

**MINUTES OF FULL COUNCIL MEETING HELD ON TUESDAY 6  
JANUARY 2015 FROM 7.15PM – 9.05 PM AT POOLE COURT, YATE**

**P R E S E N T**

**Councillor Wully Perks – Chair**

**Councillors Ian Blair, John Davis, Mike Drew, David Evan-Jones (part meeting), Sue Evan-Jones (part-meeting), John Ford (part-meeting), Alan Lawrance, Margaret Marshall (part-meeting), Martin Monk, Alan Monaghan (Part-meeting) and Chris Willmore.**

**1 Member of the Press**

**Town Clerk/Responsible Finance Officer and Administrative Officer.**

**Thanks were extended to the Administrative officer for attending the meeting to cover sickness leave.**

**68 APOLOGIES FOR ABSENCE**

**RESOLVED** Apologies for absence were received from Councillors Aziz Chowdhry, Tony Davis, Mike Robbins, Sue Walker and Deputy Town Clerk / Senior Administrative Officer.

**69 DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011**

The following declarations of interest were received:

Councillor Ian Blair	Armadillo Youth Cafe
Councillor Mike Drew	Armadillo Youth Cafe
Councillor Alan Lawrance	Armadillo Youth Cafe

**70 REQUESTS FOR DISPENSATION**

No requests for dispensation were received.

**71 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON  
THE AGENDA**

No members of the public were present.

*Councillors John Ford and Margaret Marshall entered the meeting*

**72 MINUTES OF THE FULL COUNCIL MEETING HELD ON 14  
OCTOBER 2014**

**RESOLVED** The minutes of the Full Council meeting held on 14 October 2014 be approved and signed as a true and accurate record.

**Minute Number 4/2 Yate Transport Study**

Further to minute number 56 of the Full Town Council meeting dated 14 October 2014 and correspondence sent to and received from South Gloucestershire Council in relation to the transport model linked to the development in North Yate. Correspondence was sent to Steve Webb MP to ask he write to South Gloucestershire Council's Director of Environment and Community Services requesting publication of a traffic master plan detailing how Yate will cope with the additional traffic created by the planned new developments;

It was **NOTED** that Steve Webb MP has embarked on a campaign called 'Let's Get Yate Moving' in order to obtain details about future transport plans from South Gloucestershire Council.

**RESOLVED** Correspondence be sent to Steve Webb MP thanking him for his work in starting the 'Let's Get Yate Moving' campaign and to offer the support of Yate Town Council.

*Councillor Alan Monaghan entered the meeting*

**73 MINUTES OF THE ENVIRONMENT AND PLANNING COMMITTEE MEETING HELD ON 11 NOVEMBER 2014**

**RESOLVED** The minutes of the Environment and Planning Committee held on 11 November 2014 be approved and signed as a true and accurate record.

**74 MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 2 DECEMBER 2014**

**RESOLVED** The minutes of the Finance and General Purposes Committee meeting held on 2 December 2014 be approved and signed as a true and accurate record and all recommendations contained therein be accepted.

**Minute Number 8/3 2015/2016 Rent Review**

**RESOLVED** The 2015/2016 rent review be referred to the Finance and General Purposes Committee meeting on 10 February 2014 with delegated powers for the Finance & General Purposes Committee to set the 2015/2016 rents.

**Minute Number 20 Town Twinning**

It was **NOTED** that the dates for the next Town Twinning visit to Bad Salzdetfurth have been notified as 27th February to 2nd March 2015.

**RESOLVED** Arrangements be made for the Chair and the Deputy Chair of the Council to attend.

**75 FINANCIAL REPORTS**

**75/1 Accounts for Payment**

**RESOLVED** Accounts as detailed in appendix 1 be approved and paid.

**75/2 2015/2016 Budget**

It was **NOTED** that South Gloucestershire Council has advised the Local Council Tax Reduction Support Grant (LCTRS grant) will not be confirmed until 12 January 2015.

The budget for 2015/16 subject to the provisional LCTRS grant was received. (Appendix 2)

**RESOLVED:**

- The budget for 2015/2016 be approved (Appendix 2). The Town Council to precept for £873,514. This precept is subject to the outcome of the Local Government Finance Settlement 2015 to 2016; if capping of Town and Parish Councils is to be introduced for 2015/2016 and Yate Town Council falls within the level set, then delegated powers be given to the Clerk in consultation with the Chair and Deputy Chair of Finance to set the precept as long as it is not more than £873,514;
- Further to the LCTRS grant being confirmed on 12 January 2015 delegated powers be given to the Clerk in consultation with the Chair of the Finance and General Purposes Committee to amend the detail of the budget to reflect the LCTRS grant once known; the precept to remain at £873,514.

**76 SUB-COMMITTEE REPORTS**

**76/1 Planning Sub-Committee**

- (a) The minutes of the Planning Sub Committee meeting held on 2 December 2014 were received and **NOTED**. (Appendix 3)
- (b) It was **NOTED** that a meeting of the Planning Sub-Committee will take place on Tuesday 6 January 2014 immediately following the meeting of Full Council.
- (c) It was **NOTED** that following the comments submitted in relation the licencing applications made by Prezzo and Deans Diner:

Prezzo – concerns were raised re the application being made prematurely and it was advised that the Town Council would have no objection to a 10am - midnight licence as requested;

Deans Diner – the Town Council advised it needed to be clear whether there will be outdoor tables as well as indoor, and there are no opening times listed, so e.g. in relation to alcohol sales the form seems incomplete as there are no alcohol hour listed. It was advised the conditions should be consistent for all proposed new units, once they are built and open.’

The following response received from South Gloucestershire Council was **NOTED**:

*‘The License would not come into effect until the premises were completed at which time the Licensing Officer would visit the premises to insure all was in order.*

*‘If Yate Town Council wish to object, need to give a valid reason for the objection and the application will then go to committee.’*

**RESOLVED** Correspondence be sent to South Gloucestershire Council stating that Yate Town Council welcomes these establishments and would not object to the granting of a license in each instance providing that any alcohol will be consumed indoors and the premises will close no later than 1.30am.

This would be subject to review at a later date when the actual premises have been built as any additional licensing requirements such as outside tables or extension to opening hours will be very much dependant on the style of the buildings and whether any disturbance is likely to be caused to local residents living nearby.

#### **76/2 Staffing and Governance Sub-Committee**

It was **NOTED** that the next staffing sub-committee is to be arranged.

#### **77 TOWN COUNCIL PROJECT STEERING GROUP REPORTS (TASK LIMITED)**

##### **77/1 Community Arts Development Project Steering Group Committee – Elswick Park**

It was **NOTED** that further to minute number 60/1 of the Full Council meeting held on 14 October 2014, correspondence has been sent to Pegasus to ask if they would like to meet with representatives of Yate Town Council to discuss the way forward in relation to the proposed community site and that the following correspondence has been received from the Taylor Wimpey representative at Pegasus:

*'I have spoken to Taylor Wimpey and they are currently assessing their options. I will let you know when I have discussed with them in more detail.'*

##### **77/2 Highway and Street Scene Project Steering Group Committee**

It was **NOTED** that:

- further to minute number 3(b) of the Highways and Street Scene Project Steering Group Committee meeting minutes dated 9 October 2014, a breakdown of the current special expenses, paid by Yate taxpayers, had been obtained and reviewed and answers to the queries raised have been received from South Gloucestershire Council. (Appendix 4)
- the next meeting of the Highways and Street Scene Project Steering Group Committee will be held on 4 February 2014 at 6pm.

**RESOLVED** Delegated powers be given to the Clerk in consultation with the Highway and Streescene project steering group to agree and place a three year contract for the provision of Localism Services to enable the provision for the 2015/2016 financial year. (Appendix 4a)

##### **77/3 Land at the rear of Ridgewood**

It was **NOTED** that in line with minute number 42/3 of the Full Council meeting held on 2 September 2014, correspondence has been sent to the Ridgewood Centre Manager advising that Yate Town Council is considering holding the land at the rear of Ridgewood in its care and control but would welcome working closely with the Ridgewood Management Team to enable them access to the land. The offer of a

meeting to find a practical solution has been made and a meeting is in the process of being arranged.

#### **77/4 North Yate Development**

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

No further information was received.

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

No further information was received.

##### **(c) Yate Outdoor Sports Complex (YOSC)**

###### **(i) Meetings**

The minutes from meetings to discuss the long term ownership of YOSC were received and **NOTED**;

- 11 November 2014 – with South Gloucestershire Council and Max Associates (Appendix 5)
- 19 November 2014 – with representatives of Brimsham Green School (Appendix 6)
- 8 December 2014 – with representatives of Yate Town Football Club (Appendix 7 ) 8 December 2014 – with representatives of the Yate & District Athletic Club (Appendix 8)

###### **(ii) Notice**

To **NOTE** a request has been received from South Gloucestershire Council asking if Yate Town Council will accept a surrender of Licence from South Gloucestershire Council, in relation to the land Yate Town Council owns at YOSC, with the effect of 1 November 2014, and prior to them going through the formality of terminating the sub lease with Circadian prior to the surrender.

It was **NOTED** that South Gloucestershire Council had indicated it may be willing to arrange the dilapidation survey to be undertaken on behalf of both South Gloucestershire Council and Yate Town Council to save funds.

#### **RESOLVED:**

- To accept the surrender of lease subject to an acceptable Deed of Variation being drawn up which does not jeopardise South Gloucestershire Council's commitments to Yate Town Council;
- Delegated powers be given to the Clerk to progress the Deed of Variation between Full Council meetings to enable South Gloucestershire Council to serve a shorter notice period on Yate Town Council;
- Conditions survey to be carried out now in relation to the building and joint dilapidations to be carried out at a later date before the end of the lease with Circadian.

##### **(d) YOSC Access way**

It was **NOTED** that South Gloucestershire Council has been approached to ask if it would be willing to contribute to the proposed barrier, and a response is awaited.

#### **77/5 Parish Hall Redevelopment Project Steering Group**

It was **NOTED** that further to minute number 42/5 of the Full Council meeting held 2 September 2014, the redevelopment plans for the Parish Hall to be reconsidered if the Town Council is unable to secure the Community Arts Development building at Elswick Park and that no further information was available.

#### **77/6 Peg Hill Skate Park Artwork & Improvement Project**

The minutes of the Peg Hill Project Steering Group meeting held on 6 November 2014 (Appendix 9) were received and **NOTED**.

Further to appointing South Gloucestershire Council Streetcare Lighting Department to undertake the design works of floodlighting at Peg Hill, an update was received (Appendix 10).

**RESOLVED** S106 monies be sought to cover the shortfall of £4,752.98 to enable this project to progress; the cost to be underwritten from Play Area Refurbishment Earmarked Reserves Fund should s106 funding not be available.

#### **77/7 Rodford School Site**

It was **NOTED** that South Gloucestershire Council has been advised of Yate Town Council's requirements to be included within the licence between South Gloucestershire Council and Bellway Homes in relation to land which is to be leased to Yate Town Council, which the developers wish to use as a compound area.

**RESOLVED** If the developer agrees with the terms to enable them to use the land as identified, they be required to place money into an upfront bond to be held until the agreed works have been completed.

#### **77/8 Sunnyside Tennis Court Refurbishment**

It was **NOTED** that:

- works in connection with the refurbishing of the tennis courts at Sunnyside Lane have now been completed (with the exception of the permanent line markings which will be applied to the courts in March 2015);
- the official opening of the courts has been arranged to take place on 6 February 2015;
- reports have been received from users that the works to the courts are to a high standard.

#### **77/9 St Mary's Play Area**

It was **NOTED** that £70,000 has been allocated under the 2015/2016 New Home Bonus scheme for the refurbishment of St Mary's Play Area.

**RESLOVED** A meeting of the Play Area Projects Steering Group be called to discuss/commence the refurbishment plan.

**77/10 Witches Hat Play Area and Tyndale Park Play Area Project Steering Group Committee**

**a) Witches Hat**

The minutes of the Witches Hat & Tyndale Avenue Refurbishment Steering Group Meeting held on 20 October 2014 (Appendix 11) were received and **NOTED**.

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

A confidential report from the Landscape Architect in relation to tenders was received (Appendix 12)

**RESOLVED;**

- The meeting return to open session;
- Refurbishments totalling £148,202 for all elements to include a wheels play park and extensive refurbishment to the play area to progress;
- A JCT small works contract be placed with Touchwood for both the development of the wheels play park and the play area refurbishment in the sum of £98,913.00 in total as per tenders;
- In addition to the items incorporated within the tender, additional equipment quoted as follows to be included in the refurbishment small works contract totalling £32,299.60:
  - Basket Swing - £4,651.20
  - Trampoline - £4,692.00
  - Large Climbing Net - £11,288.40
  - Extra Top Up for Bark Pit - £5,200.00
  - Hollow Log - £3,954.00
  - Jungle Maze Net in Tree - £2,514.00

Funding for these additional items to be sought from S106 monies the first instance, but if this not available, to come from the Yate Town Council play area refurbishment earmarked reserves.

**b) Witches Hat Lease**

No further information was received.

**77/11 Yate Common**

A copy of South Gloucestershire Council's income and expenditure in relation to Yate Common for the 2013-2014 financial year was received. (Appendix 13).

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

## **78 WORKING GROUPS**

### **78/1 Kingsgate Park Café/Kiosk Working Group Meeting**

No further information received.

## **79 YATE TOWN CENTRE**

### **79/1 Abbotswood Shopping Centre Yate**

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

Confidential correspondence in relation to the site at Abbotswood, Yate was received and **NOTED**. (Confidential Appendix 14)

#### **RESOLVED:**

- The meeting return to open session;
- Correspondence be sent to the owner of Abbotswood Shopping Centre to ask if consideration had been given to the Town Council's offer.

### **79/2 Yate Town Centre Strategy Group**

The minutes of the Yate Town Centre Strategy Group meeting held on 22 October 2014 (Appendix 15) were received and **NOTED**.

It was **NOTED** that the next meeting of the Yate Town Centre Strategy Group is to take place at 6.00pm on Wednesday 28 January 2014 at Poole Court, Yate.

## **80 CONSULTATIONS**

### **80/1 South Gloucestershire Council - Consultation on Sort It Centres**

Details of the above consultation were received available from;

<https://consultations.southglos.gov.uk/consult.ti/sortitcentres2014/consultationHome>

Circulated 10.12.14

Closing date 14 February 2015

**RESOLVED** Delegated powers be granted to the Clerk to submit comments received by 14 February 2015.

### **80/2 South Gloucestershire Council - South Gloucestershire Local Plan: Draft Policies, Sites and Places (PSP) Plan: December 2014**

Details of the above consultation were received available from;

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

Circulated 10.12.14  
Closing date 9 January 2015

**RESOLVED** Delegated powers be granted to the Clerk to submit comments received by 9 January 2015.

### **80/3 Local Government Finance Settlement 2015 to 2016**

Details of the above consultation were received available from;

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/386201/Consultation\\_paper\\_-\\_Bellwin\\_Scheme\\_of\\_Emergency\\_Financial\\_Assistance\\_to\\_Local\\_Authorities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/386201/Consultation_paper_-_Bellwin_Scheme_of_Emergency_Financial_Assistance_to_Local_Authorities.pdf)

Circulated 19 December 2014  
Closing date 15 January 2015

**RESOLVED** Delegated powers be granted to the Clerk to submit comments received by 15 January 2015.

### **80/4 South Gloucestershire Council - Elswick Park Waiting Restrictions**

Further to the above consultation being raised at the Finance & General Purposes Committee meeting on 2 December 2014, It was **NOTED** that the following correspondence from the Streetcare and Transport Design Team has since been received from South Gloucestershire Council:

*'We have completed a consultation on the waiting restriction proposals for Mulberry Crescent and Normandy Drive. I have attached the feedback report (Appendix 16) (which will be appended to the consultation site once agreed). As you will see there is considerable opposition to the extents of the yellow line proposals consulted upon. I have drawn up an alternative scheme layout for you to consider (with the proviso I have not yet heard back from SITA). I propose that we progress with the amended scheme. Are you happy to progress with the amended layout (taking account of any comments from SITA)?' (Appendix 16)*

### **80/5 South Gloucestershire Council - Flood Risk Management Strategy Consultation**

The above named consultation was raised at the Finance & General Purposes Committee meeting on 2 December 2014. It was **NOTED** the following comments have been received to date and will be submitted to South Gloucestershire Council by the closing date, 20 January 2015:

*'In the document it states;*

*"Projects are likely to fall under three broad categories:*

- Schemes with highest eligibility for national funding,*
- Local priorities with lower eligibility for national funding, and,*
- Ongoing programmes of work and maintenance schedules."*

*We are concerned that this does not mention the possibility of developer funded activities, which should be addressed in all development contexts and may provide opportunities which would not necessarily fall within any of the above, but where prevention measures are opportune.*

*At page 4 of the summary strategy you set the partners you work with, and then talk about 'public, community groups and business'. There is no mention whatsoever of parish councils. Most of South Gloucestershire is parishes, and parish councils have the potential to play a massive role in terms of both their community connections and their key provider of local facilities and resources.*

*We note the conclusion on page 5 re sewer flooding not being a problem. That is not the experience of residents down stream from Yate, who have encountered problems, and will encounter more unless there is some very careful phasing of investment in additional sewage capacity to reflect the 33% growth the town will suffer before 2026.*

*We are extremely concerned at the percentage of Yate which is covered by the plan as more than a 1 in 1000, the extent to which this includes the site of an EMI residential home, as well as other facilities for the elderly. What action plans are in place?*

*We are also extremely concerned at the extent to which the land which is proposed for sports and community open space in the new North Yate development is covered by 1:30 and 1:100 flood risk, and consider it is now essential that these areas be removed from the open space designation and instead be designated as flood land. They cannot be used as sports pitches if they are that prone to flooding.*

*We object to the designations of Priority Local Flood Risk Areas, in particular that there is no designation for North Yate. We welcome areas 1 and 2 being designated, but object to the failure to include the area north of Yate which forms part of the new North Yate Development. The flood groundwater and river risk maps all show a strong cluster of risk there which must be highlighted as a priority risk area, so investment is put in place before the houses are built.*

*We are very worried to see the new mapping of the south Yate area, whose risks seem entirely driven by surface water - mapped onto the highway network. This suggests a central cause is a failure by South Gloucestershire and its predecessors to invest in proper highway drainage. This is a priority social neighbourhood and will need urgent investment.*

*So, we could see from the map the areas of Yate that give rise to concern. It was impossible to tell from the documents what you would actually DO in Yate and when, which is what we and our residents need to know.'*

## **80/6 South Gloucestershire Council - Abbotswood Revised Shared Use Path Proposal**

Further to the closure of the above consultation, the consultation feedback statement received from South Gloucestershire Council was received and welcomed. (Appendix 17)

## 81 ARMADILLO YOUTH VENUE AND CAFÉ

*Councillors, Ian Blair, Mike Drew and Alan Lawrance declared an interest in the discussions regarding the Armadillo Youth Café and duly left the room.*

### (a) Update in relation to the Armadillo negotiations

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

An update was received in relation to a meeting which had taken place between representatives from South Gloucestershire Council, Yate Town Council and the Town Council's solicitor to discuss the terms for transfer of ownership of the Armadillo and land (Confidential Appendix 18).

### RESOLVED

- The meeting return to open session;
- Delegated powers be given to the Clerk in consultation with the Chair of the Armadillo Youth Café to progress and enter into an agreement as outlined in confidential appendix 18.

### (b) Governance

Further to minute number 10/1 (c) of the Finance & General Purposes Committee meeting dated 2 December 2014, proposed Governance document was received (Appendix 19).

**RESOLVED** Proposed governance document be approved.

*Councillors Ian Blair, Mike Drew and Alan Lawrance returned to the meeting*

## 82 DEMENTIA FRIENDLY TOWNS AND CAR SCHEME FOR YATE

It was **NOTED** that:

- a Community Development Worker has been successfully appointed and will start work on Monday 12 January 2015;
- In line with the Service Level Agreement for the provision of a Community Development Worker in Yate, a project steering group (comprised of Council Members and officers, a representative of Southern Brooks and the Community Project Worker) needs to be formed to meet quarterly, agree terms of reference, targets and provide advice and support.

**RESOLVED** Councillors Tony Davis, Sue Walker and Chris Willmore to sit on this project steering group.

## 83 GREEN COMMUNITY TRANSPORT

It was **NOTED** that correspondence had been received from the new manager of Green Community Transport introducing herself and offering to meet with members. (Appendix 20)

**RESOLVED** Arrangements be made for a meeting with the new manager, Councillors Mike Drew and Sue Walker to attend.

#### **84 ROYAL GARDEN PARTY**

It was **NOTED** that four places have been allocated to ALCA for the Queen's Garden Party being held on Tuesday 12 May 2015 at Buckingham Palace, which will be offered as a pair to two successful ALCA member councils selected.

**RESOLVED** Councillors David Evan-Jones and Sue Evan-Jones be duly nominated.

#### **85 S106 FUNDING**

No further information was received.

#### **86 SOUTH GLOUCESTERSHIRE YOUTH INITIATIVE**

Correspondence from South Gloucestershire Youth Initiative dated 18 December 2014 was received (Appendix 21).

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

Discussions took place about the future of youth provision in the Abbotswood area.

It was **NOTED**:

- that Yate Town Council is very keen to work with any organisation who wishes to take the work forward;
- the Clerk has:
  - arranged with the PCC for a rent free period for a new organisation wishing to take the provision forward;
  - investigated into the Positive Activities Funding being kept available to fund future provision ( a response is awaited);
  - made inquiries of several organisations to actively seek a new provider.

#### **RESOVLED**

- The meeting return to open session;
- Correspondence be sent to South Gloucestershire Youth Initiative to:
  - Advise that Yate Town Council Members noted with great sadness at Full Council on Tuesday 6 January that the South Gloucestershire Youth Initiative closed its doors to the youth provision at St Nicholas Family Centre on 19 December 2014 and recognises that this decision was not taken lightly by the trustees and was done with sadness by them;
  - thank all the Trustees, their predecessors and the staff for all they have done during the years of service to the youth provision in this area;
  - advise that Yate Town Council is very keen to work with any organisation who wishes to take the work forward and it is noted that the accommodation will be proved rent free over the next few months,

which will hopefully to enable a new organisation to get the provision underway.

- Yate Town Council notes it had budgeted £38,000 in total over the past two years to support SGYI through its transition and restructuring and agrees to make available the balance remaining of £9,300 to any other suitable organisation who could deliver a front line youth work service in the short term at Abbotswood whilst a longer term solution is put in place;
- Delegated powers be given to the Clerk in consultation with Councillors Tony Davis, Alan Monaghan, Margaret Marshall and Chris Willmore to take steps within the amount authorised above to put in place an interim provision, should a suitable provider be found;
- Ask the Detached Youth Team to focus its provision on Abbotswood in the interim;
- Arrange a meeting between, the Clerk, the Chair and Manager of the Armadillo and South Gloucestershire Council's Team Manager Preventative Services to discuss options.

Thanks were extended to Councillor Chris Willmore for explaining the current situation clearly.

Thanks were extended to Yate Town Council office staff for their work in connection with this matter.

#### **87 YATE CLINIC (originally reported under bus services to Southmead)**

It was **NOTED** that a meeting is in the process of being set to discuss Yate Town Council's concern in relation to figures that suggest that on average only 5-6 people per day are seen at Outpatient Clinics in Yate and request an explanation for this (in particular it is noted that only 44 patients were seen as Outpatients for physiotherapy).

Further information in relation to Yate Clinic not delivering clinics such as pain management clinics and others from this facility where discussed.

#### **RESOLVED:**

- Correspondence regarding Yate Clinic be sent to the health service to raise the point that a lot of money has been spent on this facility which is not being used to its full capacity with many local people having to travel to Bristol to attend clinic appointments, which could be run from the Yate Clinic. Correspondence to point out that we were promised a service which is not being delivered.
- Request a meeting with the Chief Executive of Southmead Hospital.

*Town Clerk left the meeting.*

#### **88 RANGER ROOM – POOLE COURT**

It was **NOTED** that the display board in the Ranger Room at Poole Court did not accurately record the details of all Town Clerks.

**RESOLVED** The display be amended as follows:

- Richard Case should be amended to 'Richard Cox;'

- Susan Tubey and Stephanie Davies be added to the display board to reflect the period each spent as Town Clerk whilst Hayley Townsend was on maternity leave.

Signed.....

Dated.....

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Full Council 6 January 2015

Full Council - 6th January 2015  
Cheque List

Appendix 1

Chq No's	ACCOUNTS FOR PAYMENT	DESCRIPTION	AMOUNT	Member 1 Initial	Member 2 Initial	Clerk or RFO Initial
DD	ASMC	Bowling Green Maintenance Jan 2014	£ 559.90			SD
DD	Lex Autolease	Estates Vehicle Lease Payments November 2014	£ 262.74			SD
DD	Lex Autolease	Estates Vehicle Lease Payments November 2014	£ 225.28			SD
DD	Lex Autolease	Estates Vehicle Lease Payments December 2014	£ 225.28			SD
DD	O2	Estates mobile phones - Dec 2013	£ 63.55			SD
DD	South Glos Council	Rates Pop Inn Café - Jan 2014	£ 84.00			SD
DD	South Glos Council	Rates Heritage Centre - Jan 2014	£ 193.00			SD
DD	South Glos Council	Rates Poole Court - Jan 2014	£ 2,193.00			SD
DD	South Glos Council	Rates Sunnyside Pavilion - Jan 2014	£ 198.00			SD
DD	South Glos Council	Rates Parish Hall - Jan 2014	£ 325.00			SD
Transfer	Staff Salaries	Staff salaries - December 2014	£ 25,107.83			SD
100861	Cllr M Drew	Train fare to attend conference	£ 136.40			SD
100862	Cambrian Green Residents Group	Emergency Grant Funding	£ 100.00			SD
100863	South Glos Council	Planning Application	£ 99.00			SD
Visa	Wych Bearings	Playground Spares	£ 34.56			SD
Visa	Gum Tree	HR Advisor Advert	£ 17.94			SD
Visa	Morrisons	Fuel - Estates Vehicle	£ 39.53			SD
113377	The Poppy Appeal	Remembrance Day Collection Donation	£ 688.20	MM	SW	SD
113398	ASMC	Bowling Green Materials	£ 593.40	AL	MM	SD
113399	Avon Fencing	Boundary Repairs - Witches Hat Play Area	£ 660.00	AL	MM	SD
113400	Quality First Premier Window Clean	Window Cleaning - Town Council Properties	£ 92.58	AL	MM	SD
113401	Bristol Water	Water/Sewerage - Kingsgate Park	£ 796.79			
		Water/Sewerage - Poole Court	£ 679.05			
		Water/Sewerage - Heritage Centre	£ 96.66	AL	MM	SD
113402	British & Continental (MCA Enterprises)	Kitchen Stock for Resale - Pop Inn Café	£ 30.80	AL	MM	SD
113403	Blazen Web Marketing	Website Support - Heritage Centre	£ 82.80	AL	MM	SD
		Website Support - Yate Town Council	£ 82.80	AL	MM	SD
113404	The Consortium	Cleaning Materials - Town Council Properties	£ 106.60	AL	MM	SD
		Cleaning Materials - Town Council Properties	£ 54.62	AL	MM	SD
113405	CPRE	Annual Membership Fee	£ 36.00	AL	MM	SD
113406	Chapple & Jenkins	Kitchen Stock for Resale - Pop Inn Café	£ 59.82	AL	MM	SD
		Kitchen Stock for Resale - Pop Inn Café	£ 48.52	AL	MM	SD
113407	The Curtain Company	Poole Court Refurbishment	£ 4,921.92	AL	MM	SD

113408	Children's Playlink	Grant Funding 2014/2015 Summer Holiday Playscheme - Final Payment	£ 600.00 £ 3,594.00	£ 4,194.00	<i>KL</i>	<i>MM</i>	<i>SD</i>
113409	Fuelgenie	Fuel - Estates Vehicles November 2014 Fuel - Estates Vehicles December 2014	£ 459.68 £ 378.01	£ 837.69	<i>KL</i>	<i>MM</i>	<i>SD</i>
113410	Friends of Kingsgate Park	Grant Funding 2014/2015		£ 97.98	<i>KL</i>	<i>MM</i>	<i>SD</i>
113411	GB Sport and Leisure UK Ltd	Playground spare parts		£ 271.80	<i>KL</i>	<i>MM</i>	<i>SD</i>
113412	Newsqust Media Group	Recruitment Advert		£ 588.00	<i>KL</i>	<i>MM</i>	<i>SD</i>
113413	Initial Hygiene Services	Hygiene Bins - Town Council Properties		£ 58.92	<i>KL</i>	<i>MM</i>	<i>SD</i>
113414	Sunnyside Tennis Booking	Tennis Court Telephone Dec 2014 Tennis Court Commission Dec 2014	£ 15.99 £ 6.00	£ 21.99	<i>KL</i>	<i>MM</i>	<i>SD</i>
113415	PPG Architectural	Paint - Town Council Properties Paint - Town Council Properties Paint - Town Council Properties Paint - Town Council Properties Paint - Town Council Properties Paint - Town Council Properties	£ 26.40 £ 73.08 £ 203.06 £ 8.90 £ 256.99 -£ 14.14	£ 554.29	<i>KL</i>	<i>MM</i>	<i>SD</i>
113416	Murray Hire Centres Ltd	Estates Equipment		£ 26.39	<i>KL</i>	<i>MM</i>	<i>SD</i>
113417	NALC	Training Materials		£ 14.99	<i>KL</i>	<i>MM</i>	<i>SD</i>
113418	Rexel UK Ltd (Newey & Eyre)	Light bulbs/fitments - Town Council Properties		£ 214.17	<i>KL</i>	<i>MM</i>	<i>SD</i>
113419	NSG Security Group	Security Patrols - Town Council Parks		£ 657.48	<i>KL</i>	<i>MM</i>	<i>SD</i>
113420	RoSPA (Play Safety Ltd)	Annual Playarea Inspections with Risk Assessment		£ 748.80	<i>KL</i>	<i>MM</i>	<i>SD</i>
113421	Ross Office Supplies	Stationery - Service Support Stationery - Service Support	£ 29.94 £ 53.98	£ 83.92	<i>KL</i>	<i>MM</i>	<i>SD</i>
113422	SLCC	Annual Membership Fee		£ 284.00	<i>KL</i>	<i>MM</i>	<i>SD</i>
113423	Severn Ambulance	First Aid Cover for Carol Service		£ 30.00	<i>KL</i>	<i>MM</i>	<i>SD</i>
113424	Siemes Financial Services	Photocopier Lease Payment		£ 567.60	<i>KL</i>	<i>MM</i>	<i>SD</i>
113425	Scoffers	Kitchen Stock for Resale Kitchen Stock for Resale	£ 122.88 £ 136.99	£ 259.87	<i>KL</i>	<i>MM</i>	<i>SD</i>
113426	RK Sood & KN Sood (MS-2 Stores)	Newspapers - Pop Inn Café		£ 35.20	<i>KL</i>	<i>MM</i>	<i>SD</i>
113427	Trade UK	Estates Equipment Estates Equipment Estates Equipment Estates Equipment Estates Equipment Estates Equipment	£ 3.82 £ 1.98 £ 19.99 £ 2.59 £ 12.99 £ 7.37	£ 48.74	<i>KL</i>	<i>MM</i>	<i>SD</i>
113428	Virgin Media	Heritage Centre Broadband		£ 49.20	<i>KL</i>	<i>MM</i>	<i>SD</i>

113429 Y & D Heritage Centre Trust  
 113430 Yate Supplies  
 113431 Yate Star Twirlers

£ 2,500.00  
 £ 87.18  
 £ 200.00  
 £ 51,327.78

AL MM SD  
 AL MM SD  
 AL MM SD

Grant Funding - 2014/2015  
 Catering Supplies - Civic Events  
 Grant Funding - 2014/2015

Member 1 - Print Name

ALAN LAWRENCE.....

Member 2 - Print Name

MARTIN MONK.....



YTC

**YATE TOWN COUNCIL**

**DRAFT**

**Budget**

**Full Council**

**2015/2016**

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## **BASIS FOR SETTING 2015/2016 BUDGET**

### **Budget Increase**

The RPI for September 2014 is 2.3%. This figure has been used to increase the precept and as a general guide for increasing the budget. An increase of 3% plus known variations have been applied to the 2016-2018 estimated budgets.

### **Salaries**

No funding has been allocated for an increase in staffing levels in 2015/2018.

### **Pay Awards**

Pay awards have now been agreed and applied to the calculations.

### **Pensions**

The pension increases following the actuarial valuation were set in 2013/2014 as follows:

#### *Employer Contributions*

- 2014/15 12.3% of payroll
- 2015/16 13.3% of payroll
- 2016/17 14.3% of payroll

#### *Deficit Recovery*

- 2014/15 £10,500
- 2015/16 £11,200
- 2016/17 £12,100

*Yate Town Council can elect to pay higher contributions...*

For the purpose of the attached budget the phased increase has been used on both counts, employer's contributions and deficit recovery sums.

The pension contribution sums may look inflated for 2015/2016 onwards, however Yate Town Council is due for auto enrolment as from the beginning of 2016, therefore pension contributions have been calculated for every member of staff including those who have currently opted out of the scheme (staff can opt back in at any time) as from 2015 onwards.

### **Gas and Electricity**

Gas and electricity budgets are based on historical consumption.

### **Rates**

These have been estimated with an RPI increase on the 2014/2015 financial year actuals.

THE FOLLOWING NOTES REFER TO THE ITEMS THAT VARY FROM THE ABOVE. PLEASE NOTE THIS BUDGET IS SUBJECT TO CHANGE AS AND WHEN MORE UP TO DATE INFORMATION BECOMES AVAILABLE.

#### ENVIRONMENT AND PLANNING COMMITTEE BUDGET NOTES

##### 1) (1) Sports Facilities

###### Bowling Green and Pavilion

This budget will be overspent this financial year due to a cleaning organisation being appointed to clean the gutters and fascia boards this year.

The 2015/2016 budget is set higher than the 2.3% proposed increase to allow for a one off sum to accommodate white lining and filling of pot holes in the car park.

###### Football Pavilion

It is not expected that the budget for the 2014/2015 income will be met due to two teams having folded this year with no replacement teams having taken their place. Spare pitches are currently being advertised.

###### Tennis Courts

The anticipated tennis court income will not be fully met this year due to the closure of the courts for refurbishment. It is anticipated that the income will increase considerably next year due to the anticipated return of Sodbury Tennis Club and new players encouraged by the refurbished courts.

##### 2) (2) Parks

###### Kingsgate Park

Extra Funding has been allocated to this budget head for a Full Tree survey which takes place biannually, next one being 2015/2016.

###### Brinsham Fields

This budget head is showing as overspent in 2014/2015 as it includes a sum of £3,480 to enable rat control to be implemented at the park in 2014/2015. A further sum of £1,200 has been allocated to 2015/2016 to be earmarked annually to allow the cost of rat control to be undertaken every 3 years.

The budget sum for 2015/2016 if showing a higher increase than the 2.3% RPI due to extra funding having allocated to Nesting Island (for which it is hoped an Environmental grant will be received) and 2015 is the year for a full tree survey to be undertaken.

### **3) (4) Open Spaces**

The proposed Open Spaces budget for 2015/2016 is showing an increase of approx. £7,000. The sum of £27,126 has been allocated to this budget head to pay for the buyback of extra Streetscene and Highway Maintenance services from South Gloucestershire Council in 2015/2016; However only £20,000 has been transferred from earmarked reserves to fund this expenditure with the view to reducing this sum by £7,000 per annum so that it is eventually funded directly via the budget without eating into reserves.

The sum of £27,126 is for a one year contract for the buy back of services for highway maintenance, however, South Gloucestershire Council is also offering a three year contract in the sum of £26,284.08 with an annual uplift in line with the CPI to be applied, Members to decide which route they wish to pursue, information to be presented to Full Council on 6 January 2015.

Extra funding has also been placed in the budget at the request of the Estates officer to enable the replacement of 20 Litter bins.

### **4) (5) Public Rights of Way**

The public footpath orders are due to be paid for this financial year, this cost will be met from monies set aside in earmarked reserves.

### **5) (6) Estates Staff**

The Estates staff budget will be underspent in the 2014/2015 financial year partly reflecting estates team being down one man for a period of two months.

The 2015/2016 budget reflects two members of staff who, following completion of their training, are likely to move from their current positions as 1) apprentice and 2) estates labourer to estates person's posts.

The pension actuarial valuation increase has been applied to the next financial year (as mentioned on previous page) and this increase falls just short of 5%. This along with the assumed cost for members of staff who are currently opted out of the scheme but may wish to opt back in have been included showing a large possible increase in costs.

### **6) (7) Estates Vehicles and Machinery**

Proposed lease costs for replacement vehicles have been included in the 2015/2016 budget; Delegated powers have been granted to the Clerk in conjunction with the Chair and Deputy Chair of Finance & General Purposes and Councillor Martin Monk to agree the replacement vehicles.

Further to this a sum of £3,500 has been included in the 2015/2016 budget for new/replacement equipment to include the following:

- handheld blower;

- Long Pole Chainsaw;
- hedge cutting platform;
- power washer;
- large capacity wheelbarrow;
- knapsack sprayer.

The £11,814 extra placed in the 2014/2015 budget as requested by the Estates Officer last year to enable the current Batwing Mower to be replaced under lease, has been transferred to the Service & Project Support earmarked reserve to offset the cost of the outright purchase of the replacement mower as recommended at Finance & General Purposes Committee meeting on 30 September 2014 (minute number 7/1) and ratified at Full Council on 14 October 2014.

**ENVIRONMENT AND PLANNING COMMITTEE**

LAST YEAR BUDGET 2013/2014	LAST YEAR ACTUAL 2013/2014	(1) SPORTS FACILITIES	CURRENT YEAR BUDGET 2014/2015	CURRENT YTD ACTUAL 2014/2015	ANNUAL PROJECTED 2014/2015	PROPOSED ESTIMATE 2015/2016
15,940	14,813	Bowling Green & Pavilion	16,107	8,533	16,185	16,919
5,900	5,925	Football Pavilion and Pitches	8,590	2,841	7,749	7,815
1,140	600	Tennis Courts	1,130	240	1,010	1,150
<b>22,980</b>	<b>21,338</b>	<b>Total Expenditure</b>	<b>25,827</b>	<b>11,614</b>	<b>24,944</b>	<b>25,884</b>
		<b>INCOME</b>				
18,140	18,140	Bowling Green & Pavilion	18,720	9,360	18,720	19,151
7,610	5,946	Football Pavilion and Pitches	7,854	4,433	6,650	6,810
1,800	1,275	Tennis Courts	1,135	429	700	1,300
<b>27,550</b>	<b>25,361</b>	<b>Total Income</b>	<b>27,709</b>	<b>14,222</b>	<b>26,070</b>	<b>27,261</b>
<b>(4,570)</b>	<b>(4,023)</b>	<b>SPORTS FACILITIES NET COSTS</b>	<b>(1,882)</b>	<b>(2,608)</b>	<b>(1,125)</b>	<b>(1,376)</b>

<b>(2) PARKS</b>						
<b>EXPENDITURE</b>						
12,440	14,335	Kingsgate Park	14,560	6,786	14,733	15,262
7,040	3,952	Brinsham Fields Park	6,772	1,536	10,030	9,048
0	0	Yate Common	7,000	0	0	7,000
<b>19,480</b>	<b>18,287</b>	<b>Total Expenditure</b>	<b>28,332</b>	<b>8,322</b>	<b>24,763</b>	<b>31,311</b>
		<b>INCOME</b>				
7,370	8,149	Kingsgate Park	7,573	7,935	7,935	8,118
0	835	Brinsham Fields Park	0	0	0	0
<b>7,370</b>	<b>8,984</b>	<b>Total Income</b>	<b>7,573</b>	<b>7,935</b>	<b>7,935</b>	<b>8,118</b>
<b>12,110</b>	<b>9,303</b>	<b>PARKS NET COSTS</b>	<b>20,759</b>	<b>387</b>	<b>16,828</b>	<b>23,193</b>

<b>(3) PLAY AREA MAINTENANCE</b>						
<b>EXPENDITURE</b>						
21,435	11,972	Total Expenditure	22,245	2,396	19,993	24,208
		<b>INCOME</b>				
0	1,786	Total Income	0	0	0	0
<b>21,435</b>	<b>10,186</b>	<b>PLAY AREAS NET COSTS</b>	<b>22,245</b>	<b>2,396</b>	<b>19,993</b>	<b>24,208</b>

<b>(4) OPEN SPACES</b>						
<b>EXPENDITURE</b>						
12,005	2,277	Total Expenditure	12,208	17,790	12,178	19,236
		<b>INCOME</b>				
0	3,913	Total Income	125	140	140	125
<b>12,005</b>	<b>(1,636)</b>	<b>OPEN SPACES NET COSTS</b>	<b>12,083</b>	<b>17,650</b>	<b>12,038</b>	<b>19,111</b>

PROPOSED ESTIMATE 2016/2017	PROPOSED ESTIMATE 2017/2018
17,427	17,950
8,019	8,260
1,185	1,202
<b>26,631</b>	<b>27,412</b>
19,725	20,317
7,014	7,225
1,339	1,379
<b>28,078</b>	<b>28,921</b>
<b>(1,448)</b>	<b>(1,509)</b>

15,329	15,789
8,805	9,069
7,210	7,426
<b>31,343</b>	<b>32,284</b>
8,361	8,612
0	0
<b>8,361</b>	<b>8,612</b>
<b>22,982</b>	<b>23,672</b>

23,018	23,709
0	0
<b>23,018</b>	<b>23,709</b>

28,111	42,344
129	133
<b>27,982</b>	<b>42,212</b>

**ENVIRONMENT AND PLANNING COMMITTEE**

LAST YEAR BUDGET 2013/2014	LAST YEAR ACTUAL 2013/2014	(5) PUBLIC RIGHTS OF WAY EXPENDITURE	CURRENT YEAR BUDGET 2014/2015	CURRENT YTD ACTUAL 2014/2015	ANNUAL PROJECTED 2014/2015	PROPOSED ESTIMATE 2015/2016
500	0	Total Expenditure	500	1,460	500	500
0	0	INCOME				
0	0	Total Income	0	0	0	0
500	0	PUBLIC RIGHTS OF WAY NET COSTS	500	1,460	500	500

PROPOSED ESTIMATE 2017/2018	500
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PROPOSED ESTIMATE 2016/2017	500
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(6) ESTATES STAFF EXPENDITURE						
163,405	145,871	Salaries	170,500	78,307	164,000	176,000
10,075	10,060	Employers NIC	11,000	4,943	11,810	11,500
18,146	15,492	Employers Superannuation	18,000	8,085	17,000	28,000
4,550	6,458	Staff Training	5,600	1,044	4,500	5,000
100	63	Expenses	200	159	200	205
1,750	1,027	Health and Safety	3,930	2,457	3,650	3,924
198,026	178,971	Total Expenditure	209,230	94,995	201,160	224,628
		INCOME				
0	0	Misc	0	0	0	0
0	0	Total Income	0	0	0	0
198,026	178,971	ESTATES STAFF NET COSTS	209,230	94,995	201,160	224,628

185,595
11,855
31,682
5,150
217
4,163
238,662

181,600
11,600
31,000
5,000
211
4,041
233,452

(7) ESTATES EQUIPMENT VEHICLES AND MACHINERY EXPENDITURE						
35,310	33,344	Total Expenditure	45,468	16,891	45,935	35,908
		INCOME				
0	162	Insurance	0	2,867	2,867	0
0	162	Total Income	0	2,867	2,867	0
35,310	33,182	ESTATES EQUIPMENT VEHICLES AND MACHINERY EXPENDITURE NET COSTS	45,468	14,024	43,068	35,908

36,971
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36,354
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**ENVIRONMENT AND PLANNING COMMITTEE**

LAST YEAR BUDGET 2013/2014	LAST YEAR ACTUAL 2013/2014	(8) TRANSPORT INITIATIVES	CURRENT YEAR BUDGET 2014/2015	CURRENT YTD ACTUAL 2014/2015	ANNUAL PROJECTED 2014/2015	PROPOSED ESTIMATE 2015/2016
EXPENDITURE						
0	0	Bus Shelter Lease	0	0	0	0
500	31	Bus Shelter Repair	500	0	500	500
0	307	Insurance	320	316	316	323
500	338	<b>Total Expenditure</b>	820	316	816	823
INCOME						
0	114	Grants	0	0	0	0
0	0	Insurance Claims	0	0	0	0
0	114	<b>Total Income</b>	0	0	0	0
500	224	<b>TRANSPORT INITIATIVES NET COSTS</b>	820	316	816	823

PROPOSED ESTIMATE 2016/2017
0
515
333
848
0
0
0
848

PROPOSED ESTIMATE 2017/2018
0
530
343
873
0
0
0
873

**ENVIRONMENT AND PLANNING COMMITTEE**

LAST YEAR BUDGET 2013/2014	LAST YEAR ACTUAL 2013/2014	ENVIRONMENT AND PLANNING EXPENDITURE TOTALS	CURRENT YEAR BUDGET 2014/2015	CURRENT YTD ACTUAL 2014/2015	ANNUAL PROJECTED 2014/2015	PROPOSED ESTIMATE 2015/2016
22,980	21,338	SPORTS FACILITIES	25,827	11,614	24,944	25,884
19,480	18,287	PARKS & COMMONS	28,332	8,322	24,763	31,311
21,435	11,972	PLAY AREAS	22,245	2,396	19,993	24,208
12,005	2,277	OPEN SPACES	12,208	17,790	12,178	19,236
500	0	PUBLIC RIGHTS OF WAY	500	1,460	500	500
198,026	178,971	ESTATES STAFF	209,230	94,995	201,160	224,628
35,310	33,344	ESTATES EQUIPMENT VEHICLES AND MACHINERY	45,468	16,891	45,935	35,908
500	338	TRANSPORT INITIATIVES	820	316	816	823
<b>310,236</b>	<b>266,527</b>	<b>Total Expenditure</b>	<b>344,630</b>	<b>153,784</b>	<b>330,288</b>	<b>362,498</b>

PROPOSED ESTIMATE 2016/2017	PROPOSED ESTIMATE 2017/2018
26,631	27,412
31,343	32,284
23,018	23,709
28,111	42,344
500	500
233,452	238,662
36,354	36,971
848	873
<b>380,257</b>	<b>402,755</b>

LAST YEAR BUDGET 2013/2014	LAST YEAR ACTUAL 2013/2014	ENVIRONMENT AND PLANNING INCOME TOTALS	CURRENT YEAR BUDGET 2014/2015	CURRENT YTD ACTUAL 2014/2015	ANNUAL PROJECTED 2014/2015	PROPOSED ESTIMATE 2015/2016
27,550	25,361	SPORTS FACILITIES	27,709	14,222	26,070	27,261
7,370	8,984	PARKS	7,573	7,935	7,935	8,118
0	1,786	PLAY AREAS	0	0	0	0
0	3,913	OPEN SPACES	125	140	140	125
0	0	PUBLIC RIGHTS OF WAY	0	0	0	0
0	0	ESTATES STAFF	0	0	0	0
0	162	ESTATES EQUIPMENT VEHICLES AND MACHINERY	0	2,867	2,867	0
0	114	TRANSPORT INITIATIVES	0	0	0	0
<b>34,920</b>	<b>40,320</b>	<b>Total Income</b>	<b>35,407</b>	<b>25,164</b>	<b>37,012</b>	<b>35,503</b>
<b>275,316</b>	<b>226,207</b>	<b>ENVIRONMENT AND PLANNING NET COSTS</b>	<b>309,223</b>	<b>128,620</b>	<b>293,277</b>	<b>326,995</b>

PROPOSED ESTIMATE 2016/2017	PROPOSED ESTIMATE 2017/2018
28,078	28,921
8,361	8,612
0	0
129	133
0	0
0	0
0	0
0	0
0	0
<b>36,568</b>	<b>37,665</b>
<b>343,689</b>	<b>365,089</b>

## FINANCE AND GENERAL PURPOSES COMMITTEE BUDGET NOTES

### 7) (9) Democratic Representation

No funding has been allocated under this heading for 2015/2016 as the current earmark funds will meet the indicative election costs (advised by South Gloucestershire Council) with £13,000 available towards the 2019 election.

### 8) (11) Service Support

The pension cost for the current year has exceeded the budget due to a change in pension regulations and Yate Town Council's contribution required to an employee's where they have elected buy back in relation to maternity leave.

Due to the abolition of the Audit Commission resulting whole sale changes to the audit regime as from April 2015, the external audit costs are no longer pre-set and are unknown therefore an extra £2,000 has been allocated under this budget head to make provision should it be required.

Funding has been allocated to purchase a tablet for mobile social media as recommended by the Events Sub Committee meeting held on 23 September 2014.

### 9) (12) Youth and Community Support

a) The grants budget remains the same for 2015/2016 as that set aside in 2014/2015.

b) The 2015/2016 budget head 'Youth Provision' contains a further provision of funding as follows:

Detached Youth work/Brimsham Green	£42,761 – sum to be confirmed
(currently delivered via Service Level Agreement with South Gloucestershire Council)	£34,000
Youth Provision	
Holiday Playscheme	£11,861 – sum to be confirmed
	<u>£88,622</u>

c) Funding has been allocated to the events as recommended by the events committee meeting held on 23 September 2014.

**10) (13) Heritage Centre**

Funding for two interns has been allocated to the Heritage Centre budget Head for 2015/2016.

**11) (16) Properties**

Pop Inn Cafe

A further drop in income is anticipated in the 2014/2015 financial year. This has also been reflected when setting the 2015/2016 budget.

Poole Court

Poole Court expenditure has been increased more than the 2.3% RPI for the 2015/2016 financial year due to the following costs having been included in the budget:

- Extra funding (as agreed at the staffing sub-committee meeting held on 1 April 2014) to cover the cost of the cleaning/caretaking at Poole Court when the cleaner is on holiday/sick;
- Extra funding under the rates due to the Parnall Room still not having been let;
- Patching and relining the car park;
- Replacement fridge for the staff kitchen;
- Extra funding allocated for lift repairs.

**FINANCE AND GENERAL PURPOSES COMMITTEE**

LAST YEAR BUDGET 2013/2014	LAST YEAR ACTUAL 2013/2014	(9) DEMOCRATIC REPRESENTATION EXPENDITURE	CURRENT YEAR BUDGET 2014/2015	CURRENT YTD ACTUAL 2014/2015	ANNUAL PROJECTED 2014/2015	PROPOSED ESTIMATE 2015/2016
250	120	Travel Expenses	250	6	100	250
250	0	Conference Fees	250	0	250	500
500	128	Members Training	500	225	500	1,000
10,000	0	Elections	10,000	0	0	18,000
0	0	Transferred to Earmarked Reserves	0	0	10,000	0
0	0	Transferred from Earmarked Reserves	0	0	0	0
<b>11,000</b>	<b>248</b>	<b>DEMOCRATIC REPRESENTATION NET COSTS</b>	<b>11,000</b>	<b>231</b>	<b>10,850</b>	<b>1,750</b>

LAST YEAR BUDGET 2013/2014	LAST YEAR ACTUAL 2013/2014	(10) CIVIC EXPENDITURE	CURRENT YEAR BUDGET 2014/2015	CURRENT YTD ACTUAL 2014/2015	ANNUAL PROJECTED 2014/2015	PROPOSED ESTIMATE 2015/2016
800	291	Chairman's Allowance	800	800	800	820
2,700	1,754	Civic Events (EG Remembrance Service etc.)	3,630	874	3,630	3,608
<b>3,500</b>	<b>2,045</b>	<b>Total Expenditure</b>	<b>4,430</b>	<b>1,674</b>	<b>4,430</b>	<b>4,428</b>
		<b>INCOME</b>				
0	330	Misc	0	267	267	0
0	330	Total Income	0	267	267	0
<b>3,500</b>	<b>1,715</b>	<b>CIVIC NET COST</b>	<b>4,430</b>	<b>1,407</b>	<b>4,163</b>	<b>4,428</b>

LAST YEAR BUDGET 2013/2014	LAST YEAR ACTUAL 2013/2014	(11) SERVICE SUPPORT EXPENDITURE	CURRENT YEAR BUDGET 2014/2015	CURRENT YTD ACTUAL 2014/2015	ANNUAL PROJECTED 2014/2015	PROPOSED ESTIMATE 2015/2016
52,181	27,865	Service Support	62,849	22,136	59,200	62,705
194,792	176,262	Salaries	180,000	80,165	182,000	189,910
10,682	11,676	Employers NIC	12,000	5,214	11,900	12,500
22,959	23,990	Employers Superannuation	27,000	12,966	32,000	30,500
<b>280,614</b>	<b>239,793</b>	<b>Total Expenditure</b>	<b>281,849</b>	<b>120,481</b>	<b>285,100</b>	<b>295,615</b>
		<b>INCOME</b>				
1,010	90,763	Bank Interest/Service Support/Misc	2,000	3,842	4,458	2,000
85,430	0	Local Council Tax Support Grant	83,448	83,448	83,448	87,083
<b>86,440</b>	<b>90,763</b>	<b>Total Income</b>	<b>85,448</b>	<b>87,290</b>	<b>87,906</b>	<b>89,083</b>
<b>194,174</b>	<b>149,030</b>	<b>SERVICE SUPPORT NET COST</b>	<b>196,401</b>	<b>33,191</b>	<b>197,194</b>	<b>206,532</b>

PROPOSED ESTIMATE 2016/2017	PROPOSED ESTIMATE 2017/2018
258	265
515	530
1,000	1,030
10,000	10,000
0	0
0	0
<b>11,773</b>	<b>11,826</b>

PROPOSED ESTIMATE 2016/2017	PROPOSED ESTIMATE 2017/2018
845	870
4,763	4,906
<b>5,608</b>	<b>5,776</b>
0	0
0	0
<b>5,608</b>	<b>5,776</b>

PROPOSED ESTIMATE 2016/2017	PROPOSED ESTIMATE 2017/2018
64,586	65,829
201,000	205,422
13,500	13,797
34,200	34,952
<b>313,286</b>	<b>320,000</b>
2,000	2,000
87,083	0
<b>89,083</b>	<b>2,000</b>
<b>224,203</b>	<b>318,000</b>

**FINANCE AND GENERAL PURPOSES COMMITTEE**

LAST YEAR BUDGET 2013/2014	LAST YEAR ACTUAL 2013/2014	(12) YOUTH AND COMMUNITY SUPPORT	CURRENT YEAR BUDGET 2014/2015	CURRENT YTD ACTUAL 2014/2015	ANNUAL PROJECTED 2014/2015	PROPOSED ESTIMATE 2015/2016	PROPOSED ESTIMATE 2016/2017	PROPOSED ESTIMATE 2017/2018
		<b>EXPENDITURE</b>						
9,000	8,627	Grants	9,500	1,757	9,500	9,500	9,500	9,500
8,000	8,000	CAB	8,000	8,000	8,000	8,000	8,000	8,500
83,370	74,587	Youth Provision	89,923	19,824	67,394	88,425	91,281	94,019
1,200	1,200	CPRE	1,200	1,200	1,200	1,200	1,200	1,272
17,360	17,360	N50 Night Bus	4,820	0	4,820	4,820	15,000	15,000
15,850	12,450	Events in the Parks	13,900	14,120	14,604	15,827	14,823	15,267
850	30	Christmas Carol & Grants Event	250	0	250	258	266	274
500	0	Station Event	0	691	691	0	0	0
0	0	Poole Court 25th Anniversary Event	0	0	0	1,000	0	0
0	99	Yate Community Plan	0	0	0	0	0	0
0	5,730	Southern Brooks Community Partnership	0	1,876	6,126	12,750	0	0
0	0	Transferred to Earmarked Reserves	0	0	56,202	0	0	0
0	0	Transferred from Earmarked Reserves	0	0	(13,626)	(12,750)	0	0
<b>136,130</b>	<b>128,083</b>	<b>Total Expenditure</b>	<b>127,593</b>	<b>47,468</b>	<b>155,161</b>	<b>128,830</b>	<b>140,069</b>	<b>143,832</b>
		<b>INCOME</b>						
0	40,679	Total Income	2,500	19,652	33,786	2,500	2,500	2,500
<b>136,130</b>	<b>87,404</b>	<b>YOUTH AND COMMUNITY SUPPORT NET COSTS</b>	<b>125,093</b>	<b>27,816</b>	<b>121,375</b>	<b>126,330</b>	<b>137,569</b>	<b>141,332</b>

**FINANCE AND GENERAL PURPOSES COMMITTEE**

LAST YEAR BUDGET 2013/2014	LAST YEAR ACTUAL 2013/2014	(13) HERITAGE CENTRE EXPENDITURE	CURRENT YEAR BUDGET 2014/2015	CURRENT YTD ACTUAL 2014/2015	ANNUAL PROJECTED 2014/2015	PROPOSED ESTIMATE 2015/2016	PROPOSED ESTIMATE 2016/2017	PROPOSED ESTIMATE 2017/2018
33,305	36,321	Salaries	33,650	16,705	33,774	39,300	40,000	40,880
2,207	2,270	Employers NIC	2,300	1,054	2,300	2,650	2,800	2,862
4,680	4,145	Employers Superannuation	4,500	2,248	4,500	5,500	6,000	6,132
158	124	Staff Equipment	163	119	240	240	247	255
100	75	Travel Expenses	120	0	120	123	126	130
500	30	Staff Training	500	25	500	500	515	530
1,893	1,894	Rates	1,955	1,159	1,931	1,975	2,035	2,096
154	167	Water and Sewerage Rates	172	99	172	176	181	187
709	936	Electricity	783	133	783	783	806	831
668	724	Gas	812	279	812	812	836	861
123	168	Cleaning Materials	120	0	120	123	126	130
2,116	2,108	Cleaning Contracts	2,154	910	2,061	2,064	2,126	2,190
721	1,070	Maintenance Contracts	743	377	743	760	783	806
625	999	Building Maintenance	700	424	788	805	829	854
1,457	1,421	Security	1,506	1,041	1,300	1,342	1,382	1,423
420	497	Communication costs	532	122	562	575	592	610
763	435	Insurance	449	401	401	410	423	435
2,303	2,223	IT	2,377	885	2,300	2,300	2,369	2,440
700	0	Photocopy Costs	0	0	0	0	0	0
250	0	Equipment Maintenance	250	0	250	250	258	265
500	540	Equipment Replacement	500	0	500	500	515	530
2,500	2,500	Events/Exhibitions/Educational, Collection & Research Material	2,500	0	2,500	2,500	2,500	2,575
300	41	Stationery	200	17	200	200	206	212
957	957	Storage	988	0	988	1,012	1,042	1,073
18,124	18,124	Loan	18,124	9,062	18,124	18,124	18,124	18,124
<b>76,233</b>	<b>77,769</b>	<b>Total Expenditure</b>	<b>76,096</b>	<b>35,060</b>	<b>75,969</b>	<b>83,023</b>	<b>84,822</b>	<b>86,432</b>
<b>INCOME</b>								
2,000	3,090	Heritage Centre	2,388	2,927	3,090	3,090	3,090	3,108
<b>2,000</b>	<b>3,090</b>	<b>Total Income</b>	<b>2,388</b>	<b>2,927</b>	<b>3,090</b>	<b>3,090</b>	<b>3,090</b>	<b>3,108</b>
<b>74,233</b>	<b>74,679</b>	<b>HERITAGE CENTRE NET COSTS</b>	<b>73,708</b>	<b>32,133</b>	<b>72,879</b>	<b>79,933</b>	<b>79,933</b>	<b>83,325</b>

**FINANCE AND GENERAL PURPOSES COMMITTEE**

LAST YEAR BUDGET 2013/2014	LAST YEAR ACTUAL 2013/2014	(14) PROPERTIES	CURRENT YEAR BUDGET 2014/2015	CURRENT YTD ACTUAL 2014/2015	ANNUAL PROJECTED 2014/2015	PROPOSED ESTIMATE 2015/2016	PROPOSED ESTIMATE 2016/2017	PROPOSED ESTIMATE 2017/2018
		<b>EXPENDITURE</b>						
8,934	12,831	Parish Hall	14,277	5,302	13,123	13,369	13,770	14,183
4,273	1,559	P/Hall Salaries	0	0	0	0	0	0
0	17	P/Hall Employers NIC	0	0	0	0	0	0
600	139	P/Hall Employers Superannuation	0	0	0	0	0	0
29,467	25,958	Pop Inn Café	29,439	12,670	28,620	28,476	29,044	29,800
7,831	7,831	PIC Salaries	7,950	3,916	8,004	8,003	8,200	8,380
77	18	PIC Employers NIC	100	0	23	30	50	51
1,100	1,122	PIC Employers Superannuation	1,200	609	1,220	1,300	1,450	1,482
46,986	47,880	Pool Court	48,565	25,410	52,902	55,149	54,125	55,749
15,598	15,957	P/Crt Salaries	16,800	8,125	16,300	16,450	16,800	17,170
861	764	P/Crt Employers NIC	880	381	880	882	950	971
2,950	2,800	P/Crt Employers Superannuation	3,150	1,542	3,150	3,500	3,800	3,884
100,000	103,113	Youth Café	99,000	49,500	99,000	99,000	99,000	99,000
37,820	37,818	Youth Café Loan Repayment	37,820	18,909	37,820	37,820	37,820	37,820
<b>256,497</b>	<b>257,807</b>	<b>Total Expenditure</b>	<b>259,182</b>	<b>126,364</b>	<b>261,042</b>	<b>263,979</b>	<b>265,009</b>	<b>268,489</b>
		<b>INCOME</b>						
12,890	12,343	Parish Hall	13,301	9,897	13,611	13,660	14,070	14,492
31,500	29,302	Pop Inn Café	30,516	13,559	26,720	26,925	27,733	28,565
52,630	53,284	Pool Court	52,483	40,629	66,474	57,024	54,064	54,857
0	72	Youth Café	0	0	0	0	0	0
<b>97,020</b>	<b>95,001</b>	<b>Total Income</b>	<b>96,301</b>	<b>64,085</b>	<b>106,805</b>	<b>97,609</b>	<b>95,868</b>	<b>97,914</b>
<b>159,477</b>	<b>162,806</b>	<b>PROPERTIES NET COSTS</b>	<b>162,881</b>	<b>62,279</b>	<b>154,237</b>	<b>166,369</b>	<b>169,141</b>	<b>170,575</b>



## CAPITAL AND OTHER EXPENDITURE BUDGET NOTES

### 12) (15) Play Areas and Sports Facilities

#### Play Areas

No funding has been allocated for the 2015/2016 financial year as it is hoped funding from the New Homes Bonus will become available to refurbish both St Marys and Howard Lewis Play areas. However should this not be the case Members may wish to allocate some of the earmarked reserve funding to one of these project refurbishments, £67,304 available in Earmarked Reserves.

Members have previously secured funding via the New Homes Bonus to fund the following projects in the 2014/2015 financial year:

Peg Hill Refurbishment	£ 30,000
Witches Hat refurbishment	£100,000
Tyndale Park refurbishment	£ 22,900

It is anticipated these project will be complete by the end of the 2014/2015 financial year.

### 13) (16) Buildings

#### Building Fund

£10,000 has been allocated to the building fund in 2015/2016 as opposed to the usual £4,000. The reason is to build up a suitable fund to meet all building capital costs such costs as a new control system or replacement lift at Poole Court, which may be needed in the not too distant future; anticipated cost of £30,000 and £50,000 respectively.

It is anticipated £4,500 will be spent from this budget to upgrade the security of the compounds at both Kingsgate Park and Sunnyside Lane

#### Poole Court Refurbishment

It is anticipated the sum of £12,370 will be spent from the Poole Court refurbishment budget in 2014/2015 to cover the cost of replacement sofas, works to the chimney, fire doors, fire regulation upgrades and new office lights.

#### **14) (18) Parks and Greens**

Funding placed in the 2014/2015 budget for The Friends of Kingsgate Park to plan and design the kiosk at Kingsgate Park to enable them to fund raise for this project has not been used this financial year but has been re-budgeted for the next financial year.

£13,000 has been placed in the budget as recommended by the events sub-committee to fund the replacement notice boards and signs on a rolling programme.

#### **15) (19) Other Project Expenditure**

##### Estates Vehicles & Equipment

It is estimated that £41,000 will be spent on a replacement mower will be purchased from this heading during 2014/2015 cost of which is to be met from the service & project support fund.

##### Estates Compound

£1,000 head been allocated under this budget head to replace the chain link fence at Sunnyside Lane compound at the request of the estates officer.

CAPITAL AND PROJECT EXPENDITURE

LAST YEAR BUDGET 2013/2014	LAST YEAR ACTUAL 2013/2014	(15) PLAY AREAS AND SPORTS FACILITIES EXPENDITURE	CURRENT YEAR BUDGET 2014/2015	CURRENT YTD ACTUAL 2014/2015	ANNUAL PROJECTED 2014/2015	PROPOSED ESTIMATE 2015/2016	PROPOSED ESTIMATE 2016/2017	PROPOSED ESTIMATE 2017/2018
0	0	CE - TYNDALE PARK PLAY AREA PROJECT	0	20,905	25,000	0	0	0
0	0	CE - PEG HILL REFURB	0	1,688	53,000	0	0	0
0	0	CE - HOWARD LEWIS PLAY AREA	3,900	0	0	0	0	0
0	186	CE - WITCHES HAT PLAY AREA PROJECT	0	0	100,000	0	0	0
0	0	CE - SUNNYSIDE TENNIS COURTS	0	3,427	36,600	0	0	0
0	0	TRANS TO EARMARKED RESERVES	0	0	3,900	0	0	0
0	0	TRANS FROM EARMARKED RESERVES	(3,900)	0	(14,000)	0	0	0
0	186	<b>Total Expenditure</b>	0	26,020	204,500	0	0	0
LAST YEAR BUDGET 2013/2014	LAST YEAR ACTUAL 2013/2014	(16) BUILDINGS EXPENDITURE	CURRENT YEAR BUDGET 2014/2015	CURRENT YTD ACTUAL 2014/2015	ANNUAL PROJECTED 2014/2015	PROPOSED ESTIMATE 2015/2016	PROPOSED ESTIMATE 2016/2017	PROPOSED ESTIMATE 2017/2018
0	0	REFURBISHMENT	0	8,476	14,064	0	0	0
0	69,586	CE - YOUTH CAFÉ	0	0	0	0	0	0
0	8,489	CE - BUILDING FUND	4,000	0	1,850	10,000	10,000	10,000
0	0	CE - COMPOUNDS SECURITY UPDATE	0	0	6,300	0	0	0
0	0	TRANS TO EARMARKED RESERVES	0	0	2,150	0	0	0
0	0	TRANS FROM EARMARKED RESERVES	0	0	(20,364)	0	0	0
0	78,075	<b>Total Expenditure</b>	4,000	8,476	4,000	10,000	10,000	10,000
LAST YEAR BUDGET 2013/2014	LAST YEAR ACTUAL 2013/2014	(17) BUS SHELTERS	CURRENT YEAR BUDGET 2014/2015	CURRENT YTD ACTUAL 2014/2015	ANNUAL PROJECTED 2014/2015	PROPOSED ESTIMATE 2015/2016	PROPOSED ESTIMATE 2016/2017	PROPOSED ESTIMATE 2017/2018
0	0	CE - NEW BUS SHELTERS	0	0	0	0	0	0
0	0	<b>Total Expenditure</b>	0	0	0	0	0	0
LAST YEAR BUDGET 2013/2014	LAST YEAR ACTUAL 2013/2014	(18) PARKS AND GREENS	CURRENT YEAR BUDGET 2014/2015	CURRENT YTD ACTUAL 2014/2015	ANNUAL PROJECTED 2014/2015	PROPOSED ESTIMATE 2015/2016	PROPOSED ESTIMATE 2016/2017	PROPOSED ESTIMATE 2017/2018
0	0	CE - KINGSGATE PARK	4,225	3,797	4,225	0	0	0
0	0	CE - KINGSGATE PARK KIOSK	2,000	0	0	2,000	2,000	0
0	0	CE - SIGNS & NOTICEBOARDS	0	0	0	13,000	0	0
0	0	CE - YOSC BARRIER	0	0	4,000	0	0	0
0	0	TRANSFER FROM EARMARKED RESERVES	(6,225)	0	(25,000)	0	0	0
0	0	<b>Total Expenditure</b>	0	3,797	(16,775)	15,000	15,000	0

CAPITAL AND PROJECT EXPENDITURE continued.....

LAST YEAR BUDGET 2013/2014	LAST YEAR ACTUAL 2013/2014	(19) OTHER PROJECT EXPENDITURE	CURRENT YEAR BUDGET 2014/2015	CURRENT YTD ACTUAL 2014/2015	ANNUAL PROJECTED 2014/2015	PROPOSED ESTIMATE 2015/2016	PROPOSED ESTIMATE 2016/2017	PROPOSED ESTIMATE 2017/2018
4,000	8,893	CE - ESTATES VEHICLES EQUIPMENT	4,000	4,962	46,462	0	0	0
0	0	CE - GRASS COLLECTION ROTARY MOWER	0	0	0	0	0	0
181,213	0	OP - SERVICE & PROJECT SUPPORT	0	0	0	5,990	5,990	0
0	0	CE - NEW CHAIN LINK FENCING TO SUNNYSIDE COMPOUND	0	0	0	1,000	0	0
0	0	TRANSFER FROM EARMARKED RESERVES	0	0	(44,000)	0	0	0
0	0	TRANSFER TO EARMARKED RESERVES	0	0	0	0	0	0
<b>185,213</b>	<b>8,893</b>	<b>Total Expenditure</b>	<b>4,000</b>	<b>4,962</b>	<b>2,462</b>	<b>6,990</b>	<b>6,990</b>	<b>0</b>
<b>185,213</b>	<b>87,154</b>	<b>Total Capital Expenditure</b>	<b>8,000</b>	<b>43,255</b>	<b>194,187</b>	<b>31,990</b>	<b>31,990</b>	<b>10,000</b>

LAST YEAR BUDGET 2013/2014	LAST YEAR ACTUAL 2013/2014	CAPITAL - INCOME	CURRENT YEAR BUDGET 2014/2015	CURRENT YTD ACTUAL 2014/2015	ANNUAL PROJECTED 2014/2015	PROPOSED ESTIMATE 2015/2016	PROPOSED ESTIMATE 2016/2017	PROPOSED ESTIMATE 2017/2018
0	0	CE - INCOME GRANTS REC (GOV)	0	0	158,350	0	0	0
0	0	CE - INCOME GRANTS RECEIVED (OTHER)	0	0	31,150	0	0	0
0	0	CE - INCOME LOAN	0	0	0	0	0	0
0	0	CE - TRANSFERRED TO OFFSET CAPITAL PLAY AREAS EXPENDITURE	0	0	0	0	0	0
<b>0</b>	<b>0</b>	<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>189,500</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>185,213</b>	<b>87,154</b>	<b>CAPITAL EXPENDITURE NET COST</b>	<b>18,125</b>	<b>43,255</b>	<b>102,001</b>	<b>31,990</b>	<b>17,990</b>	<b>10,000</b>
<b>0</b>	<b>0</b>	<b>LESS EARMARKED FUNDS</b>	<b>(10,125)</b>	<b>0</b>	<b>(97,314)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>185,213</b>	<b>87,154</b>	<b>CAPITAL NET SPEND</b>	<b>8,000</b>	<b>43,255</b>	<b>4,687</b>	<b>31,990</b>	<b>17,990</b>	<b>10,000</b>

## EARMARKED RESERVES

It is anticipated that the following earmarked reserves will be held at the end of the 2014/2015 financial year after provisions have been made for the above projects as identified:

1 – Kickabout/Play Areas	67,304
2 – Poole Court Refurbishment	2,592
3 – Building Fund	12,358
4 – Allotments	12,000
5 – Public Rights of Way	7,040
6 – Community Heritage Map	2,000
7 – Elections	31,323
8 – Youth Provision	96,647
9 – Kingsgate Park Management Plan	1,505
10 – Service & Project Support	76,101
11 – Youth Cafe Capital Funds	19,307
12 – Poole Court Hatch Reinstatement	1,500
13 – Charging Point at Kingsgate Park	2,500
14 – Estates Vehicles & Equipment	6,107
15 – Armadillo Settlement	298,000
16 – Grant Funding	220

- 1) This funding is held towards new or the refurbishment of kickabout/play areas.
- 2) A fund put aside to refurbish Poole Court and is being used on an as required basis.
- 3) This fund is increased annually to enable the Town Council to meet the cost of urgent building repairs etc.
- 4) Allotments - £12,00 was earmarked in 2012/2013 to develop land for use as allotments should land become available
- 5) Public Rights of Way monies for the public footpath order.
- 6) £2,000 allocated to funding to the Community Heritage Map.

- 7) The cost of the election in 2015 is to be met from this earmarked fund and further funds are to be accrued for the 2019 elections/
- 8) Funding allocated to meet future Youth Provision
- 9) Allocated to funding Kingsgate Park Management Plan
- 10) Funding held to support Capital and Project expenditure identified by the council where the cost has not yet been fully established
- 11) The balance of capital monies held on behalf of the Youth Cafe to fund capital expenditure as and when identified.
- 12) This money was paid by South Gloucestershire Council when the Registration Service left Poole Court for the specific action of reinstating the hatch and must be kept in retention for this purpose.
- 13) Money set aside to accommodate an electric vehicle at Kingsgate Park
- 14) Funding set aside to meet the cost of estate vehicles and equipment
- 15) An anticipated fund in connection with future running of the Armadillo
- 16) Funding set aside for a group that will not be in a position to claim the awarded grant in the 2014/2015 financial year until 2015.

<b>EARMARKED RESERVES</b>	Balance available as at 1 April 2014	Transfer In	Transfer out	Anticipated Balance as at 31 March 2015	PROPOSED ESTIMATE 2016/2017	PROPOSED ESTIMATE 2017/2018
ER - MILLSIDE RESTORATION PROJECT	2,500	0	2,500	0	0	0
ER - KICKABOUT PROJECTS/PLAY AREA	77,404	3,900	14,000	67,304	67,304	67,304
ER - BUILDING FUND	16,858	0	6,300	10,558	14,558	19,558
ER - POOLE COURT REFURBISHMENT	14,962	0	14,064	898	898	898
ER - POOLE COURT HATCH REINSTATEMENT	1,500	0	0	1,500	1,500	1,500
ER - YOUTH CAFÉ CAPITAL FUNDS	19,307	0	0	19,307	19,307	19,307
ER - CHARGING POINT KP	2,500	0	0	2,500	148,500	49,500
ER - ALLOTMENTS	12,000	0	0	12,000	2,500	2,500
ER - ESTATES VEHICLES/EQUIPMENT	6,107	0	0	6,107	12,000	12,000
ER - ARMADILLO SETTLEMENT	0	247,500	0	247,500	6,107	6,107
ER - SERVICE & PROJECT SUPPORT	175,213	11,814	103,751	83,276	83,276	83,276
ER - ELECTIONS	21,323	10,000	0	31,323	31,323	31,323
ER - EVENTS	500	0	500	0	0	0
ER - COMMUNITY HERITAGE MAP	2,000	0	0	2,000	2,000	2,000
ER - KINGSGATE PARK MANAGEMENT PLAN	1,505	0	0	1,505	1,505	1,505
ER - PUBLIC RIGHT OF WAY	8,500	0	1,460	7,040	7,040	7,040
ER - GRANT FUNDING	220	0	0	220	220	220
ER - YOUTH PROVISION	47,445	56,202	7,000	96,647	126,194	155,741
	<b>409,844</b>	<b>329,416</b>	<b>149,575</b>	<b>589,685</b>	<b>524,232</b>	<b>459,779</b>

### PRECEPT CALCULATIONS

South Gloucestershire Council has advised the Council Taxbase for the 2015/2016 financial year as being 6,685 Band D equivalent houses in the parish of Yate using the reduced tax base calculation this figure has been used to calculate the draft budget.

Please note these figures are only provisional and are subject to change

		cost per band D House	precept raised	Local Council Tax Support Grant	Total funds raised	Increase per band D household per annum	Increase per band D household per week
<b>Tax Base</b>							
<b>2014-2015</b>							

6,510	x	127.73	831,522	83,488	915,010	nil	
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**2015-2016**

If Band D council tax were to remain the same using 6,690 Band D equivalent houses, the following precept could be raised:

6,685	x	127.73	853,875	(included in income)		nil	
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If Band D council tax was increased by 2.3% using 6,690 Band D equivalent houses the following precept could be raised:

6,685	x	130.67	873,514	(included in income)		£ 2.94	£ 0.06
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## RESERVES SUMMARY

### ACTUAL RESERVES

#### Budget Summary

	2014-2015		2015-2016	Budget	
	Projected	Budgeted	Proposed	Incr/(Decr)	
<b>REVENUE EXPENDITURE</b>					
Environment and Planning	330,288	344,630	362,498	17,868	5%
Finance and General Purposes	792,552	760,151	777,624	17,473	2%
	<u>1,122,840</u>	<u>1,104,781</u>	<u>1,140,123</u>	<u>35,341</u>	
<b>INCOME</b>					
Environment and Planning	37,012	35,407	35,503	96	0%
Finance and General Purposes	231,854	186,637	192,282	5,646	3%
	<u>268,866</u>	<u>222,044</u>	<u>227,786</u>	<u>5,742</u>	
<b>NET REVENUE EXPENDITURE</b>	<u>853,975</u>	<u>882,738</u>	<u>912,337</u>	<u>29,599</u>	3%
<b>CAPITAL AND PROJECT EXPENDITURE (NET)</b>	102,001	18,125	31,990	13,865	
Less: Funded from Earmarked Reserves	(97,314)	(10,125)		10,125	
<b>TOTAL NET EXPENDITURE</b>	<u>858,662</u>	<u>890,738</u>	<u>944,327</u>	<u>53,589</u>	
<b>Financed as Follows:</b>					
General Reserves as at 1 April 2014	411,118		320,396		
General Reserve as at 31 March 2015	<u>320,396</u>		<u>249,584</u> **		
Used/(Available) to Fund Expenditure	90,722	59,208	70,812		
<b>TOTAL PRECEPT</b>	<u>767,940</u>	<u>831,530</u>	<u>873,515</u>		
	<u>858,662</u>	<u>890,738</u>	<u>944,327</u>		

**Note	Recommended reserve equal to 3 months net expenditure Plus £30000 contingency	215,994	245,684	249,584
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Earmarked Reserves	31.03.13	31.03.14	31.03.15
Capital Projects	422,342	328,351	203,450
Others	29,786	81,493	386,235
	<u>452,128</u>	<u>409,844</u>	<u>589,685</u>

**MINUTES OF THE PLANNING SUB-COMMITTEE MEETING HELD ON TUESDAY 2<sup>nd</sup> DECEMBER 2014 FROM 10.00PM-10.30PM AT POOLE COURT, YATE.**

**PRESENT:** Councillors Martin Monk, Aziz Chowdhry, Tony Davis, Mike Drew and Chris Willmore.  
Assistant Town Clerk (YTC)

**1. APOLOGIES FOR ABSENCE**

**RESOLVED** Apologies for absence were received and accepted from Councillors Wully Perks, David Evan-Jones, Alan Monaghan, John Ford, Mike Robbins, Sue Evan-Jones, Cleo Trotter, Sue Walker, Margaret Marshall, John Davis and Ian Blair.

**2. MEMBERS' DECLARATION OF INTERESTS**

No Declarations of Interest were received.

**3. PLANNING APPLICATIONS**

The meeting considered planning applications received from South Gloucestershire Council.

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

**4. SOUTH GLOUCESTERSHIRE COUNCIL PLANNING DECISIONS**

No decisions on recent planning applications were received.

**5. DATE OF NEXT MEETING**

The date of the next Planning Sub Committee meeting will be on Tuesday, 6<sup>th</sup> January 2014 immediately after the Full Council Committee meeting held in the Council Chamber.



**YATE TOWN COUNCIL  
PLANNING APPLICATIONS  
2<sup>nd</sup> December 2014**

<b>Ref. No.</b>	PK14/4425/PNH
<b>Description</b>	Erection of single storey rear extension which would extend beyond the rear wall of the original house by 4.5 metres, for which the maximum height would be 3.8 metres and the height of the eaves would be 2.3 metres.
<b>Location</b>	34A Eggshill Lane Yate South Gloucestershire BS37 4BH
<b>Applicant</b>	Mr M Taylor
<b>Received</b>	12 <sup>th</sup> November 2014
<b>YTC comments</b>	No objection

<b>Ref. No.</b>	PK14/4398/F
<b>Description</b>	Erection of 1.2 metre high boundary fence and and 1.63 metre high wooden gate (retrospective) (Resubmission of PK13/4315/F)
<b>Location</b>	88 Canterbury Close Yate Bristol South Gloucestershire BS37 5TY
<b>Applicant</b>	Mrs Karuna Monteiro
<b>Received</b>	11 <sup>th</sup> November 2014
<b>YTC comments</b>	No objection

<b>Ref. No.</b>	PK14/4416/PDR
<b>Description</b>	Erection of a single storey rear extension to provide additional living accommodation
<b>Location</b>	25 Hatherley Yate Bristol South Gloucestershire BS37 4LT
<b>Applicant</b>	14 <sup>th</sup> November 2014
<b>Received</b>	Mr Tony Williams
<b>YTC comments</b>	No objection

<b>Ref. No.</b>	PK14/4367/ADV
<b>Description</b>	Display of 2no. internally illuminated fascia signs and 1no. internally illuminated projecting sign.
<b>Location</b>	Clarks 4 East Walk Yate Bristol South Gloucestershire BS37 4AS
<b>Applicant</b>	Mr Robert Bates
<b>Received</b>	17 <sup>th</sup> November 2014
<b>YTC comments</b>	No objection

<b>Ref. No.</b>	PK14/3511/F
<b>Description</b>	Installation of 9 no. eight metre high lights and lighting columns.(Amendment to previously approved scheme PK13/4549/F)
<b>Location</b>	Peg Hill Skate Park Peg Hill Yate Bristol South Gloucestershire
<b>Applicant</b>	Mrs Steph Davies, Yate Town Council
<b>Received</b>	18 <sup>th</sup> November 2014
<b>YTC comments</b>	Supporting comments: No objection Yate Town Council has been working with young people who use Peg Hill Skateboard and BMX Park and they have indicated they would like lighting at the site to allow use during the autumn/winter months. Yate Town Council have conducted a consultation with local residents and no objections have been received. Yate Town Council supports the request for lighting by the skate park users and has obtained grant funding to enable this project to go ahead at this much used provision. Yate Town Council hope that South Gloucestershire Council will be able to support this change to enable young people to use this facility after school during the autumn/winter.

<b>Ref. No.</b>	PK14/4517/TRE
<b>Description</b>	Works to various trees covered by South Gloucestershire Tree Preservation Order SGTPO 08/09 dated 22nd September 2009 (See tree schedule).
<b>Location</b>	Peg Hill Gravel Road Yate South Gloucestershire BS37 7BL
<b>Applicant</b>	Barratt Homes (Bristol)
<b>Received</b>	20 <sup>th</sup> November 2014
<b>YTC comments</b>	No objection

<b>Ref. No.</b>	PK14/4456/F
<b>Description</b>	Erection of 2 no. semi detached bungalows and associated works.
<b>Location</b>	Land Rear Of 49 And 51 Station Road Yate Bristol South Gloucestershire BS37 5DF
<b>Applicant</b>	Mr Matthew Fisher
<b>Received</b>	21 <sup>st</sup> November 2014
<b>YTC comments</b>	Objection. Highway issues traffic generation, vehicular access, safety, parking, loading and turning. (The exit from these properties is at a particularly dangerous part of the highway, opposite a junction with a traffic island and pedestrian lights) Design, visual appearance. (The design is described as bungalows but appears to be houses).

<b>Ref. No.</b>	PK14/4507/F
<b>Description</b>	Erection of 1no. attached dwelling and associated works
<b>Location</b>	28 Birkdale Yate South Gloucestershire BS37 4EX
<b>Applicant</b>	Mr Thomas O'malley
<b>Received</b>	21 <sup>st</sup> November 2014
<b>YTC comments</b>	Objection. Overdevelopment of plot. Highway safety – parking, loading and turning. Loss of amenity. Apparent change to boundary line – meaning the development would encroach onto tarmac pavement/public highway.

<b>Ref. No.</b>	PK14/4597/F
<b>Description</b>	Erection of single storey orangery on rear elevation. Case Officer Sarah Fordham
<b>Location</b>	1 Elmwood, Yate, South Gloucestershire BS37 4JB
<b>Applicant</b>	Mrs Janet Gardiner
<b>Received</b>	

<b>Ref. No.</b>	PK14/4572/F
<b>Description</b>	Demolition of existing front extension and erection of a one and a half storey front extension to form additional living accommodation. Case Officer Hannah Minett.
<b>Location</b>	10 Harts Croft, Yate, South Gloucestershire BS37 7XE
<b>Applicant</b>	Mr Alastair Fraser
<b>Received</b>	
<b>YTC comments</b>	Over development of plot, design and visual appearance. If planners of the mind to grant permission then Yate Town Council suggest that a non-severance clause is made to ensure that the extension is not separate living accommodation



- For both the categories of 'Open Space' and 'Open Space- Acquired Housing Land' - can you confirm the areas where 'shrub Bed - Mulched' has been undertaken please?  
See attached spreadsheet for Road Names showing location of shrub beds (both open space and acquired land)
- Under 'Open Spaces' category, can you confirm the areas where 'Quality Edging - Long/short handled shears' and 'Amenity Edging - Long/short handled shears' has been undertaken please?  
We don't have exact locations of these particular areas although they will be made up of shrub bed and amenity grass locations.
- Under 'Open Spaces- Acquired Housing Land' category, can you confirm the areas where 'Amenity Edging - Long/short handled shears' has been undertaken please?  
We don't have exact locations of these particular areas although they will be made up of shrub bed and amenity grass locations

Additionally, after reviewing the maps which were supplied, Members have the following comments relating to maintenance of land. Could these be addresses for the future and amendments made to the special expense charge in 2015/2016 to rectify previous over charges please?

- Land at Longs Drive on the map is shown and being charged as amenity land - but is now maintained by YTC and should not be charged;  
Agree this needs to be deducted from the costs. I have attached the costs in the spreadsheet under the tab "Longs Drive"
- There appears to be a charge for land which used to be Frome House on Cranleigh Court Rd, now a derelict site;  
No land at Frome House has been added to the special expenses costs.
- Land at the end of Westerleigh Road (Rodford Way end) has been charged to Yate Town Council. This was owned by Westerleigh PC until the last month, until the registration of ownership was transferred to Yate

Town Council. However, Yate Town Council will be undertaking the maintenance of this area in the future - so no charges for this site should be in future;

Can you send a plan of the exact piece of land please as unable to locate just from the text above.

- Roundabout at end of Westerleigh Road/Rodford Road on the map shows as being charged to Yate - however part of this roundabout belongs to Dodington.  
Where a parish boundary splits an area of land we will not split the polygon but assign it to the parish that has the largest section. In this case Yate has over three quarters of this roundabout. There are nine further sections that run along the centre of Rodford Way that are also split but all these have the majority fall into Dodington so they are assigned to Dodington.



## Highways and Street Scene - Contractual Information

Following the decision of the Town Council to buy back Localism services under a one year contract for 2014/15, South Gloucestershire Council has requested we notify them of our service requirements from April 2015.

The options being put forward for our Parish remain the same and include:

1. Core Service only;
2. Buying back the service from SGC;
3. Appointing another contractor to provide additional services above the core service;
4. Licensing individuals or groups who may wish to take on elements of the service in your Parish.

In relation to option 2 – buying back the service from SGC, two options have been put forward:

### **1/ Enter into a 3 year contract for the buy-back services.**

The first year cost for this would be **£26,284.08**. This would then be uplifted annually in line with the consumer price index.

The Town Council can exit at any point during the 3 years by giving South Gloucestershire Council 6 months- notice (Clause 10.1.3 of the General Service Contract).

### **2/ Enter into a 1 year contract for the buy-back services.**

The price for a one year contract would be **£27,125.17**. The rationale given behind this higher price is that it costs more for SGC to administer and resource a one year or part service contract.

Again, a one year contract could be exited early by the Town Council giving 6 months- notice (as above).

**NOTE: The price of the existing contract for 2014/15 was £26,402.85 (however, SGC are not charging for 'Meadow Grass Cuts' going forward so the prices for 2015 onwards exclude this). If we remove the £553.62 charged for the Meadow Grass Cuts in 14/15, the remaining price for comparison is £25,849.23.**

### **Contract Details**

The proposed future contract wording remains mostly unchanged from the current 2014/15 contract. The only changes are as follows:

- a) The contract duration may be amended if a three year contract is decided upon;
- b) Two additional clauses are to be added into the specification document under clause 1.8 'Grass cutting frequency.'

1/ If SGC miss a grass cut because they do not have the man power or the equipment, they will refund the cost of that cut back to the Parish Council;

2/ The above excludes cuts which are missed due to adverse weather conditions.

For information, Clause 1.8 of the specification as it currently stands is below:

## **1.8 Grass Cutting Frequency**

- 1.8.1 The work is costed on the basis that over the term of the contract there is an indicative target of ten cuts including the two Core Service cuts throughout the full calendar year.**
- 1.8.2 Throughout the contract the highway grass will be kept to a reasonable standard. The indicative target as set out in 1.8.1 is set at a level that as far as is reasonably practicable aims to keep the grass below 75mm when taken as an average across the Parish.**
- 1.8.3 Historically the number of cuts undertaken over the last five years is set out in Part F of the specification.**
- 1.8.4 Weather conditions and growth rate may necessitate fewer or more grass cuts but generally require the same resource to manage. The number of cuts will be subject to Clause 2.3.7 and 2.3.8. (see below)**
- 1.8.5 Additional cuts above the indicative target of 10 to achieve the standard in clause 1.8.2 will be at the contractor's risk and undertaken at no further cost to the Parish.**
- 1.8.6 Fewer cuts than the indicative target of 10 will be as a result of the weather and growth conditions subject to Clause 2.3.7 and 2.3.8. As these are factors outside the control of the contractor there will be no reduction in the grass cutting charge provided in Part D of the specification and no penalty to the contractor shall apply.**
- 1.8.7 In any event clause 1.8.2 applies for the standard of the service provided**

**MINUTES OF THE MEETING WITH SOUTH GLOUCESTERSHIRE COUNCIL AND MAX ASSOCIATES TO DISCUSS THE DRAFT FEASIBILITY ASSESSMENT OF YOSC SITE HELD ON 11 NOVEMBER FROM 6.30PM TO 7.30PM AT POOLE COURT.**

**P R E S E N T**

Councillors Mike Drew, Martin Monk, Sue Walker and Chris Willmore (Yate Town Council);  
Martin Burton, Community Cultural Services Manager (Chair) and Robert Walsh Head of Safe Strong Communities (South Gloucestershire Council);  
Kirsty Winders and Mark Steward (Max Associates);  
Town Clerk & Assistant Town Clerk (Yate Town Council).

**1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Ian Blair and John Ford and Grainne Stables, South Gloucestershire Council.

**2 WELCOME AND INTRODUCTIONS**

Introductions were made and everyone was welcomed to the meeting.

**3 FEASIBILITY ASSESSMENT OF YATE OUTDOOR SPORTS COMPLEX**

A confidential draft feasibility assessment of Yate Outdoor Sports Complex and summary prepared by Max Associates was received. The meeting explored the methodology and coverage of the report.

**4 YATE TOWN COUNCILS INTEREST**

It was **NOTED** that Yate Town Council would need to take a decision regarding its interest in YOSC at the next Full Council meeting on 6 January 2015, however to enable this decision to be made further information is required.

**5 The Way Forward**

**RESOLVED** Max Associates and South Gloucestershire Council to address the issues of the methodology and coverage of the report and look at including information still to be received from Circadian.

**6 NEXT MEETING DATE**

South Gloucestershire Council to arrange a further meeting to include Max Associates and Yate Town Council prior to 25 November 2014 to receive and consider revisions.



**MINUTES OF THE MEETING WITH REPRESENTATIVES OF BRIMSHAM GREEN SCHOOL TO DISCUSS THE FUTURE OF THE YOSC SITE HELD ON 19 NOVEMBER 2014 FROM 6.30PM TO 7.30PM AT POOLE COURT.**

**P R E S E N T**

Councillors Mike Drew, John Ford, Martin Monk and Chris Willmore (Yate Town Council), Kim Garland (Headteacher, Brimsham Green School) and Terry Redfern (Business Manager, Brimsham Green School).  
Town Clerk & Assistant Town Clerk (Yate Town Council).

**1 ELECTION OF CHAIR FOR THE MEETING**

Councillor Mike Drew was elected as Chair for the meeting.

**2 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Sue Walker.

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

Councillor Mike Drew	Governor of Brimsham Green School
Councillor Martin Monk	Governor of Brimsham Green School

**4 WELCOME AND INTRODUCTIONS**

Introductions were made and everyone was welcomed to the meeting.

**5 THE FUTURE OF YATE OUTDOOR SPORTS COMPLEX**

Representatives from Brimsham Green School Council advised that;

- The school currently uses the all weather pitches for most of the school year during school hours and for some after school clubs. The running track is used predominately within term 5 and 6 during school hours and occasional after school clubs.
- The school uses the car park for various events during the year such as parents evenings and open evenings.
- Any changes in the current provision at YOSC would have a huge impact on the school and the current curriculum.
- The school as no aspiration to take on the management of YOSC or any part.
- The school currently contributes to a sinking fund for the all weather pitch.

- If the facility was no longer available for the school to use then amendments would need to be made to the curriculum and alternative arrangements made, such as using off site facilities which would have a cost impact (transport/booking fees etc).

Representatives from Yate Town Council responded;

- The aspirations and use of the facility by Brimshan Green School is vital to Yate Town Council preparing a business plan;
- To enable Yate Town Council to prepare a business plan it would be useful to obtain ball park figures from Brimsham Green School as to what the school can afford to pay toward the use of the facilities at YOSC.

## **6 The Way Forward**

**RESOLVED** Representatives from Brimsham Green School to;

- Calculate the schools demands on the current facilities and the value of the use, and aspirations for future facilities;
- Report back verbally to the Town Clerk the estimated and affordable monetary value of use of the current facilities;
- Attend a future meetings with all stakeholders to discuss the way forward and possible financial contribution.

## **7 NEXT MEETING DATE**

To be arranged.

**MINUTES OF THE MEETING WITH REPRESENTATIVES OF YATE TOWN FOOTBALL CLUB TO DISCUSS THE FUTURE OF THE YOSC SITE HELD ON 8 DECEMBER 2014 FROM 6.50PM TO 7.10PM AT POOLE COURT.**

**P R E S E N T**

Councillors Mike Drew, Sue Walker and Chris Willmore (Yate Town Council).  
Lawrence Wortman and Nigel Hawkins ( Yate Town Football Club)  
Assistant Town Clerk (Yate Town Council).

**1 ELECTION OF CHAIR FOR THE MEETING**

Councillor Mike Drew was elected as Chair for the meeting.

**2 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Ian Blair, John Ford and Martin Monk.

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

Councillor Mike Drew Governor of Brimsham Green School

**4 WELCOME AND INTRODUCTIONS**

Introductions were made and everyone was welcomed to the meeting.

**5 THE FUTURE OF YATE OUTDOOR SPORTS COMPLEX**

A general discussion took place in respect of the history of YOSC and the withdrawal of South Gloucestershire Council from YOSC in October 2015.

Representatives from Yate Football Club advised that;

- They currently have a large number of teams including approx. 150 5-15 year olds in youth teams as well as adult teams, reserve teams and first team. The teams currently train in many locations which include, Marlwood School, YIA and Chipping Sodbury pitches;
- would like to have all teams train in one location and expand to include additional facilities such as 3g pitches, GOAL and powerplay;.
- The lease at the current club site in Lodge Road site is due to expire within the next few years and there are concerns as to where the club can relocate (would like to consider relocating to YOSC) ;
- The club would like to see the YOSC site develop in terms of additional pitches with multi sports use continuing;

- The club have an aspiration and vision to manage the whole YOSC site.

## **6 The Way Forward**

**RESOLVED** Representatives from Yate Town Football Club to;

- Prepare a business plan/model detailing how the site could be managed by the club;
- Provide a plan showing the footprint of how the football club could move the “club” and stand to YOSC;
- To advise Yate Town Council of the likely projected use by Yate Town Football Club of the facilities at YOSC including hours, days, times and hire fee budget,

It was further **RESOLVED** that Yate Town Council will request that South Gloucestershire Council provide a copy of the latest consultant’s report and the Circadian data on usage to Yate Football Club.

## **7 NEXT MEETING DATE**

To be arranged.

**MINUTES OF THE MEETING WITH REPRESENTATIVES OF YATE ATHLETICS CLUB TO DISCUSS THE FUTURE OF THE YOSC SITE HELD ON 8 DECEMBER 2014 FROM 7.10PM TO 8.30PM AT POOLE COURT.**

**P R E S E N T**

Councillors Sue Walker and Chris Willmore (Yate Town Council),  
Stuart Nunn and Jeremy Dale ( Yate Town Football Club)  
Assistant Town Clerk (Yate Town Council).

**1 ELECTION OF CHAIR FOR THE MEETING**

Councillor Chris Willmore was elected as Chair for the meeting.

**2 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Ian Blair, Mike Drew, John Ford and Martin Monk.

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

No declarations of Interest were received.

**4 WELCOME AND INTRODUCTIONS**

Introductions were made and everyone was welcomed to the meeting.

**5 THE FUTURE OF YATE OUTDOOR SPORTS COMPLEX**

A general discussion took place in respect of the history of YOSC and the withdrawal of South Gloucestershire Council from YOSC in October 2015.

Representatives from Yate Athletics Club advised that;

- The club are interested in setting up a Charitable Trust to take over the management of the whole complex or to take control of the management of the athletics track and club house with a view to arranging for other users to contribute and pay their own costs;
- The club would like the site to develop in terms of athletics including sponsorship and provide multi use facilities for local people. The current club coach has vast experience of setting up activity camps, team building events for young people and has many ideas to progress this.

**6 The Way Forward**

**RESOLVED** Representatives from Yate Athletics Club to;

- Prepare a business plan/model detailing how the site could be managed by the club;

It was further **RESOLVED** that Yate Town Council will request that South Gloucestershire Council provide a copy of the latest consultant's report and the Circadian data on usage to Yate Athletics Club.

## 7 NEXT MEETING DATE

To be arranged.

s/projects/northyate/yosc 8.12.14/ja

**MINUTES FROM THE MEETING OF THE PEG HILL PROJECT STEERING GROUP ON THURSDAY 6 NOVEMBER 2014 FROM 8.30AM – 9.25AM AT POOLE COURT, YATE.**

**PRESENT:** Councillors Ian Blair, John Ford and Mike Drew – Yate Town Council.  
Marc Thyer, Electrical Engineer, South Gloucestershire Council.  
Town Clerk, Estates Officer and Admin Officer – Yate Town Council.

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

**RESOLVED** Councillor John Ford was elected Chair of the meeting.

**2. APOLOGIES FOR ABSENCE**

**RESOLVED** Apologies for absence were received and accepted from Councillor Alan Monaghan. Councillors Tony Davis and Mike Robbins were absent.

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

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

**4. PEG HILL LIGHTING ENHANCEMENTS**

The project brief outlining the requirements for the lighting at Peg Hill was received and **NOTED** (Appendix 1).

The Electrical Engineer from South Gloucestershire Council verbally reported the following, which was duly **NOTED**:

- After exploration, only raise and lower lighting (split) columns would be suitable at Peg Hill Skate Park because fixed lighting columns (although cheaper) would be virtually impossible to maintain at this site due to insufficient vehicular access;
- All prices given at this stage are budget costs – as even small changes in the requirement can alter the solution required;
- A phased approach will be taken in relation to the lights going on and off – with half the lights going on (or off) and then the rest following after 30 seconds;
- Budget cost to supply and install 9 x 8m raise and lower columns, lamps, feeder pillars and cabling is approximately £36,857;
- Budget cost for the works to be undertaken by the Electrical Engineer is approximately £3,500;
- Costs to obtain suitable power to the site would also need to be included.

**5. POWER SUPPLY**

The Electrical Engineer from South Gloucestershire Council outlined the options for obtaining sufficient power to the site. The following was **NOTED**:

- No LV supply at all is currently available in the vicinity of Peg Hill Skate Park;
- Various other immediately available options have been explored, but are not possible as they would involve a very long cable run (over 700m) which would probably lead to a volt drop;
- A possible interim solution was put forward as follows:
  - An existing small unmetered electricity supply opposite the skate park powers the traffic lights, a few street lights and one property;
  - The existing supplier is prepared to loop this supply into a new cabinet (supplied by SGC) and fit a meter, so it would be a metered supply taken off the existing unmetered supply to power the lighting columns;
  - This would result in the current unmetered supply agreement being terminated and replaced with a new metered supply agreement being set up;
  - However, because this is a non- standard service, the consistency of the future supply cannot be guaranteed. If another item was added to the unmetered supply, this might impact the voltage rendering the supply to the lighting columns insufficient;
  - This interim solution would be relatively cheap to implement (approx. £853) and could be put in place in a relatively short time frame;
- A more formal way forward, which would cost more and take longer, but would give a guaranteed supply, would be to approach the independent service provider supplying the energy to the new housing development planned at Peg Hill;
  - Electrical Engineer for South Gloucestershire Council estimates this would cost around £10,000-£15,000 and could take many years;
  - The supply would be coming in over Rockwood House, so a wayleave agreement may need to be put in place;
  - This supply could also be used to run power to the future proposed allotments site;
  - It would also be possible to install some basic sockets in a locked box for use at future events at Peg Hill.

## **RESOLVED**

- Arrangements be made to implement the interim solution in the short term;
- Formal quotation to be submitted by South Gloucestershire Council to supply and install lighting columns based on the interim power supply solution (to include all associated costs and confirm final total cost of £41,210.97) so an official order can be placed;
- South Gloucestershire Electrical Engineer to supply model running costs for the interim solution;
- Revised planning application to be submitted to South Gloucestershire Council based on the installation on 9x 8m high raise and lower lighting columns;
- Open discussions in the mean-time to work towards the implementation of the permanent guaranteed solution in due course;
- Supply South Gloucestershire Council Electrical Engineer with drawings of plans for the allotment site as they become available.

The Electrical Engineer from South Gloucestershire Council was thanked for his work on this project to date.

*The Electrical Engineer from South Gloucestershire Council left the meeting*

## **6. CONSULTATION**

It was **NOTED** that local residents had been previously consulted about the possible installation of lighting columns, operational during autumn and winter months from 4-8pm at Peg Hill Skate Park.

**RESOLVED** due to the slight change in the quantity and height of the lighting columns since the original consultation letter was distributed, a letter notifying local residents to be delivered advising them of the planning application number.

## **7. DATE OF NEXT MEETING**

The next meeting to be called as required.

S/projects/Peghill Skate Park/Minutes 06.11.14



## PEG HILL SKATE PARK UPDATE - DECEMBER 2014

Further to the plans originally provided by Holophane in August of this year, South Gloucestershire Council provided an estimate of cost for the provision lighting at the Peg Hill Skate Park site.

A change in the height of the lighting required was then identified and revised costings were presented to the Full Council meeting on 2<sup>nd</sup> September 2014. At this point it was resolved £14,000 be allocated from the Earmarked Play Area fund to bridge the gap in the funding required should an application for s106 monies be unsuccessful.

However it was established that no one would take responsibility for drawings. Therefore South Gloucestershire Council were appointed to undertake a survey and provide plans, to manage the design and installation in compliance with British Standards for which they would take responsibility. It was identified at this point that 9 no lights were required and the lights needed to be split columns. Based on this a further planning application has been submitted and the outcome is expected mid January 2015.

South Gloucestershire Council has also progressed the investigations into the supply of electric to the site.

The final quotation has now been received from South Gloucestershire Council to include the 9 split level columns, installation, cabling, getting the electricity to the site and electrical testing.

Please see below the final cost and funding available:

**Cost**

South Glos Council – Lighting	£41,257.98
Concrete Works	<u>£ 7,495.00</u>
<b>Total</b>	<b>£48,752.98</b>

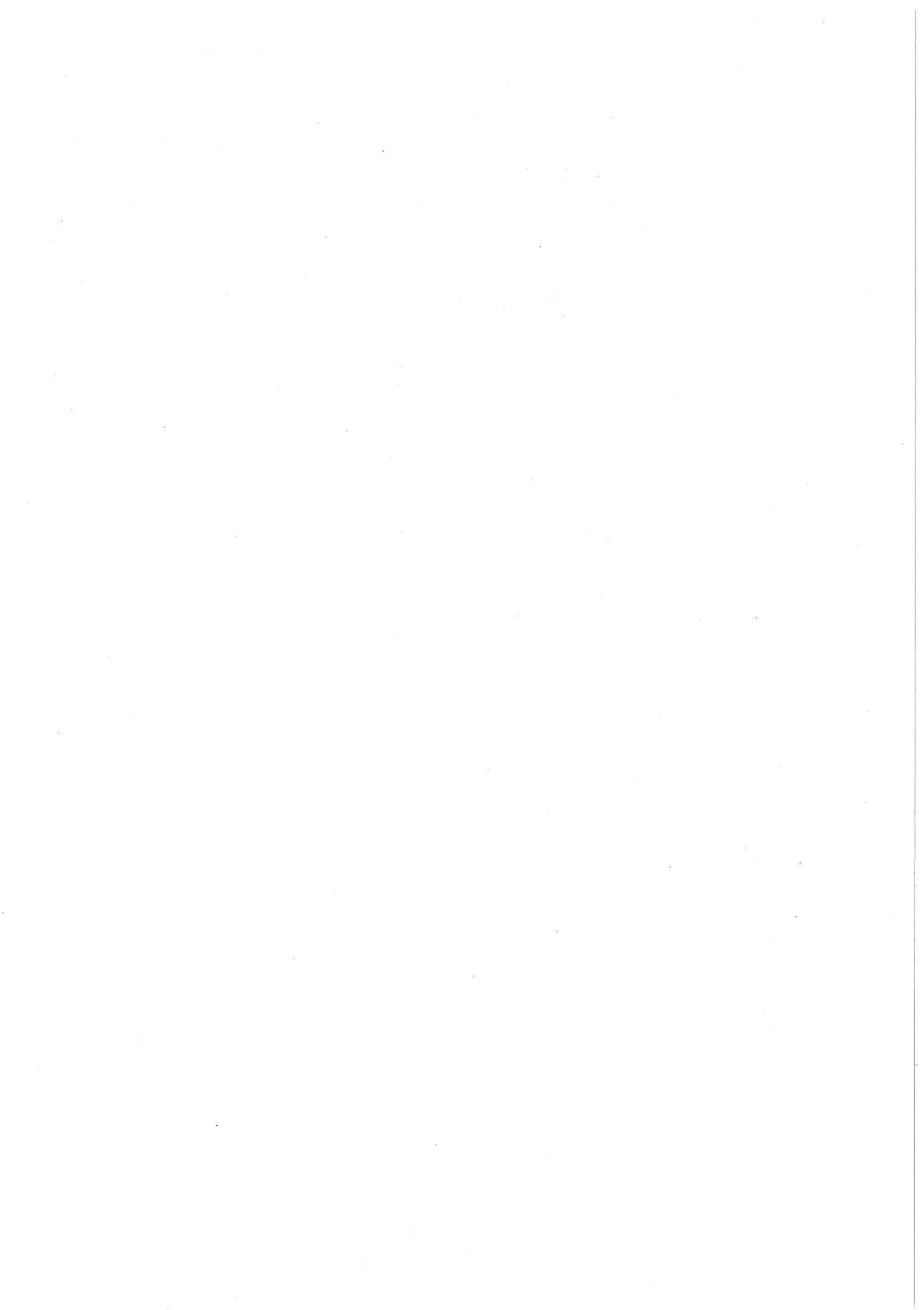
**Funding Available**

New Homes Bonus	£30,000.00
YTC	<u>£14,000.00</u>
	<b>£44,000.00</b>

Resulting in a shortfall of £4,752.98

South Gloucestershire Council has been approached for s106 monies to assist with the cost of the lighting to this site, outcome of which is awaited.

Members to decide if the remaining £4,752.98 can be taken from the Play Area Earmarked Reserve fund to enable this project to be completed.



**MINUTES OF THE WITCHES HAT AND TYNDALE AVENUE PLAY AREA  
REFURBISHMENT STEERING GROUP MEETING HELD ON MONDAY 20  
OCTOBER 2014 FROM 5.30PM-7.25PM AT POOLE COURT.**

**PRESENT:** Councillors Ian Blair, Tony Davis, and Martin Monk (Chair) - Yate Town Council.  
Town Clerk, Estates Officer and Admin Officer - Yate Town Council.  
Alison Brown – Landscape Architect (part-meeting).

**1. APOLOGIES FOR ABSENCE**

**RESOLVED** Apologies for absence were received and accepted from Councillors Sue Evan-Jones and John Ford.

Councillors Aziz Chowdhry, David Evan-Jones, Alan Lawrance and Alan Monaghan.

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

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

**3. MINUTES OF THE PREVIOUS MEETING**

**RESOLVED** The minutes of the previous meeting held on 13 August 2014 be approved as a true and accurate record (Appendix 1).

**4. WITCHES HAT PLAY AREA**

**(a) Design**

Landscape Architects initial draft sketch idea was received (Appendix 2).

**RESOLVED:**

- The sketch be changed to reflect the following:
  - Skate Zone be moved to the area running parallel to Westerleigh Road, rectangular in shape (as opposed to oval), running from the existing swings to the trees in the most south- westerly corner of the play area (approximately 30 meters in length up to the trees);
  - Skate zone to include a concrete surface and entry level street circuit with a quarter pipe or similar at each end;
  - Include modernised Witches Hat pieces of play equipment (ideally, a small one for the toddler area and a taller 'net' style one for older age groups);
  - Half height walls to be built next to the existing graffiti wall with a canopy of some kind put over to make a teen shelter area;
  - Replace existing toddler unit with a multi-level unit which goes up and over the path;
  - Set new toddler unit in sand;
  - Retain existing basketball hoop.

**(b) Landscape Architect's Agreement**

The following documents were received:

- Draft Landscape Architects Brief (Appendix 3);
- Draft Conditions of Appointment (Appendix 4);
- Draft Memorandum of Agreement (Appendix 5);
- Fee Letter (Appendix 6);
- Draft Scope of Services (Appendix 7).

It was **NOTED** that amendments needed to be made before the formal signing of the final versions of the documents.

**(c) Next Steps**

- Landscape Architect to finalise sketches which are to be circulated for comment;
- Once approved, Landscape Architect to develop these sketches into a formal design;
- Run a small consultation event to inform local residents of the plans;
- Landscape Architect to invite contractors to tender on the 6<sup>th</sup> November 2014;
- Meeting of the Witches Hat and Tyndale Avenue Steering Group to be held on 4<sup>th</sup> December 2014 to open tenders;
- Tenders to be analysed and recommendation to be made;
- Full Council meeting of 6<sup>th</sup> January 2015 to formally resolve appointment of contractors;
- Contractors to be appointed on 7<sup>th</sup> January 2015;
- Works to be completed by Easter 2015.

*The Landscape Architect left the meeting.*

**5. Tyndale Avenue Play Area**

It was **NOTED** that the budget remaining for the refurbishment of Tyndale Avenue is £1,720.00.

Suggestions for utilising the remaining budget were discussed.

**RESOLVED**

- Concrete picnic table and bench (with bamboo seats) to be purchased and installed at a cost of £1,399;
- Remaining budget to be spent on plants which are to be planted around the boundary of the park (to the left of the path as you enter the park via the ornate gates).

**6. DATE OF NEXT MEETING**

**RESOLVED** The next meeting of the Witches Hat and Tyndale Avenue Play Area Refurbishment Steering Group to be held on Thursday 4<sup>th</sup> December 2014 from 6.00PM to 7.00PM at Poole Court, Yate.

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

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

**1. APOLOGIES FOR ABSENCE**

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

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

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

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

**3. MINUTES OF THE PREVIOUS MEETING**

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

**4. TYNDALE PLAY AREA**

The following was **NOTED**:

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

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

**5. WITCHES HAT PLAY AREA**

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

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

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

**RECOMMENDED:**

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

**RESOLVED:**

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

*5 members of the public joined the meeting*

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

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

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

The following way forward was **RECOMMENDED:**

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

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

**6. DATE OF NEXT MEETING**

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





## YATE TOWN COUNCIL

### REFURBISHMENT OF WITCHES HAT PLAY AREA

#### General Description of Project

Yate Town Council aspires to enhance and upgrade the existing play area so it provides improved play opportunities for all, but paying particular attention to provision for young children (pre-school to approximately 7 years) and older people (secondary school age to adult) to fill a gap in the current provision.

This project can be largely divided into two distinct areas – the development of a wheels play facility and the enhancement of the existing play area.

The Town Council has undertaken thorough consultation with local residents of all ages. Local people broadly support the following, which are summarised below:

- To keep the football pitch area;
- Include a wheel play facility – entry level street circuit;
- Add secure fencing and gates, locked at night;
- More adventurous / risky play- one or two really good bits of play equipment providing an adrenaline rush;
- Accessible Trampoline;
- Some sort of rope play/climbing apparatus (this was especially popular with teenage girls);
- Sand pit;
- Better seating / some shelter from the rain (for a minimum of 6 people to sit together).

#### Development Brief

The purpose of this brief is to:

Develop and implement a scheme which will enable Yate Town Council to provide an enhanced, landscaped and well-equipped play/park area and entry level wheels play facility within Witches Hat with access and circulation that meets the community's needs and aspirations.

Any additional equipment needs to sit within the existing footprint of the park, and ideally help to create some character for the Witches Hat park and play area, which is currently functional but without a distinctive character.

#### Background

The Town Council extended the existing play area in 2004 following consultation with local residents and pupils from Culverhill School. The small climbing unit and slide built into a bank was developed so it would offer play opportunities for those with limited mobility.

The play area has not been significantly updated in the last ten years and has become outdated and uninspiring.

Over the last few years, there has been growing support for the development of an entry level Street course type wheels play circuit to be located in south Yate, to complement the much larger Peg Hill Skate Park located at Peg Hill. Witches Hat provides an ideal location and the addition of this facility will help to give the play area a unique character.

The site lays parallel to the Westerleigh Road and is bounded by Pitchcombe residential area, with Yate Common located opposite across the road. The local community is fairly stable with a high proportion of families being within easy walking distance of the park.

Local residents have been very involved in the consultation process and are supportive of plans to refurbish Witches Hat on the proviso that the play area is fenced, gated and locked overnight.

Witches Hat Park and Play area is leased by Yate Town Council from South Gloucestershire Council.

There is also a piece of land directly next to the Witches Hat Play Area located on the corner where Westerleigh Road meets Rodford Way which has been discussed to see whether this could be incorporated into the refurbishment. Ownership of this piece of land is currently being identified and it is intended that the land will be transferred to Yate Town Council in due course. However, it is not planned to be incorporated into the refurbishment plans which will remain within the existing park footprint.

### **Objectives:**

- To provide an exciting play space for children and young people which is inclusive, offering a range of play opportunities to those with varying levels of ability;
- To provide an exciting wheels play entry level circuit for children and young people;
- To incorporate new ideas into the existing park which results in a coherent scheme overall;
- To develop a distinctive character for Witches Hat;
- To provide a safe and enjoyable environment for families to share leisure time;
- To maintain and enhance pedestrian access into and through the site addressing the needs of those with mobility impairment;
- Making use of natural materials where relevant.

### **Budget**

The Town Council has secured funding from South Gloucestershire Council New Homes Bonus for £100,000 to cover the cost of the refurbishment to include the play provision, fencing and gates and engagement of the services of a landscape architect.

In addition, an application has been made for S106 Money to cover the cost of further play equipment, which if awarded would make the full £100,000 available for play provision at this site.

J:\Projects\Witches Hat & Tyndale Av Area Refurbishment\Witches Hat Play Area Refurbishment\Landscape Architect Witches Hat brief.docx

This funding has not yet been secured however the outcome is expected in November/December 2014.

**Proposed Work Stages and Timescale**

- 13/10/14 – Alison to submit initial sketches by this date;
- 20/10/14 – formal meeting of the steering group for members to agree the design; Then Alison to work on the details to develop the approved sketches to work up into a formal design;
- 06/11/14 – Alison to invite invitation to tender to contractors (give them 4 weeks to respond);
- 04/12/14 – formal meeting of the steering group to open tenders and make recommendation to appoint contractor/s;
- 06/01/15 – recommendation to Full council for them to make formal resolution to appoint;
- 07/01/15 – Appoint contractor/s.
- Works to be completed by Easter (so first week of April 2015).





**Landscape  
Consultant's  
Appointment**

**CONDITIONS OF APPOINTMENT**

## CONDITIONS OF APPOINTMENT

### 1 The Landscape Consultant's Authority and Obligations

#### *Duty of Care*

- 1.1 The Landscape Consultant has exercised and shall continue to exercise reasonable skill, care and diligence in performing the Services expressly set out in this Agreement.

#### *Code of Standards of Conduct and Practice for Landscape Professionals*

- 1.2 Members of the Landscape Institute are required to conduct themselves in accordance with the current edition, at the time of signing of this Agreement, of the Institute's Code of Standards of Conduct and Practice for Landscape Professionals

#### *Landscape Consultant's Authority*

- 1.3 The Landscape Consultant shall act on behalf of the Client in the matters set out or implied in this Agreement but has no authority without the Client's approval.

#### *The Landscape Consultant's Representative*

- 1.4 The Landscape Consultant's representative shall have full authority to act on behalf of the Landscape Consultant for all purposes in connection with the performance of the Services set out in this Agreement.

#### *Duty to Inform and Collaborate*

- 1.5 The Landscape Consultant shall inform the Client of the progress of Services set out in this Agreement and advise the Client as soon as reasonably practical of any issue that may materially affect the Programme, brief, cost or quality of the Project covered by this Agreement.
- 1.6 The Landscape Consultant shall inform the Client of any decision, action or information required by the Client in connection with the performance of the required Services set out in this Agreement.
- 1.7 The Landscape Consultant will advise the Client of the requirement to appoint others including, but not limited to, consultants, contractors, statutory undertakers or approving authorities to provide Services in connection with the Project set out in this Agreement. The Landscape Consultant shall collaborate with all appointed persons in connection with the Project and shall integrate information received into the Landscape Consultant's work.



### *Duty to Comply with Statutory Requirements*

- 1.8 The Landscape Consultant shall comply with all statutory requirements.

### *Confidentiality and Publicity*

- 1.9 The Landscape Consultant shall not disclose any confidential information relating to the Client's business or affairs which has been received verbally or in writing from the Client or his representative unless consent is obtained from the Client or disclosure is required by law or because of a dispute arising from this Agreement.
- 1.10 The Landscape Consultant shall obtain the Client's consent before publication of information about the project for marketing or publicity purposes, which the Client should not unreasonably withhold or delay.

## **2 The Client's Authority and Obligations**

### *Client's Representative*

- 2.1 The Client shall nominate a representative who shall have full authority to act on behalf of the Client for all matters set out in this Agreement but not to vary the terms of the Agreement.

### *Provision of Information, Decisions and Instructions*

- 2.2 The Client shall confirm to the Landscape Consultant in writing the requirements to be incorporated as part of the Brief, the timescale for Services set out in this Agreement, the Programme and the budget for the construction works where applicable.
- 2.3 The Client shall provide, as soon as reasonably practical, all information in the Client's possession, or reasonably obtainable, required to enable the Landscape Consultant to undertake the Services set out in this Agreement and in accordance with the Programme. This information shall be provided free of charge and the Landscape Consultant shall be entitled to rely on it.
- 2.4 The Client shall give decisions or take necessary action to enable the Landscape Consultant to undertake the Services set out in this Agreement and in accordance with the Programme.
- 2.5 Where the Landscape Consultant is appointed as a lead or co-ordinating consultant the Client may issue instructions only through the Landscape Consultant to other persons in connection with the Project covered by this Agreement. The Landscape Consultant shall not be held responsible for instructions issued otherwise.

### *Appointment of Others*

- 2.6 The Client shall confirm in writing to the Landscape Consultant the Services that are to be performed by Others on the Project including their roles and authority.
- 2.7 Where Others, as set out in Clause 2.6, are required to provide Services in connection with the Project set out in this Agreement the Client shall appoint and pay them under separate agreements and shall require them to collaborate with the Landscape Consultant.
- 2.8 The Landscape Consultant shall not be held liable for the work, performance, competence, products or solvency of Others appointed by the Client under Clause 2.7.
- 2.9 Where a Contractor is appointed by the Client the Landscape Consultant shall not be held responsible for the management, operational methods, performance, completion of the construction works and compliance with the construction contract.

### *Confidentiality and Publicity*

- 2.10 The Client shall not disclose any confidential information relating to the Landscape Consultant's business or affairs which has been received verbally or in writing from the Landscape Consultant or his representative unless consent is obtained from the Landscape Consultant or disclosure is required by law or because of a dispute arising from this Agreement.

## **3 Assignment and Sub-Contracting**

### *Assignment (Assignment in Scotland)*

- 3.1 Neither the Client nor the Landscape Consultant shall assign the benefits or any rights under this Agreement in whole or in part without prior written agreement of the other party whose consent shall not unreasonably be withheld or delayed.

### *Sub-Contracting*

- 3.2 The Landscape Consultant may, with the agreement of the Client whose consent shall not be unreasonably withheld or delayed, appoint sub-consultants to perform part of the Services set out in this Agreement. In this instance the Landscape Consultant will still be responsible for the carrying out and completion of the Services in accordance with this Agreement.



## 4 Fees and Expenses

### *Calculation of Fees*

- 4.1 The fees for the performance of the Landscape Consultant's Services under this Agreement and for any additional Services required shall be calculated in accordance with Clause 4 and set out in the Schedule of Fees and Expenses, including the method of payment.

### *Percentage Fees*

- 4.2 Where this clause applies fees shall be calculated by applying:
- 4.2.1 the specified percentage to the final Construction Cost; or
  - 4.2.2 the relevant specified percentage for each work stage to the Construction Cost at the end of the previous stage.

### *Time Charges*

- 4.3 Where this clause applies all time reasonably expended by relevant personnel on the performance of the Services required under this Agreement, including travel time, shall be charged at hourly or daily rates as set out in the Schedule of Fees and Expenses.
- 4.4 Rates shall be revised at 12 monthly intervals following the date of this Agreement, where applicable, in accordance with changes in the Average Earnings Index.
- 4.5 The Landscape Consultant shall maintain records of Services performed on a time basis to verify any charges under this clause. The Landscape Consultant shall make these records available to the Client on request within a reasonable time frame.

### *Lump Sum Fees*

- 4.6 Where this clause applies the fee shall be calculated on the basis of a total sum of money for the defined Services and payable in stages as set out in the Schedule of Fees and Expenses.
- 4.7 Lump sums shall be revised at 12 monthly intervals after the date of this Agreement, less any amount previously claimed, where applicable, and in accordance with changes in the Average Earnings Index.



#### *Other Fees*

- 4.8 Fees may be calculated by another agreed method and as set out in the Schedule of Fees and Expenses.

#### *Additional Fees or Fee Adjustments*

- 4.9 Fees for adjustment to, or addition to, the scope of Services as set out in this Agreement for reasons beyond the Landscape Consultant's control shall be charged on a time basis in accordance with Clause 4.3.
- 4.10 The Landscape Consultant shall inform the Client on becoming aware that Clause 4.9 will apply. Clause 4.9 shall not apply where additional or adjusted work is required as a result of the Landscape Consultant's breach of this Agreement.

#### *Expenses and Disbursements*

- 4.11 The Client shall reimburse the Landscape Consultant for agreed expenses and disbursements as set out in the Schedule of Fees and Expenses.

### **5 Payment**

#### *Payment Notices*

- 5.1 The Landscape Consultant shall issue payment notices to the Client or the Client's Representative on the last day of each month unless otherwise specified in the Schedule of Fees and Expenses.
- 5.2 Each notice issued in accordance with Clause 5.1 shall set out the sum the Landscape Consultant considers to be due, less any amounts previously paid, and state the basis of the calculation.
- 5.3 The sum set out in the payment notice shall be the 'notified sum' and the payment due date shall be the date of the Landscape Consultant's payment notice.

#### *Payment of Notified Sum*

- 5.4 The Client shall pay the notified sum within 14 days of the date of issue of the payment notice, which shall be the final date for payment, unless:
- a) the Landscape Consultant becomes insolvent; or



b) the Client issues a notice under Clauses 5.6 - 5.8

5.5 The Client shall not delay payment of any undisputed part of the notified sum.

*Pay Less Notice*

5.6 If the Client intends to pay less than the amount specified in the payment notice the Client or the Client's Representative shall issue a written notice to the Landscape Consultant not later than 5 days before the final date for payment.

5.7 The pay less notice shall set out the sum that the Client considers to be due to the Landscape Consultant on the date the notice is served, the basis on which that sum has been calculated and, if any sum is intended to be withheld, the grounds for doing so.

5.8 The Client shall on or before the final date for payment make payment to the Landscape Consultant of the amount, if any, specified in the written notice.

*Final Account*

5.9 When the Landscape Consultant reasonably considers that the Services have been completed the Landscape Consultant shall submit the final account for fees and any other amounts due. This sum shall be payable within 30 days unless the Client serves a notice in accordance with Clause 5.6

*Late Payment*

5.10 If the Client does not pay the agreed amounts when properly due the Landscape Consultant can apply interest on the full payment due in accordance with the Late Payment of Commercial Debts (Interest) Act 1998 at a daily rate of 8% per year above the Bank of England base rate until payment is received.

## **6 Copyright and Entitlement**

*Copyright*

6.1 Copyright in all original material prepared by the Landscape Consultant in the undertaking of the Services set out in this Agreement shall remain the property of the Landscape Consultant unless otherwise agreed in writing. The Landscape Consultant has the right to be identified as the author of the material.

6.2 Under The Registered Designs Regulations 2001 the Client may not register any part of the design by the Landscape Consultant without the written consent of the Landscape Consultant.



### *Entitlement*

- 6.3 The Client shall have a licence to copy and use documents and drawings prepared by the Landscape Consultant in performing the Services under this Agreement. This entitlement applies to the construction, operation, maintenance, management, repair, promotion, leasing or sale of the Project provided that all fees due to the Landscape Consultant have been paid.
- 6.4 Entitlement to copy and use documents and drawings prepared by the Landscape Consultant relates only to that site or part of the site for which the design was prepared and does not permit the reproduction of the design to extend the project or for any other project except on payment of an agreed licence fee.

## **7 Liability and Insurance**

### *Professional Indemnity Insurance*

- 7.1 The Landscape Consultant shall maintain professional indemnity insurance with a limit of indemnity not less than as stated and for the period specified in the Memorandum of Agreement. A Broker's letter confirming the insurance cover shall be supplied by the Landscape Consultant for inspection by the Client if requested.

### *Supplementary Agreements*

- 7.2 The Landscape Consultant will enter collateral warranty agreements where requested in favour of the first funder, first purchaser and first tenant as set out in the Memorandum of Agreement provided that such warranties give no greater benefit to the beneficiaries than is given to the Client.
- 7.3 The Landscape Consultant shall enter into novation agreements where requested to provide Services to a contractor appointed by the Client to complete the design and construction of the Project as set out in the Memorandum of Agreement and appended to this Agreement providing that all due fees and other amounts have been paid.
- 7.4 Other than the rights conferred on a third party by Clause 3.1 (assignment, or assignation in Scotland) and Clause 7.2 (collateral warranties) nothing in this Agreement confers or is intended to confer any right to enforce any of its terms on any person who is not a party to it.



### *Limit of Liability*

- 7.5 No action in contract or in tort (delict in Scotland) arising out of this Agreement for a breach of statutory duty shall be commenced after the expiry of the period specified in the Memorandum of Agreement from the date of the last Services performed under this Agreement or the date of practical completion of construction of the Project, if before, or an earlier date if prescribed by law.
- 7.6 The Landscape Consultant's liability for loss or damage shall not exceed the amount of the Landscape Consultant's professional indemnity insurance specified in the Memorandum of Agreement, provided the Landscape Consultant has notified the insurers of the relevant claims as required by the terms of the insurance.
- 7.7 No employee of the Landscape Consultant shall be personally liable to the Client for any negligence, default or other liability arising from the performance of the Services.

## **8 Suspension or Termination**

### *Suspension of Obligations*

- 8.1 The Client may suspend the performance of the Services in whole or in part by giving not less than 7 days notice in writing to the Landscape Consultant of the Services affected.
- 8.2 The Landscape Consultant may suspend performance of the Services set out in this Agreement by giving not less than 7 days notice in writing to the Client of the intention to suspend and the reasons for doing so in the event:
- 8.2.1 that the Client fails to pay fees due unless an effective notice to pay less has been issued under Clauses 5.6 - 5.7;
  - 8.2.2 that the Client is in breach of the obligations set out in Clause 2 of this Agreement;
  - 8.2.3 of force majeure or reasons beyond the Landscape Consultant's control that make it impossible or impractical for the Landscape Consultant to provide the agreed Services set out in this Agreement.
- 8.3 The Landscape Consultant shall make every endeavour to cease performance of the Services in an orderly manner after expiration of the period set out in the notice to suspend.



### *Resumption of Services*

- 8.4 If Services are suspended due to a default which is subsequently remedied then the Landscape Consultant shall resume the Services within 1 month from the date of remedy of the default.
- 8.5 If the default is not remedied within 1 month of notification then the other party shall have the right to treat the performance of the Services as terminated and give 7 days written notice.
- 8.6 The Landscape Consultant shall be entitled to reasonable costs incurred as a result of exercising his right to suspend the works in accordance with Clause 8.2.
- 8.7 Where Services are suspended by the Client following the notice in accordance with Clause 8.1 and are not resumed within 6 months the Landscape Consultant may treat the Agreement as terminated and give 7 days written notice to the Client.

### *Termination*

- 8.8 Either the Client or the Landscape Consultant may terminate the performance of the Services by:
- 8.8.1 giving reasonable notice in writing stating the reasons for doing so and the Services affected;
- 8.8.2 giving notice immediately if the other party is declared bankrupt, becomes bankrupt, enters into receivership, liquidation or administration;
- 8.8.3 giving notice immediately if the Landscape Consultant is unable to perform the Services due to death or incapacity of a sole practitioner.
- 8.9 On termination of the performance of the Services the Landscape Consultant will provide any outstanding information relating to the Project as set out in this Agreement on demand of the Client subject to payment of all outstanding fees due.

## **9 Dispute Resolution**

### *Mediation*

- 9.1 Any difference or dispute arising from a written appointment under this Agreement may be settled by the Client and the Landscape Consultant through negotiation or mediation if suitable.



### *Adjudication*

- 9.2 In the event of a dispute arising under this Agreement either party may give written notice at any time to the other of his intention to refer the dispute to adjudication.
- 9.3 An adjudicator shall be appointed by agreement between the parties within 2 working days of receipt of notice under Clause 9.2 or, failing agreement, within 7 days of the notice by the Construction Industry Council Adjudicator Nominating Body. The adjudicator shall conduct the adjudication in such manner as he considers fit, having regard to the Construction Industry Council's Model Adjudication Procedure, and subject to the following matters:
- 9.3.1 within 7 working days of notice under Clause 9.2 the parties shall agree and provide to the adjudicator a joint statement of undisputed facts (so as to reduce the area of dispute to a minimum);
- 9.3.2 the adjudicator shall act impartially and shall reach a decision within 28 days of referral of the dispute to him or such longer period as the parties may agree;
- 9.3.3 the parties shall accept the adjudicator's decision as binding upon them until such time as the dispute is finally resolved in accordance with a ruling under Clause 9.1 or by agreement; alternatively the parties may agree to accept the decision of the adjudicator as finally determining the dispute;
- 9.3.4 the adjudicator may allocate between the parties the costs relating to adjudication, including the fees and expenses of the adjudicator.

## **10 Governing Laws**

- 10.1 This Agreement is subject to the law of England and Wales or Northern Ireland or Scotland as specified in the Memorandum of Agreement and the parties shall submit to the exclusive jurisdiction of the specified country of jurisdiction.

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[www.landscapeinstitute.org](http://www.landscapeinstitute.org)



**Landscape  
Institute**  
Inspiring great places





**Landscape  
Consultant's  
Appointment**

**Landscape  
Institute**  
Inspiring great places

## MEMORANDUM OF AGREEMENT

### This Agreement

<b>Is made on</b> Delete if Scots Law*	<b>Day/Date*</b> 7th	<b>Month and Year*</b> October 2014
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<b>Between the Client (Name)</b>	
<b>of (Organisation)</b>	Yate Town Council
<b>or Representative (Name)</b>	
<b>Address / Registered Office</b>	Poole Court, Yate
<b>and</b>	
<b>the Landscape Consultant (Director/Partner)</b>	Alison Brown
<b>of (Organisation)</b>	Alison Brown - Landscape Architect
<b>Address / Registered Office</b>	153 Bath Road, Bradford on Avon, BA15 1SS
<b>IT IS AGREED</b>	The client wishes to appoint the Landscape Consultant in connection with:
<b>The Project:</b>	Witches Hat Playground Refurbishment
<b>Site Address:</b>	Westerleigh Road, Yate
	and the Landscape Consultant has accepted this appointment.
	This Agreement comprises this Memorandum of Agreement and the current revision at the time of signing of the attached documents:
	Conditions of Appointment
	Schedule of Fees and Expenses
	Scope of Services
	CIC Collateral Warranty* - consultant - employer - consultant - funder - consultant - purchaser/tenant
	CIC Novation Agreement*
	Programme*
	1. The Landscape Consultant will perform the Services for the Client in accordance with the terms of this Agreement.
	2. The Client will pay the Landscape Consultant and perform the obligations of the Client in accordance with the terms of this Agreement.
	3. The Landscape Consultant shall maintain minimum professional indemnity insurance (PII) cover to the level, period and exclusions as stated below:



	PII level: £	
	Period of cover: 6*/12* years from completion of service	
	Exclusions: contamination*/pollution*	
<b>AS WITNESS</b>	the hands of the parties (where the Law of England, Wales or Northern Ireland is applicable)*	
	<b>Client</b>	<b>Landscape Consultant</b>
<b>Authorised Signature:</b>		
Name:		
Position:		
<b>In the presence of:</b>		
Witness Signature:		
Name of Witness:		
Address:		

\* Delete as applicable

**Where the Law of Scotland is applicable\***

The Client and the Landscape Consultant have agreed to the registration of this agreement for preservation and execution and to submit to the non-exclusive jurisdiction of the Scottish Courts.

It is witnessed whereof that this Memorandum of Agreement is executed as follows:

<b>IT IS SUBSCRIBED AT:</b>	<b>Date and Location</b>	<b>Date and Location</b>
<b>By:</b>	<b>on behalf of or by the Client</b>	<b>Landscape Consultant</b>
Full Name of Signatory:		
Position ( <i>Director/Secretary/Member/Partner</i> ):		
Signature:		
<b>In the presence of:</b>		
Witness Signature:		
Full Name of Witness:		
Witness Address:		
Witness Signature:		
Full Name of Witness:		
Witness Address:		





# Alison Brown - Landscape Architect

153 Bath Road, Bradford on Avon, Wiltshire, BA15 1SS. 01225 309391.

[ali.brown12@btinternet.com](mailto:ali.brown12@btinternet.com)

22 August 2014

Steph Davies  
Yate Town Council  
Poole Court  
Poole Court Drive  
Yate  
Bristol  
BS37 5PP

Dear Steph

## **Design Service for Witches Hat Play Area**

Thank you for inviting me to submit a fee bid to design the improvement works for the Witches Hat Play Area. I am delighted to say that I have checked with my line manager at South Gloucestershire Council and, given that the landscape design service in Community Spaces does not currently have the capacity to take on this work and has other priorities, he has confirmed that I will be able to take on your project on a private basis without presenting a conflict of interest.

I met with Tony Moore a couple of weeks ago to discuss the project. He explained that a good deal of consultation has already taken place with local residents and described the draft proposals that have arisen from that process. I am writing with details of my fees for the design work we discussed. This is based on an hourly rate of £40.00. I am not registered for VAT.

As was discussed, much of the existing equipment will remain, but the older equipment in a poor state of repair will be removed. I understand that you have a budget of £100,000 for the project, including fees, with approximately 50% intended for a small skate / bmx facility to the northern end of the site and 50% for play equipment and landscape works.

The skate facility will require specialist advice so I would suggest that I make outline proposals for this element, based on discussions with local young people, and that this section of the work is let as a design and build contract, to a specialist skate company. This could be as a sub-contract to the main works, or a separate contract.

At this stage I have not quoted for a measured survey of the site. It may be that you already have this information in sufficient detail, but a detailed topographical survey may be required for some areas of the site, depending on the emerging proposals.

My aim will be to provide a range of play opportunities to cater for a wide age range of users, in a landscaped setting. I have suggested a staged process, including sessions to meet with the Council to discuss the proposals, and to inform the local community. I would be able to begin the work in September and I believe that your intention is for the new, completed play area to be opened by Easter next year.

I hope that my proposal will be acceptable, but please do let me know if you need more detail or clarification.

Yours sincerely

Alison Brown CMLI

<b>TASK</b>	<b>COST</b>
<u>Design Stage:</u> Sketch ideas for the play area, to provide a balanced provision of facilities, for all ages. Including liaison with Council and an information session with the community and amendments as necessary.	15 hours £600
<u>Contract Documentation Stage:</u> Once sketch design is approved, develop detail proposals to allow compilation of contract documents for tender process to include layout plans, construction details, planting plans and specifications as necessary. To include detailed brief for specialist design and build contract for skate facility. Agree all documents with Council.	20 hours £800
<u>Tender Stage:</u> Manage tender process, meet with Council to assess the submissions and select the contractor.	10 hours £400
<u>Build Stage:</u> Act as supervising officer for contract to oversee works on site and to represent the Council during the build. Agree sign off of works for payment and site hand over.	20 hours £800
<u>Defects Period</u> Inspect the site at the end of the defects period and agree any outstanding works prior final sign off to agree payment of retention sum.	10 hours £400
<u>Disbursements:</u> Printing, scanning, display materials etc at cost	
<b>TOTAL</b>	<b>£3,000</b>



**LANDSCAPE CONSULTANT'S APPOINTMENT: SCOPE OF SERVICES  
S1: LANDSCAPE DESIGN & ADMINISTRATIVE / POST CONTRACT SERVICES**

Appendix 7  
to Appendix 11

This is the Scope of Service referred to in the foregoing Memorandum of Agreement between the following Client and Landscape Consultant:

<b>THE PROJECT</b>	<b>Witches Hat Playground Refurbishment</b>
<b>SITE ADDRESS</b>	<b>Westerleigh Road, Yate</b>
<b>CLIENT</b>	<b>Yate Town Council</b>
<b>LANDSCAPE CONSULTANT</b>	<b>Alison Brown</b>

<b>PLAN OF WORK - STAGES</b>		
<b>Work Stage A</b>	<b>S1-0</b>	<b>Strategic Definition</b>
	01	Obtain from the Client information on ownership, legal interests, site information and any other matters which may influence the development or management requirements of the project.
	02	Assist the Client to define the initial project requirements.
	03	Visit the site and carry out an initial site appraisal and report findings
	<b>S1-1</b>	<b>Preparation &amp; Brief</b>
	01	Agree the project scope, the brief, programme, finance, consultations and key stakeholders.
	02	Agree the scope of services to be provided by the Landscape Consultant, the fee basis for the services and the design programme.
	03	Advise the Client of their duties under the Construction (Design and Management) Regulations 2007 and carry out the duties of a Designer as defined in the Regulations.
	04	Provide alternative solutions for review with the Client, including their technical and financial implications.
05	Contribute to the development of the final design brief from the Client's initial project requirements.	
06	Identify procurement methods and engagement of other consultants and specialists for the project.	
<b>Work Stage C</b>	<b>S1-2</b>	<b>Concept Design</b>
	01	Agree any final amendments to the project and design brief and confirm the procurement method and Change Control protocols.
	02	Develop concept design proposal options and co-ordinate information with other project team members.
	03	Prepare initial outline specifications.
	04	Attend/host design team meetings or presentation meetings

**LANDSCAPE CONSULTANT'S APPOINTMENT: SCOPE OF SERVICES  
S1: LANDSCAPE DESIGN & ADMINISTRATIVE / POST CONTRACT SERVICES**

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<b>THE PROJECT</b>	<b>Witches Hat Playground Refurbishment</b>
<b>SITE ADDRESS</b>	<b>Westerleigh Road, Yate</b>
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<b>LANDSCAPE CONSULTANT</b>	<b>Alison Brown</b>

<b>Work Stage D</b>	<b>S1 - 3</b>	<b>Developed Design</b>
	01	Develop the concept proposals indicating spatial arrangements, construction materials and appearance as required
	02	Prepare outline specifications and schedules of materials and maintenance.
	03	Liaise and co-ordinate with other project team members as required.
<b>Work Stage F -H</b>	<b>S1- 4</b>	<b>Technical Design</b>
	01	Develop detailed proposals to technical design stage for materials, techniques and standards of workmanship.
	02	Liaise and co-ordinate with other project team members as required.
	03	Prepare all production drawings, schedules and specification of materials and workmanship required for the construction of the work.
	04	Review other consultants'/specialists' design and co-ordinate as part of production information.
	05	Liaise and co-ordinate with other project team members as required.
	06	Provide advice on suitable landscape Contractors to enable a final list of approved tenderers to be prepared.
	07	Prepare and collate all information and invite tenders from approved Contractors.
	08	Assist with or appraise and advise on tenders submitted.

**LANDSCAPE CONSULTANT'S APPOINTMENT: SCOPE OF SERVICES  
S1: LANDSCAPE DESIGN & ADMINISTRATIVE / POST CONTRACT SERVICES**

This is the Scope of Service referred to in the foregoing Memorandum of Agreement between the following Client and Landscape Consultant:

<b>THE PROJECT</b>	<b>Witches Hat Playground Refurbishment</b>
<b>SITE ADDRESS</b>	<b>Westerleigh Road, Yate</b>
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<b>LANDSCAPE CONSULTANT</b>	<b>Alison Brown</b>

<b>Work Stage J - K</b>	<b>S1 - 5</b>	<b>Construction</b>
	01	Advise the Client on the appointment of the Contractor and on the responsibilities of the Client, the Contractor and the Landscape Consultant under the terms of the contract document; prepare the contract and arrange for it to be signed by the Client and the Contractor.
	02	Provide contract information as required by the form of contract.
	03	Administer the contract during construction including reviewing the Contractor's programme; chairing progress meetings; issuing information and instructions; checking and certifying progress; checking and certifying accounts for payments due; providing financial reports to the Client with other consultants where appointed; identifying any variation in the cost of the works and any adjustment to the completion date..
	04	Attend progress meetings to an agreed schedule.
	05	Visit the site at intervals appropriate to the Contractor's programmed activities and/or to an inspection schedule agreed with the Client to inspect the progress and quality of the works and compliance with the construction information. Provide inspection reports to the Client.
	06	Liaise with other appointed consultants to enable decisions to be made regarding the contract. works
	07	Provide information for change control procedures, or to assist in decision making on cost and time control during the construction period.
<b>Work Stage L</b>	<b>S1 - 6</b>	<b>Handover &amp; Close</b>
	01	Visit the site at intervals appropriate to the Contractor's programmed establishment activities and to a schedule agreed with the Client to inspect the progress and quality of the works.
	02	Prepare the schedule of defects and certify completion of defects made good.
	04	Administer the terms of the contract relating to the completion of the works.



Year: 2013-14

DATE	WORKS	INCOME	EXPENDITURE
2013-14	Grass management/ other winter works to be agreed - grass cut Pat's Paddock = £680 / Purchase new kissing gate for path off Road to Knowhere - £302 + Installation cost of £150	£0.00	£1,132.00
Feb-14	Clearance of stream drainage ditch - east section frm bridge to westerliegh rd QE11 Field carved plinth for plaque = £350 / Installation - £180		£732.78 £530.00
2013-14	Water Charges	£0.00	
2013-14	Grass keep licence	£360.00	£0.00
2013-14	Gate Repairs	£0.00	£150.00
2013-14	Gate Repairs	£0.00	£200.00
18/05/2013	Pond Dipping & Walking to Health	£0.00	£0.00
10/08/2013	Charity Dog Show	£51.10	£0.00
28/11/2013	Filming -Scottish Widows	£1,000.00	£100.00
07/12/2013	Filming - microbudget	£150.00	£100.00
12/01/2014	Filming - Horizon	£600.00	£100.00
11/02/2014	Network Rail Access	£862.50	£200.00
	Officer Management Cost - estimated at 5 days per year. Officer cost per hour with on-costs £45.00 per hour x 7.5 hours = £337.50 per day; total 1,687.50.		£1,687.50
		<b>£3,023.60</b>	<b>£4,932.28</b>



**MINUTES OF THE YATE TOWN CENTRE STRATEGY GROUP MEETING HELD FROM 6.30PM –7.45PM ON WEDNESDAY 22 OCTOBER 2014 AT POOLE COURT, YATE.**

**PRESENT:** Andrew Lowrey (Yate Shopping Centre), Dan Bramwell (Bramwell Associates), Matt Simmons (Circadian Trust), Councillor Ruth Davis (South Gloucestershire Council), Mike Luton – South Gloucestershire Council, Margaret Bracey (Women's Section Royal British Legion), Councillor Paul Hulbert (Dodington Parish Council), Councillors Tony Davis (part meeting), Wully Perks (Chair), Sue Walker, and Assistant Town Clerk (Yate Town Council).

**1. APOLOGIES FOR ABSENCE**

**RESOLVED** Apologies for absence be received from Cath Challinor, Steve Evans, Mike Garratt, Claire Jaggard, Gary Hale, Mark Hull, Councillors John Davies & Chris Willmore (Yate Town Council).

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

No declarations were received.

**3. MINUTES OF THE YATE TOWN CENTRE STRATEGY GROUP MEETING HELD ON 11 JUNE 2014**

**RESOLVED** The minutes of the Yate Town Centre Strategy Group meeting held on 11 June 2014 were approved as a true and accurate record.

**Minute Number 11b Signage to Minor Injuries Unit**

It was **NOTED** that correspondence has be sent to South Gloucestershire Council requesting that a pointer with writing both sides to be put opposite Lidl pointing in towards the building, plus there is no sign visible from Westerleigh Rd side or Elswick Park and this is still outstanding.

**4. UPDATE FROM CIRCADIAN TRUST**

The representative of Circadian Trust provided an update as follows:

- Therapy Clinic have taken over the health and beauty unit offering sports injury and chiropractice treatments;
- Squash courts have undergone some refurbishment;
- Dry changing rooms are due to undergo a 6 week refurbishment;
- A Christmas open day is to be held on 14 December 2014 to encourage the community to try different activities;
- The South Gloucestershire Council Foster Team is holding a Christmas party at the leisure centre in December.

## **5. UPDATE FROM CRESTBRIDGE**

Representatives of Crestbridge provided updates as follows;

### **Numbers:**

- 99 Cyclists were stopped and removed from site – 91 Walkways – 0 Undercover/Main car park – 8 West end
- 59 groups of youths were spoken to and removed from site – 30 Walkways – 16 Undercover/Main car park – 13 West End
- 2 Store net calls were received asking for assistance
- 1 premises were found unsecure on evening checks involving tenant call outs
- 44 Defect reports were raised under health and safety checks
- 10 Intruder alarm activations were dealt with involving tenant call outs
- 42 groups of vehicles were removed – 42 Undercover/Main – 0 West car park.

### **General update:**

- Representatives from the Shopping Centre have visited the Houses of Parliament with the Enterprise Partnership to help raise the profile of Bristol and South Gloucestershire amongst National Retailers;
- Two new retailers have taken permanent lets this month, Blue Inc and Boots Opticians and two temporary lets have been agreed. This leaves only 8 vacant units out of a total of 105;
- The Christmas launch will begin on 13 November 2014 with Peter Andre and supporting acts. The Event will take place in the open area near the Leisure Centre due to expected large crowds. The Christmas parade will take place on 15<sup>th</sup> November 2014 and the new Christmas grotto will also be opened.

### **Cinema/Overflow Car Park update:**

- There has been a slight delay in the start of some early planned works on site due to some final conditions having not yet been discharged, the owners are in talks with South Gloucestershire Planners;
- Surveys and disconnections of services are due to take place at the 2 houses that are due to be demolished, however vegetation cannot be cleared until the outstanding conditions have been discharged;
- Two restaurant chains have confirmed leases at the new Riverside site with a 3<sup>rd</sup> restaurant close to agreeing;
- The anchor store at the Riverside development will be announced soon;

### **Matters arising**

- It was noted that 2015 will see the 30<sup>th</sup> Anniversary of the Twinning Association in Yate. The Twinning Association will contact the Shopping Centre to ask for their support by having flags or displays in the shop windows during the visit by the German Twinning representatives.

## **Shopping Centre 50<sup>th</sup> Anniversary 2015**

The Shopping Centre Manager advised that a huge celebration is in the early stages of planning and asked that this item be placed on the agenda of the Yate Town Strategy Meeting.

### **6. UPDATE FROM TESCO**

No update received.

### **7. UPDATE FROM THE ARMADILLO**

No update received.

### **8. YOUTH WORK**

An update was received from the South Gloucestershire Council Youth Worker. (Appendix 1)

### **9. UPDATE FROM YATE LIBRARY**

An update from South Gloucestershire Council was circulated (Appendix 2).

### **10. TOWN CENTRE ISSUES**

#### **(a) South Gloucestershire Council Updates on Town Centre Issues**

An update from South Gloucestershire Council was circulated (Appendix 2).

#### **(b) Dementia Friendly Town**

It was **NOTED** that a Dementia Friendly Town Meeting took place on 29<sup>th</sup> September 2014 and that a Community Development Worker is due to be appointed to take the project forward to move Yate forward as a Dementia Friendly Town.

### **11. RIVER FROME / LINK ROAD**

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

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

No information was received.

### **12. YATE AMBULANCE STATION – AMBULANCE SERVICE REVIEW**

No further updates received.

**13. HEALTHWATCH SOUTH GLOUCESTERSHIRE**

No update received. (Apologies received from the Healthwatch South Gloucestershire representative who asked that any comments in respect of local health and care provision are forwarded to him).

**14. TOWN CENTRE HEALTH CHECK**

No update received. (Apologies were received from the Town Centre Health Check representative).

**15. DATE OF NEXT MEETING**

**RESOLVED** The next meeting of the Yate Town Centre Strategy Group to take place at 6.00pm on Wednesday 28<sup>th</sup> January 2014 at Poole Court, Yate.

### Brimsham Green Youth Wing

- Catherine Challinor is now the full time Youth Worker, covering Dawn Young's maternity leave – this will be until the end of March 15.
- Tuesday (junior nights) have been extremely popular with between 50/60 young people attending each session.
- Thursday nights have been slowly building up, after some promotion in school, but we are currently not reaching the same high numbers as Tuesday nights.
- These sessions may need to be reviewed after Christmas - if no further improvement in numbers – young people have suggested year 7 only on Tues and years 8 and 9's on Thursday. I am reluctant to make any changes at present and without consultation
- Staffing – we currently have 3 vacancies over the 2 nights and are in the process of recruiting.
- We have recently had new leaflets printed and promoted the work at the Ambitions event held this week at UWE

### Urbie Detached Project

- The detached team are fully staffed and are out every Thursday and Friday evening.
- They are meeting reasonable numbers of young people, and have been delivering information and advice sessions around careers, sexual health and drugs and alcohol.
- They regularly visit Cranliegh Court, Witches hat, Peg Hill, Tesco, St Marys Park and Kingsgate
- During the colder weather they are providing hot drinks and snacks



## Yate Town Centre Strategy Group (22<sup>nd</sup> October 2014) – Updates from South Gloucestershire Council

### Yate Town Library

#### **Summer Reading Challenge (Mythical Maze) –**

Yate Library built on the success of the Summer Reading Challenge from 2013 with 1,566 children taking part in the challenge in 2014, their highest ever number. The challenge was to read six library books in this period and tell staff / volunteers about them. Children got rewards after they have read each pair of books (stickers, bookmarks, etc). For those who completed the challenge (65% of those at Yate Library) they also earned medals, certificates and choice of DVD or free swim vouchers. It wasn't just about the numbers though as we had much positive feedback from children and parents, not least from those who were previously reluctant readers. Our weekly craft activities, which accompanied the SRC. Over 300 children attended these events in total.

The challenge was supported by a large group of volunteers and included young people's dance – see video at <http://www.southglos.gov.uk/leisure-and-culture/libraries/libraries-childrens-services/summer-reading-challenge/>

#### **Discover Festival**

As part of the South Gloucestershire Discover festival Yate Library has run and hosted several events already this Autumn including a Family History tutorial, talk by crime author Pauline Rowson, also by local historian John Penny who presented a very entertaining film show about Bristol, as well as a talk on Beekeeping and well received commemoration of WW1 including songs and poems read by the Actonian Drama Group. Other groups who have used the library for their events include Guide Dogs For The Blind and Dodington Parish band (who performed one Saturday morning).

#### **Radio Bristol**

Library staff recorded sound bites for Radio Bristol promoting their visits to Yate Shopping Centre in September.

#### **Dementia work –**

The monthly Memory Café meets at Yate Library with 20-25 people coming each time. The last session was visited by Steve Webb MP. Separate to this group is the Sporting Memories group that meets each Tuesday morning discussing sporting memorabilia such as football match day programmes.

**Buggy Walkers** – to support the SGC organised weekly health walks for young mums with buggies Yate Library hosts the mums afterwards for refreshments and the use of our changing facilities!

	<p><b>First World War</b> Thanks to Tesco for hosting the South Gloucestershire First World War exhibition and supporting the launch. The foyer provided an ideal venue for such an exhibition.</p> <p><b>Police</b> PCSO Darren Thorn has been available on two occasions for local people to discuss any policing matters with. The popularity of these has resulted in Darren booking more sessions in November.</p> <p><b>Forthcoming</b></p> <ul style="list-style-type: none"> <li>• Tues 28<sup>th</sup> October – free Monstrous craft activity 10.30am (suitable for 4-10 yr olds)</li> <li>• Thu 30<sup>th</sup> October – Sodbury &amp; District Twinning Association Coffee Morning 10.30am</li> <li>• Sat 15<sup>th</sup> Nov – Make, Bake, Sow and Sell – Coffee Morning &amp; Craft Sale for Little Heart Matters charity 10.30am</li> </ul> <p><b>Community Hubs</b></p> <p>As part of the South Gloucestershire Council's saving programme the Council is planning to co-locate library and One Stop Shop services into the same building. There are four One Stops Shops including the one in Yate Shopping Centre. The saving need to be achieved by April 2017.</p>
<p><b>Update from Strategic Planning &amp; Housing Division</b></p>	<ul style="list-style-type: none"> <li>• Policies Sites and Places Plan – representations have been received on behalf of Yate Town Council, Crestbridge and a private individual. Officers are addressing representations and a revised draft plan is likely to be published in Spring 2015.</li> <li>• Planning Applications – to note that the developers of the Cinema scheme have been reminded that they cannot start onsite until a number of conditions have been discharged. We are working to discharge the conditions for which details have already been submitted as quickly as possible. A proposal for an extra nine dwellings at the entrance to Elswick Park has been withdrawn. The future of the 'town centre/ community site at the entrance to Elswick Park remains unresolved.</li> <li>• Work towards the Town Centre traffic study is nearing a conclusion and updates will be provided to a future meeting.</li> </ul>
<p><b>Yate Town Centre and Movement</b></p>	<ul style="list-style-type: none"> <li>• Work is nearing completion on the feasibility study, and this had identified a number of interventions that could be implemented, using the Section 106 funding from the Tesco development, on the local transport network in Yate town centre. The study has focussed on</li> </ul>

<p><b>Study</b></p>	<p>Station Road, the Link Road, and Kennedy Way, and includes the section of Station Road and Badminton Road as far as the Council offices.</p> <ul style="list-style-type: none"> <li>• The interventions include the following: <ul style="list-style-type: none"> <li>▪ Modification of junction layouts</li> <li>▪ Improved pedestrian and cycle crossing points</li> <li>▪ Improved Bus stops and shelters</li> <li>▪ Improved cycle routes</li> </ul> </li> <li>• The Yate Town Council was asked to provide input to the study as part of the evidence gathering stage of the work, and a further meeting with the Town Council will now be held to discuss their priorities in relation to the identified interventions.</li> <li>• It should be noted that insufficient funding is available from the Section 106 to deliver all of the identified interventions, but the study does give the Council an evidence base to use to secure additional funding.</li> <li>• It is noted that the last meeting included a request for the Section 106 funding to be used for the replacement of the bus station stops / shelters. Recognising that the funding will need to be used in accordance with the terms of the section 106 Agreement, it is suggested that this request be discussed when SGC officers meet with the Town Council.</li> </ul>
<p><b>Yate Cycleways and Footpaths</b></p>	<ul style="list-style-type: none"> <li>• Funding from the Local Sustainable Transport Fund is being used to deliver two projects adjacent to Yate Town Centre, these being: <ul style="list-style-type: none"> <li>• Cycle route between Rodford Way and the town centre – this will largely be on road, but will include the improvement of a crossing on Kennedy Way to provide a toucan crossing (at the Sundridge Park junction).</li> <li>• Highfield Road footpath link – this path will be tidied up including cutting back vegetation.</li> </ul> </li> </ul> <p>Both of these projects will be completed in 2014/15 financial year.</p>
<p><b>Nibley Park and Ride</b></p>	<ul style="list-style-type: none"> <li>• A recent proposal for a solar farm adjacent to the proposed site for the Nibley Park and Ride has been reviewed, and it has been confirmed that the solar farm proposal would not</li> </ul>

	<p>compromise the delivery of a 236 space Park and Ride site. This would be sufficient size to accommodate the size of facility that was granted planning approval in 2006, plus a 30% additional capacity.</p>
<p><b>Yate HGV Study</b></p>	<p>Consultant engaged to consider the five routes:</p> <ul style="list-style-type: none"> <li>- B4059/B4427 between B4058 Bristol Road and A38 (Latteridge route)</li> <li>- B4058 Bristol Road between B4509 and A4174 at Hambrook (Winterbourne route)</li> <li>- B4058/B4059 between B4059 and M5 Junction 14 (Rangeworthy route)</li> <li>- A432 Badminton Road between the SGC offices and A4174 Wick Wick roundabout (Badminton Road route)</li> <li>- A432 between Smarts Green roundabout and M4 Junction 18 at Tormarton (Old Sodbury route)</li> </ul> <p>The consultant has produced a draft Stage 1 report - "Data collection and analysis" - to establish the background and baseline starting point for the project.</p> <p>Meeting consultant today to review this Stage 1 report and agree the direction of the next stage - "Routes and Impact Assessment". It is anticipated that this second stage will take about three months to complete before Stage 3 "Consultation and Final Report", which also expected to take approximately three months.</p>



**Mulberry Crescent and Normandy Drive, Yate  
Proposed Waiting Restrictions  
Feedback report  
December 2014**

**Purpose of the report**

This report is to feedback the results from the recent consultation carried out to ascertain whether South Gloucestershire Council should introduce waiting restrictions into Mulberry Crescent and Normandy Drive in Yate.

The report has the following sections:

- Background
- Purpose of the questionnaire
- Feedback from the questionnaire
- Future programme

A questionnaire results summary table is available upon request.

**Background**

Local council members requested that a waiting restriction review be undertaken in Elswick Park. The roads affected by these proposals were constructed entirely as part of, and for, the residential development known as Elswick Park. They consist of a spine road from which lead residential roads serving the community living within the development. A scheme was included in the Council's 2014/15 Capital Programme.

Local councillors and residents have expressed concerns about the on-street parking which is causing congestion and access problems.

The aims of the review are to facilitate traffic flow (especially for large vehicles), improve junction safety (by improving pedestrian and motorist sight-lines) and improve access.

As a result the council proposed the introduction of waiting restrictions (double yellow lines).

**Purpose of the questionnaire**

South Gloucestershire Council delivered letters to all addresses within the Elswick Park estate advising of the consultation and how to access greater detail and the questionnaire. The purpose of the questionnaires was to ascertain the extent of any existing issues and what local residents thought about the council's proposals.

**Feedback from the questionnaires**

Four different areas were identified within Elswick Park, these being;

- Normandy Drive between Kennedy Way and Mulberry Crescent (northern access);

- Normandy Drive between Mulberry Crescent (northern access) and Mulberry Crescent (southern access);
- Normandy Drive south of Mulberry Crescent (southern access);
- Mulberry Crescent.

The responses (questionnaire and other correspondence) have been analysed by South Gloucestershire Council to identify any patterns or issues that may have been highlighted.

A total of 37 valid questionnaire responses were received. In addition to the 37 valid responses two were not complete (no address provided). Of the valid questionnaire responses 31 were from residents of Normandy Drive and six from Mulberry Crescent.

In addition to the questionnaire responses 18 other responses (15 from residents of Normandy Drive and three from Mulberry Crescent) were recorded (email, letter and telephone).

A summary of the responses from each area is available on request. When looking at individual question responses, *don't know* and did not answer responses have not been reported.

If the individual sections are considered the questionnaire indicated different rates of support.

#### **Proposed waiting restrictions Normandy Drive between Kennedy Way and Mulberry Crescent (northern access)**

35 questionnaire responses were received to this section of the consultation. These indicated 46% support for some restrictions against 49% in opposition to the proposals.

#### **Proposed waiting restrictions Normandy Drive between Mulberry Crescent (northern access) and Mulberry Crescent (southern access)**

36 questionnaire responses were received to this section of the consultation. These indicated 43% support for some restrictions against 54% in opposition to the proposals.

#### **Proposed waiting restrictions Normandy Drive south of Mulberry Crescent (southern access)**

35 questionnaire responses were received to this section of the consultation. These indicated 41% support for some restrictions against 54% in opposition to the proposals.

#### **Proposed waiting restrictions Mulberry Crescent**

33 questionnaire responses were received to this section of the consultation. These indicated 38% support for some restrictions against 51% in opposition to the proposals.

#### **Analysis of comments received**

Taking account of both the questionnaire responses and comments and the other correspondence overall 75% indicated opposition to the proposals whilst 24% supported them.

The comments received as part of the questionnaire and other correspondence have been categorised and are shown in Table 1. 107 comments have been recorded from the questionnaire returns and 57 from other responses (email, letters, telephone) with the most common comment relates to the failure of the planning process which allowed the developer to provide little parking space either off-street or on-street within the estate (50% of all comments, or 68% of those opposed to the proposals).

The next most common issue raised concerns about where residents and / or visitors would be able to park should the proposals be implemented.

**Table 1: Comments received as part of the consultation**

	% of total	% of opposition
Complaints – developer / SGC planning	50%	68%
Where will residents / visitors park	46%	63%
Residents have more than one car	24%	33%
Reduced scheme / corners only	24%	33%
Issue with proposed DYL outside house	15%	20%
Build more parking space	13%	18%
Specific issue with proposal	7%	10%
House value would be reduced	6%	8%
Cause parking chaos / conflict	6%	8%
Introduce day time controls	4%	5%
Extend the DYLs	4%	5%
Resident parking permits	4%	5%
Drives are too short to use	2%	3%

### **Future programme**

Following the consultation and engineer recommendation, the proposals will be reviewed and amended where appropriate.

Following the review the council will formally advertise the appropriate Traffic Regulation Order with final proposals. This process can take approximately three months.

Depending on the outcome of the formal consultation and public advertisement, it is anticipated that works will begin on site shortly after the Traffic Regulation Orders have been “made”.

However if objections are received during the advertisement period South Gloucestershire Council will be required to take a report to the Planning, Transportation and Strategic Environment committee for a decision on how to proceed. This process can take a further four months.







## CONSULTATION FEEDBACK STATEMENT

### Yate Revised Proposals - Abbotswood Shared Use Link

Having reviewed comments and questionnaire responses including a petition against the main proposal raised by residents and submitted in the form of signed letters the following feedback is provided in addition to that published for the original proposals in October 2014.

#### **Purpose of the scheme**

- To encourage cycling in Abbotswood.
- To provide a shared use route connecting residential properties in Abbotswood with places of employment, shops and community facilities.

#### **The original consultation proposals were:**

- A sign posted shared use route along existing off road paths from Shire Way near Rodborough to Yate Town Centre with short on-carriageway sections along Sundridge Park and Highworth Crescent.
- Two options for the route between Abbotswood shops and Sundridge Park. The preferred option maximises the off-road length of the route, but is reliant on a No Cycling Traffic Regulation Order between Highworth Crescent and Stanshawes Drive being rescinded. The alternative option doesn't require a Traffic Regulation Order.
- Construction of short lengths of new connecting paths at Shire Way, Witcombe and Sundridge Park, with dropped kerbs where necessary.
- Minor resurfacing where the path has been damaged by tree roots.

#### **Revised Scheme Proposals are:**

- Direction signs at each end of the shared use route that would run along existing off road paths from Abbotswood shops to join Sundridge Park south of St. Briavels Drive.
- Repairs to existing path surface where it is in poor condition on the route concentrating on the area around Abbotswood.
- Road markings to indicate the route by the use of shared use pedestrian and cycle symbols and arrows where it meets other paths.

- Construction of short lengths of new connecting path at Sundridge Park, with dropped kerb for access to and from the road.
- Widening of the signal crossing of Kennedy Way at Sundridge Park junction between Lidl supermarket and Yate Shopping Centre with conversion to shared use by pedestrians and cyclists.
- Minor access improvements on the Sundridge Park approach to Kennedy Way to allow for an area of shared use access to the upgraded crossing.

### Why is there additional consultation?

Strong expressions of opposition were received to certain aspects of the original scheme proposals. Firstly the revocation of the existing cycling prohibition order between Stanshawes Drive and Highworth Crescent; and secondly the conflict that may result between cyclists, pedestrians and playing children on the paths that pass through green spaces of the Radburn style housing to the south of Rodford Way.

These elements were abandoned and the scheme was revised to deliver a project focussed on more local use utilising the alternative route option.

### What are the results of this revised scheme consultation?

As may be seen from the results in the table below there is overwhelming objection to signposting a cycle route on the paths through the Radburn style housing between Abbotswood shops and Sundridge Park.

DO YOU SUPPORT:	SIGNPOSTING THE ROUTE FROM ABBOTSWOOD TO SUNDRIDGE PARK		SHARED CROSSING AT KENNEDY WAY	
YES	5	10%	7	14%
NO	46	90%	7	14%
NOT ANSWERED	0	0%	37	73%
TOTAL	51		51	

Majority support was not indicated by those that did respond or comment to this secondary proposal to widen the traffic signal crossing of Kennedy Way that would improve access to Yate Shopping Centre and allow for shared use. The lower response rate for this part of the proposals indicates it may not be such a contentious measure.

With limited benefit to implementation of the project in part; and having taken account of the time constrained funding availability and resources required to complete projects elsewhere, the council will not promote the scheme further. Proposals for the Abbotswood shared use link have been abandoned.

**Suggested way forward regarding the Armadillo as from 1 April 2015 to enable the Town Council to achieve its preferred option for the Armadillo to be part of the Town Council but run at arm's length.**

To achieve the Town Council vision regarding the Armadillo operation as from 1 April 2015:

The Town Council financial regulations and standing orders would be changed to allow Armadillo manager to enter into contracts in the name of the Town Council as agreed by the Management Committee, contracts to be signed in line with the Town Councils financial regulations and standing orders. Two Members to sign and witnessed by the Town Clerk.

As from April 1<sup>st</sup> the current Vat registration to be closed and Armadillo accounts be amalgamated with Yate Town Councils accounts. However the Armadillo would continue to run its accounts package and hold its own budget. The balance sheet and I & E figures being transferred into Yate Town Councils accounts at the end of each month. This would result in the accounts being audited (both internally and externally) as part of the Town Councils accounts.

The Armadillo would continue to hold its own bank account as part of the Town Council suite of accounts to which a quarterly payment would be made by the Town Council in line with the annual sum budgeted by the council for its operations. The operation of this account would be governed by Yate Town Councils financial regulations (two Member signatures, councillors who are also Armadillo Committee Members, and a counter signature by a member of staff, currently the Town Clerk or RFO) to which an amendment would need to be made to allow the Armadillo Manager to be the countersignature to this account

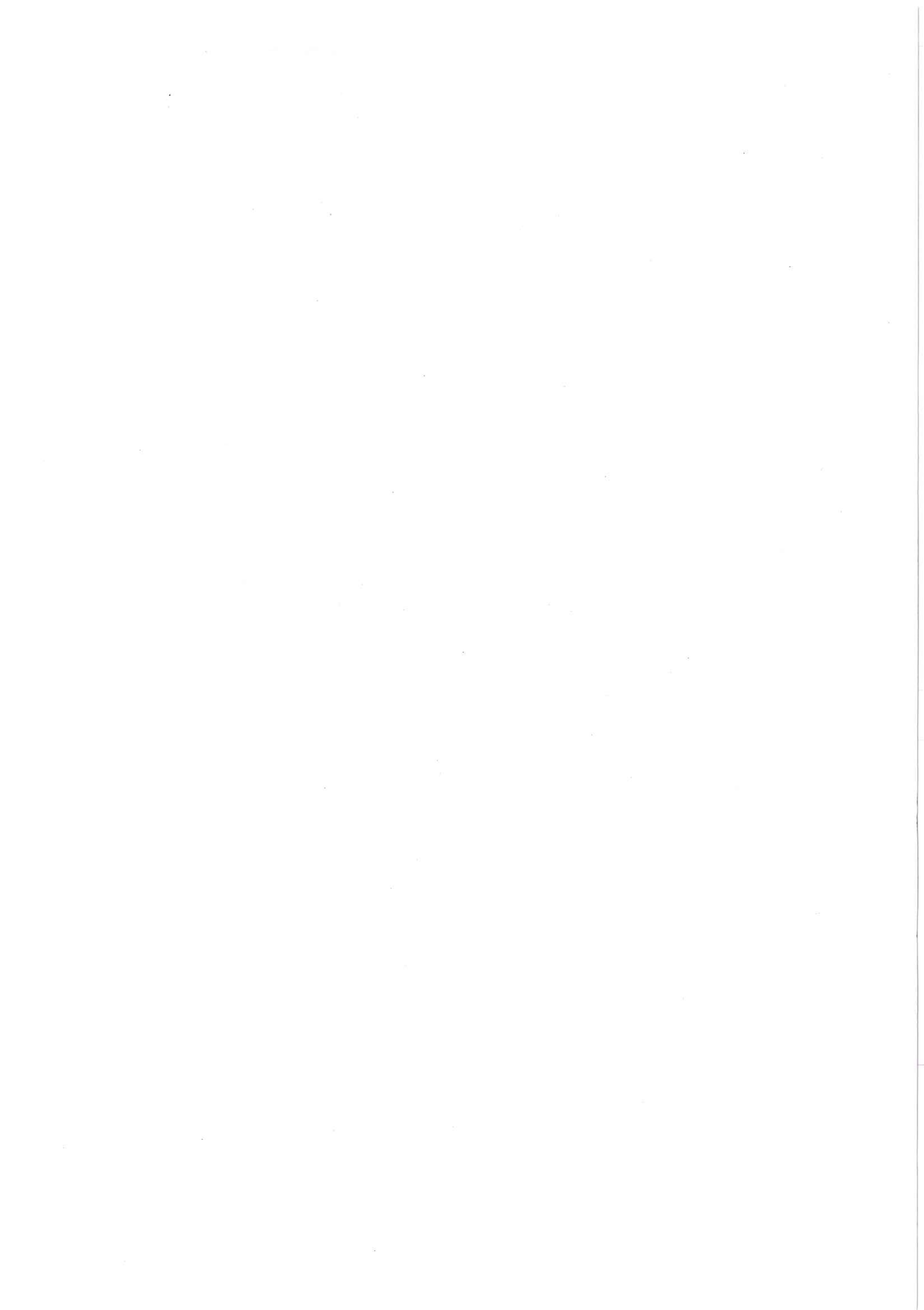
The Management Committee would receive the quarterly income and expenditure reports and this would be appended to the minutes which would be received at the Finance & General Purposes Committee meetings, the same as the Heritage Centre and the Pop Inn Café.

The Armadillo Management Committee (for which clear terms of reference would need to be in place) would need to have at least 4 members who are Town Councillors, 3 of which would have to be in attendance for any delegated decisions to be made. Non-councillor members would be unable to vote on spending issues.

The Payroll would be run directly from the Town Council offices with HR support being available to the Armadillo Business Manager.

The Town Clerk would line manage the Armadillo Business Manager to give the opportunity to discuss all staffing issues which would be dealt with by the Armadillo Management Committee in the first instance.

The Armadillo policies would need to be worked on together, by the Town Clerk and the Armadillo Manager, to make sure they are complimentary to, and in accordance with, the Town Council's practices.



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**From:** Yate Town Council  
**Sent:** 05 January 2015 11:44  
**To:** Steph Davies  
**Subject:** FW: Enquiry from the Council website

Please see below.....

**Julia Alden**  
*Assistant Town Clerk and Senior Admin Officer*  
**Yate Town Council**  
☎ **01454 866509**  
☎ **01454 866514**  
✉ **[julia.alden@southglos.gov.uk](mailto:julia.alden@southglos.gov.uk)**  
🌐 **[www.yatetowncouncil.gov.uk](http://www.yatetowncouncil.gov.uk)**



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**From:** Jenny Bright [<mailto:admin@greencommunitytravel.co.uk>]  
**Sent:** 05 January 2015 11:32  
**To:** Yate Town Council  
**Subject:** Enquiry from the Council website

**This enquiry has been sent to:**  
[info@yatetowncouncil.gov.uk](mailto:info@yatetowncouncil.gov.uk), [steph.davies@southglos.gov.uk](mailto:steph.davies@southglos.gov.uk)

Dear Steph, My name is Jenny I wanted to introduce myself, I am the new manager at Green Community Travel, I am contacting local councils in our community to ask if there is anything you would like to discuss with us. I have also emailed Sue Walker as I know she is part of YTC and Lib Dems. I know we previously had a SLA with yourselves, I would like to have a look at the possibility of another SLA to serve the people of Yate. I wished to extend my greeting to yourself also, and wondered if there was anything you would like to discuss about our local community and the services we could offer? I wondered if it would be possible to meet the members of YTC to discuss any issues, introduce myself and to look at the future together. My telephone number is 01454 228706, I work Mon-Fri 8.30am-4.30pm.

**FROM:** Jenny Bright ([admin@greencommunitytravel.co.uk](mailto:admin@greencommunitytravel.co.uk))  
Tel: 01454 228706

GCT, The Yard. 390 North Road Yate Bristol BS37 7LW





South Gloucestershire Youth Initiative  
St Nicholas Youth Centre  
Chargrove  
Yate  
BRISTOL BS37 4LG

t: 01454 322921

e: imacfarlane@yateparish.org.uk

**Supporting Tomorrow's Adults Today**

Steph Davies  
Yate Town Council  
Poole Court  
Poole Court Drive  
Yate. BS37 5PP

18 December, 2014

Dear Steph,

I am writing to you with a heavy heart to inform you of SGYI's recent decision to dissolve the charitable trust which manages St Nicholas Youth Centre, and hence to finish the programme of youth work at the centre. This will be in effect from 31<sup>st</sup> December. Other users will continue to use the centre.

Until 2011 St Nicholas YC received a grant of £54,000 p.a. from South Gloucestershire Council, which was cut to zero in 2013. In 2012 SGYI was founded as a new company and charitable trust in order to secure funding from other sources. Indeed, in 2013 we succeeded in this with funding from YTC and SGC, and continued to deliver youth work of a high standard. However, it has become increasingly difficult to 'balance the books' and, despite the committed and hard work of the trustees, we have had to make the painful and difficult decision to finish the work.

The trustees have asked the youth workers to open the youth centre up one more time in early January in order to give the youth workers and young people a chance to celebrate the 45 years' work of the youth centre, and to say "goodbye." Moreover, the trustees are hoping that, in due time, another organisation will offer to conduct youth work in the centre again. However, in the difficult financial climate we find ourselves, we will have to wait and see if this transpires.

On behalf of the trustees, youth workers and young people of St Nicholas, I would like to thank YTC and its councillors for its outstanding support and commitment to the youth centre over several decades.

Yours sincerely,

*Iain Macfarlane*

Revd Iain Macfarlane  
Chair SGYI

