent sports venue and it would be likely to attract more use by disabled clubs and users with a Changing Places Toilet. We would consider it to be up to the operators to plan for end-of-life replacement.</i> • <i>Does the unit come with a commuted sum for maintenance? No – again happy to support YTC/YOSC Ltd access this government funding but SGC cannot commit to ongoing costs post installation.</i> <p>A response has been sent to SGC to advise that unfortunately, the expected level of contribution by YTC/YOSC Ltd wasn't made clear by SGC at the outset and that we don't have a budget for £25k expenditure at this point in time.</p> <p>Further correspondence to be sent to South Gloucestershire Council to advise that that Yate Town Council would support an expression of interest in the Changing Places grant application, to include a bid for £25k for the installation of a Changing Places facility at the YOSC site and for YTC to match fund by way of maintenance/upkeep costs (to be included in the YOSC Maintenance Schedule, YOSC Ltd have responsibility to maintain).. Explicitly stating that YTC cannot invest capital in the facility, and by expressing interest in the grant application there would be no commitment from YTC until there was certainty on the cost and that works are expected to take place, if the application is successful, in 2023/24. We request all future conversations regarding this expression of interest take place with Yate Town Council and the Town Council will take forward conversations with YOSC Ltd.</p>
8.1	<p>Events Sub Committee</p> <p>The minutes of the advisory meeting of members of the Events Sub-Committee held on 6th September 2021 were received. (Appendix 16)</p> <ul style="list-style-type: none"> • A budget of £1,000 for a possible event at Brinsham Park to be added to the 2022/23 budget; • Further detail be investigated into the South Gloucestershire grant funding for The Queen's Platinum Jubilee and reported to next meeting of Events Sub-Committee; <p>Ideas received to date are;</p>

	<p>A bandstand, themed planting/hanging baskets throughout the town (not red white & blue but silver/regal), street lamp banner/flags, engagement with schools – possible patchwork, competition for wood sculpture design.</p>
<p>11.2</p>	<p>Off the Record</p> <p>1. OTR Session Timings Extension Request</p> <p>OTR have made a request to amend the HUB timings to accommodate preparation time which will incur an increase hire of 30 minutes; an additional cost to the council of £3.88 pw/£194 pa (ex-vat). Timings requested are as follows:</p> <p>3.15-3.30pm set up (<i>additional 15 minutes</i>) 3.30-5.30pm session delivery (SLA x2hours) 5.30-5.45pm clear down and exit site/ move to OtR room (<i>additional 15 minutes</i>)</p> <p>Armadillo have a regular booking in the HUB room until 3.30pm, in order to accommodate this request, Armadillo would have to misplace/refund the existing booker for 15mins of every Wednesday session until the end of their booking period (October 2021).</p> <p>OTR to be advised that this request for additional time is not accepted and OtR is advised to use their x2 leased rooms for prep time.</p> <p>2. Funding and Payment</p> <p>Within the Service Level Agreement variation it states “<i>The Provider shall reimburse the council pro rata for any SLA payment made during the year which relates to a period of non-tenancy</i>”, as HUB sessions have not yet reopened in 2021-2022 to date, the funding remains unpaid.</p> <p>If the OtR HUB service resumes in September 2021 and remains open until 31st March 2022, the cost calculation for the remainder of the year is approximately:</p> <p>Pro-rata payment for approximate number of remaining sessions in 2021/2022 ($£4500 / 28 = £2,520$) is agreed to be paid.</p>

7a RECOMMENDATIONS TO FULL COUNCIL

Future Play Area Repairs Delegation

The following minute was recorded at Full Council held on Tuesday 7th September 2021:

‘Yate Town Council appreciates that issues can sometimes delay routine maintenance (eg, if the equipment is bespoke, if there are technical issues or if there are supplier delays, Covid pandemic etc), but to enable the swiftest mechanism for repairs and maintenance to be undertaken, consideration be given to the authorisation mechanisms for expenditure connected to capital repairs and maintenance to Town Council play areas providing they can be met within budget (including reserves) without the need for specific council approval. The Estates Officer to continue to keep members abreast of maintenance issues (not minor matters), the action taken and estimated timescales for rectification.’

It is **RECOMMENDED** that the above delegation is extended to include all routine maintenance and repairs to Town Council assets (such as buildings, sports equipment, sculptures etc) to be met from capital repairs budgets (including reserves) within budget and without need for specific council approval. The Responsible Finance Officer and Chair of Finance Committee to monitor closely. A trial period of six months to be set (from the date of Full Council on 26th October 2021).

8. CONFIDENTIAL ITEMS

Each councillor and member of staff present declared that there were no other persons present who were not entitled to be (hearing or seeing), and/or recording the meeting.

That in view of the confidential nature of the business about to be transacted, pursuant to the Public Bodies (Admission to Meetings) Act 1960, it is advisable in the public interest that any members of the press or public present be excluded and they be instructed to withdraw.

Item Number	
13.2	Allotments Sub-Committee The confidential minutes of the meeting of the Allotments Sub-Committee held on 20 th July 2021 were received and NOTED . (Confidential Appendix 17)

9. CONSIDERATION OF IMPACT OF DECISIONS ON CLIMATE AND WASTE

Impacts on climate and waste following discussions during this advisory meeting;

- Litter picking station made from recycled plastic;
- Contract Hire of Electric Vehicle;
- Investigations into solar power energy for defibrillator.

Estates Manager's Report to the advisory meeting of members of the Environment and Community Committee to be held on Tuesday 21st September 2021

Item 1. Grounds Maintenance General

1/1 Ash Die-back

To **NOTE** as part of the annual autumn tree works programme, several Ash trees at Millside Open Space will be removed due to Ash Die-Back infection.

1/2 Coat of Arms

To **NOTE** the damaged sections of the Coat of Arms have been removed for repair. It is expected these sections will be ready Mid October.

1/3 Soil Bunds

To **RECEIVE** the following costs for installation of the soil bunds at Randolph Avenue.

Site survey for utilities £1,000
Install maximum of £5,400.

To **NOTE** further to Barratts Developers agreeing to supply materials for various sites so soil bunds can be installed to prevent unauthorised access, works are anticipated to be carried out in early October.

1/4 Queen's Canopy to Mark Her Majesty's Platinum Jubilee

To **NOTE** further information has been sought from South Gloucestershire Council asking if The Common would be a suitable location for the Queen's Green Canopy to celebrate her Majesty's Platinum Jubilee.

To **RECEIVE** an update.

Item 2. Open Space (Abbotswood, Cambrian/Halifax Rd, Wellington Rd, Goose Green, Longs Drive, Lye Field, Millside, Poole Court to Mound, Rodford Playing Field, St. Marys Green, Tyler's Field, Witches Hat, Yate Rocks)

2/1 Lye Field

To **NOTE** a local resident has made some suggestions for planting trees at Lye Field and also at Howard Lewis Play Area. These suggestions are being investigated and an update will be provided at the meeting.

2/2 Tylers Field

To **NOTE**;

- That arrangements have been made to replace the steps due to the deuteration of the timber;
- The directional plaque that was missing has been replaced.

Item 3. Parks (Brinsham Fields and Lake and KingsgatePark)

3/1 E-Scooters and Cycles in Parks

- a) To **DISCUSS** cycling in Town Council Kingsgate Park & Brinsham Fields.
- b) To **NOTE** signs prohibiting E-Scooters are being produced to be displayed at all the entrances at both Brinsham Fields and Kingsgate Park.

3/2 Brinsham Fields and Lake

a) Park enhancements

To **RECEIVE** Estates Manager's ideas to enhance the park:

- Install picnic tables on the raised mound east of the play area; small number of trees could be planted to provide shade in the future;
- Two large Ash Trees that will be victim of Ash Dieback in the future could be carved by local sculpture Andy O'Neil (further investigations to be made).

Lake

To **NOTE** investigations are underway into improving the water quality of the lake include an aerator and if we can apply for external funding through the Angling Trust and the Environment Agency. Also we are consulting with South Gloucestershire Council regarding the ditch diversions due to the development as a lack of storm water now runs into the lake which used to increase the water levels and flushed out scum on top the lake out through the overflow.

Small events with Friends of Brinsham Park

To **NOTE** the following dates have been agreed with the Friends of Brinsham Park and local Beavers group to plant bulbs:

Thursday 23rd September from 6.00pm;

Tuesday 28th September from 6.30pm.

3/3 Kingsgate Park

a) “In Bloom Pride in Parks Award”

To **NOTE** the park was judged on the 6th September as part of the “In Bloom Pride in Parks Award.” The judges feedback was very positive and they really enjoyed the tour of the park and seeing the enhancements made since their last visit in 2019. The results will be announced at the “In Bloom” spring seminar 2022.

Buddy Benches

To **NOTE** following the success of the timber seats being painted by a local artist it is being discussed to trial this further at Kingsgate Park, on a seat near to the play area.

Gym Area

To **NOTE** that a replacement sign has been ordered due to the other sign being removed and not found.

Item 4. Play Areas General (Abbotswood Play Area, Brinsham Play Area, Eggshill Lane Play Area,

Howard Lewis Play Area, Kingsgate Play Area/Kickabout, Lye Field Kickabout, Longs Drive Play Area, Millside Play Zone, Millside Play Area, Peg Hill Skate Board and BMX Park, St. Marys Play Area, Tyndale Avenue Play Area, Wellington Road, Kickabout Area/Open Space, Witches Hat Play Area, Yate West Kickabout)

4/1 General repair log

a) To **RECEIVE** the Play Areas repair log. **APPENDIX 1.**

4/2 Refurbishment of Play Areas

a) To **RECEIVE** rolling programme **APPENDIX 2**.

4/3 Future Play Area Repairs Delegation

The following minute was recorded at Full Council held on Tuesday 7th September 2021:

'Yate Town Council appreciates that issues can sometimes delay routine maintenance (eg, if the equipment is bespoke, if there are technical issues or if there are supplier delays, Covid pandemic etc), but to enable the swiftest mechanism for repairs and maintenance to be undertaken, consideration be given to the authorisation mechanisms for expenditure connected to capital repairs and maintenance to Town Council play areas providing they can be met within budget (including reserves) without the need for specific council approval. The Estates Officer to continue to keep members abreast of maintenance issues (not minor matters), the action taken and estimated timescales for rectification.'

Consideration to be given to the methods below, outlining options for parameters to be placed on the decision-making framework and delegation to officers;

- Delegating to officers to take action without specific council approval but:
 - setting a financial limit per item/per site/within site maintenance budget/use of reserves?
 - members being consulted via email with officers estimation of quote and providing actual quote doesn't exceed that amount, delegate general authority to proceed in all instances (reducing delays)? OR delegating to the Town Clerk & Estates Manager to proceed in all instances, in consultation with Chair, Vice-Chair and Chairs and Vice-Chairs of E&C and F&G, and reporting back action taken thereafter?
- Would the Environment & Committee members recommend extending this mechanism to wider than just play areas (eg, repair to all Town Council assets – such as buildings and sports equipment, sculptures etc)?

4/4 Abbotswood Play Area

To **NOTE** that further to correspondence sent to the supplier and manufacturer of the timber seesaw regarding a split, they have confirmed that this is within their parameters for movement in timber and is to be monitored.

4/5 Brinsham Play Area

To **NOTE**;

- The replacement trampoline mat has been replaced;
- The new replacement Pod Swing has been installed followed by a post installation inspection with no recommendations.

4/6 Kingsgate Play Area

To **NOTE** following consultation by email with members, x3 replacement bridges have been ordered using funds from the play area reserves at a cost of £3,380.70.

Investigations continue if the Zip wire supports can be repaired.

4/7 Peg Hill Skate Park

- a) To **NOTE** that a new replacement Rhino Ramp has been installed followed by a post installation inspection with no recommendations.
- b) To **RECEIVE** costings to resurface the skate park and additional items.

A report including costs will be provided in advance of the meeting.

4/8 Play Area Swings

To **NOTE** that following a review of council Covid restrictions, all swings have been put back in place.

4/9 St. Mary's Play Area and Witches Hat Play Area

To **NOTE** following consultation by email with members, x2 replacement safety impact systems for the trampolines have been ordered using funds from the play area reserves at a cost of £1,289.61.

Item 5. Properties (Armadillo, Heritage Centre, Parish Hall, Poole Court, Pop Inn Café, YMCA)

5/1 Armadillo

- a) To **NOTE** following consultation by email with members and in consultation with Councillor John Ford, it has been agreed to replace the faulty lighting system in the social area using funds from the major project sinking fund, at a cost of £14,004.
- b) To **NOTE** the replacement flooring will be replaced week commencing 20th December whilst the building is closed. The new flooring will include recycled materials.
- c) To **NOTE** the air con and heat recovery system have been serviced.

5/2 Fire Appliances

To **NOTE** that all fire extinguishers and blankets have had an annual service.

5/3 Heritage Centre

To **NOTE** that the letter T has been replaced on the front of the building due to the old one missing.

5/4 Wi-Fi

To **NOTE** following a meeting with Integra on the 6th July 2021, further information was provided to Integra regarding capacity numbers etc. in order for them to provide a quotation. This is outstanding but is being chased.

5/5 YMCA

To **NOTE** the fire exit door has been replaced due to a damaged hinge and cracked door panel.

Item 6. Sports Facilities (Ball Court at Howard Lewis Play Area, Bowls Green and Pavilion, Sunnyside SportsField, Common Playing Field and Changing Rooms, Sunnyside Tennis Courts, YOSC)

6/1 YOSC

To **NOTE**;

- a) X3 pedestrian light head units have been replaced due to faults;
- b) The target sprint lights are being replaced w/c 20th September due to faults.

Item 7. Street Furniture (Dog Bins, Litter Bins, Noticeboards and Town Seats)

7/1 Bus Shelters

To **NOTE** that a bus shelter was removed at Cranleigh Court Road due to damage from a vehicle hitting it. This has been reported to the police but they have advised no further investigation will be made due to lack of evidence.

A claim to replace the shelter has been made through the Town Council insurance.

7/2 Litter Bins

To **NOTE** the two recycling bins purchased by McDonalds have been installed at St. Marys Green and Station Road opposite The Glen junction.

7/3 Noticeboards

To **NOTE** a new noticeboard has been installed at Ladden Garden Village as you enter the residential area from Leechpool Way.

Item 8. Vehicles and Machinery (Ford Ranger, Peugeot Boxer Tipper, Urbie, Renault Kangoo, Electric Vauxhall Combo)

8/1 New Electric Kangoo

To **NOTE** that the delivery of the new Electric Renault Kangoo replacing the Vauxhall Combo has been delayed due to delays with the manufacturers. This is now expected in October.

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Play Area Repair Log

To **NOTE** this spreadsheet will not contain minor repairs such as loose or worn fixings such as shackles or links, replacing bark pit rails or minor surface repairs etc

Site Name	Asset Name	Fault Description and Date	Finding Notes	Action	Risk Level Before Action	Risk Level After Action
St. Mary's Play Area	Pedal Roundabout	January 2020 Bearings and runners faulty from wear and tear	Beyond repair	Removed and supplier contacted for repairs (repairs not possible). Quotes received and E&C agreed to replace March 2020. Due to covid delayed, company being chased.	Medium	Low
Kingsgate Play Area	x3 Bridges	April 2021 Wear to fixings and ropes	Beyond repair	Bridges removed at access points to specific areas closed. X3 bridges ordered following consultation with members.	Medium	Low
Kingsgate Play Area	Zip Wire	May 2021 Timber support posts flex when zip wire in use	Concerns that fixing bolts are worn due to movement	Seat removed and second opinion sought. Advised this maybe beyond repair and company seeking clarification from zip wire specialists.	Medium	Low
Kingsgate Play Area	Pull up rope	May 2021 Rope misuse caused damaged to rope	Beyond repair	Rope removed and new ordered	Medium	Low

		material and metal core				
Brinsham Fields Play Area	Bridge	June 2021 Timber is decayed.	Concerns on fixing points in timber due to rot	Remove bridge. Estates Manager seeking further advice through RoSPA	Medium	Low
Millside Play Area	Agility rope walk	July 2021 Rope fixing points worn beyond repair	Beyond repair	Removed and quotes, options being sought.	Medium	Low
Witches Hat Play Area	Swing Basket	July 2021 Timber frame showing signs of rot	Top beam above the basket swing show signs of advanced rot.	Basket removed, supplier contacted and chased for a response as opinion of Estates Manager is that this timber should not rot as quickly.	High	Low
Peghill Skate Park	Fun box	August 2021 Damage & wear to surface of board along edge	The board to be replaced	The equipment is still useable, but the board requires replacing. Supplier contacted for quote regarding replacement.	Low	Low
St. Mary's Play Area	Trampoline	August 2021 Wear and vandalism to safety impact system	Patch repairs wearing quicker that the tile systems and areas being lifted through misuse.	In house repairs made. Impact system order following consultation with members	Low	Low
Witches Hat Play Area	Trampoline	August 2021 Wear and vandalism to safety impact system	Patch repairs wearing quicker that the tile systems and areas being lifted through misuse.	In house repairs made. Impact system order following consultation with members	Low	Low
Kingsgate Gym Area	Signage	September 2021 Sign has been removed	Sign not found in park	New sign ordered and temporary signage in place.	Low	Low

Appendix 2 to Appendix 1

Play Equipment Matrix - this shows the items of equipment on each site, their condition, life expectancy, and when the site was last refurbished.

This document is to be reviewed September annually

Activity	Abbots wood	Brinsham	Eggshill	Howard Lewis	Kingsgate Park	Longs Drive	Millside	St Mary's	Tyndale	Witches Hat	Halifax Rd kickabout	Lye Field kickabout	Yate West kickabout	Peghill Skatepark
SWINGS														
Flat seat swings (2 seat units)		Good, > 10 years	Fair, > 5 years		Good > 5 years (1 flat, 1 cradle seat)		4 seat unit Fair, > 10 years 2 seat unit, Fair, > 5 years		Good, > 10 years	4 seat unit, Good, > 10 years				
Cradle seat swings (2 seat units)		Good, > 10 years	Fair, > 5 years	Good, > 10 years	Good > 10 years		Good, > 10 years	Good, > 10 years	Good, > 10 years	Good, > 10 years				
Group tyre swing			Good, > 10 years				Good, > 10 years							
Basket swing		Good, > 10 years		Good, > 10 years	Fair > 3 years					Poor > 1 years				
Swing – low seat					Good > 5 years									
Swing Hurricane Swing								Good, > 10 years						
Swing – mini titan		Good, > 10 years												
ROTATING ITEMS														
Spica rotator 3 no.					Good > 10 years		Good, > 10 years	Good, > 10 years	Good > 10 years					
Roundabout				Good, > 10 years	Fair > 3 years		Poor, 2 years	Good, 10 years	Fair, > 5 years					
Other rotators		Good, > 10 years			Spinner bowl Good > 10 years	Supernova Good, > 10 years		Pedal Roundabout Ohrs		Dutch Disc, Fair, > 5 years				
SEESAWS/ ROCKERS														

Activity	Abbots wood	Brinsham	Eggshell	Howard Lewis	Kingsgate Park	Longs Drive	Millside	St Mary's	Tyndale	Witches Hat	Halifax Rd kickabout	Lye Field kickabout	Yate West kickabout	Peghill Skatepark
Seesaws	Good , > 10 years	Good, > 10 years			Poor >2 years		Fair, > 3 years	Fair, > 5 years						
Springy items – various shapes	Good , > 10 years	2 items, Fair, > 3 years	Space rocket Fair, > 3 years					2 items, Fair, > 5 years	2 items, Fair, > 5 years	Fair, > 5 years				
MULTIPLAY UNITS - MAINLY STEEL														
Multiplay JUNIOR Record /SMP		Good , > 10 years	Good, > 10 years	Good, > 10 years			Good , > 10 years	Good, 10 > years	Good, > 10 years	Fair, > 3 years				
Multiplay, TODDLER Record/ SMP					Fair > 5 years		Good, > 10 years	Good, > 5 years						
Other climber items		Tower slide Fair, > 5 years					Slide/ climber house Fair, > 3 years	Galaxy unit small, Fair, > 5 years		Galaxy unit large, Good, > 10 years				
MULTIPLAY UNITS - TIMBER / ROPE														
Climbing tower / slide	Good , > 10 years				Fair >3 years	Fair >3 years				Fair >3 years				
Timber / rope balance trail		Wobbly bridge Poor, > 1 years		Good >10 years	Fair >3 years	Balance trail Good, > 10 years	Poor, > 0 years	Good >10 years						
Large multi-play item in the trees – Sik Holz timber		Climbing wall/ cargo net Good, > 10 years			Fair >3 years									
Climber – box		Good, > 5 years												
CLIMBING NETS														
Spacenet			4m. high Good, > 5 years				6m. high Good, > 5 years		4m. high Good, > 5 years					
CABLEWAYS														

Activity	Abbots wood	Brinsham	Eggshill	Howard Lewis	Kingsgate Park	Longs Drive	Millside	St Mary's	Tyndale	Witches Hat	Halifax Rd kickabout	Lye Field kickabout	Yate West kickabout	Peghill Skatepark
Cableway					Poor, > 0 years		Fair, > 5 years							
SHELTERS														
Teen shelters – metal					2 items Fair, >5 years	Fair, > 3 years	Fair, > 3 years				2 items , Fair, > 5 years	Fair, > 3 years		
Teen shelter – Sik Holz					Fair, > 3 years					Good , > 5 years				
BASKETBALL/ FOOTBALL														
5-a-side on grass										Good, > 5 years	Good, > 5 years			
Football / Basketball court					Fair > 5 years								Full court Good >10 years	
Basketball / football goal ends							2 ends, Good, > 5 years		Good , > 10 years	Fair, > 5 years		One end Good, > 10 years		
Skate ramps										Concrete – Good > 10 years				Concrete and steel ramps Fair, > 3 years
SURFACING														
Safer Rubber Surfacing		Good>5 years	Good>5 years	Good>5 years	Good>5 years		Good>5 years	Good>5 years	Good>5 years	Concrete – Good > 5 years				
Play Bark			Good>1 years	Good>1 years	Good>1 years		Good>1 years	Good>1 years	Good>1 years	Good>1 years				
Play Sand		Good>1 years								Good>1 years				
Concrete/Tarmac			Good >10 Years	Good >10 Years	Good >10 Years		Good >10 Years	Good >10 Years	Good >10 Years	Good >10 Years	Good >10 Years	Good >10 Years	Good >10 Years	Poor 1-2 year
Grass matting	Good , > 10 years	Good , > 10 years					Fair, > 5 years							

Play areas activities matrix

This matrix, prepared by RoSPA, shows the play activities available for users with a range of disabilities. Kickabout/Skate facilities are not included in this survey.

Activity	Abbots wood	Brinsham	Eggshill	Howard Lewis	Kingsgate Park	Longs Drive	Millside	St Mary's	Tyndale	Witches Hat			
Sliding	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes			
Swinging	No	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes			
Rotating	No	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes			
Rocking	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes			
Balancing	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes			
Climbing	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes			
Experimenting	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes			
Role Play	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes			
Learning	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes			
Gathering	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes			

Site refurbishment

The approximate dates sites received their last major refurbishment are shown below. Sites receive regular inspections, maintenance, and repair to ensure they remain in good working order and are safe for users.

Site name	Last major refurbishment
Millside	2008, 2021 (additional equipment added (timber boat and multi ball hoop).
Abbotswood	2020
Howard Lewis (The Ridge)	2009, 2019
St Mary's	2008, 2017
Witches Hat	2015
Peg Hill Skatepark	Minor refurb 2015 / lights installed, replacement rhino ramp 2021
Tyndale	2014 (major refresh)
Longs Drive	2010 (Playbuilder Scheme)
Brinsham Park	2010 (Playbuilder Scheme), 2018, 2021 replacement Swing Basket
Lye Field Kickabout	2009
Kingsgate Park	2008 (water feature was 2012)
Halifax/ Wellington Rd Kickabout	2008
Yate West Kickabout	2008
Eggshill	2004

Environment & Community Venue report

Period Covering: E&C Committee 06.07.2021 – E&C Committee 21.9.2021

COVID19: During this period venues remained in Step 3 of the UK Government COVID Spring 2021 roadmap due to the higher than average infection rate in South Glos.

In September restrictions for capacity for hirers was relaxed in line with the UK Government Step 4 guidance. Instead of venues setting capacity limits for hirers, hirers will be responsible for managing attendance capacity to their activities.

All activities in/hire of venues are required to maintain COVID responsible processes for “hands, face, space”, to prioritise outdoor working, additional hygiene and ventilation.



Armadillo Youth Café & Venue

Venue/Youth

1. Successes

- From the end of July 2021, primary school year 5's joined fellow yr6 students at their respective school's Armadillo youth sessions, in preparation for their September transition into yr6. In September we will combine primary schools for year 6 & 7 youth sessions; we found this to be a very workable arrangement earlier in the year, allowing us to safely and sensibly limit numbers and keep social groups by school to minimise social mixing in order to keep both customers and staff feeling safe while we navigate our way out of the pandemic.

Plan for September 2021 is as follows:

ARMADILLO YOUTH SESSIONS SEPT 2021

YEAR 6 SESSIONS

- MONDAY 5PM - 6.30PM WELLESLEY PRIMARY
- TUESDAY 5PM - 6.30PM ST PAULS & TYNDALE PRIMARY
- WEDNESDAY 5PM - 6.30PM ST JOHNS MEAD & ABBOTSWOOD
- THURSDAY 5PM - 6.30PM WOODLANDS & THE RIDGE PRIMARY
- FRIDAY 5PM - 6.30PM RAYSFIELD & ST MARY'S

YEAR 7 SESSIONS

- TUESDAY 7PM - 8.30PM ALL YEAR 7'S SESSION
- WEDNESDAY 7PM - 8.30PM YATE ACADEMY
- THURSDAY 7PM - 8.30PM CHIPPING SODBURY SCHOOL
- FRIDAY 7PM - 8.30PM BRIMSHAM GREEN SCHOOL



- senior cinema events returned in July much to the appreciation of customers. Attendance numbers almost consistently matched covid permitted limits in July/August (55 people in café, 30 in cinema) and we anticipate an increase when YTC's restrictions are lifted fully;
- Saturday Community Cinema also returned in July. Interest has been so high in the last few weeks of August, that the same film was repeated for four consecutive weeks just to meet demand (this also makes the film purchase better value for money);
- New paper straws are being trialled in place of the compostable plastic straws (look plastic – but not) in order to meet environmental and customer expectations.

2. Challenges

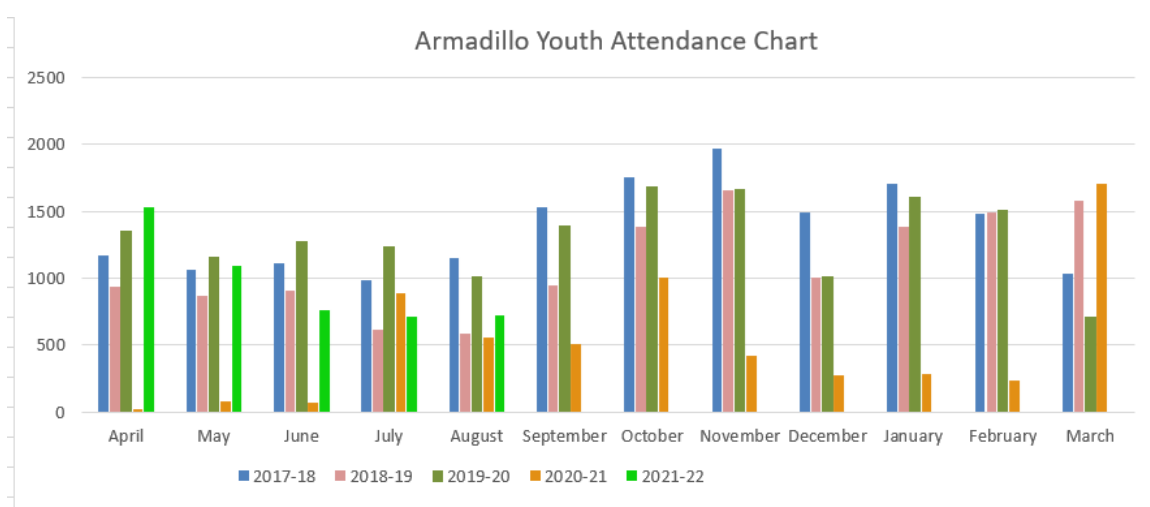
- As Government restrictions eased, it became increasingly difficult to challenge the non-wearing of face coverings by customers in the building. Staff did however rise to the challenge and were able to explain why we as the Town Council's youth provision, had continued with COVID precautions;
- The unpredictability of the impact of schools returning and the impact that might have on local case rates and risk of contamination;
- Staff absences, managing changes to rota and increase in overtime cover.

3. Youth Sessions update

- June, July and August have seen consistent youth attendance numbers across each session.

3.1 Youth attendance table/graphs

2017-18		2018-19		2019-20		2020-21		2021-22	
April	1167	April	936	April	1351	April*	22	April	1528
May	1066	May	865	May	1153	May*	77	May	1091
June	1110	June	907	June	1271	June*	67	June	763
July	981	July	617	July	1232	July**	886	July	712
August	1149	August	590	August	1014	August**	557	August	726
September	1534	September	946	September	1386	September	509	September	
October	1756	October	1384	October	1684	October	1008	October	
November	1975	November	1662	November	1666	November	415	November	
December	1488	December	1001	December*	1006	December	270	December	
January	1709	January	1384	January	1602	January	280	January	
February	1484	February	1495	February	1503	February	230	February	
March	1035	March	1576	March	706	March	1708	March	
	16454		13363		15574		6029		4820



4. Finance/Income

- Café income is increasing week on week. While it may take some time to reach pre-pandemic income levels, we do predict the next quarter's café income will be the highest yet of 2021/22 (based on attendance rates consistent with July/August);
- Bookings and cinema parties are returning. We have regular weekly hirers returning, who were much missed during lockdown.

5. Opportunities/Future plans/Decisions to be taken

- We are currently exploring the possibility of introducing a dementia friendly cinema session at Armadillo. Meetings will hopefully take place in the next few weeks. Feedback to follow;
- The Yate Ageing Better festival.



The Pop Inn Café

Venue

1. Successes

- Numbers of customers are steady with an average of 375 customers per month.
- 3 new volunteers have been welcomed into the team and have quickly settled into the role.
- New gluten free products have been introduced.
- Café material have been redesigned to encompass the new logo and colour design i.e., feedback forms.
- Positive feedback has been received from customers with one comment stating, 'everything is excellent'.

2. Challenges

- Short notice volunteer absences/illnesses have resulted in the Café having to close on two occasions. However, in most instances, the Venue Operations Team has managed to source replacement volunteers for the shift.

3. Opportunities

- Reopening 4 days a week from the 30th September 2021;
- The Yate Ageing Better festival, inc. promotion of volunteering opportunities at PIC;
- Price review in September 2021.

4. Finance/Business/Governance/Committee updates

- The current treasurers, Richard and Pat have expressed that they are looking to step down from their role as treasurer.
- Provisional date for the Pop Inn Café AGM has been set for the 7th October.



Yate & District Heritage Centre

Venue

1. Successes

- Since July, YHC has opened for drop in visits for the usual four days a week (Tue-Thurs/Sat).
- Visitor numbers are gradually increasing, and people are appreciating the return to a pre-pandemic type visit.
- A good percentage of public visits have been research related.
- We welcome the new Heritage Education Assistant who started in the role at the end of August. The HEA has made a positive start and has already generated some bookings for loans boxes.
- The creation of x2 mining and Celestine loans boxes (MAF Mike Drew funded) have widened the local history/ educational offer to local schools and highlight the significance of local mining in the town's history;
- Summer holiday workshops Seaside Crafts, Stomp Rockets and Clay Animals were popular. The outdoor gazebo format was a success and well received by visitors.
- YHC is currently offering indoor face to face lectures from September. There has been a steady take up so far, the initial lectures will be hosted in Poole Court to allow for maximum social distancing;
- The final updating of the new Access Artefact database element of the collection almost complete. Migrating photographic and document information is currently being processed;
- ITV West visited Yate Heritage Centre House and Home exhibition and spoke with local residents/Community Heritage Office about life in the town. The visit was featured on the ITV West at 6pm on 09.09.2021. Congratulations YHC; thank you David and Brian for arranging the visit and being the stars of the show!



2. Challenges:

- A core of volunteers are yet to return, notably for Saturdays. YHC anticipates some new volunteers able to start soon;
- Covid ongoing and unpredictable challenges, subject to fluctuating case rate numbers: YHC is proceeding with caution for indoor activities. Ventilation of buildings in winter will potentially be a key challenge for staff and visitors.

3. Opportunities/Future plans:

- YHC aims to restore popular Saturday events notably the Archaeology Finds Days and Family History Days, both in the Autumn.
- The International Festival is planned to go ahead. It is hoped there will be a relaxed enjoyable atmosphere with the first outdoor event of any size for some time.
- Livestreaming lectures and events.
- The new HEA is enthusiastic about her role. As well as sustaining the loans box service it is hoped YHC can offer educational visits to schools when it is considered mutually safe to do so.
- Working alongside other YTC organisations with handling boxes, for example the Pop Inn Café memory sessions.
- This is Your Heritage project is moving forward, content creation/curation is planned to commence in September. Project workers and interviewees are currently being recruited, Film and Content Coordinator roles have been filled and content contributor opportunities are accepting applications.

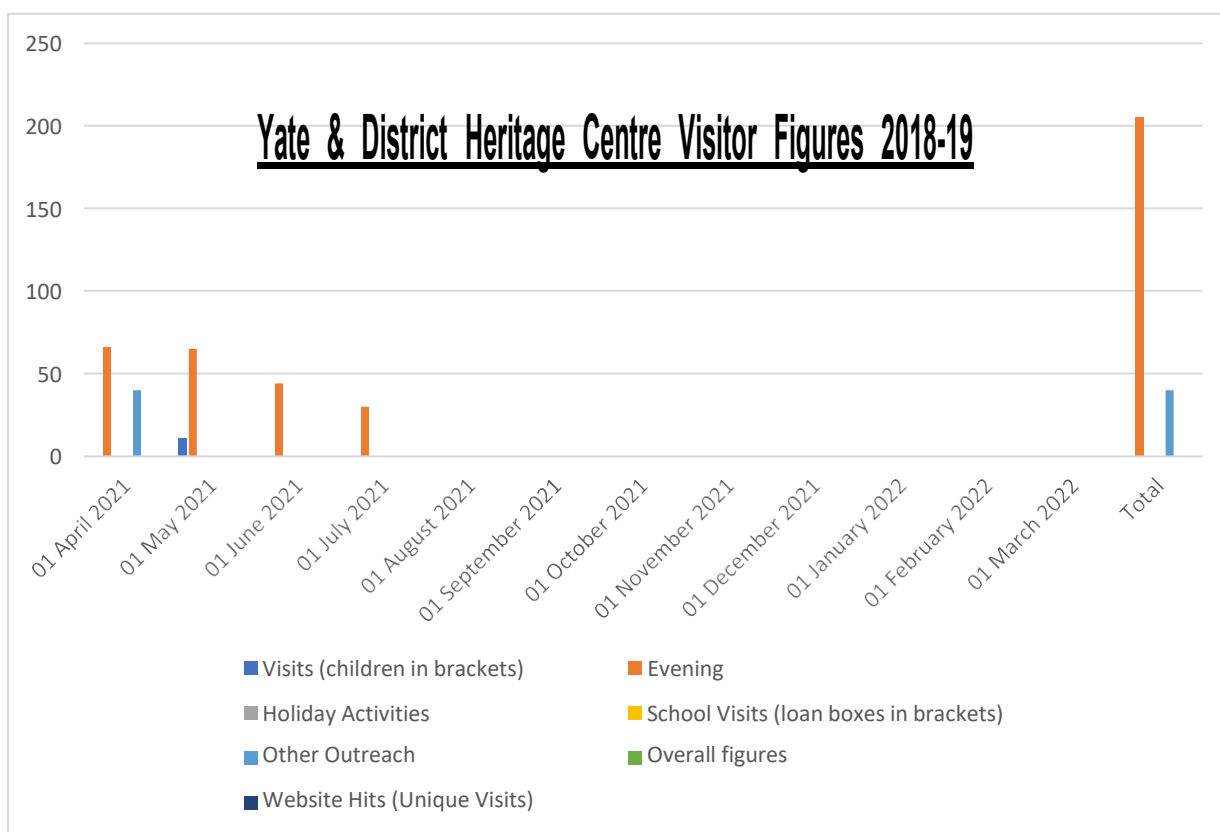
4. Finance/Business/Governance/Committee updates:

- The Trust met in July and confirmed there are sufficient ring-fenced funds to stage forthcoming events and education workshops (YIF, lectures and half term).
- The Community Heritage Officer has commenced funding research for events and workshops in 2022.
- The YHC Management Committee will meet in October. Much of the same committee remains intact. There are no reps from the Sodbury History Group and the Sodbury Vale Family History Group folded in 2020.

5. Service updates

- Updates to hire restrictions as above.

6. Visitor figures



**Application form for Help us Thrive Fund
To be read in conjunction with the Guidance notes**

1. Applicant details

1.1 Name of Business or Community Organisation:	Yate Town Council
1.2 Registered address/postcode:	Poole Court Poole Court Drive Yate BS37 5PP
1.3 Your name:	Lori Ramsay (Community Projects Manager)
1.4 Contact telephone number:	07761 325 884
1.5 Email address:	lramsay@yatetowncouncil.gov.uk
1.6 Website link / facebook page	http://www.yatetowncouncil.gov.uk/

1.7 Nature of business or organisation

Town Council

1.8 Legal status of your organisation: (Ltd company/ LLP / Sole Trader/ Business Association / CIO / CIC/ Franchisee / Charity / Unincorporated community association / town & parish councils)

Town Council

2. Project name

Love Your High Streets- Old Yate

2.1 Project purpose

Provide a concise description of the purpose of your project, detailing what it will achieve and how it will benefit the high street based upon the themes in the guidance notes

This project will enable Yate Town Council to work with local stakeholders to highlight and celebrate the two priority neighbourhood local high streets, in a bid to encourage residents to shop locally and to raise awareness of the wide range of community facilities offering opportunities to engage in.

Currently there are Yate Masterplan workshops taking place, which have enabled us to understand the current/immediate needs of the community and further strengthen our ongoing vision of developing Station Road and Abbotswood in a way that is positively reactive and deliver these solutions in a timely manner.

Challenges identified (by us and feedback from the SWOT analysis undertaken within the Yate Master Plan workshops):

- Losing local businesses due to the cycle lane impact, restriction in parking/accessibility to Station Road shops and community facilities;
- Both Abbotswood and Station Road benefit from a 'Grab and go' culture which doesn't engage many locals;

- Historic stigma has seen places such as Abbotswood as an 'unsafe' space to spend time in (a ban on groups gathering in public was introduced years ago to prevent antisocial behaviour);
- Lack of knowledge of what exists at Station Road and Abbotswood.

This project will strengthen the existing works we are undertaking to both locations (play area installation and community events at Abbotswood and Station Road Corridor improvements including acquiring and improving the accessibility of the YMCA on Station Road). Like participants of the Yate Master Plan workshops, we want to see more visitors to both areas, engaging with local businesses, community groups and spaces, and other people/residents within the area. With a focus on improving the environmental impact and look of both areas.

Reviewing the feedback from the Yate Masterplan workshops, it is clear that the community have lots of ideas on how we can reinstate 'Old Yate' as an identity of the two destinations that provoke the association of local, fresh, friendly, sustainable and affordable shopping.

The workshops have identified the need for engaging more local providers/businesses on our high streets, a local café facility, allotment/garden spaces (plants and trees being a popular suggestion by participants and locals) & improving safety.

How:

- work with the Yate Master Plan team and other local stakeholders to review live feedback and issues raised by local residents and participants;
- create social media identities to raise awareness of both high streets;
- organise community events to raise awareness of the facilities and their offerings locally;
- Undertaking accessibility works to the YMCA community kitchen to provide an accessible, safe local café space to encourage local residents to spend more time and engage with one another at their local high street destination;
- setup an Artisan market drawing residents into community venues/spaces whilst giving them the opportunity to support local providers, significantly reducing their carbon footprint;
- adding an external defibrillator and e-scooter parking area on site at Abbotswood, improving the safety of the site and encouraging more 'green' forms of transport;
- creating and landscaping an accessible community garden/small allotment site at the YMCA on Station Road (offering opportunities to 'grow your own' and seek wellbeing support).

2.2 How many jobs will be protected or created as a result of this project?

We are confident that bringing new businesses and a local café space to the Station Road area would increase the opportunities to volunteer (improving employment skills and experience and artisan traders would increase their revenue.

We are unable to quantify how many jobs the projects would create/protect but could undertake this in due course should funding be awarded.

Without these project works there is a definite possibility that local business may be lost, especially due to hardships of the pandemic.

2.3 Which high street will your business or community organisation enhance?

We are proposing the enhancement of two local high streets, both in priority areas of Yate:
 -Station Road Corridor
 -Abbotswood Precinct

2.4 Planned project start date: 1/5/21 Planned project end date: 1/5/22

3. Finance

3.1 Full cost of project £20,000.00

3.2 In the table below, confirm your funding request and detail the items you will spend the fund allocation on:

Item	Expenditure £
External Defibrillator	£2,000.00
Landscaping/creation of Community Garden	£10,000.00
Sheltered electric scooter/buggy park	£5,000.00
Branding, Marketing and events- launch of an artisan market, promoting the new community garden facility, launching 'Old Yate' as a brand and social media entity	£3,000.00
Total LOHS Fund requested	£10,000.00

3.3 All applications in excess of £5,000 should have some form of match contribution, or in-kind contribution identified. List other sources of funding towards your project.

Source	Value £
Yate Town Council funding	£10,000.00
Total match funding	£10,000.00

3.4 What was the turnover of your organisation/business in the last 3 financial years and how many people were employed by the organisation (directors and staff)?

Year	Amount £	Employment numbers
2018/19	1,465,621	40
2017/18	2,641,076	41
2016/17	1,842,599	39

3.5 If you are a new organisation, please tell us the date you commenced trading

N/A

3.6 In the table below, detail the value of other financial support and particularly State Aid that you have received this year since March 2020 (e.g. furlough scheme/other business support/other grants).

Source of funds	Value £
South Gloucestershire Council (SGC) Local Restriction Grant	23,336.00
SGC Business Support Grant	13,252.00
SGC Funding Agreement for Heritage Centre Education	2,800.00
SGC S106 developers funding – Kingsgate Pak Gym	29,270.62
SGC S106 developers funding – Abbotsood Play Area	38,094.86
SGC S106 developers funding – Athletics Enhancement YOSC	65,100.00
SGC S106 developers funding – Howard Lewis Play Area	4,151.65
SGC Area Wide Grant funding – Multi Activity Building Equipment	2,987.00
Wessex Water – YOSC water works	9,433.14
Community Infrastructure Levy funding – Community provisions i.e. skate park equipment and dementia friendly kitchen in YMCA	30,149.54
Member Awarded Funding (MAF) SGC – Pop Inn Café Counter works	950.00
MAF SGC – Multi Activity Building Equipment	1,452.32
Rotary Club – Pop Inn Café Equipment	244.62
Sprot England – Multi Activity Building build	100,000.00
Total	321,221.75

4 Strategic value

4.1 There are four main fund themes; indicate which of these your project will contribute to (*refer to guidance notes*)

LOHS grant themes	Your contribution
Diversified and densified high street mix	
C21st / Future focussed high street that maximise the use of new technology	By installing an e-scooter parking shelter at Abbotsood, the project will support those locally hiring/using these relatively new form of transport to visit and spend time at the local shops and facilities.
High Street that supports localism and social inclusion	By creating an accessible community garden at the YMCA on Station Road, this will provide an opportunity for residents of the local priority neighbourhood to take part in gardening activities and learn to grow their own food. This facility will not require membership or fees, as a normal allotment site might request. This removes any financial barriers and encourage those at risk of social isolation to spend more time at the heart of the community whilst supporting local businesses.
Growth of existing employment centres	
Supporting community, independents and small businesses	With parking on Station Road being significantly minimised due to the installation of yellow lines and cycle lanes, the access to the shops has become much more of a challenge for those visiting. By promoting these local independents and encouraging new small business ventures to take part in our Artisan market we can support them to grow.

5 Permissions and insurance policies

5.1 What insurance cover does your organisation hold? Please indicate the value of cover against all that apply.

Buildings and contents	£13,200,000	Employers' liability	£10,000,000
Public liability	£15,000,000	Officials indemnity/financial loss cover	£15,000,000
Other (please specify)	Hirers Liability £2m, Libel & Slander £250K Motor Vehicles £100K per insured incident, Plant Protection £500k, Fidelity £5m, Legal Expenses £200K (contract disputes £5K limit) and Personal Accident £500K any one person and £2m any one incident.		

6 Monitoring and evaluation

6.1 Outline the plans you will put in place to monitor and evaluate your project so that you can track expenditure, delivery and service improvement. Also comment on what systems you will put in place to support this monitoring so that you can report your achievements to the Council.

We will monitor our success via:

- social media engagement and feedback;
- attendance numbers at community events;
- feedback from local independent shops;
- feedback from traders and visitors of the Artisan market.

Finances will be handled by our finance department via a traditional 'income/expenditure' spreadsheet, visited regularly to ensure the project stays on budget.

7 Declaration

I confirm that:

I am authorised to sign on behalf of the above named organisation and will only be used for the purposes specified in the application.

I agree to the use of my personal data in line with South Gloucestershire Council's [Privacy Notice](#).

I declare that, to the best of my knowledge, all statements and representations made in connection with the data are true, accurate and correct.

**Your name: Lori Ramsay
Manager**

Position: Community Projects

Date: 25.2.21

Please reply by the 28 February 2021 sending the completed form and supporting documents to: Highstreets@southglos.gov.uk



Rear carpark x3 venues



Community Hall to Parish Hall middle/ rear car park





Community Hall rear/ driveway



Driveway/ boundary of Egghill Play Area



End of YMCA Garden/ view to Egghill



Gate from carpark to Eggshill



Parish Hall/ YMCA joining courtyard



YMCA rear parking spaces

YMCA rear walkway to parking spaces
E&C 21.09.2021



YMCA garden



YMCA Garden Right Boundary

YMCA Garden Left Boundary



NOTES OF THE ADVISORY MEETING OF MEMBERS OF THE YATE AGEING BETTER, HEALTH AND WELLBEING SUB-COMMITTEE HELD ON 14th SEPTEMBER 2021, FROM 2PM TILL 3.15PM VIA ZOOM

Present: Yate Town Councillors - Jane Price and Karl Tomasin. Cheryl Kirby (ex-officio)
Yate Town Council Officers – Leah Collier (Community Projects Manager), Sally Johnston (Community Projects Officer), Ashleigh Porton (Level 3 Apprentice), Stephanie Thorne (Venues Operation Assistant), Carene Whiting-Hays (Venues Operation Officer),

1. ELECTION OF CHAIR FOR THE MEETING

Councillor Karl Tomasin was elected as Chair for this advisory meeting.

2. APOLOGIES FOR ABSENCE

The following was **NOTED**:

- 6 months leave of absence has been granted to the following committee members (at Full Council 7th September 2021):
 - Councillor John Gawn;
 - Councillor Penny Thoyts.
- Additional apologies for absence for the meeting had been received from:
 - Yate Town Councillors – Sandra Emms and Chris Willmore;
 - Yate Town Council Staff – Estates Manager.

3. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

No Declarations of Interest under the Localism Act 2011 were received.

4. ACTION LIST REVIEW

The current actions spreadsheet (Appendix 1) was **RECEIVED** and **NOTED**:

It was **NOTED** that the Yate Ageing Better Festival Plan 2021 (launch event) was circulated to the Sub-Committee by email and the plan was supported (Appendix 2).

A discussion took place and the following comments were **NOTED**:

- members and officers attending the event will have lanyards with name and position, photograph if possible;
- Working group to provide sub-committee with a timetable of bookings and to confirm how many groups are attending each venue. Officers have been assigned venues; officers will advise councillors by email of opportunities to volunteer at each venue;
- Chair of Council to seek further representation from councillors to represent the council, talk to the public and to generally help out where required;

- A meeting of the working group to take place after the festival to receive feedback from the event and to assist in making plans for a 2022 event, as it is intended this event feature on the YTC annual events calendar;
- The long-term goals of the event are to publicly launch the Yate Ageing Better project, to raise awareness of local social and wellbeing activities, to set a precedent for future YAB events. The short-term goals include supporting engagement of local activity providers with residents, local partners and the Town Council activities; to gather resident feedback on activity and amenity needs, and to signpost to local activities, groups and organisations working to improve quality of life for residents.

5. YMCA STRATEGY

Feedback was received from Councillors regarding the YMCA strategy plans. It was **RECOMMENDED** the YMCA strategy be reassigned as an item under the Environment and Community Committee, to be reviewed in its entirety including (but not limited to) the following items:

- Accessibility;
- Garden;
- Operations;
- User groups;
- Destination and integrated approaches with YTC venues and properties nearby;
- The Welcome Back Fund (Station Road).

(a) YMCA Kitchen Project

The following was **NOTED**:

Works and items ordered:

- Painting and decoration: colour was circulated to the Sub-Committee and approval given by Councillor Sandra Emms as dementia lead; works scheduled for late September 2021;
- Flooring: options were circulated to the Sub-Committee and material approved by Councillor Sandra Emms as dementia lead; works scheduled for early October 2021;
- Appliances:
 - Red microwave/ toaster/ kettle;
 - Fridge;
 - Oven – delivery due Monday 15th October.

Items pending costing and purchase:

- water heater;
- cutlery;
- paint.

Items under review with the Estates Manager:

- Improvements to access;
- Door replacements.

Dementia Friendly signage was **RECEIVED** and the following feedback was **NOTED** regarding the proposed signage. (Appendix 3)

- Type face to be simplified with sans serif type face eg. Arial
- The following Councillors to be forwarded the proposals and any feedback followed up by the Community Projects team;
 - Councillor Tony Davis;
 - Councillor Sandra Emms;
 - Councillor Ray Perry.

6. AGEING FRIENDLY NETWORK

It was **NOTED** that:

- Feedback on the YTC application to the World Health Organisation (WHO) 'Global network for Age-friendly Cities' was provided; the application has been redrafted and a letter from the Chair of Council was also drafted, in support of the application. Both drafts to be taken forward in application to WHO, by the Community Projects Manager (LR);
- The following update was received regarding a password protected area on the Yate Town Council website, to host project related files, accessible to staff and Councillors:

The "private" area for councillors has now been completed on the website but the current access is via links to specific documents. An 'access-all project files' function is not currently available. The intention is to be able to grant councillors access to all project files on a secure drive; further support has been requested from the web developer. SST continue to trial and refine the processes for the new shared file area.

7. GARDENING COMPETITION

An update was **RECEIVED** from Councillor Jane Price and a discussion took place.

It was **NOTED** that Councillor Price was unable to progress the project at this current time, but will consider revisiting in the future; no further actions are required at this time.

8. POP INN CAFÉ AND OVER 50's ARMADILLO ACTIVITIES UPDATES

It was **NOTED** that:

- a. Pop Inn Café:

1. Venue hire enquiries have been received at the Pop Inn Café since Covid restrictions were relaxed in July;
2. Café remains open on Mondays, Tuesdays and Wednesdays from 10am-2pm. Opening hours will increase where volunteer capacity allows;
3. 20 Year Celebration is included in the event plan for the Yate Ageing Better Festival (launch event); cake, cards and a presentation will be made to volunteers. Thanks were extended to Councillor Willmore for her assistance.

It is **RECOMMENDED** that notable people involved with the PIC's success be invited to the 20th anniversary celebration event for the presentation, such as the former Café Coordinator and Management Committee Members.

The following was **NOTED**:

- The Yate Ageing Better Working Group to identify appropriate representatives to be invited to the short celebration event;
- The celebration event to be a maximum of 15mins, including cake cutting.

b. Armadillo Café

It was **NOTED**:

1. Pre-pandemic timings (x2 sessions) for senior coffee morning and free cinema sessions resumed in July and have been popular to date; attendance is increasing week on week.

The following update was **RECEIVED** and **NOTED** from the Venues Operations Officer and the Venues Operations Assistant:

- Following the reopening of the Armadillo Coffee and Cinema sessions and the Pop Inn Café since Covid shutdown, confidence is now returning and attendance has increased considerably at both venues with lots of positive feedback being received;
- Dementia Friendly Cinema sessions are being investigated at the Armadillo.

9. YATE AGEING BETTER CHAMPIONS

It was **RECOMMENDED** the following Champion role description be used to start the initial recruitment of volunteers:

Volunteer - Yate Ageing Better Champions

You may be interested in becoming a Champion' for Yate Ageing Better? Yate Town Council consulted with ageing local residents local to find out how we can make Yate a great place within which to age better.

The aim is to make our town more age friendly and the Champions' would help to achieve that. As an ageing better Champion in Yate, you would 'keep your ear to the ground' listening out for community problems and share the information and ideas

with the Town Council to help discover the best way to ensure ageing is a fulfilling and active process in Yate.

All that is required in order to become a Yate Ageing Better Champion is:

- *To preferably live in the Yate or Chipping Sodbury locality;*
- *Be interested in meeting new people and getting out and about in the community;*
- *be approaching retirement age or are already retired and want to make the most of 'Aging Better' in Yate and the local area;*
- *would like to be more involved in the community;*
- *are a good listener;*
- *want to make a difference;*
- *are sociable and enjoy talking to people.*

It was **NOTED** this description could evolve as volunteers are recruited, but that it will be used initially as a basis for recruitment.

10. CONSIDERATION OF IMPACT ON DECISIONS ON CLIMATE AND WASTE

The committee considered if there are any impacts on climate and waste following decisions taken by the Committee during this meeting.

It was **NOTED** that an event sustainability checklist is in progress for the Yate Ageing Better Festival. The sustainability checklist is a new document produced by officers to support the Climate and Planet Policy and Climate Emergency Declaration, and is being trialled in the planning for the Yate Ageing Better Festival event.

11. DATE OF NEXT MEETING

It was **NOTED** that this Sub-Committee reports to the Environment and Committee Committee, the next advisory meeting of which will take place on 21st September 2021.

It was further **NOTED** that a doodle will be sent out to determine the date of the next Sub-Committee meeting.

L:\Projects\Older People\Yate Ageing Better\Meetings\2021\September 2021 minutes

**MINUTES OF THE JPCC MEETING HELD ON MONDAY 19th JULY 2021
FROM 6.00PM – 7.15PM VIA ZOOM.**

PRESENT:

Dodington Parish Council

Councillors Louise Harris, Christine Howard, Paul Hulbert (Chair), Laura Pearson-Tong and Jean Thomas
Hannah Saunders – Clerk

Sodbury Town Council

Councillors Adrian Rush and Linda Rush

Yate Town Council

Councillors Tony Davis, Mike Drew, John Emms (Representative of Joint Cycleways Group) and Chris Willmore.
Tony Sharp – Co-opted non-voting member of Yate Town Council Planning & Transportation Committee

Deputy Town Clerk - Yate Town Council

ELECTION OF CHAIR AND VICE CHAIR

Councillor Paul Hulbert was elected Chair and Councillor Linda Rush was voted Vice Chair of the JPCC.

APOLOGIES FOR ABSENCE

Apologies for absence were received from members of Westerleigh Parish Council.

DECLARATIONS OF INTEREST

No declarations of interest were received.

SOUTH GLOUCESTERSHIRE COUNCIL CONSULTATION Dodington/Sodbury A432 Kennedy Way/Heron Way Signalised Junction

The above consultation was discussed and comments collated.
(Appendix 1).

It was **RESOLVED** that the comments collated be circulated to all members of the JPCC to enable each Parish to consider and submit their individual response to the consultation.

DATE OF THE NEXT MEETING

To be set via doodle when necessary.

Heron Way Junction Consultation

Comments raised:

- The consultation is shorter than usual;
- Where is the money coming from to pay for this?
- How do the suggested improvements sit on the priority list (the list is shown on the SGC public website, however the criteria and the scoring is not);
- What has brought this consultation to the table?;
- Lack of supporting data in term of accident history and traffic flow mapping and knock on effect at other junctions (Scott Way roundabout and Hounds Road turning), thus this consultation looks only that Heron Way junction in isolation – data for all of these junctions is vital;
- Little evidence to suggest that the “improvements” will result in a controlled and safe junction as suggested in the “Statement of Reasons”;
- There have most recently been 2 x “slight injury” collisions from the slip road leaving Heron Way on to the Kennedy Way carriage way – no amendments are proposed at this slip road junction joining Kennedy Way;
- Whilst there may be a positive effect to the Scott Way/Kennedy Way roundabout this in itself has its own issues, which is to be supported – however hence data for this is important;
- The cycle by-pass lane is to be commended (although without a dimensioned plan showing proposed width)
- There is no staging diagram (showing the operation of the junction);
- included the signal diagrams would, I believe, suggest the attached assumed staging layout.
- Cyclists wishing to turn right into Heron Way are expected to do so by way of the cycle lane leading to the Advance cycle Stop Line (ASL)
- Such ASL work very well in congested environs with frequent stopping traffic to allow access to the ASL.
- The ASL fails the DfT guidance on Cycle Infrastructure Design in that PCU’s are in the region of approx. 12,000 vehicles per day (based on 2019 average Annual Daily Flow on DfT Road Traffic Statistics Website)

10.6.43 ASLs do not remove conflict with motor vehicles and are therefore unattractive to less confident cyclists. Moreover, they do not resolve all problems at traffic signals even for more confident cyclists. ASLs only provide benefit to cyclists on a signal approach when the traffic signals are on red. They have little value on approaches that are free-flowing for most of the cycle, and/or with multiple lanes, as cyclists will find it difficult to manoeuvre themselves into an offside lane to make a right turn.

10.6.44 ASLs should therefore only be considered to meet the full accessibility needs of most people on a junction approach which meets the following criteria:

- traffic flows of less than 5,000 PCUs per day;
 - there are no more than two traffic lanes;
 - the approach is on green for no more than 30% of the cycle time; and
 - there is a nearside protected route to the ASL that is of sufficient width to accommodate the cycle design vehicle.
-
- The only time that accessing the ASL can be done without potential conflict is when the Eastbound Traffic is completely stopped and that only occurs in the (assumed) staging when Heron Way traffic is exiting.
 - The supplied consultation plan has no indication of detection but I think you need to ensure that the cycle lanes all have their own detection (NOT just loops extended into the cycle lane) to pick up cycles
 - Westbound and left into Heron Way the cycle slip road is good but the "advisory" cycle lane in Heron Way is perhaps too narrow for cyclists to safely emerge. A wider "mandatory" cycle lane in Heron Way with the cycle slip entering further along would probably allow more of a "lane gain" situation.
 - The small sections of cycle lane entering/exiting Heron Way should ideally be mandatory and in view of the likely significant increase in traffic with the installation of the signals continue along the length of Heron Way?
 - The kerb build out to the central reservation in Heron Way (which was installed to emphasise the restrictions on traffic permitted to turn right is proposed to be retained and highlighted further by hatching. This will however create a "pinch point" from vehicles avoiding the hatching cyclists turning right in the cycle lane (just at the point of the left turn lane) The build out should be removed to eliminate such a "pinch point";
 - Kennedy Way is the route for many HGV's in and out of Yate heading for the M4 or A46. Although not obvious to car drivers, trucks need to use maximum power heading out from Yate to the junction with Heron Way, and once trucks are up to speed, they can then reduce the power, and fuel consumption, considerably. Introducing a stop on the A432 at Heron Way means that 44 ton trucks have to use full power heading out of Yate, stop at Heron Way, and then use full power again, only reducing power when they reach the flat ground at Chipping Sodbury School. On the return journey to Yate, almost all vehicles can coast from Heron Way to the roundabout at Link Road. Stopping traffic at Heron Way means that all vehicles, trucks, cars and EVs will create damage to the road surface during braking (along with associated brake dust and plastic dust from tyres), and then use energy to accelerate to speed,

heading from Heron Way to Link Road. The environmental impact of emissions, noise and air pollution would be increased and excessive .

- Equally motorcyclists are trained to accelerate ahead of traffic at traffic light controlled junctions – again noise and air pollution;
- Whilst a roundabout has often been considered a solution the space available would not solve many of the concerns raised either on the safety front of the environmental issues (braking and accelerating would still occur;
- The key driver for this junction has to be safety (the original measures were introduced following fatalities) any change that could led to another death would be a disaster;
- There is no indication if the signals will be controlled by traffic flow ie buses approaching the from Heron Way junction can trigger the to light change so that the bus can continue without totally stopping;
- The speed limit which is currently 40mph should be reduced to 30mph.

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Post Meeting Note

Dodington Parish Council also would like the traffic data requested to include the flows into/out of Normandy Drive. A Dodington Parish Councillor has asked whether having lights at the Normandy Drive junction would benefit the traffic situation on the Scott Way roundabout.

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List of Outside Bodies with Yate Town Council Representatives

To **NOTE** minutes received from outside bodies were circulated to Members with a request to advise if they wish to discuss matters contained therein.

Name of Outside Body	Meeting date	Date minutes Circulated	Date of next meeting
Abbotswood Action Group	26.04.21 AGM	Minutes not yet received	tba
Community Engagement Forum	12.05.21	Minutes circulated 9.8.21	15.09.21
Fairtrade South Gloucestershire	16.03.20		
Friends of Brinsham Park	09.06.21	Minutes not yet received	tba
Friends of The Common	19.05.20	Minutes not yet received	tba
Friends of Kingsgate Park	03.02.21 26.07.21 (AGM)	Minutes not yet received	
Friends of Ridge Woods	15.01.20 05.05.21 (AGM)	Minutes not yet received	tba
Frome & Ladden Vale Environmental Link	19.03.20	Minutes not yet received	tba
Hanson Liaison Committee	13.05.21	Minutes circulated 20.05.21	11.11.2021
Healthwatch South Gloucestershire from 1.10.19 contract taken over by Healthwatch North Somerset	Not yet advised	tba	tba
Heritage Centre Extension Working Group – <i>This group reports under Heritage Centre Officer's Report</i>	tba	n/a	tba
Priority Neighbourhoods – Yate & Dodington Community Lead Group	13.05.21	Minutes not yet received	tba
River Frome Forum (New) <i>(inc River Frome reconnected & Avon Frome partnerships)</i>	11.05.21 22.07.21	Minutes not yet received	tba
Shopmobility	03.12.20	Minutes not yet received	tba

Sodbury & Yate Business Association	20.02.20 18.02.21 27.05.21 29.07.21	Minutes not yet received	tba
	28.06.21		
South Gloucestershire Community Cohesion Steering Group (added 25.6.20)	tba	n/a	tba
South Glos Dementia Alliance	This group is active but does not circulate minutes.	None received	tba
South Gloucestershire Museums & Heritage Partners	05.06.19 24.03.21	Minutes not yet received.	
South Glos Youth Housing (SGYH) "As of Wednesday 3rd June 2020 SGYH will no longer be in the Yate and Chipping Sodbury area (only based at Parkview Kingswood). A company by the name of CCP will be based at Southwold House and Andrew Millman Court."	Updates requested but not forthcoming		tba
Town and Parish Council Forum	27.04.21 19.07.21	(minutes meeting 27.4.21 circulated 19.07.21)	12.10.2021
Yate Community Association			tba
Yate & District Twinning Association	18.10.19 20.8.21	Minutes not yet received (minutes meeting 20.8.21 circulated 26.8.21)	AGM 01.10.2021
Yate Children's Advisory Centre	Advisory Boards meetings postponed until further notice	n/a	n/a
Yate Oral History Group	09.01.20 13.02.20	Minutes not yet received	tba
Yate Community Plan	01.03.21	23.03.21	tba
Yate Genieri Link	13.01.21 17.02.21 14.04.21 12.05.21 07.06.21 12.07.21 08.09.21	Minutes not yet received. (minutes meeting 14.4.21 circulated 15.4.21, minutes 12.5.21 circulated 13.5.21, minutes of 12.07.21 circulated 13.7.21, minutes of 8.9.21 circulated	4.10.21

13.9.21)

Yate Town Centre Strategy Group	01.03.21	Meetings suspended	email Newsletter issued in lieu of meetings
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Response submitted 27th July 2021 to consultation: Boundary Commission for England - review of Parliamentary Constituencies

The unique reference number response is BCE-69949

We believe any proposal for a constituency, needs to recognise the demographic and economic characteristics of the area and to reflect the natural catchment area of Yate/Sodbury as the main town north of the Bristol urban area for services, retail and leisure and the historic and complimentary role of Thornbury.

The proposals as presented on this occasion are better than the last set of proposals, which divided Thornbury and Yate in half on a North South line. That did enormous damage to the natural hinterlands of Yate/Sodbury, and would have split Yate from communities for whom Yate /Sodbury is its main service, retail and leisure focus, created a north south divide and undermined the longstanding relationship between Thornbury and Yate and the way in which the villages have a strong shared identity and use both Thornbury and Yate/Sodbury.

However, on balance, we would urge that instead of including Almondsbury and Pilning and Severn Beach the Westerleigh / Pucklechurch area should be included in the same constituency as Yate/Sodbury. Whilst Marshfield looks to Bath rather than to any part of South Gloucestershire, it is very odd for Westerleigh to be split from Yate, as even from the age of 4 children from Westerleigh go to school in Yate/Sodbury, and residents there look to Yate/Sodbury for a wide range of services, shopping and leisure activities. We understand that the Commission does not like splitting local council wards (although the current Frenchay and Downend South Glos ward is split between two constituencies) – but the Boyd Valley Ward covers very different villages which look in different directions – towards Bath (Marshfield) towards Bitton/Hanham (Wick) and towards Yate/Sodbury (Westerleigh) and Pucklechurch which looks in different directions for different services. In terms of arguing for services and commercial provision in the Yate/Sodbury urban hub and the complimentary role of Thornbury and the villages between, it is crucial that the whole catchment is represented by the same MP.

We would therefore consider it made better demographic sense to include Westerleigh and Pucklechurch instead of Almondsbury and Pilning and Severn Beach which look southwards not northwards to Thornbury.

However, for us the crucial thing is to stick to the principle of keeping Thornbury, Yate and Chipping Sodbury together, as our shared needs and identities as service and leisure centres, just beyond the green belt, together with our catchment areas creates a cohesive constituency focussed around the needs of trans-greenbelt communities.

Response submitted on 8th September 2021 regarding

Draft comments on Green Infrastructure Strategy / Greener Places Strategy 2021 by Paul Hulbert

General

The summary document is a very pale reflection of the main document – it's not really representative.

The full document contains:

- A lot about what South Glos do now
- Some about what South Glos would like to achieve
- Almost nothing about measurable targets (SMART targets – specific, measurable, achievable, realistic and time-bound). Most timescales mentioned are just promises to have an “annual review” or “annual report”
- Virtually nothing about new money to achieve these objectives, other than saying that they'll look for money from elsewhere
- Mentions of education are fairly general – need to be more detailed

We need a very clear strategy to address the ecological crisis, and deliver the commitments made by South Gloucestershire Council to tackle the crisis. That requires specific timed targets and resources.

Our concern is not so much what is there – it is all good stuff, the problem is with what is not there. We understand it is a strategy not an operational plan, and are not asking for operational plan levels of detail, but we do expect a strategy that is firm and has targets for where you want to get and by when, rather than general talk.

In particular, the plan is full of statements which sound good, but which are not necessarily in the gift of South Glos, so we need some sort of strategic statement about how these will be delivered – not just ‘in partnership or through enabling’ – but in partnership with whom through what vehicle by when?

Detailed comments

Section 3.2 “Greener Places Engagement Survey – Autumn 2020” raises an important point about barriers to using green spaces – these barriers need to be addressed in more detail.

Section 4 “Our Green Infrastructure - priorities and outcomes” - We strongly support this section in general, particularly the principles in Section 4.1 “Protected and Restored Nature” about responding to the Nature Emergency by protecting, restoring, connecting, and increasing nature.

However:

- Pages 46/47 – “Setting our goals to restore nature” – These points are rather vague, e.g. timelines and “annual reviews”; no detail on “Action Plan for Nature”.
- Page 48 – “Expanding our green infrastructure network with more land managed for nature and more investment in nature” – Where is the land coming from to double tree cover? Good to see proposed Pollinator Action Plan, but no detail.

- Page 49 – Local Nature Action Plans – fully support but there is no detail here – needs pointed to more specific documents
- The sections saying “annual review” or “annual reporting” need actual targets

In Section 4.8 “A green and resilient economy”, on page 102, the contribution of green volunteers contribution is recognised, but help is needed to promote green volunteering more.

In Section 4.9 “Stronger working together” – Is this “Doing with” (cooperative) or “Doing to” (directive)? Driven bottom up or top down? The aspiration is cooperation, but will it in practice be expert-driven rather than acknowledging the knowledge and skills in the community? What boundaries will be set by lack of funds or by the economic clout of developers and commercial organisations?

Various pages/sections: The acknowledged value of the roles that private gardens can play conflicts with the squeezed conditions of modern developments and the trend to “urban living” – again a factor of the economic clout of developers and commercial organisations.

Page 107 “Community and Voluntary Sector” acknowledges the role of community groups. “the council supports applications to many sources of additional funding, bringing further investment into our communities” – but more funding is needed, not just the current levels available. This section does not hint at any increase.

The document also fails to recognise and propose means to address the expertise gap. There is a lot of willingness in parish councils and community groups, but there is a limited expert resource in AWT and the other local voluntary groups. Whilst UWE is willing to help, it too has a limit to what it can do. So we have money and willingness, but not the expertise. For example the town Council wants to put in wildlife interpretation boards - but are struggling to find people with the time and expertise to advise us. So, a key feature of the role of the community and voluntary sector is resourcing, both financial and in terms of availability of expertise.

Given that in places like Yate, South Glos owned land is crucial to the ability to deliver green corridors, the way in which South Glos approaches community initiatives is crucial. We have lots of close mown grass open spaces. We have plans to work with residents to turn them into community orchards, allotments and gardens, but we need South Glos to have a simple, easy approach that is supportive and facilitating. Instead, we have witnessed things like the long delays in the legal department about drafting the licences for planters on station road meaning they did not happen this year. A lot of real bees missed on the plants that would have been there – the metal bees are no substitute for the real thing. So, the strategy needs to include a commitment to a light touch approach that supports and quickly responds to enable community initiatives, rather than a slow and negative approach.

Page 110 – Important objectives which we particularly support, but which need more specific actions and targets, not just annual reviews and reports:

- 3. Town and parish councils – we will work with town and parish councils to share practices, informing and supporting our work to agree and deliver shared priorities and goals for green infrastructure across our area including at least one seminar/workshop per year. Annual reporting on progress.

- 4. Residents – widening and increasing participation – we will continue to co-prepare and implement our equalities impact assessment and action plan to inform our communications plan to widen and increase engagement residents in the Greener Places Action Plan. Annual review of progress.
- 5. Community groups – we will work with community ‘Friends of’ groups, local nature groups and public rights of way volunteers to engage, empower, build capacity, and inspire our work together across South Gloucestershire. Annual reporting on progress.
- And here you need two more about light touch administration to facilitate experiments and community / parish initiatives so that all initiatives will receive outcome decisions within a fortnight and final legal facilitation within a further fortnight (or other target time) – and to provide the expertise needed for community led initiatives.

Section 5 – “Our strategic Green Infrastructure spatial priorities and programmes” – most of this section is very general in nature, not specific enough.

On page 113 – Connectivity for nature and for people – We can see a specific opportunity. The Westerleigh “missing link” cycleway which is currently being investigated to link Yate to the Bristol and Bath Railway Path could potentially do both – needs to be factored into the investigation. But more generally, it fails to recognise the crucial role of the little corridors of grass along footways in Radburn developments in Yate and Dodington, and the importance of back gardens to nature connectivity (we think of the Bedminster back garden green corridor initiative for example).

Pages 125, 126, 129, 130, 132 - Maps have too little detail to make sense of them, even with local knowledge.

On page 126 – Map “South Gloucestershire Levels of Deprivation” – Looks strange, Data needs to be checked.

On page 127 – Map “Accessing services and facilities” – No key for colours

On page 129 – Maps “Nature Recovery Network” and page 130 – “Access to open green space.” Strangely it’s the country areas that seem to have the least access to open space. Needs investigation.

The strategy does not anywhere recognise the issues associated with the privatisation of open spaces on all major new developments. All of the open spaces on major new developments such as Autumn Brook or Ladden Gardens Village is being transferred to a private management company, who will not necessarily have any obligation to do anything to contribute to green infrastructure planning long term. The sites have to be laid out and maintained for a limited period, but then they can do what they like and not fit into an ecological strategy. We are also deeply concerned that a very high percentage of the green space on new developments like Ladden Gardens Village is being taken up by SUDs, which means there will be a lack of informal open space for play (you can’t play in a SUD even when it is muddy rather than a pond) and a reduction in landscape variety with so many of the open spaces in LGV being SUDs with identical planting.

Section 6 – “Our Green Spaces Asset Management Plan”

Section 6 should be very important for Yate because of the amount of S Glos green space. Section 6 as a whole however, tends towards “What we’re responsible for” and “What we’re already doing” rather than being forward-looking, which is disappointing. We have people crying out to be able to do more exciting things on these open spaces, and for the reinstatement of the community compost

site, but we are met with can't do rather than can do. We would have hoped this plan would have set out a very strong commitment to working with communities to enable them to take over and management open spaces for the benefit of local health, wellbeing and wildlife.

Section 6.1.4. – “Our challenges and opportunities” – This is an important section, but there are some underlying themes of “We haven't got enough money” – conveys the impression that this strategy may not be financially achievable. It fails to recognise that there is a wealth of energy that could be unleashed by a strategy that was enabling and empowering, in which h Glos provide expert advice but the communities do what they feel their area need.

Section 6.4.3 – “Our goals” – Looks like South Glos will need more green space to achieve them, but it doesn't say so. We suggest a target of increasing public green space – and making the spaces we do have work more effectively.

Section 6.5.1 “Requirements of maintaining and sustaining our green spaces” has a long litany of S Glos responsibilities. Some of these would not be necessary if Staple Hill and Kingswood had town councils. Many should be devolved, and Kingswood/Staple Hill pay special expenses to cover the cost. Town councils are used to working with residents and can respond quickly and informally. We would welcome more opportunity to develop initiatives without S Glos having to approve every detail, which in our experience delays or bureaucratises things so they don't happen. That is not to blame people, but to recognise S Glos simply does not have the resource to do things quickly. So it needs to lighten up and trust communities. We give the hanging baskets on Station Rd as an example. S Glos offered us 16 hanging baskets on a Thursday, and delivered them to us on Tuesday. By Weds we had found homes for all of them on Station Road – because we knew the residents and traders and knew who to ask. That local knowledge meant we could do it quickly and informally. South Glos on the other had was talking about licence agreements with each person. The need for that sort of administration slows things down and means things do not happen. We have amazing residents wanting to do lovely things. We need to lighten up and empower them. Some things will of course go wrong, but very few, and exciting things will flourish.

Section 6.5.2 “Costs of maintaining and sustaining our green spaces” - Page 154 - Direct spending of the council on maintenance of green spaces – does not acknowledge the principle and contribution of Special Expenses.

Section 6.7 – “Our green space asset group management plans”:

Page 180 – Street trees – Does not mention potential problems due to roots (damage to foundations and infrastructure – though this is covered later on Page 198) – street trees need to be designed in on new developments, but the street space is now being squeezed by “developer economics” in a way that makes this very difficult. The latest developments in Ladden Gardens and at Normandy Drive are examples. We are particularly concerned about the way planning consent for extensions seems to now be causing problems for trees that predate the house let alone the extension. We are also worried about the way trees are being removed, but no replanting is happening, even when residents request it and there is ample space. We have a long outstanding list of sites on S Glos land where residents asked for tree replacements over a year ago.

Page 180/181 – Community Orchards – We fully support one of the (scarce) really specific targets in this consultation “to have one well managed climate change-resilient community orchard within a 15 minute walk of every urban community” and further suggest that “strip orchards” could double as wildlife corridors.

Page 189/190 – Allotments – South Glos only have 350 allotment plots, mainly in Kingswood. Parish and Town Councils are the main providers of allotments. We suggest that South Glos should be more proactive in providing new allotment sites – and in allocating land for allotments in planning documents. We have had some land allocated for allotments in the LGV / Autumn Brook developments, but they are being owned by the management company, and are only for the use of residents in the new development, so they are not available as a community resource. We also ask for the reinstatement of the Yate community compost / chippings site. Currently yate people drive to Thornbury to use that one, which is environmentally a nonsense.

Section 7 – “Our Action Plan” can be summarised as “An action plan is being prepared”, which is disappointing. This needs to be much more detailed, and to be fleshed out very quickly.

Protect Duty Consultation Response from Yate Town Council (Cllr Chris Willmore 2/7/2021)

Safety and security are there to enable and empower us to live rich, enabled, connected lives as a community together, and it is essential to ensure they are **servicing** those goals of living a good life, **not replacing them**. So they must be contextualised so they service the ability for people to come together as a community and doing things together, with friends and neighbours, rather than preventing those connections. We believe that a connected society is safer than one in which groups or individuals are excluded or marginalised. We sense they have got the balance wrong, will undermine the very thing we are trying to protect and increase the risk of people becoming marginalised and prey to extremists on line. We have deep concerns about the proposals in this paper and what they would mean for our community and the vital community activities that bring us together as a community, for the following reasons.

- **Vague:** We find that the proposals in the consultation document and appendices are too vague for us to know their full implications. More detail is needed to understand what the government means by 'appropriate and proportionate measures' to protect people from attacks in publicly accessible locations.
- **Networking:** The proposals fail to recognise the way local communities work, away from the big urban contexts. Our Town Council has a strong network of contacts with all the community groups who use our venues, and with our local community police. We are not complacent, but consider those networks and conversations provide the best positive protection our community can have, and whilst we are not immune from external forces, we do believe that local networks are the best way to identify any potential risk and deal with it flexibly in context, as opposed to what may risk becoming a bureaucratic box ticking exercise which detracts from the actual need to keep eyes and ears open. In our experience keeping eyes and ears open is not something best reduced to lists of obligations.
- **Criteria:** Part of the problem with these proposals is that it is difficult to set criteria for which venues the Protect Duty should apply to. There are a range of factors that will affect a venue's vulnerability to terrorism and other forms of crime. Capacity is one, but many places have large capacities but only small numbers of visitors. The capacity may be spread across several rooms, which decreases the likelihood of the venue being a target for attacks. The location in a small out of town location where venues are used for example exclusively by elderly residents, or by local young people affect the risks. On balance, we believe staffing levels may be the most accurate criteria if the government decides to pursue these proposals.
- **Bureaucracy:** The proposals would place an unnecessary, additional bureaucratic burden on the volunteers who run publicly accessible venues. So every user group in our community who hire our venues would suddenly have additional burdens. And we have found that this sort of additional burden is exactly what leads volunteers to give up and then the much needed groups fold. We have no doubt the additional burden will result in the loss of many community activities. Our venues are scattered across town, with regular hirers having their own key to access, and it would not be financially possible to have these small places checked by paid staff any more often than at present.
- **Human rights:** The public have a right to access places of worship and our community buildings are regularly used for worship. The government must recognise that places of worship have a duty to enable everyone to fulfil their human right to freedom of religion. This means we cannot simply exclude people – we must do everything we can to enable them to participate in worship..

- **Social integration** We consider the inclusion of everyone in our community in the widest possible range of events as the best way to prevent the sort of isolation and exclusion that leads to people spending time on line at risk of being preyed on by extremist ideas of all kinds. We therefore want as few a set of barriers to participation as possible. So we want to minimise the sense of checking on people.
- **Localism** – The principles of localism, and letting people make their own sensible judgements about risk are vital. But localism is also about enabling communities to meet locally. So, for example, rather than going to mosques in the centre of Bristol local muslims now meet in one of our small local halls for Friday prayers. We consider this a welcome step, and provides a much needed support service to local residents. Anything which makes it harder for such groups to meet locally, and forces them to travel into big venues in the centre of a city is actually counter-productive to the government's aims, and increases the risks of people encountering radical networks out of sight of their elders and community networks. We urge you not to put any potential barriers in the way of this sort of local integration.
- **Proportionality** We are a peaceful small town just outside the greenbelt, and want to be assured that measures are not imposed uniformly which are completely out of proportion to the local risk or the capacity of our community to apply them. If the sorts of measures being considered here are imposed uniformly, they will make it unviable to run some venues at all, and will put at risk many of the voluntary activities which are essential to social integration, the protection of people from the risk of being radicalised and the provision of essential services and development opportunities in an area identified as an area of priority social need.

Given that currently the violence we see in the newspapers seems to come from right wingers, anti vaccincers, Q-Anon extremists, how can we possibly be expected to protect venues from them?

**Yate Town Council Youth Provision
Delivered by Learning Partnership West**

Performance Monitoring Form

For quarter period from: Apr 21 to: June 21

Please return to:	Community Projects Manager Yate Town Council Poole Court Poole Court Drive Yate South Gloucestershire BS37 5PP info@yatetowncouncil.gov.uk 01454 866506
<p align="center"><i>Please return as soon as possible after the quarter period ends.</i></p> <p align="center"><i>Failure to supply the monitoring information by the due date could affect future payments.</i></p>	

1. Overview of quarter

1.1 Brief summary of service performance over the last quarter.

Please provide a brief report covering the number of sessions delivered, attendance figures and footfall for all sessions, successes of the engagement process, details of any challenges and a clear strategy to address any challenges moving forward, and a list of where the detached youth work has operated in the last quarter.

Since April and the relaxing of Covid restrictions we have enjoyed some resemblance of normality with our sessions as we have started to ease our lockdown measures and increase the number of young people able to attend our sessions. We have followed NYA Guidance in informing all risk assessments and decisions as well as our own professional judgements in the number of young people we can safely manage socially distanced in each of our centre.

We are currently able to have 35 young people in both centres (as long as we are able to use the sports hall in Brimsham Youth Wing- when it is unavailable due to exams for example, we are using the tennis courts instead to allow us the same amount of space)

One of the issues we have encountered with our year 7 night at Brimsham Youth Wing is our inability to do assemblies due to the schools covid restrictions, as we

have been in and out of lockdown for the whole of this academic year, unlike previous years when we would meet new year 7s at the end of the previous year as they were doing transition evenings at the school and then we would do an assembly in the new year we have not had the chance to reach out to this year group, we have advertised through the schools social media and through their newsletters however we have not been successful in getting them into the youth wing, therefore in Term 6 we opened the session up to current year 6s who are moving up in September, this has enabled us to build relationships already and help with the transitions for them into Secondary School as most transition events are still unable to happen through the school. This night has been really popular and had really positive feedback from parents and young people.

St Nix has been an interesting centre, with a consistent group who have been attending and engaging for the past 5 years, the group have been involved with antisocial behaviour in the area separate from the youth centre and had issues at school but continued to positively engage with us, throughout lockdown we continued to work with them and supported them during their last year of school, over the last few months their engagement has decreased as they have had more school work readying to finish year 11, and in the last few weeks they completed their academic year, during this time they have talked about no longer attending youth club as they are too old although they continue to attend most weeks, during this time we have been able to engage other young people in the sessions, something the previous group had really fought against before even scaring other young people away from the session, and using our quiet sessions to do outreach in the area to encourage other groups to make use of the session, in September our plan will be to hopefully be allowed to do an assembly in Yate Academy to advertise the sessions further.

Detached has really benefited from the better weather and lighter nights as well as being able to use the back of the Urbie for smaller groups, we have started doing our Escape Rooms again with windows open and ensuring young people are wearing masks and washing all equipment in between groups as per our Risk Assessments. Being able to use the Urbie again as more than just a visual beacon for young people has given staff and young people a boost and the ability to do more positive work with young people when we see them- our Key areas weekly have been checking in at Brinsham Park and Peghill however we see the highest numbers in St Mary's and The Witches Hat, although Kingsgate is also picking up again too.

Overall its really amazing that we are getting back to normal, and we are seeing more young people through the youth work, as always we are optimistic that is a permanent change but are also managing young people's expectations around the potential for lockdowns to happen again. We are hopeful that we are able to return to normal session delivery completely as new announcements are made.

We have made a concerted effort to ensure staff are safe, all staff take 2 Lateral Flow Tests per week and in addition the majority of our staff team are now vaccinated.

Our socials are

Instagram <https://www.instagram.com/yateyouth/>

Facebook <https://www.facebook.com/yateyouth/>

Youtube <https://www.youtube.com/channel/UCMdCxc-GZi5qjN6gGLvl-3A/>

1.2 COVID19 PANDEMIC DATA CAPTURE

COVID19 PANDEMIC DATA CAPTURE						
	Instagram Accounts Reached	Instagram Content Interactions	Facebook Post Reach	Facebook Post Engagements	TikTok Views	TikTok Engagement
April	174	221	96	31	111	12
May	240	192	57	7	86	7
June	168	209	110	45	60	13

2. Targets/Achievements to Date

Please fully report success or otherwise of your service against the targets in the **Service Level Agreement**.

<i>Other Provision</i>								
Annual Attendance at the Yate Rocks summer event to deliver youth work between 11am – 8pm	EVENT CANCELLED							50 young people
Empowering young people to have a voice in what's happening local, including	<p>In LPW we are starting a Youth Forum across all areas we are working and we have signed up 2 of our South Glos Young people to take part in this, they will form a group of youth ambassadors within LPW to support LPW's structure and aims in relation to young people and the organisation overall.</p> <p>We are also working with Lucy Ladbrooke on an art project in Yate. The project forms part of an engagement programme, which runs alongside a new public art project at the Ladden development in North Yate. We will be working with a group of young people interested in art and film, who would like to work alongside an artist this</p>							

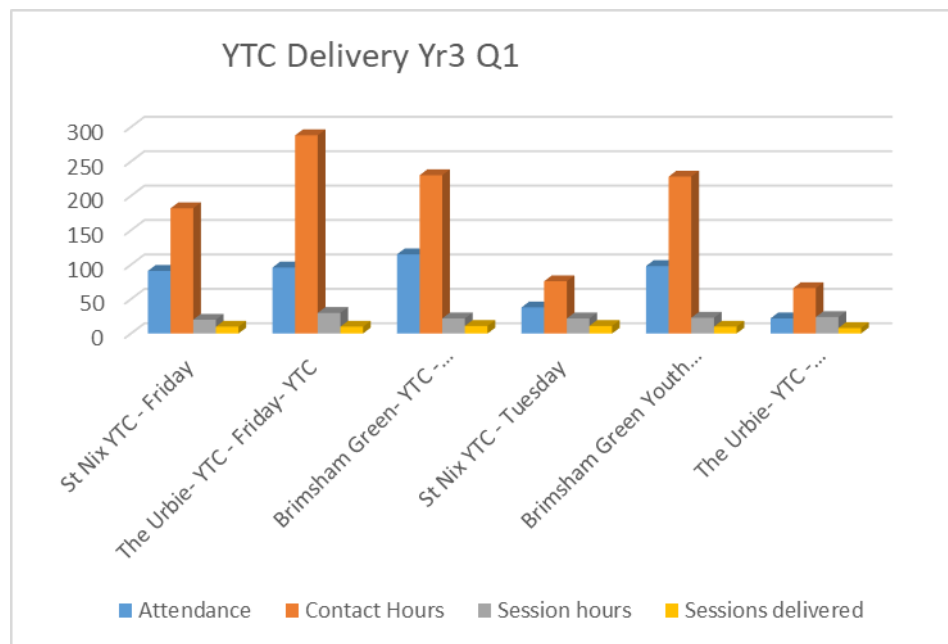
<p>public consultations, ideas to present to Yate Town Council or ideas on how to tackle issues in Yate</p>	<p>summer to create a new film with the theme of home, sustainability and shelter.</p>
<p>To ensure an integrated service with Lot 2 delivery under SGC, covering:</p> <p>One LDD centre based session at Brimsham Green Youth Wing, Wednesday 6.30pm-9pm, ages 13 – 25;</p> <p>Two centre based sessions at Brimsham Green Youth Wing, Mondays, 6.30pm – 9pm, ages 14 – 16 and Thursdays, 6pm – 8.30pm, ages 12 – 13;</p> <p>Area wide LOTTY provision Mon, Wed & Fri 2pm – 10pm and Tues & Thurs 2pm – 7pm;</p> <p>Two detached youth work sessions in rural areas</p>	<p>We continue to run all of our sessions as an integrated service, with several of our Senior group as volunteers in our Year 7 night which allows them to work towards their Duke of Edinburgh awards and other Accreditation such as the South Glos Award and Volunteering Award.</p> <p>During the summer holidays we shall also be running a HAF project funded through South Glos which will benefit all of our young people and has been advertised over all sessions.</p> <p>We continue to work closely in partnership with the other YAO providers, meeting regularly, sharing best practice, ideas, problem sharing etc. Our Service Lead is also on the steering group for the Partnerships Youth Work Conference planning group and is also apart of a group currently building an online 'Introduction to Youth Work' training course for new youth workers which will be hosted on the Southern Brooks online learning platform for use by all organisations involved in the Partnership.</p>

on Mon &
Thurs,
6.30pm –
9.30pm.

3. Graphs and Comparison

Please present the data collected in item 2 as a graph. Please also include quarterly and yearly comparisons as applicable. This can be presented below or at the end of the report.

Activity	Attendance	Contact Hours	Session hours	Sessions delivered
St Nix YTC - Friday	91	182	20	10
The Urbie- YTC - Friday- YTC	96	288	30	10
Brimsham Green- YTC - Thursday	115	230	22	11
St Nix YTC - Tuesday	38	76	22	11
Brimsham Green Youth Wing - Wednesday LDD Night	98	228	23	10
The Urbie- YTC - Wednesday- Yate	22	66	24	8



4. Young People Feedback and Participation

Tell us how you are collecting and using feedback from and participation with young people to shape and develop the service.

Social media- We use polls on our Instagram page to directly ask for input

During sessions- We regularly ask for input on what young people would like to do at the beginning of every term which we then use when we plan our sessions.

We also ask for input when young people give us feedback during sessions, for example when doing our recent project on Pride Flags we were working with a group of young people who had more questions around specific gender identities so we planned a full session the following week around this.

5. A Forward Plan

During the Summer Holidays we shall continue to open St Nix youth Centre and run our Detached sessions, however our year 7 sessions at Brimsham will be closed due to them being Term Time only. We shall also be running 2 HAF projects- One for 11-19year olds around Horsecare running from Cooks Lane Stables and another in Kingsgate Park for 8-13 year olds.

We shall also be working with Lucy Ladbrooke on an art project in Yate. The project forms part of an engagement programme, which runs alongside a new public art project at the Ladden development in North Yate.

On August 20th, Peghill turns 20 and so we shall be working with YTC to celebrate this with a BBQ and celebrations in the Skate Park.

In September we are hoping to be able to return to doing assemblies in schools, as long as Covid restrictions allow this, to further promote our sessions and grow our groups, especially at St Nix. We would also like to start some projects around 'Our Community' during our Detached sessions

6. Added Value

Are there any additional services that LPW provides in addition to the contracted service, that compliments or "adds value" to the project. If so, please describe overleaf.

Let us know how LPW adds value over and above the contracted service, for example; this can be through alternative funding sources or in kind resources

- Providing Laptops to young people who need them in Yate
- LPW brings an additional 16k through the South Glos YAO contract
- LPW has secured a horse paddock for free where we can take young people
- LPW has also provided 15 young people in Yate with 1-1 support

7. Financial Information

Please complete the following in relation to the Income and Expenditure identified in your service level agreement.

TYPE OF FUNDING RECEIVED	Quarterly Amount Awarded
Yate Town Council Funding	
Other Income (Please indicate amount and Source)	£26,750 South Gloucestershire Council Funding YAO £10,000 VRU funding for 1-1 support £360 schools funding
TOTAL INCOME	£37,110

EXPENDITURE	Quarterly Amount Spent
	See Spreadsheet
TOTAL	

QUARTERLY TOTAL	
------------------------	--

8. Compliments and Complaints

Has the project received any complaints? If so please state the nature of the complaint and how it was handled. Has the project received any compliments? If so what was the feedback?

The Service has received no complaints

KP (Year 7 and Year 9 Mum) KP has had a really difficult few months, she has struggled to manage friendships and school life and found dealing with her own emotions really difficult. Through this time Jamie-Lee, Tony and Lauren have been consistent and positive role models and KP has built good relationships with them, Jamie-Lee has especially become a trusted person to KP and has supported both KP and myself with issues at home and recently with School. KP is finding the one-one work with Jamie-Lee at school really helpful and means she is attending school more often. She enjoys volunteering and attending youth club and it gives her positive things to focus on.

9. Equal Opportunities

	Total 460 (participant data for 74)
1a. How many Yate Town young people have benefited from your project over the monitoring period (quarter)?	421
Please confirm that the majority of young people attending are aged 13-18 years old	Yes / No
Based on the total given in 1a please give a breakdown against the following equality categories (<i>estimated figures are acceptable</i>)	
2. Age	
Please give numbers of young people attending who are aged 10 – 12 years old	38
Please give numbers of young people attending who are aged 13 – 18 years old	58
Please give numbers of young people attending who are aged 19 – 25 years old.	9
Total (<i>should match the number in 1a</i>)	105 (difference is due to capturing limited data during detached)
3. Disability Number of young people (included in the number shown in 1a) who have declared a disability.	6
Does the Young Person consider themselves to be disabled?	
No	3
Prefer not to say	65
Yes - Physical impairment, such as difficulty using arms or mobility issues which may mean using a wheelchair or crutches	
Yes - Sensory impairment, such as being blind / having a serious visual impairment or being deaf / have a serious hearing impairment	
Yes - Mental health condition, such as depression, anxiety or schizophrenia	
Yes - Learning disability/difficulty (such as Down's Syndrome, dyslexia, dyspraxia) or cognitive impairment (such as autistic spectrum disorder)	6
Yes - Long standing illness or health condition, such as cancer, HIV, diabetes, chronic heart disease or epilepsy	
Yes - Other (please state)	

4. Ethnic origin (based on census categories) Have young people from minority ethnic backgrounds attended? Please complete the following breakdown	
Arab	0
Asian/Asian British - Bangladeshi	0
Asian / Asian British- Indian	0
Asian / Asian British - Pakistani	0
Asian / Asian British- Chinese	0
Asian / Asian British – Other (please state)	0
Black/African/Caribbean/Black British - African	0
Black/African/Caribbean/Black British - Caribbean	0
Black/African/Caribbean/Black British – Other(please state)	0
Gypsy or Traveller of Irish Heritage	0
Mixed/Multiple Ethnic Groups – White & Asian	0
Mixed/Multiple Ethnic Groups – White & Black African	
Mixed/Multiple Ethnic Groups – White & Black Caribbean	0
Mixed/Multiple Ethnic Groups – Other (please state)	
White – English/Welsh/Scottish/Northern Irish/British	14
White – Irish	
White – Other (please state)	0
Other ethnic group (please state)	1 (other Mixed Background)
Prefer not to say	59
Total (should match the number in 1a)	74
5. Gender	
Female	99
Male	98
Other	1
Prefer not to say	
6. Numbers of young people with a gender identity different to the sex they were assigned at birth.	1
7. Based on the number of young people in 1a, please give numbers to the following Projects working with targeted groups of young people may be asked for further information about the service users. This will have been requested by your Link Officer.	

Young people in care/or leaving care	
Young carers	
Young people who have a long term health condition or disability	
Young people Not in Education, Employment or Training (NEET)	8
Excluded from education or at risk of exclusion	
Young people who identify as LGBTQ+ (this means Lesbian, Gay, Bisexual, Transgender or Questioning their sexuality).	1
Young people from low income families	
Young offenders/at risk of offending	
Young people attending that live in priority neighbourhoods (Yate, Filton, Patchway, Cadbury Heath, Staple Hill and Kingswood)	421
Young refugees or asylum seekers	
Other (<i>please state</i>)	

10. Self-Evaluation RAG form

Please complete the following RAG Form using the below guidance:

RED = 0% to 49% of the targets completed

AMBER = 50% to 74% of the targets completed

GREEN = 75% to 100% of the targets completed

TARGET	RAG (Red, Amber or Green)
Centre Based 35 young people at sessions	Its difficult to score this, however 15 have been attending at most sessions which has been the limit until recently
Urbie-	Green- Urbie numbers are good for lockdown. As we come out we are seeing numbers increase
Summer provision & YATE ROCKS	Summer is next quarter
OVERALL RAG RATING (To be completed by the provider)	Green

11. We welcome your feedback.

Are there any improvements or changes we could usefully make to the monitoring process? Any other additional comments?

12. Safeguarding

No safeguarding concerns raised this quarter

13. Health and safety concerns

Coronavirus and the continuous changes to guidance continues to be a struggle to manage. We have recently opened up our provision fully so more young people can attend as the guidelines allow

It is now safe for us to run outdoor activities without a limit, however we will use a common sense approach and limit detached work to a maximum of 30 young people

Appendix 11

Translation provided by Cllr. Margaret Marshall

“We are looking forward to you coming in Oct and want to give an update on our planning.

To aid our planning could you please advise m.pape@bad who is coming and how they will be arriving in order for us to organise transport from the airport if necessary.

You will be staying in Hotel Kronprinz

Friday 15.10 tours of town

Saturday festivities

Sunday return home”



VEREIN ZUR PFLEGE INTERNATIONALER BEZIEHUNGEN E.V.
BAD SALZDETFRUTH
(abgekürzt = Partnerschaftsverein Bad Salzdetfurth)
gegründet: 8. Januar 1985

Partnerschaftsverein Bad Salzdetfurth, Haydnstr. 2, 31162 Bad Salzdetfurth

An alle Mitglieder

1. Vorsitzender:
Reinhard Nipp, 31162 Bad Salzdetfurth, Haydnstr. 2
a 05064/501
Stellvertretender Vorsitzender
Thomas Stelzer, 31162 Bad Salzdetfurth, An der Lamme 10
a 05063/7813549
Schatzmeisterin:
Anna-Maria Nieke, 31162 Bad Salzdetfurth,
Oberstraße 21
11 0151/54725939
Schriftführer:
Michelle Pape, 38723 Seesen, An der Helle 4
11 05063/999183

Bad Salzdetfurth, den 23.08.2021

Veranstaltung „100 Jahre BadH im Oktober 2021

Sehr geehrter Damen und Herren,

wir freuen uns bereits sehr auf Ihr Kommen im Oktober. Zur Zeit stecken wir mitten in den Vorbereitungen und möchten Sie ein wenig auf dem Laufenden halten.

Für eine bessere Planung, möchte ich Sie bitten, Frau Pape unter m.pape@bad-salzedfurth.de mitzuteilen, mit wem Sie anreisen und wie Sie anreisen, um einen eventuellen Transport vom Flughafen zu organisieren.

Sie werden im Hotel „Kronprinz“ untergebracht.

Am Freitag, 15.10. wird es Führungen durch die Stadt, durch das Museum und durch den Bikepark geben. Auch ein Besuch der Salzgrotte ist möglich. Außerdem wird es ein gemeinsames Arbeitsgespräch geben.

Am Samstag, 16.10. soll anlässlich von „100 Jahre Bad“ ein Festakt im Museum stattfinden. Eventuell wird dieser coronabedingt noch in den Saal des Kronprinzen verlegt.

Der Tag soll mit einem Bürgerfest im Kurpark gekrönt werden.

Der Sonntag dient der Abreise.

Ich freue mich bereits jetzt und hoffe auf eine tolle Veranstaltung!

Mit freundlichen Grüßen

Bjorn Gryschka
Bürgermeister

<i>v-OJ,t/
Reinhard Nipp ^{1,1/1}

Vorsitzender 8 fter chaftsverein

Sparkasse Hildesheim

Kto: 050706600

BLZ 259 501 30

Volksbank Hildesheimer B<lrde eG

IBAN: DE12 2595 0130 0050 7066 00

BIC NOLADE21HIK

Kto: 817 856 01

BLZ 259 915 28

IBAN: DE68 2599 1528 0081 7856 01

BIC GENODEFISLD

Gllubiger-Identifikations-Nr.:

DE36ZZZ00000312049

E&C 21.09.2021

88

Response to Licensing application sent 26 July 2021

Subject: Premises Licence Application, Stanshawes Court, Yate

The Town Council runs the park, Kingsgate Park, which physically adjoins the proposed bar location, as the fence immediately behind the proposed bar is the boundary to the park.

We support the principle an outside bar, as we consider this will add to the amenity of the public house and will be popular with residents.

We do however wish to object formally as the only way to secure the addition of two conditions:

1. We want a condition to prohibit outside music (or at the very least to have only occasional music subject to agreement each time and subject to volume conditions.) This is to protect the amenity of the users of the park, who are from all age groups and very much love the quiet of the park - and to protect the wildlife. There are nesting birds, including swans on the lake close to the proposed bar area, and part of the part is a nature reserve which is home to a number of protected species. Any additional noise intrusion could significantly impair the ecological footprint of the park and should be subject to a proper ecological assessment before any additional noise is permitted. The basis for this request is amenity to us as adjoining owners and the users of our facilities ie the park, and the impact upon our ecological areas on our land.

2. The bar being so close to the boundary fence creates an increased risk of alcohol being taken into the park, with glasses. We need a condition requiring it is on sales only, so as to manage that risk, because of the impact on antisocial behaviour, the safety and amenity of the park and the impact on us as adjoining landowners having to clear up the debris.

Subject to those two conditions being met, we would not object, but otherwise we regretfully need to lodge a formal objection. We strongly hope conditions can be agreed which will address both concerns.

Environment and Community Committee

Pending Log as of 21 September 2021

To **NOTE** the status of the following:

Heading	Detail of outstanding Item
PUBLIC SPACE PROTECTION ORDERS (DOG CONTROL ORDERS)	<p>Further to minute number 13 of the Environment and Planning Committee held on 11 November 2014, to NOTE:</p> <ul style="list-style-type: none"> • the Anti-Social Behaviour (ASB) Crime and Policing Bill received Royal Assent in March 2014 and is now a legal Act; • Dog Control Orders are now part of Public Spaces Protection Orders (PSPO) under the ASB, Crime and Policing Act 2014; • Public Spaces Protection Orders can only be made by a Local Authority and not by Town and Parish Councils; • Correspondence has been sent to South Gloucestershire Council requesting they implement the required PSPO's in Yate. <p>To NOTE that correspondence was sent to South Gloucestershire Council requesting a likely timeframe for progression of the PSPOs required in Yate and further clarification on enforcement.</p> <p>Response outstanding. (Regularly chased)</p>
Footpaths	<p>E&C 24.9.19</p> <p>Further to minute number 39 of the meeting of Full Council held on 14 May 2019;</p> <p><i>'A report was received in respect of the condition of pathways maintained by South Gloucestershire Council and RESOLVED that the report be submitted to South Gloucestershire Council with the following comments:</i></p> <ul style="list-style-type: none"> • <i>The report evidences that pathways in west and north Yate were seen to have a large amount of litter and are poorly maintained;</i> • <i>Yate Town Council:</i> <ul style="list-style-type: none"> ○ <i>would like a greater understanding of South Gloucestershire Council's maintenance processes for pathways;</i> ○ <i>would like any vacant South Gloucestershire Council Street Cleaner post filled;</i> ○ <i>would like South Gloucestershire Council to:</i>

	<ul style="list-style-type: none"> ▪ <i>repair tarmac paths where necessary;</i> ▪ <i>deep weed / cut back along footpaths where needed;</i> ▪ <i>repair the damaged walls alongside footpaths for safety reasons;</i> ▪ <i>contact Bromford to take action to repair footpaths on the land they control and to take urgent action to improve the area to the rear of Cranleigh Court shops, in particular the garage blocks which are poorly boarded up, subject to graffiti and rundown.'</i> <p>A response was received and further update is awaited.</p>
<p>South Gloucestershire Council - Leases Outstanding</p>	<p>a) Witches Hat Lease expired 30 September 2015. October 2019 – Lease with comments returned to South Glos – acknowledgment received, further response awaited. (regularly reminded)</p> <p>b) The Common A long term aspiration, however most recent negotiations began in earnest in 2013</p> <p><i>E&P 28.5.13</i> <i>Members were reminded that at the meeting held on 18 February 2013 with representatives of South Gloucestershire Council to discuss the possibility of Yate Town Council taking over responsibility for The Common,</i></p> <p>Update from South Glos Council remains outstanding (regularly reminded)</p> <p>c) Land at Ridgewood Initial approach from South Gloucestershire Council enquiring if YTC wished to consider a lease/licence for the land was considered at Full Council on 11 March 2014 where it was RESOLVED to pursue.</p> <p>A response is awaited from South Glos Council. (regularly reminded)</p> <p>16.3.21 Email to SGC requesting queries be raised directly with us following statement at SGC meeting that YTC had “unrealistic expectations”. 25.6.21 - Chased</p>

BUS STOPS & SHELTERS

1. Why is South Glos paying to maintain bus stop SGP90496 as this is the main bus terminus. It is on private land, and was constructed as a requirement of the planning consent for the Tesco store in 2009. We should be charging tax payers to maintain a facility the developer was required to provide on his land. The developers gave SGC a commuted sum to maintain the new bus terminus, so why is it still in special expenses.

I can confirm that the bus shelter at Yate Shopping Centre is owned and maintained by SGC and the bus station area is highway land (marked green on map below). The shopping Centre is only responsible for the white canopies. There is no developer funding for the maintenance of the shelter, the bus shelter was put in after the development was built as a result of the white canopies not providing adequate shelter for waiting passengers.

2. The list shows you maintain THREE Bus stops on **Wellington Road** (SGP90483, SGP90478, SGP90479). As there has not been a bus serve on Wellington Road since August 2018, how can there be any bus stops there? There are three sites that WERE bus stops. One is a simple post – so the only difference from any other post is a covered up bus stop sign. So they need no maintenance. Only two have a shelter. As it is not in service it does not need sweeping out etc, and there is no evidence whatsoever of the shelter surfaces being cleaned. We therefore expect a refund to the Yate special expenses account for the bus shelter charges relating to these from the date at which they ceased to be operative bus stops.

SGC do not tend to remove shelters that are not in use because bus services change regularly and there may be a time when the bus service re-routes through Wellington Road. As well as the cost to put them in there is also a cost to remove them. Shelters not being served by a bus service still require maintenance, the shelters have continued to be cleaned, even though they are not in use, we do not want them to become eyesores and fall into disrepair, we also undertake an annual structural inspection and respond to reports of graffiti and flyposting. We could consider removing the shelters along with all bus stops along Wellington Road, however if the bus were to serve Wellington Road in the future, we would not be able to re-instate the shelters but could re-introduce poles and flags. If you agree for the shelters along with poles and flags to be taken out then no further maintenance costs would not be incurred for these stops from 2022/23.

3. On **Rodford Way** you show three bus stops, SGP90442, SGP90443,SGP90444. One of those is NOT in the parish. SGP90444 is on the Dodington side of Rodford Way and lies in that Parish. The expenses should be charged to them not us, and we therefore expect a refund to the Yate special expenses account for as many years as you have been charging it to Yate residents.

SGP90444 refers to Pitchcombe stop in a westbound direction, as you will see from the table provided we have only included stops in an eastbound direction on Rodford Way, which I believe is within the Yate TC boundary, that is they are located north of the boundary with Dodington which runs along Rodford Way.

Upon further inspection we agree Templar Road stop is in fact SGC and not Yate TC.

In regards, to Hampshire Way, Dorset Way and Rectory Close, I am aware there were some issues with these stops being replaced, however I'm afraid this pre-dates my time with SGC, ultimately someone needs to maintain these stops and in order to move forward I suggest one of two options, please let me know how you wish to resolve this?

- 1) The stops come back under the ownership and maintenance of the Town Council and SGC arrange for them to be marked with Yate Town Council
- 2) They are maintained by SGC and are included within the special expenses charge

Stops listed as owned by YTC in records held by SGC:

Stop Name	Road Location	Direction	Notes
Hampshire Way	LIME CROFT	N	See response above
Longcroft	RANDOLPH AVENUE	S	
Lower Moor Road	EASTFIELD DRIVE	NE	
Randolph Avenue	RANDOLPH AVENUE	S	
Windsor Drive	CRANLEIGH COURT ROAD	N	
Windsor Drive	CRANLEIGH COURT ROAD	S	
Templar Road	GREENWAYS ROAD	W	Agree SGC ownership
Celestine Road	CRANLEIGH COURT ROAD	S	
Celestine Road	CRANLEIGH COURT ROAD	N	
Halifax Road	GREENWAYS ROAD	NW	
The Ridge	STATION ROAD	NW	
The Ridge	STATION ROAD	NW	
Dorset Way	GREENWAYS ROAD	E	See response above
Churchfarm Close	CHURCH ROAD	E	
Rectory Close	GOOSE GREEN WAY	N	See response above

Stops listed as owned by SGC that YTC pay special expenses to maintain in records held by SGC

Name	Main Road	Direction	Notes
Station Road (B&Q)	STATION ROAD	W	
Longs Drive	STATION ROAD	E	
Longs Drive	STATION ROAD	W	
Yate Station	STATION ROAD	E	
The Farmhouse	WELLINGTON ROAD	S	Remove Shelter?
Sunningdale	SUNDRIDGE PARK	N	
Sunningdale	SUNDRIDGE PARK	S	
Lancaster Road	WELLINGTON ROAD	N	Remove shelter?
The White Lion	STATION ROAD	E	
Cheshire Close	WELLINGTON ROAD	S	Remove Shelter?
Cheshire Close	GREENWAYS ROAD	E	
Dovecote	RODFORD WAY	E	Yate TC area

Wentworth	SUNDRIDGE PARK	SW	
Wentworth	SUNDRIDGE PARK	N	
Yate Shopping Centre	LINK ROAD	N	See response above
Yate Shopping Centre	LINK ROAD	N	
Yate Shopping Centre	LINK ROAD	W	
Abbotswood	RODFORD WAY	E	Yate TC area
Pitchcombe	RODFORD WAY	E	Yate TC area
Hardwicke	CRANHAM	E	
Hardwicke	BARNWOOD ROAD	N	
Barnwood Road School	BARNWOOD ROAD	E	
Barnwood Road School	BARNWOOD ROAD	W	
Northfield	ST BRIAVELS DRIVE	W	
Northfield	ST BRIAVELS DRIVE	E	
Prescott	ST BRIAVELS DRIVE	W	
Prescott	ST BRIAVELS DRIVE	E	
Longford	WESTERLEIGH ROAD	SW	
Wellstead Avenue	WESTERLEIGH ROAD	NE	

If you require any further clarification on the responses provided please let me know, in the meantime I will await your response before issuing revised ownership details.



Ransomes Mower Replacement – Tender Opening Synopsis and Officer Recommendation

The Ransomes Mower is an essential piece of equipment, allowing for the mowing of all Yate Town Council's large open spaces and parks. The existing model is fit for purpose but is now 6 years old and despite routine maintenance, is now coming to the end of its life, is unreliable and needs to be replaced.

Provision was made during the last budget setting process to replace the existing Ransomes ride-on mower which is owned by Yate Town Council. It is a significant piece of equipment and therefore purchasing a replacement outright is not a realistic proposition.

The replacement model required is a Ransomes MP653 Wide Area Rotary Mower. We asked that tendering companies outline a range of lease / hire options available to us in their proposal. In addition, we currently have two older mowers which we don't use, so we included an option in the tender specification for companies to include a part-exchange option on these if appropriate.

To this end, a tender process was conducted to find various options available to procure a replacement model, the Ransomes MP653 Wide Area Rotary Mower.

Key Points:

- 5 companies were approached to submit a tender;
- 3 declined for a variety of reasons;
- 1 did not respond (despite several communications sent);
- 2 submitted tenders (1 of which saw the opportunity on the Government procurement 'Contract Finder' website), each offering several various purchase options (as compared below).

To **RECEIVE** tenders from **Thompson Power Tool Services UK Ltd** and **TH Whites**.

In order of ascending value:

1. 5 year finance including part-exchange value of £6,200 for the Ransomes MP493 and £2,300 for the Etesia H124DX - Contract Hire – Deposit of £884.19 + VAT, followed by 59 monthly payments of £884.19 + VAT

Subtotal = £53,051.40 plus VAT (also include servicing at 60 payments of £90.38 = £5422.80) Grand Total = £58,474.20

2. 5 year finance including part-exchange value of £6,200 for the Ransomes MP493 and £2,300 for the Etesia H124DX – Hire purchase deposit of £5,071.25 + FULL VAT, followed by 55 monthly payments of £1,014.25

Subtotal = £60,855.00 plus VAT PAID UPFRONT (also include servicing at 60 payments of £90.38 = £5422.80) Grand Total = £66,277.80

3. 5 year finance including part-exchange value of £6,200 for the Ransomes MP493 and £2,300 for the Etesia H124DX – Lease purchase deposit of £1,014.25 + VAT, followed by 59 monthly payments of £1,014.25 + VAT

Subtotal = £60,855.00 plus VAT (also include servicing at 60 payments of £90.38 = £5422.80) Grand Total = £66,277.80

4. 5 year hire at £334.08 per week x 260 payments (servicing included)
Grand Total = £86,860.00 + VAT

5. 5 year hire to buy at £458.40 per week x 260 payments + 1 final payment of £1 (servicing included) **Grand Total = £119,185.00 +VAT**

Overview of terminology:

- Contract Hire – hire of the machine for the period agreed. At the end of the contract term, the machine is returned.
- Hire Purchase – one large initial payment and full VAT upfront, then smaller monthly payments for the period agreed. Yate Town Council would own the machine at the end of the contract term.
- Lease Purchase – equal payments throughout the contract period plus VAT. Yate Town Council would own the machine at the end of the contract term.

Officer Recommendation is to enter into option 1:

5 year finance including part-exchange value of £6,200 for the Ransomes MP493 and £2,300 for the Etesia H124DX - Contract Hire – Deposit of £884.19 + VAT, followed by 59 monthly payments of £884.19 + VAT

Subtotal = £53,051.40 plus VAT (also include servicing at 60 payments of £90.38 = £5422.80) Grand Total = £58,474.20

Reasoning

Both the Estates Manager and the Finance Manager (&RFO) have been involved in making this recommendation. Each are satisfied this option provides us with the machine we need, at the best value available. This option also includes the part exchange value of the two older mowers which is ideal. Obviously, at the end of this of this contract period Yate Town Council will not own the asset. This was discussed but was not felt to be an issue as the expected life span of the machine is around 5 years anyway, so at the end of the contract period it is anticipated a new machine would be required and the cost of paying more to own the item would outweigh any return we would get from part exchange.

Notes of the Advisory Meeting of members of Yate Town Council Events Sub-Committee Meeting held on 6th September 2021 from 11.30am till 12.30pm via Zoom

This meeting has no decision-making powers as the power which enabled local councils to meet remotely during the Covid-19 pandemic has been rescinded by central government. Therefore, this meeting was held to advise and inform the clerk to the council, to whom delegated powers have been granted to take decisions until face-to-face meetings can safely resume.

Present:

Councillors John Ford and Karl Tomasin – Yate Town Council
Judith Cameron - Friends of Kingsgate Park (part meeting)
Community Projects Officer and Heritage Officer – Yate Town Council

1. Election of Chair of the Advisory meeting

Councillor John Ford was elected chair of this advisory meeting.

2. Apologies for absence

Apologies for absence were received from Mike Pearce and Sue Swanborough – Friends of Kingsgate Park, and from the Estates Manager at YTC.

3. Declarations of Interest under the Localism Act 2011

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

4. Events Budget

The following was **NOTED**:

- It was agreed for the Clerk to undertake the following under delegated powers at the Environment and Community Advisory meeting which took place on 6 July 2021:

The events budget of £1,000 that had been allocated to the cancelled 2021 Easter Egg Event to be reallocated as follows:

- Armadillo 10th Anniversary – approximately £100
- Pop Inn Café 20th Anniversary – approximately £200
- Peghill Skate Park 20th Anniversary – approximately £500
(Flexibility within each budget providing overall remains within £1,000 budget)

It was reported there remains £150 still available (Please see item 5 below).*

5. Bees Needs Community Event

The following was **NOTED**:

- Yate Town Council was represented at a 'Bees Needs' Community Event by Councillors and Yate Town Council staff, at Ladden Garden Village on Sunday 5th September 2021. The event was a free, fun and educational event organised by the Ladden Garden Village Action Group and Live West.
- Approval was given via email by sub-committee members to grant £50 towards this event from the £200 remaining 2021 Easter Egg Funds, leaving £150.00*

6. Yate Ageing Better Festival

It was **NOTED**, the Yate Ageing Better Festival is taking place on Thursday 30th September 2021 in and around the Armadillo Youth Centre and Café, the Pop Inn Café and Yate and District Heritage Centre and also in the space outside the Pop Inn Café in Yate Shopping Centre. The event is to promote local activities, clubs and volunteering for those nearing retirement and for those already retired.

7. 20th Anniversary of Peghill Skatepark

The following was **NOTED**:

- the 20th anniversary event due to take place on Friday 20th July 2021 was cancelled at short notice by Learning Partnership West, due to the BMX workshop cancelling at the last minute because of heavy rain. There was no alternative to cancelling as the workshop was key to the event being a success.

Learning Partnership West had suggested Friday 24th September 2021 as an alternative date, however, they were unable to secure the BMX workshop.

- Because of the short notice given, Yate Town Council was not refunded the £125 first aid cover from Bristol Ambulance as they required 24 hours notice. There is remaining £150, which will cover first aid for the new date for the anniversary event. *Please see Item 4 above.

After discussion it was **AGREED** to proceed with the suggested new date of Friday 15th October 2021 as the BMX Workshop and Street Workshops are both available on that date.

8. Queens Platinum Jubilee

The following was **NOTED**:

- A budget of £1,000 was previously recommended for the Platinum Jubilee to be added to the 2022/2023 budget;
- The Platinum Jubilee to be on the next Events Sub-Committee Agenda, after the budget has been agreed;
- Community Projects Officer to register lighting the beacon on 2 June 2022 for the Queen's Platinum Jubilee;
- At the Environment and Community meeting which took place on 6th July 2021, the Estates Officer reported:

Jubilee – Queens Canopy. Contact to be made with Dodington Parish Council and the Friends of the Common to discuss the possibility of a joint initiative of creating a copse of trees on The Common. An Avenue of trees on St Mary's Green also to be considered.

It was **NOTED** that this is being pursued.

9. Yate Rocks! in Kingsgate Park 2022

It was **NOTED** that Yate Rocks! 2022 takes place on the last weekend of the month, Saturday 25th and Sunday 26th June 2022. The Chipping Sodbury Festival is taking place from Saturday 11th June to Sunday 20th June 2022.

Saturday 25th June 2022

Re Energise (Yate Rocks! Organiser) gave the following update of arrangements made so far:

- The following bands, in the line-up for 2020/21 have been contacted in the first instance to perform in 2022 and all except three, have responded to say will be attending. Further contact to be made with the three bands to confirm if they are able to attend.
 - Rose Bruford – soloist
 - Longshots
 - 51 Degrees
 - Doc Rock
 - Bad Wolf
 - Rock Pipes
 - Ragged Union
 - Panama
- The following entertainment bookings have been contacted and are available to perform in 2022 event, at the following costs:
 - Topper – Juggler and stilt man - £375.00

- Junk Music Workshop - £225.00

It was **AGREED** that the performers be booked for 2022 at the above costs subject to being within the allocated budget.

The following was **AGREED**:

- Re Energise to contact the following for availability as in previous years:
 - RAF Simulator
 - Uniformed youth groups
 - Fire brigade
 - Police
 - Festival Face painting for over 12's as well as for the younger children.
- Radio Bristol/Television: It was suggested Radio Bristol and ITV West be invited to attend the festival. Concern was expressed that the festival didn't need promoting in advance, as the event has been cancelled for 2 years running it is likely to be well attended without further major publicity. Therefore it was **AGREED** not to proactively promote the event via these channels.
- Community Projects Officer to investigate prices for the following and report back to the Events Sub-Committee:
 - decorative single colour sail flags for the stage
 - large canvas for communal drawing
 - Enquire if Yate Men's Shed would make a frame
- Harley Davidson Club: Cllr John Ford to investigate whether The Harley Davidson Club could attend the festival, as they did a few years ago.
- Community Heritage Officer: to consider organising an entertainment activity to take place at the Music Festival.

Sunday 26th June 2022

It was **AGREED** that Re Energise proceed with arrangements as in previous years for:

- Praise in the Park;
- The Great Choir Showcase.

Community Projects Officer to forward Re-Energize details of Yate Community Choir.

10. Brinsham Fields

No further information was received regarding proposals for any events in 2022.

A representative of the Friends of Brinsham Park Committee will report back at the next Events meeting of any events taking place in the park in 2022.

It was **RECOMMENDED** that provision be made in the 2022/23 budget to the value

of £1,000, for allocation to a potential Brinsham Park Community event in 2022, if the Friends of Brinsham Park wish to organise one.

11. Yate & District Heritage Centre

The Yate and District Heritage Officer gave a report of Yate Heritage and District Centre Events and the appended report was **NOTED** (Appendix 1).

12. Christmas Carol Concerts

It was **NOTED** that:

- There is a budget allowance allocated for Christmas Carol concerts and Scarecrow event for 2021/22 of £335.
- Dates for the Christmas Carol events are:

Carols in Kingsgate Park – Friday 3rd December 2021;
Carols on St Mary's Green – to be confirmed.

13. Date of next meeting

- Monday 1st November 2021 to discuss Christmas Events (without Re energise);
- Wednesday 19th January 2022 (with Re energise).

Notes of the Advisory meeting of members of Yate Town Council's Finance and Governance Committee held on 5th October 2021 from 6.30pm until 7.35pm

This meeting has no decision-making powers as the power which enabled local councils to meet remotely during the Covid-19 pandemic has been rescinded by central government. Therefore, this meeting was held to advise and inform the clerk to the council, to whom delegated powers have been granted to take decisions until face-to-face meetings can safely resume.

Present:

Councillor Cheryl Kirby – Chair

Councillors Mike Drew, John Emms, Margaret Marshall (Part Meeting), Ben Nutland, Ray Perry, Jane Price (Part Meeting) and Chris Willmore (Part Meeting)

Responsible Finance Officer/Deputy Responsible Finance Officer

1. Election of Chair of the Advisory Meeting

Councillor Cheryl Kirby was elected Chair of the Advisory Finance & Governance meeting.

Councillor Chris Willmore joined meeting

2. Apologies for Absence

Apologies for absence were received from Councillors John Ford & Karl Tomasin

3. Members Declarations of Interest Under the Localism Act 2011

No Declarations of interest under the Localism Act 2011 were received

4. Public Participation Session with Respect to Items on the Agenda

No members of the public were present.

5. Notes of the Advisory meeting of the Finance and Governance Committee held on 20 July 2021

It was **NOTED** that the notes of the Advisory meeting of the Finance and Governance Committee meeting held on 20 July 2021 were received at Full Council on 7 September 2021.

6. Items on the Clerk's Report:

The following items were **NOTED**:

Item Number	
6.1	<p>Items for Consideration from the Advisory Meeting of Members of the Environment and Community Committee held on 21 September 2021</p> <p>There were no items referred from the Advisory Meeting of members of the Environment and Community Committee meeting held on 21 September 2021.</p>
7.1	<p>Sealing and Signing of Town Council Documents</p> <p>(a) The following documents have been signed or sealed and signed:</p> <ul style="list-style-type: none"> • Planting licence for x11 Station Road planters; • Account T&C's for lighting company to replace Armadillo lights; • Yate Men's Shed funding agreement and lease from 1 September 2021 to 31 March 2025; • Terms of Engagement for Solicitors to deal with lease notices; • 12 month contract with 1st Office for Poole Court and Heritage Centre Photocopiers from November 2021 to November 2022; • 14x 24 month sim only contracts with O2 wef July 2021 until July 2023; • 12 month Kingsgate Park Site Permit for the operation of Ice Cream Van vendor from 1 July 2021 to 30 June 2022. <p>(b) No urgent documents were received for signature/sealing.</p>
8.1	<p>Accounts for Payment</p> <p>The accounts for payment previously authorised in line with the Financial Regulations were received. (Appendix 1)</p> <p><i>Councillor Margaret Marshall joined meeting</i></p>
8.2	<p>Bank Reconciliations</p> <p>Bank reconciliations to 30 June 2021 have been viewed and agreed by Councillor Ben Nutland.</p> <p><i>Councillor Jane Price joined meeting</i></p>

8.3	<p>Banking Arrangements</p> <p>The following changes with regards to our current banking arrangements were received:</p> <ul style="list-style-type: none"> • The interest rate for the Triodos Treasurers Reserve Account reduced from 0.1% to 0.05% gross/AER variable on 24 August 2021; • We are receiving activity charges from Barclays Bank due to depositing cash into the main current account as opposed to the savings account. This is following the closure of the Yate branch of Barclays Bank and needing to pay in via the post office using a deposit card, which is only available on the current account. The RFO is investigating options into how to reduce this cost. (Appendix 2)
8.4	<p>Direct Debits & Standing Orders</p> <p>To refer the following Direct Debit and Standing Order payments made by Yate Town Council in line with financial regulations to Full Council for consideration.</p> <ul style="list-style-type: none"> • Photocopier lease; • Commercial credit card; • Additional charges added to existing O2 monthly DD to cover extra sim cards.
8.5	<p>Discretionary Restart Grant</p> <p>Yate Town Council has received a top up of £750 from South Gloucestershire Council following the initial grant of £1,500 after an application for the Discretionary Restart Grant.</p>
8.6	<p>Special Expenses</p> <p>Officers have provided a response to South Gloucestershire Council regarding the land marked as amenity grass on the special expense charges sheet and are currently waiting for their reply.</p> <p>Members of the advisory meeting of Environment & Community meeting 21 September 2021 have advised the Clerk to contact South Gloucestershire Council and accept the offer of taking over ownership of several bus shelters and to have them removed from Special Expenses. Also, to further enquire regarding the maintenance charge for 2 stops that are poles rather than shelters.</p>
9.1	<p>Bookings</p> <p>Yate Town Council continue to have Covid responsible measures in place, such as reduced capacity numbers, as prescribed by the Working Safely Guidance provided by the Government.</p> <ul style="list-style-type: none"> • Sunnyside Bowls Pavilion will be available for hire from 3 October 2021 following the end of the Yate and District Bowls Club licence period.

	<ul style="list-style-type: none"> • A block booking for Mondays to Wednesdays at the Armadillo has been agreed with Pathways Learning Centre for September and October at the general rate with no displacement of existing community groups; • The football season is now underway, and the changing rooms have now reopened. • After reviewing the working safely guidance, Yate Town Council has agreed to hire both tennis courts at the same time and also multiple rooms upstairs at Poole Court simultaneously. • The Parish Hall has been hired out to Zest (previously called Fundraising 4) to undertake charity fundraising, following agreement from Members to grant fund the hire.
10.1	<p>Grants & Finance Sub-Committee</p> <p>Covid-19 Battle Fund Grants have been awarded to the following organisations since the last advisory meeting of members of the Finance and Governance Committee:</p> <ul style="list-style-type: none"> • Milestone Trust: £250 towards refurbishing outdoor space for house in Yate • Green Community Travel: £250 towards cost of their newsletter to service users; • Cotswold Vale Talking Newspaper: £50 towards editing software. <p>Funding to cover the hire and storage charge for the Parish Hall in Yate has also been awarded to local charitable group Zest (previously called Fundraising 4) who requested to hire the venue for their charity table top sales</p>
10.2	<p>Staffing and Governance Sub-Committee</p> <p>a) Staffing</p> <ul style="list-style-type: none"> • Lucy Shilcock, Estates Support Assistant (5 hours per week) resigned and left on 21 September 2021. • Following a change in structure (agreed by the Staffing & Governance Sub Committee) 2 x Venue Assistant in Training roles have been deleted and 1 x 3 hour Venue Assistant role has been deleted and replaced with 2 x 12 hour Venue Assistant roles; • Georgia Andrews (previously Venue Assistant in Training) has been appointed as 12-hour Venue Assistant. • A recruitment afternoon took place on 21st September 2021 at the Armadillo for the remaining 12-hour Venue Assistant vacancy which did not yield a successful candidate. Amendments to the advertisement are to be made and another recruitment drive to take place. • Hannah Frost, Heritage Education Assistant (10-hour post) started in post on 30th August 2021. <p>b) Audit</p>

	<ul style="list-style-type: none"> • The Conclusion of Audit for year ending 31 March 2021 has been received and has been publicised. • Yate Town Council in Year Assurance Audit has been provisionally booked in for 2nd November until 4th November 2021.
10.3	<p>IT - Website Review Sub-Committee</p> <p>A new area for access by Councillors and staff has been created on the website to allow the sharing and storing of documents. (Ongoing inhouse work being undertaken to set up all logons and passwords).</p>
10.4	<p>Priorities and Strategy Scrutiny Working Group</p> <p>The Business Review, led by Philip Avery/The Business Mechanic, began on 20th September 2021 and is expected to be completed by 17th October 2021. 2 sessions are taking place each week, and the review is focusing on process mapping, project management and procurement.</p>
11.1	<p>ALCA Regional Committee</p> <p>The draft minutes of the ALCA South Gloucestershire Area AGM held on 2 July 2020 were circulated to members on 4 August 2021. A further ALCA South Gloucestershire Area AGM took place on 8 September 2021; notes not yet available.</p>
11.2	<p>NALC Larger Councils' Group</p> <p>A meeting of the NALC Larger Councils' Group took place 21 September 2021 at 11.00am; notes not yet available.</p>
12	<p>Consultations</p> <p>No consultations were received, or responses submitted.</p>

7. Advisory Discussion

The following items are actions to be undertaken by the Clerk using delegated powers;

Item Number	
13.1	<p>Payment Submission Limit</p> <p>To refer the below Payment Submission Limit recommendation, in line with item 5/2 and 5/3 of Yate Town Council's Financial Regulations, to Full Council for consideration and approval::</p> <p><i>5.2 A limit of funds that can be authorised in any one payment submission will be set with the bank and shall be renewed by resolution of the council</i></p>

	<p><i>annually. For large projects administration, the limit of funds may be exceeded, if necessary up to a tier 2 limit set, using alternative authorisation (see 5.10 and 6.4 (b)).</i></p> <p><i>5.3 Tier 1 payments will set in the sum of up to £150,000 and Tier 2 payments will be anything over £150,000</i></p>
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8. CONFIDENTIAL ITEMS

Each councillor and member of staff present declared that there were no other persons present who were not entitled to be (hearing or seeing), and/or recording the meeting.

That in view of the confidential nature of the business about to be transacted, pursuant to the Public Bodies (Admission to Meetings) Act 1960, it is advisable in the public interest that any members of the press or public present be excluded and they be instructed to withdraw.

14.2	<p>a) Bowling Club</p> <p>A confidential report was received. (Confidential appendix 3)</p> <p>Members advise the Clerk to investigate the options of a 6-month licence for the 2022/2023 season providing options to the next Finance and Governance meeting.</p> <p>b) Catch 22 Bookings Enquiry</p> <p>A confidential report was received. (Confidential appendix 4)</p> <p>Members advise the Clerk to progress the booking enquiry with Catch 22 ensuring that all appropriate risk assessments and safeguarding has been considered and completed.</p> <p>c) Parents and Carers Lease Request</p> <p>A confidential report was received. (Confidential appendix 5)</p> <p>Members advise the Clerk to progress with the request received from Parents and Carers.</p>
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9. Consideration of Impact of Decisions on Climate and Waste

Impacts on climate and waste were considered, following decisions taken by the committee during the meeting:

- Grant funding agreed to refurbish an outside space with garden beds and potted plants.

MEETING CLOSED

Payments made between 1st and 31st August 2021

Date Paid	Payee Name	Transaction Detail	Amount
02/08/2021	ProfitReach	Webiste Support	£ 98.40
02/08/2021	Amazon	Sports Equipment	£ 49.99
02/08/2021	Amazon	Floor Cable safety mat	£ 117.98
02/08/2021	My Projector Lamps UK	Projector bulb Armadillo	£ 280.58
03/08/2021	Amazon	Floor Cable safety mat	£ 58.99
03/08/2021	Amazon	Sports Equipment	£ 59.95
03/08/2021	NATIONAL ASSOC OF LOCAL COUNCI	Staff Training	£ 64.49
04/08/2021	Barclays	Bank charge	£ 35.50
04/08/2021	Barclays	bank charges	£ 13.67
05/08/2021	NATIONAL ASSOC OF LOCAL COUNCI	Staff Training	£ 38.93
08/08/2021	South Glos Council	Armadillo Business Rates	£ 1,859.00
08/08/2021	South Glos Council	Business Rates Heritage	£ 66.00
08/08/2021	South Glos Council	Business Rates Poole Court	£ 2,345.00
08/08/2021	South Glos Council	Business Rates YMCA	£ 124.00
09/08/2021	Myhrtoolkit Limited	IT Software Subscription	£ 108.00
09/08/2021	British Telecom Payment Servic	Telephone line charges	£ 15.16
09/08/2021	Victoria Westlake Flowers	Chairs expense of office	£ 90.00
09/08/2021	Bank Current Account	Bank Transfer	£ 4,111.06
11/08/2021	Instant Access Saver Account	Bank Transfer	£ 197.40
12/08/2021	ProfitReach	Webiste Support	£ 64.62
12/08/2021	PEAC (UK) Ltd	Photocopier lease payments	£ 643.20
12/08/2021	Instant Access Saver Account	Bank Transfer	£ 10,170.00
12/08/2021	Instant Access Saver Account	Bank Transfer	£ 4,255.84
12/08/2021	Bank Current Account	Bank Transfer	£ 4,063.66
12/08/2021	Petty Cash	Petty Cash Top up	£ 237.56
12/08/2021	Bank Current Account	Bank Transfer	£ 10,170.00
12/08/2021	Instant Access Saver Account	Bank Transfer	£ 6.90
13/08/2021	AVON LOCAL COUNCILS ASSOCIATIO	Staff Training costs	£ 60.00
13/08/2021	AVON LOCAL COUNCILS ASSOCIATIO	Staff Training costs	£ 30.00
13/08/2021	Avon Sports Ground Maint Co.	Bowling Green Maintenanc	£ 605.80
13/08/2021	Beacon Cleaning Services	Cleaning Town Council Properties	£ 57.60
13/08/2021	Beacon Cleaning Services	Cleaning Materials	£ 60.94
13/08/2021	Breakthrough Communications &	Training Subscription	£ 220.80
13/08/2021	G.B.Sport & Leisure	Play Area Equipment	£ 512.66
13/08/2021	Microsoft	IT Software Subscription	£ 192.11
13/08/2021	Milestones Trust	Grant Funding	£ 250.00
13/08/2021	South Gloucestershire Council	Cleaning Town Council Properties	£ 1,836.84
13/08/2021	South Gloucestershire Council	Payroll Bureau Charges	£ 554.58
13/08/2021	South Gloucestershire Council	Kibble and Cart Project	£ 1,134.00
13/08/2021	South Gloucestershire Council	IT Equipment	£ 141.60
13/08/2021	South Gloucestershire Council	IT Support	£ 580.51
13/08/2021	T H White Ltd	Estates vehicle repairs/maintenance	£ 273.49
13/08/2021	TRAVIS PERKINS TRADING COMPANY	Estates maintenance equipment/materials	£ 96.62
13/08/2021	Virgin Media Payments Ltd	Wi-fi provision	£ 48.00
13/08/2021	Avon Sports Ground Maint Co.	Bowling Green Maintenance materials	£ 303.72
13/08/2021	Trade UK	Estates maintenance equipment/materials	£ 106.53
13/08/2021	Bendry Brothers Ltd	Estates maintenance equipment/materials	£ 626.10
13/08/2021	SHB Hire Ltd	Estates Vehicle lease payment	£ 437.10
13/08/2021	Fuelgenie Business Accounts	Fuel Estates Vehicles	£ 439.13
13/08/2021	High Speed Training Limited	Staff Training	£ 72.00
13/08/2021	MD Group	Building Maintenance Armadillo	£ 420.00
13/08/2021	National Security Group	Security - Town Council Properties	£ 30.00

13/08/2021	National Security Group	Security - Town Council Properties	£	948.00
13/08/2021	Trade UK	Estates maintenance equipment/materials	£	12.68
13/08/2021	Trade UK	Estates maintenance equipment/materials	£	3.98
13/08/2021	Water2Business	Water/Sewerage Town Council Properties	£	129.50
13/08/2021	Telefonica O2 UK Limited	P/Ledger Electronic Payment	£	44.18
13/08/2021	Bristol Ambulance EM Services	First Aid YTC Event	£	125.00
13/08/2021	Bank Current Account	Bank Transfer	£	10,228.47
16/08/2021	Disclosure and Barring Service	Staff DBS	£	13.00
18/08/2021	AVON LOCAL COUNCILS ASSOCIATIO	Staff Training	£	30.00
18/08/2021	Trade UK	Estates maintenance equipment/materials	£	23.00
18/08/2021	Beacon Cleaning Services	Cleaning Town Council Properties	£	277.34
18/08/2021	Beacon Cleaning Services	Cleaning Town Council Properties	£	175.68
18/08/2021	Beacon Cleaning Services	Cleaning Town Council Properties	£	139.68
18/08/2021	Beacon Cleaning Services	Cleaning Town Council Properties	£	267.42
18/08/2021	Brake Bros Ltd	Kitchen stock fpr resale	£	67.22
18/08/2021	Chapple & Jenkins Wholesale De	Kitchen stock fpr resale	£	12.60
18/08/2021	Chapple & Jenkins Wholesale De	Kitchen stock fpr resale	£	24.58
18/08/2021	Chapple & Jenkins Wholesale De	Kitchen stock fpr resale	£	5.10
18/08/2021	J Hollister Hardware	Estates maintenance equipment/materials	£	151.71
18/08/2021	KT Home Improvements Ltd	Building works YMCA	£	5,314.80
18/08/2021	Murray Hire Ltd	Estats Equipment maintenance	£	36.60
18/08/2021	National Security Group	Building Security	£	168.00
18/08/2021	Prestige Grounds	Ground Works YOSC	£	4,259.85
18/08/2021	Proludic Ltd	Millside Play Area Works	£	14,561.54
18/08/2021	Trade UK	Estates maintenance equipment/materials	£	20.09
18/08/2021	Trade UK	Estates maintenance equipment/materials	£	1.99
18/08/2021	South Gloucestershire Council	IT Equipment	£	18.00
18/08/2021	South Gloucestershire Council	HR Support	£	116.10
18/08/2021	STANNAH LIFT SERVICES	Lift maintenance	£	284.70
18/08/2021	Virgin Media Payments Ltd	Telephone line charges	£	42.50
18/08/2021	West Mercia Energy	Gas and Electric Town Council Properties	£	1,162.67
18/08/2021	West Mercia Energy	Gas and Electric Town Council Properties	£	326.70
18/08/2021	Amazon	Striped papger bags kitchen stock	£	28.07
18/08/2021	Amazon	Striped papger bags kitchen stock	£	29.00
18/08/2021	Bank Current Account	Bank Transfer	£	27,187.87
19/08/2021	Avon Pension Fund	Pension Contributions July 21	£	14,452.04
19/08/2021	Bank Current Account	Bank Transfer	£	14,452.04
20/08/2021	South Glos Council	Business Rates Parish Hall	£	309.00
20/08/2021	South Glos Council	Business Rates Pop Inn Cafe	£	494.00
20/08/2021	South Glos Council	Business Rates Football	£	122.50
20/08/2021	South Glos Council	Business Rates Bowling	£	122.50
20/08/2021	Information Commissioner's Off	Subscription	£	55.00
20/08/2021	HMRC	Tax/NI Contributions August 21	£	13,815.13
20/08/2021	Telefonica O2 UK Limited	Mobile phone charges	£	197.04
20/08/2021	Bank Current Account	Bank Transfer	£	14,795.17
25/08/2021	ProfitReach	Webiste Support	£	178.80
25/08/2021	Wiltshire college	Apprentcie Training	£	5.00
26/08/2021	TV Licensing	TV Licence Town Council Venue	£	159.00
26/08/2021	Amazon	DVD Amradillo Cinema	£	38.96
27/08/2021	EMMC Craft Shapes	YTC Event Material	£	37.25
31/08/2021	Staff Salaries August 21	Staff Salaries August 21	£	49,875.11
31/08/2021	Staff Salary HT sickness	Staff Salary HT sickness	£	140.00
31/08/2021	Phoenix Coffee & Equipment Ltd	Kitchen stock fpr resale	£	139.98
31/08/2021	Bank Current Account	Bank Transfer	£	49,798.91

003969 BBMU241A 709F30ARI00072 39600 A 82388

YATE TOWN COUNCIL

 Sort Code 20-13-34
 Account No 10991058
 SWIFTBIC BUKGB22
 IBAN GB14BUKB20133410991058

 MR PAUL CARROLL
 YATE TOWN COUNCIL
 POOLE COURT
 POOLE COURT DRIVE
 YATE
 BRISTOL
 BS37 5PP

 Issue date 16 Sep 2021
 Period 13 Aug 2021 to 12 Sep 2021


Advance notification of e-payment Plan charges

Period from 13 Aug 2021 to 12 Sep 2021.

These charges will be debited from your account on 04 Oct 2021.

Loyalty Reward - our way of saying thank you for banking with us:

The charges shown below are before your Loyalty Reward has been calculated. If your account is eligible, you'll get your Loyalty Reward payment up to two working days after the full charges are applied and the payment will appear on your next account statement. For more information, go to barclays.co.uk/priceplans

Number	Description	£	Amount £
	ACCOUNT FEE		8.50
4	BACS FILE CHARGES	3.00 EACH	12.00
£2834	POST OFFICE CASH PAID IN	1.50 PER £100	42.51
1	BNET A/C FEE MIN	20.00 EACH	20.00

Total Commission	£83.01
Overdraft Interest	£0.00
Total Charges	£83.01

Good news! You can view your advance notification of charges statement online exactly as you would on a paper statement.

To start this service, it is simple

- You need to login or register for our Online Banking
- Next, change your statement preference to 'online statements'
- Finally, update your e-mail address

Once your charges statement is ready, we will e-mail you.

For assistance and FAQs on Online Banking please visit help.barclays.co.uk/ways-to-bank/online-banking.html

Notes

If you close your account, we will take the charges shown on the date you close your account, along with any other relevant charges since the date of this statement.

This is not a tax invoice.

Decisions Made Using Delegated Powers During Pandemic 2020/2021

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

Date	Action	Number of councillors in responded agreement/not in agreement	Members Consulted	Committee to which outcome reported
13.8.21	Replace safety impact systems around Trampolines at Witches Hat and St. Marys Play Area £1,289.61 from play area reserves	5 Cllrs	All members	Environment & Community September 21
13.8.21	Purchase signage from maintenance budgets referring for Kingsgate & Brinsham Park – No E Scooters	5 Cllrs	Environment & community	Environment & Community September 21
6.9.21	Zest (formerly Fundraising for) awarded Grant equivalent to the rent and storage for the use of the Parish Hall for charity table top sale from October to December 2021 (up to £490.20)	6 Cllrs	Finance and Governance Committee	F&G Oct 21
8.9.21	Replacement faulty lights at the Armadillo £14,004 from Major Projects sinking fund	7 Cllrs	All members	Environment & Community September 21
11.09.2021	<p>Learning Partnership West (LPW)</p> <p>The Community Projects Manager to work with Councillors Tony Davis and Chris Willmore to, progress a 2 year extension to LPW's YTC existing contract, due to end 31st March 2022, extension to 31.03.2024 (reasons given include:</p> <ul style="list-style-type: none"> • Positive Performance / No active concerns with delivery of current contract; • added value LPW bring to YTC (financial/ social outcomes); • SGC positive performance feedback and funding extension to 2024; • Reduction in Officer resource to re-tender in 2022. 	4 Cllrs	Environment & Community	Environment & Community September 21
14.09.21	<p>1/1 Planning Comments received from members of Planning & Transportation Committee to be submitted under delegated powers to the Town Clerk.</p> <p>Circulated to all members of P&T committee</p>	4 Councillors	P & T	FC 26.10.21

Decisions Made Using Delegated Powers During Pandemic 2020/2021

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	2/4 Scheme FV195 - Investigate a system of street lighting between Broad Lane depot and Brimsham Green School, Yate Correspondence to be sent to South Gloucestershire Council			
17.9.21	Covid 19 Battle Fund Grant awarded to Cotswold Vale Talking Newspaper for £50	3 Councillors	Grants and Finance Sub Committee	F&G Oct 21
17.9.21	Covid 19 Battle Fund Grant of £250 awarded to Green Community Travel towards costs of their newsletter	CK, JF, JP, KT, MD	Grants and Finance Sub Committee	F&G Oct 21
19.9.21	Agreement to pay invoice 1252 to Wild Wood Carving for the total of £15,500.00 for completing wooden sculpture trail and install at Millside.	No objections. All in support to pay	PAPSG	FC 26.10.21
01/10/2021	1/1 Planning Comments received from members of Planning & Transportation Committee to be submitted under delegated powers to the Town Clerk. Circulated to all members of P&T committee	4 Cllrs	All P&T committee	P&T

The following items are actions to be undertaken by the Clerk using delegated powers at the Advisory Meeting of Members of the Environment and Community Committee on 21st September 2021;

Item Number	
7.1	<p>Estates Manager's Report</p> <ul style="list-style-type: none"> • Bus Stops charged under Special Expenses (Appendix 14) <ul style="list-style-type: none"> a) Request be made for bus stops at Hampshire Way, Dorset Way and Rectory Close to come under the

Decisions Made Using Delegated Powers During Pandemic 2020/2021

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	<p>ownership and maintenance of Yate Town Council and for South Gloucestershire Council to arrange for them to be marked with Yate Town Council and remove from Special Expense charges</p> <p>b) Of the 3 bus stops along Wellington Road, South Gloucestershire Council to be advised that 2 are poles and not shelters and should not be charged for. A request be made for the shelter on Wellington Road to come under ownership and maintenance of Yate Town Council and be removed from Special Expense charges.</p> <ul style="list-style-type: none">• Tenders were received for a new ride on mower (Appendix 15) A Ransomes MP493 and Etesia H124DX to be obtained via Contract Hire, deposit of £884.19 plus vat, followed by 59 monthly payments of £884.19 plus VAT.
7.4	<p>Station Road Sites</p> <ul style="list-style-type: none">• Match funding of £10,000 to be met by Yate Town Council against the South Gloucestershire Council Welcome Back Fund award of £10,000 (to be met as follows - £9,191.14 from YMCA earmarked project reserves, and £808.86 from project support ear marked reserves) Final funding agreement awaited.

Decisions Made Using Delegated Powers During Pandemic 2020/2021

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

7.7	<p>YOSC</p> <p>b) Changing Places</p> <p>An update was received:</p> <ul style="list-style-type: none">• following contact from South Gloucestershire Council (SGC) regarding approximately £110,000 government funding available to them for Changing Places toilets, deadline 26 September, (see Changing Places Toilets (changing-places.org)), a site visit took place (to Armadillo Youth Café, Kingsgate Park, Parish Hall, Pop Inn Café, Sunnyside, YMCA and YOSC);• SGC advised that: <i>generally Changing Places are best located in areas where they are supervised or easily controlled to reduce vulnerability to vandalism and mis-use;</i>
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Decisions Made Using Delegated Powers During Pandemic 2020/2021

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

the expectation this whoever runs the facility will beresponsible for the running and maintenance costs of the facility.

Internal research has revealed that the annual operational costs, including maintenance, servicing, cleaning and allowance for replacement of equipment (£12,000 - 12-year life) and sanitary facilities (£1,500 – 20-year life) would, over a ten- year period, be approximately £2,500.

No comments were made by SGC at this stage about YTCcontributing capital costs for this project.

- SGC further commented that they felt YOSC would be anideal location for the project, if the current first aid room &cleaners store could be converted into a Changing Placesfacility. At this point, SGC advised that they would apply for circa £25k from the grant fund to cover the cost of the specialist equipment, and that YOSC Ltd/YTC would need to be in a position to jointly cover the cost of the building works estimated at a further £25k.

Works	Budget Cost £	Responsibility
Building works to provide Changing Places Toilet at YOSC	25,000	YTC/YOSC
Specialist fit out – electric bench & hoist, sanitary fittings, grab rails etc	25,000	CPT grant
Total cost to provide CPT at YOSC	£50,000	

- SGC:
- advised that the YOSC Site Manager confirmed that YOSC Ltd would pick up the running costs and ongoing maintenance for the project;answered the following questions:*how long is life of the unit? – assuming maintained properly a minimum of 10 years. We have some working very well in Yate Leisure Centre and Bradley Stoke Leisure Centre which were installed in 2009.hat would the maintenance costs be? – estimate provided with project info is cost of annual maintenance toservice specialist kit is £300 pa. YOSC would have to provide info on likely cost of cleaning etc*

Decisions Made Using Delegated Powers During Pandemic 2020/2021

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

- *what are SGC proposals for the end of life? If we take it on, what happens when it gets too old to be used? We are happy to support initial installation by facilitation of the grant. This would make YOSC an excellent sports venue and it would be likely to attract more use by disabled clubs and users with a Changing Places Toilet. We would consider it to be up to the operators to plan for end-of-life replacement.*
- *Does the unit come with a commuted sum for maintenance? No – again happy to support YTC/YOSC Ltd access this government funding but SGC cannot commit to ongoing costs post installation.*

A response has been sent to SGC to advise that unfortunately, the expected level of contribution by YTC/YOSC Ltd wasn't made clear by SGC at the outset and that we don't have a budget for £25k expenditure at this point in time.

Further correspondence to be sent to South Gloucestershire Council to advise that that Yate Town Council would support an expression of interest in the Changing Places grant application, to include a bid for £25k for the installation of a Changing Places facility at the YOSC site and for YTC to match fund by way of maintenance/upkeep costs (to be included in the YOSC Maintenance Schedule, YOSC Ltd have responsibility to maintain).. Explicitly stating that YTC cannot invest capital in the facility, and by expressing interest in the grant application there would be no commitment from YTC until there was certainty on the cost and that works are expected to take place, if the application is successful, in 2023/24. We request all future conversations regarding this expression of interest take place with Yate Town Council and the Town Council will take forward conversations with YOSC Ltd.

Decisions Made Using Delegated Powers During Pandemic 2020/2021

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

8.1	<p>Events Sub Committee</p> <p>The minutes of the advisory meeting of members of the Events Sub-Committee held on 6th September 2021 were received. (Appendix 16)</p> <ul style="list-style-type: none">• A budget of £1,000 for a possible event at Brinsham Park to be added to the 2022/23 budget;• Further detail be investigated into the South Gloucestershire grant funding for The Queen's Platinum Jubilee and reported to next meeting of Events Sub-Committee; Ideas received to date are; <p>A bandstand, themed planting/hanging baskets throughout the town (not red white & blue but silver/regal), street lamp banner/flags, engagement with schools – possible patchwork, competition for wood sculpture design.</p>
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Decisions Made Using Delegated Powers During Pandemic 2020/2021

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

11.2	<p>Off the Record</p> <p>1. OTR Session Timings Extension Request</p> <p>OTR have made a request to amend the HUB timings to accommodate preparation time which will incur an increase hire of 30 minutes; an additional cost to the council of £3.88 pw/£194 pa (ex-vat). Timings requested are as follows:</p> <p>3.15-3.30pm set up (<i>additional 15 minutes</i>) 3.30-5.30pm session delivery (SLA x2hours) 5.30-5.45pm clear down and exit site/ move to OtR room (<i>additional 15 minutes</i>)</p> <p>Armadillo have a regular booking in the HUB room until 3.30pm, in order to accommodate this request, Armadillo would have to misplace/refund the existing booker for 15mins of every Wednesday session until the end of their booking period (October 2021).</p> <p>OTR to be advised that this request for additional time is not accepted and OtR is advised to use their x2 leased rooms for prep time.</p> <p>2. Funding and Payment</p> <p>Within the Service Level Agreement variation it states “<i>The</i></p>
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Decisions Made Using Delegated Powers During Pandemic 2020/2021

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

Provider shall reimburse the council pro rata for any SLA payment made during the year which relates to a period of non-tenancy”, as HUB session have not yet reopened in 2021-2022 to date, the funding remains unpaid.

If the OtR HUB service resumes in September 2021 and remains open until 31st March 2022, the cost calculation for the remainder of the year is approximately:

Pro-rata payment for approximate number of remaining sessions in 2021/2022 ($\pounds 4500 / 28 = \pounds 2,520$) is agreed to be paid.

Decisions Made Using Delegated Powers During Pandemic 2020/2021

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

The following items are actions to be undertaken by the Clerk using delegated powers at the Advisory Meeting of Members of the Finance and Governance Committee on 5th October 2021;

Item Number	
8.4	<p>Direct Debits & Standing Orders</p> <p>To refer the following Direct Debit and Standing Order payments made by Yate Town Council in line with financial regulations to Full Council for consideration.</p> <ul style="list-style-type: none"> • Photocopier lease; • Commercial credit card; <p style="padding-left: 40px;">Additional charges added to existing O2 monthly DD to cover extra sim cards.</p>
13.1	<p>Payment Submission Limit</p> <p>To refer the below Payment Submission Limit recommendation, in line with item 5/2 and 5/3 of Yate Town Council's Financial Regulations, to Full Council for consideration and approval::</p> <p><i>5.2 A limit of funds that can be authorised in any one payment submission will be set with the bank and shall be renewed by resolution of the council annually. For large projects administration, the limit of funds may be exceeded, if necessary up to a tier 2 limit set, using alternative authorisation (see 5.10 and 6.4 (b)).</i></p> <p><i>5.3 Tier 1 payments will set in the sum of up to £150,000 and Tier 2 payments will be anything over £150,000</i></p>
14.2	<p>a) Bowling Club</p> <p>A confidential report was received. (Confidential appendix 3)</p>

Decisions Made Using Delegated Powers During Pandemic 2020/2021

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

	<p>Members advise the Clerk to investigate the options of a 6-month licence for the 2022/2023 season providing options to the next Finance and Governance meeting.</p> <p>b) Catch 22 Bookings Enquiry</p> <p>A confidential report was received. (Confidential appendix 4)</p> <p>Members advise the Clerk to progress the booking enquiry with Catch 22 ensuring that all appropriate risk assessments and safeguarding has been considered and completed.</p> <p>c) Parents and Carers Lease Request</p> <p>A confidential report was received. (Confidential appendix 4)</p> <p>Members advise the Clerk to progress with the request received from Parents and Carers.</p>
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Decisions Made Using Delegated Powers During Pandemic 2020/2021

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

Date	Action	Number of councillors in responded agreement/not in agreement	Members Consulted	Committee to which outcome reported
6.10.21	Millside s106 Bug hotels: to approve payment of £200 to Chris Belcher for the following: <ul style="list-style-type: none"> ○ source material to fill x2 bug hotels attend community bug hotel filling workshop/ launch event during Oct half term.	3 Cllrs	Play Areas and Property Steering Group	E&C November 2021
11.10.21	Due to Staff shortages at the Armadillo – to appoint a 3 month temporary 16 hours Venue Assistant from 1.11.21 – 31.1.22 in the first instance	3 Cllrs	S&G	FC 26.10.21

Payments made between 1st to 30th September 2021			
Date Paid	Payee Name	Transaction Detail	Total
01/09/2021	Best Gym Equipment	Sports equipment for Parish Hall	£ 939.98
01/09/2021	Morrisons Supermarket	Catering for event	£ 46.24
02/09/2021	Amazon	Kitchen Equipment YMCA	£ 31.99
02/09/2021	Amazon	Kitchen Equipment YMCA	£ 147.99
02/09/2021	Amazon	Sports equipment for Parish Hall	£ 62.52
02/09/2021	Argos	Kitchen Equipment YMCA	£ 279.99
02/09/2021	Bank Current Account	Bank Transfer	£ 29,683.27
02/09/2021	Brake Bros Ltd	Kitchen stock for resale	£ 39.73
02/09/2021	Brake Bros Ltd	Kitchen stock for resale	£ 114.02
02/09/2021	BS1 Fire & Security Ltd	Buildings security maintenance	£ 380.40
02/09/2021	BS1 Fire & Security Ltd	Buildings security maintenance	£ 66.50
02/09/2021	Chapple & Jenkins Wholesale De	Kitchen stock for resale	£ 83.06
02/09/2021	Chapple & Jenkins Wholesale De	Kitchen stock for resale	£ 147.76
02/09/2021	Dell	IT Hardware	£ 94.03
02/09/2021	Dell	IT Hardware	£ 121.03
02/09/2021	H2O Window Cleaning Services	Window cleaning services	£ 80.00
02/09/2021	Instant Access Saver Account	Bank Transfer	£ 100,000.00
02/09/2021	Mailing Systems Ltd	Franking machine costs	£ 155.94
02/09/2021	Public Works Loan Board	PWLB repayment Armadillo	£ 18,908.70
02/09/2021	Raycox Turf Ltd	Sleepers	£ 139.20
02/09/2021	Ridgewood Community Association	Grant Funding	£ 788.50
02/09/2021	Society of Local Council Clerk	Staff Training	£ 42.00
02/09/2021	South Gloucestershire Council	HR Services Recharge	£ 10.80
02/09/2021	SUEZ Recycling and Recovery UK	Refuse/Recycling charges	£ 153.52
02/09/2021	SUEZ Recycling and Recovery UK	Refuse/Recycling charges	£ 69.68
02/09/2021	SUEZ Recycling and Recovery UK	Refuse/Recycling charges	£ 30.79
02/09/2021	SUEZ Recycling and Recovery UK	Refuse/Recycling charges	£ 98.54
02/09/2021	SUEZ Recycling and Recovery UK	Refuse/Recycling charges	£ 69.68
02/09/2021	Telefonica 02 UK Limited	Mobile phone charges	£ 10.00
02/09/2021	Telefonica 02 UK Limited	Mobile phone charges	£ 10.00
02/09/2021	The Parish of Yate	Donation from Mayors fund	£ 10.00
02/09/2021	UK 3B Scientific Ltd	Sports Equipment for MAB	£ 59.70
02/09/2021	Yate & District Oral History group	Grant Funding	£ 133.76
02/09/2021	Yate Kitchen Co Ltd	Kitchen works YMCA	£ 7,932.00
02/09/2021	Yate Supplies	Cleaning materials	£ 48.00
02/09/2021	Yate Supplies	Stationery	£ 26.12
02/09/2021	Yate Supplies	Kitchen equipment Armadillo	£ 50.81
02/09/2021	Z Drew	Mining loans boxes Kibble project	£ 300.00
03/09/2021	Amazon	Kitchen Equipment YMCA	£ 59.97
03/09/2021	Disclosure and Barring Service	Staff DBS Check	£ 13.00
03/09/2021	ProfitReach	Website Support	£ 98.40
04/09/2021	Amazon	Sports equipment YMCA	£ 9.90
05/09/2021	Amazon	Kitchen Equipment YMCA	£ 38.46
06/09/2021	Credit Card Account	Bank Transfer	£ 2,274.87
06/09/2021	Imprest Account	Bank Transfer	£ 2,274.87
07/09/2021	Barclays	Bank Charges	£ 67.77
07/09/2021	Barclays	Bank Charges	£ 6.50
07/09/2021	Disclosure and Barring Service	Staff DBS Check	£ 13.00
07/09/2021	Disclosure and Barring Service	Staff DBS Check	£ 13.00
07/09/2021	Petty Cash	Petty Cash Top up	£ 239.77
07/09/2021	Society of Local Council Clerk	Staff Training	£ 42.00
07/09/2021	Victoria Westlake Flowers	Flowers from Chairs expense of office account	£ 30.00
08/09/2021	Avon Sports Ground Maint Co.	Bowling Green Maintenance	£ 605.80
08/09/2021	Avon Sports Ground Maint Co.	Bowling Green Maintenance	£ 147.72
08/09/2021	Bank Current Account	Bank Transfer	£ 27,270.22
08/09/2021	Bank Current Account	Bank Transfer	£ 117.09
08/09/2021	British Telecom Payment Service	Phone Charges	£ 15.16
08/09/2021	Chipping Sodbury Glass Ltd	Replacement Fire Door	£ 1,932.00
08/09/2021	G.B.Sport & Leisure	Gate Springs	£ 72.00
08/09/2021	Guardian Security GB Limited	Buildings security maintenance	£ 114.86

08/09/2021	Return Deposit refund to hirer	Return Deposit refund to hirer	£ 50.00
08/09/2021	Instant Access Saver Account	Bank Transfer	£ 117.09
08/09/2021	Murray Hire Ltd	PPE Estates Staff	£ 175.98
08/09/2021	Nisbets	Kitchen equipment Armadillo	£ 359.25
08/09/2021	Parsons Landscapes Ltd	Abbotswood Paving Project	£ 849.32
08/09/2021	Return Deposit refund to hirer	Return Deposit refund to hirer	£ 50.00
08/09/2021	Safety Buyer (UK) Ltd	Signage	£ 47.48
08/09/2021	SHB Hire Ltd	Estates Vehicle Lease Payment	£ 437.10
08/09/2021	South Gloucestershire Council	Business Rates	£ 1,859.00
08/09/2021	South Gloucestershire Council	Business Rates	£ 66.00
08/09/2021	South Gloucestershire Council	Business Rates	£ 2,345.00
08/09/2021	South Gloucestershire Council	Business Rates	£ 124.00
08/09/2021	South Gloucestershire Council	IT Support	£ 580.51
08/09/2021	South Gloucestershire Council	Urbie SLA	£ 60.36
08/09/2021	South Gloucestershire Council	Qtly Localism Service Charge	£ 8,580.96
08/09/2021	The Bristol Pest Controller	Pest Control	£ 180.00
08/09/2021	The Business Mechanic	Business Review Consultancy	£ 1,200.00
08/09/2021	Total Print Solutions	Signage/Noticeboard	£ 4,618.91
08/09/2021	Trade UK	Estates maintenance equipment/materials	£ 105.00
08/09/2021	Trade UK	Estates maintenance equipment/materials	£ 5.26
08/09/2021	Trade UK	Estates maintenance equipment/materials	£ 11.00
08/09/2021	Trade UK	Estates maintenance equipment/materials	£ 41.00
08/09/2021	Trade UK	Estates maintenance equipment/materials	£ 3.50
08/09/2021	Travis Perkins	Estates maintenance equipment/materials	£ 165.05
08/09/2021	Verde Recreo Ltd	Maintenance all weather surface YOSC	£ 446.26
08/09/2021	Virgin Media Payments Ltd	Poole Court Wifi	£ 48.00
08/09/2021	Yate Methodist Church	Grant Funding	£ 300.00
09/09/2021	Instant Access Saver Account	Bank Transfer	£ 195.00
09/09/2021	Myhrtoolkit Limited	IT Software Subscription	£ 108.00
10/09/2021	Imprest Account	Bank Transfer	£ 998.77
13/09/2021	Petty Cash	Petty Cash Top up	£ 92.56
14/09/2021	Lex Autolease Ltd	Estates Vehicle Lease Payment	£ 249.74
16/09/2021	Disclosure and Barring Service	Staff DBS Check	£ 13.00
17/09/2021	Amazon	Estates PPE Hi Viz	£ 31.98
17/09/2021	Avon Pension Fund	Monthly Pension Scheme Contributions	£ 14,432.77
17/09/2021	Bank Current Account	Bank Transfer	£ 14,488.28
17/09/2021	Return Deposit refund to hirer	Return Deposit refund to hirer	£ 5.00
20/09/2021	Petty Cash	Petty Cash Top up	£ 249.15
20/09/2021	South Gloucestershire Council	Business Rates	£ 309.00
20/09/2021	South Gloucestershire Council	Business Rates	£ 494.00
20/09/2021	South Gloucestershire Council	Business Rates	£ 245.00
21/09/2021	Amazon	Office Equipment	£ 25.02
21/09/2021	Bank Current Account	Bank Transfer	£ 13,628.18
21/09/2021	Beacon Cleaning Services	Cleaning - Town Council Properties	£ 292.52
21/09/2021	Beacon Cleaning Services	Cleaning - Town Council Properties	£ 190.86
21/09/2021	Beacon Cleaning Services	Cleaning - Town Council Properties	£ 186.76
21/09/2021	Beacon Cleaning Services	Cleaning - Town Council Properties	£ 59.56
21/09/2021	Beacon Cleaning Services	Cleaning - Town Council Properties	£ 213.94
21/09/2021	Bristol Fire	Fire Safety - Town Council Properties	£ 355.20
21/09/2021	BS1 Fire & Security Ltd	Buildings security maintenance	£ 66.50
21/09/2021	BS1 Fire & Security Ltd	Buildings security maintenance	£ 108.00
21/09/2021	Chapple & Jenkins Wholesale De	Kitchen stock for resale	£ 184.80
21/09/2021	Chapple & Jenkins Wholesale De	Kitchen stock for resale	£ 30.83
21/09/2021	Chapple & Jenkins Wholesale De	Kitchen stock for resale	£ 107.20
21/09/2021	Chapple & Jenkins Wholesale De	Kitchen stock for resale	£ 157.81
21/09/2021	Fitness Superstore	Sports Equipment - MAB	£ 4,255.29
21/09/2021	Green Community Travel Ltd	Grant Funding	£ 250.00
21/09/2021	Hunts Foodservice Ltd	Kitchen stock for resale	£ 82.09
21/09/2021	National Security Group	Security Town Council Properties	£ 30.00
21/09/2021	National Security Group	Security Town Council Properties/Parks	£ 948.00
21/09/2021	Pitchcare	Grounds maintenance materials	£ 41.10
21/09/2021	PKF Littlejohn LLP	External Year End Audit Fees	£ 2,400.00

21/09/2021	SUEZ Recycling and Recovery UK	Refuse/Recycling charges	£ 221.62
21/09/2021	SUEZ Recycling and Recovery UK	Refuse/Recycling charges	£ 70.62
21/09/2021	SUEZ Recycling and Recovery UK	Refuse/Recycling charges	£ 30.54
21/09/2021	SUEZ Recycling and Recovery UK	Refuse/Recycling charges	£ 114.50
21/09/2021	SUEZ Recycling and Recovery UK	Refuse/Recycling charges	£ 77.17
21/09/2021	The 2 Minute Foundation	Litter Picking Equipment	£ 678.00
21/09/2021	West Mercia Energy	Gas/Electric Town Council Properties	£ 1,461.62
22/09/2021	Bank Current Account	Bank Transfer	£ 13,237.58
22/09/2021	HMRC	Monthly Tax/NI Contributions	£ 13,811.57
22/09/2021	Telefonica 02 UK Limited	Mobile phone charges	£ 196.01
23/09/2021	Amazon	Vinyl Lettering	£ 14.26
23/09/2021	ProfitReach	Website Support	£ 178.80
24/09/2021	Amazon	PPE Face Masks	£ 7.95
24/09/2021	Amazon	Armadillo - Yate Ageing Better Event materials	£ 53.94
27/09/2021	Bank Current Account	Bank Transfer	£ 8,690.86
27/09/2021	Public Works Loan Board	PWLB repayment Heritage Centre	£ 9,062.06
28/09/2021	Refund Hire Fee	Refund of hire fee	£6.90
28/09/2021	1st Office Equipment Ltd	Photocopier charges	£ 124.84
28/09/2021	Bank Current Account	Bank Transfer	£ 28,746.33
28/09/2021	Brigstowe Media	Yate and Sodbury Voice Advertising	£ 432.00
28/09/2021	Bristol Fire	Fire Safety - Town Council Properties	£ 502.74
28/09/2021	BS1 Fire & Security Ltd	Buildings security maintenance	£ 324.00
28/09/2021	BS1 Fire & Security Ltd	Buildings security maintenance	£ 302.40
28/09/2021	Fuelgenie Business Accounts	Fuel Estates Vehicles	£ 369.38
28/09/2021	G.B.Sport & Leisure	Play Area Equipment	£ 2,315.29
28/09/2021	INITIAL Washroom Solutions	Hygiene bins across venues	£ 279.41
28/09/2021	Return Deposit refund to hirer	Return Deposit refund to hirer	£ 50.00
28/09/2021	Lubbe & Sons (bulbs) Ltd	Outdoor planting	£ 1,050.00
28/09/2021	Murray Hire Ltd	Estates maintenance equipment/materials	£ 15.90
28/09/2021	Murray Hire Ltd	Estates Staff PPE	£ 79.99
28/09/2021	Murray Hire Ltd	Estates maintenance equipment/materials	£ 29.40
28/09/2021	Net World Sports	Sports Equipment MAB	£ 1,408.91
28/09/2021	Phoenix Software Ltd	IT Software Subscription	£ 1,890.00
28/09/2021	Reimbursement for parts	Estates equipment maintenance	£ 41.24
28/09/2021	Society of Local Council Clerk	Staff Training	£ 54.00
28/09/2021	South Gloucestershire Council	Urbie SLA	£ 60.36
28/09/2021	The Bristol Pest Controller	Pest Control	£ 108.00
28/09/2021	The Bristol Pest Controller	Pest Control	£ 180.00
28/09/2021	Total Print Solutions	Signage/Noticeboard	£ 162.00
28/09/2021	Virgin Media Payments Ltd	Telephone charges	£ 33.56
28/09/2021	Wild Wood Carving Ltd	Sculpture Trail - Millside	£ 15,500.00
28/09/2021	WYBONE LIMITED	Litter/recycling/dog waste bins	£ 3,227.53
28/09/2021	Yate Supplies	Cleaning materials	£ 198.48
29/09/2021	Amazon	PPE Face Shields	£ 10.99
29/09/2021	Amazon	Table Tennis Balls	£ 14.98
30/09/2021	Bank Current Account	Bank Transfer	£ 50,838.21
30/09/2021	Staff Salaries Sept 21	Monthly salaries	£ 51,164.12

Yate Town Council response to the Masterplan

September 2021

In making this response to a plan which covers so many crucial issues for our town, there is a risk that we have not included all our comments. We have asked Cllr Chris Willmore and Cllr Ruth Davis to be available to clarify any points on which you need clarification or to add to these comments, where there are omissions. We do not believe we are saying anything here, which has not been said by Cllrs Willmore or Gawn in the masterplan discussions but set them out here for the record.

Our concerns have not altered since our original call for an Area Action Plan for the town, except that we now put the climate and ecological emergency at the top of our agenda. We attach that original call. Everything we have heard through the consultation, and the evidence produced by the masterplan working group leads us to stand by those original concerns. That was a measured statement about change, which suggested for example there could be more housing, but as subsidiary to the main purpose and function of our town centre. We stand by that nuanced approach and see the public response as endorsing the notion that there is much we all love about our current town centre, and about its flexibility to meet changing needs into the future – but that there is room for change, as long as it retains the things our community like and need from it.

In finding the way forward, our top concern is climate change. We believe this must be at the centre, as the organising principle. How do we enable and support people to move to net zero carbon and how do we make our town more resilient to deal with the consequences of climate change. This needs to permeate and drive every layer of change. So, for example, the massive release of embedded carbon associated with demolition of existing buildings must be considered – reuse, reuse come before recycling. All new build must be to passiv haus standards, not building in carbon emission legacies. This needs to be done in a way that empowers and supports change, rather than simply moving the problem with no net reduction in carbon.

The masterplan should have a clear strategy of how we get from where we are to a net zero town, and that involves providing the mechanisms for people to be able to make the shift, and then encouraging it.

Within that imperative, our next priority is to stress the importance of keeping what is loved about Yate, and makes it feel safe, local and personal, whilst also modernising it. We believe this is possible, providing we listen carefully and ensure we retain what people like, particularly in relation to the town centre and Station Road. In some ways, there are features of the current town that are marmite: the very things some people love are the things that make others feel it is dated. We recognise that tension, and whilst we want to modernise to meet the aspirations of younger residents, we also want to retain the things that give older residents a sense of belonging. We believe it is possible to achieve both, and as one of the few towns in the UK to have achieved Age-Friendly status this is important – for older residents, and for disabled residents. It is not – no change, but it is also not too much change. In the replies to the consultation we have seen, people have said they do not

want the things they cherish changed. We need to look for the ways to make changes which do not threaten those things – for example, going up another couple of floors would not alter the public experience of the shopping centre if done appropriately.

We are clear that the current open, safe, distinctive character of the town centre, that make it very local, and very different from going to an anonymous retail mall elsewhere need to be retained. We need to retain its accessibility and flexibility. We recognise there is scope to redevelop some areas eg the fire and ambulance stations (as long as they are kept in the town), to go up (to 3 or 4 or possibly 5 stories but not to build high rise), to rethink the service yards and some of the less used spaces to intensify the built environment (whilst keeping the current open aspect). We believe it is possible to intensify use of the town centre, in a manner that retains what people like, but are deeply troubled by some of the drawings and conversations which suggest a fundamental change to the town centre, which will destroy the very thing that makes people come to the shopping centre and like it.

We have long supported the concept that lies behind the 15 minute town, and for most part it is already in place, but it is not joined up and needs some dramatic investment in walking, cycling and disability access to make it a reality for all our residents.

We have long supported the principle of people first, as the right thing for a people centred town, and age friendly town but have a different view of what that requires. We do not think that white lines on the roads will give rise to a modal shift. To achieve that we need fully segregated cycling and walking facilities, so people can do both with confidence, not trying to share limited space with cars. And we have a long list of issues logged with South Gloucestershire highlighting places where pedestrian, cycling and vehicle safety needs to be addressed, with junctions reprioritised to enable pedestrians/cyclists to cross safely and have priority. It is about flipping from pedestrians and cyclists fitting round cars, to cars fitting around pedestrians and cyclists. There is room for everyone and we dislike the creation of false competition between cyclists and vehicles for road space. We have enough space in our town to accommodate all modes of travel, so that this is about shifting priorities to encourage modal shift, not using a stick.

We are concerned that the masterplan is entirely inward looking and does nothing to address the questions of getting in and out of Yate cheaply and in a climate friendly manner or of reducing the need to travel eg to work. Many of the core problems of congestion, pollution and contested road space result from this travel issue and it needs to be recognised and addressed in the plan.

Town Centre

The public feedback reported in January very much reflects the Town Council's position.

- They like, the town centre's open, pedestrian, safe feeling, with canopies and a good area in the centre covered for events, and the stalls in the walkways
- They like the ability to park – though people still find it difficult to park

- There are changes that people would like
 - Modernisation within the 'style' of the shopping centre
 - Improved visual appeal (too much of what we see is back of house eg service yards at the back of the leisure centre)
 - More diverse opportunities including small and start up shops, specialist and craft shops – which is linked to concerns about the rent levels.
 - More indoor and outdoor arts, music and live culture (which has an impact on the capacity to build flats because of noise etc)
 - Reduced congestion
 - Major improvements to walking and cycling infrastructure separate from cars so people can safely move away from cars – and a round town cheap frequent hopper bus so people have alternatives to the car.
 - Better cycling facilities, including getting right of the shops, but in a manner that still gives that safe pedestrian aspect
 - People would be willing to go up a bit in the town centre– as long as it does not feel closed in and does not alter the character of the town. So people would not realistically notice 4 storeys, as long as the frontages to the north which are close to existing houses were only 2 or 2.5
 - People are strongly opposed to reduction in parking until the hopper bus and active travel improvements are securely in place – then as the demand for parking drops there will be support for reduced parking. At present, reducing parking before the alternatives are properly in place will not reduce car travel, it will instead lead to problematic on street parking in the residential roads around the town centre or lead to a drop in trade, with people instead shopping at Aldi, Lidl or Waitrose which have car parks, or burning more carbon to travel to Sainsburys etc.
 - Want modernisation / replacement of leisure centre as long as it includes swimming and diverse facilities. In essence people want the current facilities, but see we could get those in a more modern format.
 - Concern about ensuring ambulance and fire station remain in yate but happy for them to move to edge of town.
 - Markets, food craft and farmers
 - More commercial leisure facilities that are not solely eat and drink eg bowling, snooker
 - Arts centre as a focus for not for profit leisure
 - Improvements to make it age and disability friendlier, in particular to make it a dementia friendly by design town centre.
 - Whilst they welcome the security that comes from private ownership there is an underlying concern about private control over public realm spaces – including the majority of our town centre.

We want to stress that this is the only town centre we have. It is physically finite, and we need to retain land that is not built on to give us the flexibility to meet future needs over the next 100 years. At present change is relatively easy because of the small number of landowners. The fragmentation of our town centre, through the construction of flats would reduce that flexibility making future change harder, making some uses much harder to introduce. In particular, it could inhibit achieving some of the night time entertainment

aspirations we are seeing in consultation responses. So we do not want a masterplan that proposes building as densely as possible throughout the town centre. That undermines flexibility and undermines the open character the public so value.

In addition to supporting the aspirations of residents above, to be specific:

- The Town Centre should be a maximum of 4 storeys. Supportive of going higher in the middle of the town centre – up to 5 storeys, with 2 or 3 storeys on the outer edge facing the residential properties and listed building on Station Rd.
- The ground floors should be all active retail frontages, not even the blank “advertising walls” like Tesco and Marks & Spencer.
- Concern about the courtyard garden / green space in the town centre – as the space should be maximised there. Also if delivery yards going – how will deliveries be made. Car parking for residents – and electric charging points for both residents and people visiting the centre.
- We consider that all open spaces ie non built spaces within our town centre should be accessible to the public, and do not consider it appropriate to convert any to private gardens for flats.
- Slight concern over mix of residential and leisure. In Bristol residents of new flats near The Fleece tried to get it closed because of the noise. We can envisage flats being built then residents complaining about pubs/leisure facilities being open nearby and other types of development not happening because of this
- The plans must full integrate the area from Ridgewood to B and Q and along Station Rd as our town centre. At present the east west footpath and cycle route runs along the back / service yard area of the leisure centre. This and the north south routes need to be front of house routes, aligned well to the north south and east west networks eg Church Rd and Sundridge Park. Buildings should be designed around those routes, rather than routes wiggling around the back of buildings.
- If the fire and ambulance station are moved, they must stay within the Yate area – they must remain local because of the fast-growing local population.
- The shift to electric vehicles has to be considered. There is a particular problem on Radburn estates, where there are long distances between meter boxes and roadways. The problem is even worse where houses have garages in detached blocks. The plans need to incorporate large communal charging areas.
- Whilst we can see the current delivery yard model uses up space, any redesign needs to make safe, segregated provision for deliveries.
- Members are not too worried where the bus station goes – so long as it has the proper facilities (secure areas for scooters / bikes) is covered (so people stay dry / in shade) and is accessible to all. Its current location results in a proliferation of traffic lights/junctions on Link Road and we would hope a solution could be found that better integrates the highways connection.
- The bus station must also make provision for private coaches – and be a fully integrated hub, providing for example bike and ride
- Secure covered cycle parking and lockers in the town centre close to bus stops and also close to shops so you don’t have to walk further from a bike park than from a car park

- Facilities such as the Armadillo Pop Inn and Library must be retained or reprovioned in a manner that reflects their distinctive ethos and character – as that is what leads to the high levels of volunteering.
- We have long supported and urged the formation of a riverside park and walkway and asked for that as part of the riverside development. This can create a green lung in the town centre, provide a walkway /cycleway off road connecting the north and south of the town, free from the shopping centre / urban form.
- Rather than having a civic quarter and a retail quarter, we would prefer to see integration blending between uses.
- As between the options, they are all limited to the island plus riverside. As we have explained we fundamentally oppose this narrow view of our town centre, which will create / perpetuate discontinuities. Our town centre includes B and Q, Morrisons, Ridgewood, the White Lion, St Marys Green and the listed buildings, Lidl, and Courtside. Any scheme must include that whole central area and show enhanced connectivity, rather than fragmentation resulting from the accidents of highway history.
- We do not see that further green parkland in the town centre would be beneficial. We believe instead a wide riverside park and enhancements to existing public open spaces adjoining the town centre so that the links south to Kingsgate and North to St Mary's Field are strengthened would provide a better green lung.
- All plans need to address how things people care about are to be reprovioned, for example the surgeries, MIU, post office etc.
- Lowering speed limits, traffic calming are supported. We are troubled by suggestions of making traffic in the town centre one way, as that will increase car journey length, and speed up cars in the town centre.
- We see an argument for integrating the area from the B and Q roundabout through to the Link Rd roundabout along Station Rd into a town centre zone, so that speeds are reduced, the Church Rd junction thereby made safer.
- We need specific provision for EVs in the town centre, close to the shops, rather than as far away as possible, with a range of charging speeds to meet the needs of local people as well as visitors. We urge South Glos to follow the model of BNES or Oxfordshire in getting a free mapping of the area to identify the areas where home charging is least possible. And then following Oxfordshire to ensure there is suitable public charging provision to address those shortfalls, so areas do not get left behind. We are particularly concerned that so much of Yate is Radburn style and as a result has a high percentage of properties for whom home charging will not be possible. The evidence is that in such areas people need public charging points somewhere they feel safe and familiar with, ideally relatively close to home. Our town centre could meet that need.
- We are opposed to any reduction in town centre parking at this stage because simply reducing car parking before taking the other steps needed for a modal shift will simply divert car shoppers to locations further afield producing more CO2 en route. All of the evidence suggests there are problems with parking as it is at peak times. We are aware of the evidence about the impact of origin and destination restraint on parking: and that destination restraint can, in the right context, reduce car journeys and mean people use active modes of travel or public transport. Unfortunately, the centre of Yate does not meet the criteria that the research data

says you need to be able to use parking limitations to influence modal shift. The simple problem in Yate is that if you reduce town centre car parking without having first got the modal shift under way, shoppers will displace to Aldi, Lidl or Waitrose which do have parking – or will park in the residential roads adjoining the shopping centre, creating all sorts of local problems – or drive even further to shop. We therefore think we have to tackle the climate effects of driving to the town centre a different way – by providing good, safe, off road cycling and pedestrian routes, supporting initiatives to encourage people to take up cycling on these new off road routes (new cyclists will not use bits of the highway with only a white line between them and the cars, only confident experienced cyclists will) and delivering our long held aspiration for a frequent, cheap, round yate hopper minibus so people can get to the town centres quickly and cheaply. If these are delivered properly, they will reduce car use and then it will be possible to reduce car parking in line with the reduced demand.

- We do not oppose undercroft car parking as we currently have at Tesco, which still seems to deliver the safety and accessibility the public want. But we know that the public have opposed decked parking because it is perceived as less safe.
- The highways around the town centre need to be redesigned to remove the results of ad hoc planning such as the queuing on Station Rd for McDonalds, the result of ad hoc development over the last 50 years.

Western Gateway: Industrial Areas

- This should cover the entire employment zones, not just one part of them
- We support initiatives to intensify employment activities in the industrial areas and to modernise the offer.
- We see there would be a good opportunity to remarket a significant area as a green energy / climate resilience zone to form a focus for SMEs in this field
- We would strongly welcome starter sheds – the sorts of stacked storage units that have popped up elsewhere would address a local demand.
- We do not accept the arguments against being able to deliver a more diverse employment offer in the town. We are aware of the market analysis that said that there is no demand in yate/Sodbury for some things eg offices. We are also aware that this is not true. There are very few small office units in the town on the market, we are aware of local organisations who have been searching for years and cannot find suitable space, locally and our councillors have been regularly search. We think the consultant concluded there is no market, because there are no units on the market, or very few (only the Badminton Court one). The result is that the vast majority of those in our community who have office employment have to commute across the Green Belt to Bristol or the North Fringe. That is not sustainable in climate terms, and creates enormous pressures on the highway network. With a THIRD of local people commuting OUT of yate to work each day, we need a dramatic rebalancing of the employment offer, and the provision of new opportunities to give a higher percentage of people a chance to work locally.

- The Masterplan needs to identify market interventions to stimulate the development of a market for small and start up diverse employment facilities.
- Whilst covid has given some the opportunity to work from home, we cannot assume that this will remain the case, and are deeply concerned that at LGV in the north of the town the amount of land set aside for employment uses is not sufficient to meet the needs of the new housing, thereby building in an inherent addition to the commuting. Any new housing must identify additional local employment land equivalent to the need for jobs created by the housing.
- We are supportive of a hotel on the Western Gateway, but puzzled by its inclusion. We were going to have a hotel as a central feature of the New North Yate Development local centre, but South Glos supported the developer in removing it and putting gup flats instead, claiming there was not a demand. So can we be clear, is there a demand, if so why did South Hlos let the NNYD developers remove the hotel on the basis of no demand. If there is not a demand, then we should not be planning for one.
- We are completely opposed to building any houses on any existing employment locations. Every new dwelling increases the demand for employment, as well as reducing the space for employment and therefore increases commuting to work. We need more employment land, and more intensive use of what we have got to pick up on eg the NNYD shortfall.
- We consider there are opportunities in this masterplan to run the industrial zone from renewables, and to provide for district heat and power schemes.
- The construction of the Stover Link Road is essential so that the two western transport routes into town are linked for both public transport and private vehicles. It will enable strong steps to remove lorries from Station Road and the town centre. At present, steps to reduce traffic on station road would only lead to bottlenecks on the narrow Stover Road.
- We see the need for more support for independents, start ups and diversity in employment opportunities particularly for young. We welcome opportunities to work from home, but not as an excuse to reduce employment land

Station Road

- We want to improve safe, off road cycling, walking and public transport so people move away from private cars. But see problems in closing Station Road to everything except for Metrobus and cycles – which is what the space constraints and new uses would point towards. This would kill off local businesses. We need to reduce unnecessary through traffic, which is simply using it as a short cut to the motorway and not making use of any local facilities / visiting local properties. But we need locals to use the road and the facilities and believe we can meet the needs of cyclists, walkers and metrobus without closing the road to all vehicles.
- We would welcome the introduction of quiet lanes / play streets and other initiatives across the town to reduce traffic speeds and levels.

- We are desperate to ensure pedestrians and cyclists have safe routes in all parts of our town, separated from motorised vehicles – so want to be sure we do not have any more of the sort of problem we are seeing NNYD where there is nowhere safe for walkers or cyclists as vehicle routes are within under a metre of front doors.
- Until the question of access to the southern part of Yate and Dodington is solved satisfactorily then Station Road is an essential route for people living in that part of town to reach their homes. There is a severe limit to the level of traffic Nibley Lane/ Rodford bridge could handle.
- We consider more active steps could be taken to stop traffic that is not heading into the town from using it, and in particular, heavy goods vehicles. So, making Station Road local traffic only, including access to all parts of Yate would help, but ultimately unless there is a better way into South Yate then we are stuck. Some of the ways in which Chippenham has sought to encourage through traffic around the town centre, but you can still get through if you want to would reduce traffic on Station Road, not prevent vehicles getting to the shops and café, and enable people to get to South Yate. Any new route into South Yate would pull traffic from other places, including through traffic currently on the A432 onto the residential roads like Heron Way and Rodford Way – so it would take through traffic off the A432 Station Road, and put it onto even less suitable roads. We are opposed to the completion of the ‘Road to nowhere’, because it will bring through traffic at speed into the resident areas and undermine the common as a habitat. There are people who want it completed, as they see it will offer their part of town a better route in and out of town than Station Rd. But once in place it would not only be them using it, it would be a much wider through traffic draw. The enhancement of Nibley Lane as an alternative might improve access to South Yate (people already use it) – and we would strongly support the enhancement of off-road cycling and walking using the common and the residential roads to enable cyclists and walkers to travel to the station and park and ride safely.
- We oppose the conversion of ANY employment sites to housing – including Whirlpool. Should any of the site become available for reuse, then it must be used to generate new employment and retail opportunities to bring vitality to Station Road. This would be a good location for start-up/ craft/small scale retail to add to the retail draw of Station Road.

Station

- We strongly support improvements to the Station and would like to get some immediate wins with the S106 money South Glos currently holds for station works.
- We are neutral between the two options as to sites, although we marginally prefer a return to the historic site, south of Station Road, providing it can be designed to meet parking and other needs.

- We must not get rid of the parking area until viable alternatives for travel are in place and the need for parking has demonstrably reduced – the approach should be a carrot rather than a stick. Currently, the infrastructure not in place for other means of travel. So, as with the town centre, we believe the strategy has to be to invest in good, safe, viable alternatives, and then over time the need for parking will drop.
- We consider that much of the parking is because people want to feel safe coming home – knowing they can make their onward journey home quickly and safely. We consider that better facilities around the station eg a coffee shop and a staff presence during train hours would assist with that feeling of safety and encourage people not to rely on their car as much (it is not currently a place you would feel safe waiting in the dark to be picked up if it is too wet to walk home for example).
- The plan needs to provide for better integration of transport between railway and buses, and for cyclists using the station including bike and ride, and many more secure dry spaces.

Environment

We strongly support the ecological, health and environmental approaches we have seen from the public including:

- Protecting wildlife and increasing biodiversity
- Making our river a feature not a problem (We have long argued for the riverside walking path through town, but the Link Road bit and the area north of that are missing)
- Planting trees and flowers around town, but not adding grassed areas to the island part of the town centre.
- Reducing pollution
- Protecting green spaces and enhancing / increasing the spaces and their connectivity
- Improving cleanliness, reducing litter and increasing recycling. There are particular aspects to this eg take away food outlets that need to be design into the town centre rethink.

OUR ORIGINAL CALL FOR AN ACTION PLAN:

**Future for our Town Centre:
Call for an Area Action Plan for Yate and Chipping Sodbury**

As part of the PSP process, and ongoing ‘ profiling’ associated with the next local plan, we have been asked by South Gloucestershire for some initial thoughts upon the future of our town centre and retailing.

These only need to be bullet points and follow on from a face to face discussion. Members are asked to approve the following comments for submission to South Gloucestershire as supplementary responses to their initial Local Plan consultation.

1. Area Action Plan

We are asking for South Gloucestershire Council to agree to develop an Area Action Plan for our key services, public and private. Whilst master plans deal with the design of the new housing developments themselves, they do not deal with the impact of this development upon our town centres, traffic and our public services and retail services.. An Area Action Plan would enable a clear plan to be put in place.

2. Community, commercial and voluntary sector uses

Our central areas, to which our communities look have limited footprint. In that space core community, commercial and voluntary sector uses need the space to provide the facilities our communities want. We seen the smaller retail areas around the town continuing to act as sub-focuses, related to the area wide facilities into three central areas.

3. Integration

Our aim is to integrate the residents of new housing into our town as a whole. Even if the worst happens with residential growth, the town will not be big enough to sustain an additional town centre. So we hope the 'local centres' in the new developments will build upon experience of other local centres in the town and provide the sorts of services which are best met very locally and foster local community, but complimentary to the main centre sites.

4. Evening and Leisure Use

We note that an integrated approach between the Town Council landowners and South Gloucestershire has delivered significant improvements in the evening facilities in the town, with the exception of the planning issues which have undermined the not for profit facilities proposed. That joint approach is now needed to extend the evening and leisure offer.

5. Intensification of the central area

There is limited town centre space, and limited parking. People want more shops and more parking, so the only solution is to a radical approach to intensify the design of the town centre eg parking under the shops or multi-storey retailing . Intensified building to the height of the MIU would be acceptable - as long as it is not too close to existing residential properties, who need a transition zone with low density development as at present.

We are worried about further low density piecemeal development – we need to get the most we can out of the limited land available

6. Avoiding loss of retail / town centre space

We welcome opportunities for complimentary housing in the town centre, but these need to be designed to compliment the primary purpose of providing a core retail and service hub - so we need planning policies that enable us to resist loss of town centre services sites to residential use without also providing at least the same service/retail footage. We simply do not have enough town centre left.

7. Western Gateway

The development of a Western Gateway to the town, which would serve as a white goods focal point in the town – ideally as part of redevelopment in the vicinity of the Station to include enhancements to the station. This needs to be done in a manner that does not undermine the viability of current town centre uses.

8. A fundamental rethink of traffic and transport in the town centre

To recognise the impacts of the new housing, on what is already a chaotic situation at key times and to recognise the impact of the Metro coming along Kennedy Way.

9. A three centre approach.

We believe this needs to deal with three centres, the centre of yate, the western gateway and Chipping Sodbury town centre. These three have complimentary roles – and in planning the future we need those roles articulated, and plans put in place to ensure they all have the facilities they need to thrive. So a hub and spoke approach might work. We see Station Road and its retailing as a vital link between the town centre and the Western Gateway.

10. A coalition of owners and agencies

We believe this can be best achieved through a coalition of all the landowners of key sites, and the relevant agencies, including the parish councils affected.

Chris Willmore

4 May 2017

Minutes of the Yate Town Centre Strategy Group held on 11th October 2021 from 6.00pm to 6.30pm (held via Zoom)

Present:

Councillors Karl Tomasin (Chair) and Tony Davis (Yate Town Council)
Councillor Christine Howard (Dodington Parish Council and Shopmobility Representative)
Councillor Chris Zapata (Dodington Parish Council)
Councillors Ruth Davies and Claire Young (South Gloucestershire Council)
Claire Jaggard (My Yate)
Dan Bramwell (Yate Shopping Centre Representative)
Service Support Officer and Assistant (Yate Town Council).

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mike Garrett (Healthwatch South Gloucestershire), PC John Gillman, Andy Robinson (Circadian Trust), Carene Whiting-Hays (The Armadillo and Pop Inn Café) and Councillor Chris Willmore (Yate Town Council)

2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

No declarations of interest were received.

3. MINUTES OF THE YATE TOWN CENTRE STRATEGY GROUP MEETING HELD ON 20 JANUARY 2020

The minutes of the Yate Town Centre Strategy Group meeting held on 20 January 2020 were approved as a true and accurate record.

4. UPDATE FROM CIRCADIAN TRUST

The representative from Circadian Trust was unable to attend the meeting, however Councillor Tony Davis gave the following update:

- The trust is gradually reopening and are progressing well.

Yate Town Council to contact Circadian Trust representative for further updates to report to the next meeting.

5. UPDATE FROM CRESTBRIDGE

The representatives from Crestbridge updated as follows:

a) General Update

- The shopping centre is currently for sale and for any enquiries regarding this to go through the shopping centre manger

- On 28th October, there is a Halloween Pumpkin Carving event in the shopping centre.

b) The following was NOTED:

- monthly security report and visitor numbers;

No update in respect of security report and visitor numbers was received.

- information on future development proposals

No update in respect of future development proposals was received.

- any further information

No further information was received.

6. UPDATE FROM TOWN CENTRE OPERATORS

No update received as representative was unable to attend the meeting. Yate Town Council to contact Town Centre Operators for further updates to report to the next meeting.

7. UPDATE FROM YATE LIBRARY

No update received as representative was unable to attend the meeting. Yate Town Council to contact Yate Library for further updates to report to the next meeting.

8. UPDATE FROM THE ARMADILLO & POP INN CAFE

Although the representative was unable to attend this meeting, the following updates were received:

Armadillo

- Youth sessions continue to be well attended with year 6 nights extending across 5 nights.
- Both community and senior cinema sessions have resumed, and both are well attended
- The garden was broken into a few week ago. Furniture was damaged but no windows smashed, or large items damaged. Police have dealt with the incident by issuing banning letters to those involved

9. YOUTH WORK

No update received as representative was unable to attend the meeting. Yate Town Council to contact Youth Work representative for further updates to report to the next meeting.

10. YATE AGEING BETTER, HEALTH AND WELLBEING

Although the representative was unable to attend this meeting, the following updates were received:

- The Yate Ageing Better festival was a great success. The festival was created to raise community awareness of opportunities to join clubs, sporting activities and volunteering. There were musicians playing throughout the day to entertain those attending.
- Pop Inn Café turned 20 years old this year – this milestone was marked at the festival with hand crafted cards and a cake presented to volunteers.

11. TOWN CENTRE ISSUES

a) Yate Masterplan

It was **NOTED** that a public consultation took place from 21st June to 13th September 2021 regarding the Yate Masterplan and a report summarising feedback received is expected in Autumn 2021.

A discussion took place where Councillor Ruth Davies said that many responses had been received and it has helped in progressing the project.

12. AVON FIRE AND RESCUE

No update received as representative was unable to attend the meeting. Yate Town Council to contact Avon Fire and Rescue for further updates to report to the next meeting.

13. ADDITIONAL ITEMS

It was **NOTED** that Councillor Christine Howard is a representative of Shopmobility and gave the following update:

- Shopmobility has recently reopened and feedback has been positive
- There have been a total of 280 hires this year – with 54 hires in August alone
- Users are very grateful for the service and the awareness is beginning to spread

14. DATE OF NEXT MEETING

Councillor Karl Tomasin commented that they would like to encourage discussions and to look into holding face to face meeting in the future.

It was **AGREED** the next meeting be set for end of November / start of December 2021.