

Yate Town Council

Full Council

**16th May 2023 from 8pm until 8.35pm
at Poole Court**

Minutes

Present:

Councillors Aziz Chowdhry, Nicola Clarke, Mike Drew, Tony Davis, John Emms, Sandra Emms, John Ford, Cheryl Kirby, Margaret Marshall, Gabriela Miron, Alan Monaghan, Ben Nutland, Ray Perry, Tony Sharp, Karl Tomasin, Wendy Tomasin and Chris Willmore.
Town Clerk, Community Projects Manager (LC) and Finance Manager & RFO.
X1 member of the public.

Minute 15. Apologies for Absence

No apologies for absence were received as all members were present.

Minute 16. Members Declarations of Interest Under the Localism Act 2011

Declarations of Interest under the Localism Act 2011 were received as follows:-

Councillor Tony Davis – Green Community Travel
Councillor John Ford – YOSC Ltd
Councillor Cheryl Kirby - Yate & District Heritage Centre
Councillor Alan Monaghan – Yate & District Heritage Centre
Councillor Ray Perry – YOSC Ltd
Councillor Karl Tomasin - Green Community Travel

Minute 17. Requests for Dispensations

RESOLVED Dispensations be granted for Councillors John Ford and Ray Perry to enable them to discuss matters relating to YOSC Ltd (for which they are both trustees) at Town Council meetings until the 2027 elections.

Minute 18. Public Participation Session with Respect to Items on the Agenda

The member of the public present, former Town Councillor Wully Perks, thanked the councillors for all their help and support during his 20 years serving as a Yate Town Councillor. Thanks were extended to all the outgoing councillors who did not stand in the recent local elections.

Minute 19. Minutes of the Town Council Meeting held on 21 February 2023

It was **RESOLVED** that the minutes of the Town Council Meeting held on 21 February 2023 be approved and signed as a true and accurate record.

Minute 20. Minutes of the Environment and Community Committee Meeting held on 7 March 2023

The minutes of the Environment and Community Committee meeting held on 7 March 2023 were received and **NOTED**.

Minute 21. Minutes of the Finance and Governance Committee Meeting held on 28 March 2023

The minutes of the Finance and Governance Committee meeting held on 28 March 2023 were received and **NOTED**.

Minute 22. Minutes of the Planning and Transportation Committee Meeting held on 25 April 2023

The minutes of the Planning and Transportation Committee meeting held on 25 April 2023 were received and **NOTED**.

Minute 23. Minutes of the Annual Town Meeting held on 14 March 2023

The minutes of the Annual Town Meeting held on 14 March 2023 were received and **NOTED**.

Minute 24. Items Referred from the Environment and Community Committee Meeting held on 7 March 2023

Minute 24/1 Minute No 6.5 (b) Youth Service

It was **NOTED** that further to the resolution at the Environment and Community Committee meeting on 7th March 2023, South Gloucestershire Council (SGC) has gone live with the tender opportunity for its youth provision from 1 April 2024 (Documents available via this link: [Youth Activities Offer \(due-north.com\)](https://www.due-north.com));

It was further **NOTED** that:-

- A meeting between Yate Town Council representative and SGC's Youth Commissioning team will take place at 2pm on 18 May 2023. New councillors were encouraged to get involved;
- SGC has advised Town and Parish Councils as follows:

*You will need to **express an interest** to a youth provider who is preparing a tender by the end of May 2023, saying that you would like to be part of the Youth Activity Offer arrangements and agree in principle with the youth provider the*

number of nights of provision wanted and likely contribution you will put forward as a budget proposal to take effect from 1st April 2024. Final tenders will be sought in July, so that is when your commitments and plans need to be fairly firm.

A draft expression of interest letter was received, along with a proposed schedule of youth provision for 2024-2029.

It was **RESOLVED** that:

1. Yate Town Council submit x3 Expressions of Interest letters, to the following organisations, with a request for proposals and costings to deliver schedule of youth provision, to be returned to YTC by September 2023:
 - a. Creative Youth Network;
 - b. FACE;
 - c. Learning Partnership West.
2. The contract opportunity will be advertised on Contracts Finder (with notice of consultation with previous supplier);
3. Delegated Powers be granted to the Town Clerk, in consultation with nominated councillor representatives, to progress any matters associated with the youth commissioning process and appointment of a youth provision provider.

Minute 25. Items Referred from the Finance and Governance Committee Meeting held on 28 March 2023

Minute 25/1 Minute No. 7.3 Kingsgate Park Refurbishment Project

RESOLVED The recommendation from the Finance and Governance Committee meeting of 28 March 2023 be approved, as follows:

To achieve the aims of the phase 2 design brief, subject to agreed design and potential increase in costs if the final fixed contract value with Eibe is greater than £225,000, a recommendation from the Finance and Governance Committee be taken to Full Council for approval that £25,000 from the Major Project Sinking Fund earmarked reserves is held as a contingency, to allow for a contract of up to £250,000.

Minute 25/2 White Lion

Further to the granting of delegated powers to 'the Environment and Community Committee and to the Finance and Governance Committee to take decisions in regard to the options of securing the White Lion and its future at the heart of our community' (Minute No 101/2, Full Council 21 February 2023), and further to Minute No 7.6 of the Finance and Governance Committee of 28 March 2023, it was **NOTED** that negotiations were held with the owner of the White Lion, but an agreement to proceed could not be reached.

Minute 26. Items Referred from the Planning and Transportation Committee Meeting held on 25 April 2023

It was **NOTED** that no items were referred to Full Council from the Planning and Transportation Committee meeting held on 25 April 2023.

Minute 27. Delegated Decisions

Minute 27/1 Record of Delegated Actions

It was **NOTED**, where action has been taken between meetings, it has been in consultation with members of the council via email and the existing below delegation invoked:

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

A list of decisions taken using above delegation to 4 May 2023 was received and **NOTED**. (Appendix 1)

Minute 27/2 Planning Comments Submitted Under Delegated Powers Actions

It was **NOTED** that the Planning and Transportation Committee meetings did not take place on 21 March 2023 and 18 April 2023. Instead, a positive decision was taken to save time and cost, by the Committee agreeing digitally to the comments to be submitted and invoking delegation to the clerk to submit them to SGC. The submissions of 21 March 2023 and 18 April 2023 were formally reported to the Planning and Transportation Committee meeting of 25 April 2023.

Minute 28. Financial Reports

Minute 28/1 Accounts for Payment

The accounts for payment previously authorised in line with the Financial Regulations were received and **NOTED**. (Appendix 2)

Minute 28/2 Avon Pension Fund Committee

A request from the Avon Pension Fund was received and **NOTED**, inviting Yate Town Council to nominate a councillor as a Town and Parish Council representative to act as a non-voting member on the Avon Pension Fund Committee.

Minute 29. Town Council Project Steering Groups (Task Limited)

Minute 29/1 Play Areas Properties Project Steering Group – Kingsgate Park Refurbishment Project

The following was **NOTED**:

- A request was made to SGC's Property Services, to remove the 2028 break clause in the 50-year lease agreement for Kingsgate Park. An update from SGC remains outstanding (request sent 10.03.2023, chased on 09.05.2023);
- Zipwire:
 - installed w/c. 17th April 2023;
 - ROSPA report received WC. 24.04.2023;
 - Equipment opened 28th April 2023;
 - Final cost £8,368.42 ex VAT;
 - The zipwire project is completed.
- Coronation seat sculpture
 - sculpture commenced on 12th April 2023;
 - unveiling event, prompted by the Friends of Kingsgate Park and arranged in partnership with Councillor Chris Willmore, took place on 7th May 2023. In attendance was the Vice-Lord Lieutenant of Gloucester (Roger Deeks), Andy O'Neill (artist), Friends of Kingsgate Park, YTC Councillors, volunteers and residents. Thanks were relayed to Councillor Chris Willmore;
 - The carving project is completed. Thanks were relayed to everyone involved;
 - Works are in hand to provide wheelchair access up to the bench and to plant shrubbery either side of the bench.
- The Public Works Loan was drawn down on 17.04.2023 to the value of £300,000; terms 24 years and 12 months;
- Phase 1 - Childrens Playground timber refurbishment:
 - JCT Minor Works contracts are expected to be signed and returned by the supplier by mid-May 2023;
 - A preliminary site visit with the supplier is taking place on 18 May 2023, with works scheduled to commence thereafter. Works will take approximately 6 weeks to complete and will be phased (where possible) to ensure key areas are accessible during the May/June half term;
 - rope manufacture is delayed due to material supply issues on some ropes; delivery of these ropes is expected after the end of June 2023. It is not recommended that the current rope manufacturer is changed as the current supplier has previously supplied high quality, long-life products. This delay will not affect the woodwork repairs;
 - X1 reference was received and accepted as satisfactory (due diligence process);
 - Risk assessments, method statements (RAMS) and proof of insurances have been requested from the supplier ahead of works commencing;
- Refurbishment of Multi Games Area (MUGA) will be discussed at the Play Areas and Properties Project Steering Group meeting on 18 May 2023;
- Phase 2 – New equipment Kingsgate Park refurbishment:
 - 28.02.2023 the tender opportunity for Phase 2 closed;

- 01.03.2023 phase 2 tenders were opened. (Appendix 3)
- 5 tender submissions were received from the following suppliers (in alphabetical order):
 - i. Eibe Play Ltd;
 - ii. ESP;
 - iii. Kompan;
 - iv. Proludic;
 - v. Studio Hardie
 For the following values (in ascending order):
 - i. £195,000.00
 - ii. £196,604.00
 - iii. £198,033.93
 - iv. £200,000.00
 - v. £200,000.00
- 09.03.2023 tender presentation took place with shortlisted suppliers. A decision was taken to appoint Eibe Play Ltd as the preferred supplier for phase 2 (Appendix 4)
- 16.03.2023 the project steering group and Eibe met to refine the phase 2 design for public consultation (Appendix 5)
- 29.03.2023 a contingency budget recommendation (item 2/1 above), was made by the project working group to the Finance and Governance Committee (Appendix 6)
- It was further RESOLVED at the meeting of the Finance and Governance Committee held on 28.03.23:
 - The Town Council's Financial Regulations require consideration of security, for the due performance of a contract over the value of £100,000. Officers will request Eibe consider the following options, to act as security, as part of the contract:
 - performance bond;
 - phased payments (YTC usually require 5% retention per invoice, 2.5% payable on project completion (following ROSPA inspection/approval), and 2.5% payable 12months from completion date, to cover the snagging period post completion.)
 - Delegated powers were granted to implement the chosen security option (outlined above) in consultation with members of the Play Areas and Properties Project Steering Group.
- The following payment terms have been sent to Eibe, a response is awaited:
 - *1st Invoice - 100% payment for the equipment (minus 5% of invoice value for retention) which will be invoiced on day of delivery*
 - *2nd Invoice – 50% of the installation (minus 5% of invoice value for retention), invoiced half way through the project*
 - *3rd Invoice – remainder of the full invoice (minus 2.5% of invoice for retention) which will be invoiced on the day the inspection has taken place*
 - *4th Invoice - 2.5% of contract value, payable 12months from completion date, to cover the snagging period post completion.*

- 29.03.2023 a decision was taken to revise the project timeline, for phase 2 works to commence in September 2023, to remove the risk of any labour/ material/ conditions delays, affecting use of the play area during the school summer holidays;
- Between 10.04.23 and 30.04.23, public consultation for phase 2 design took place and included online surveys, x2 workshops on site, specific contact with groups/ schools/ organisations working with children and families with access needs;
- On 17.05.2023 a meeting of the project steering group will take place to consider the public consultation feedback and agree a final design for phase 2;
- Due diligence Eibe;
 - Financial checks were undertaken and the outcome was satisfactory;
 - X3 references requests sent, x1 completed/returned;
- Following confirmation of the final design, the following will be undertaken:
 - final costings returned;
 - phase 2 budget allocation confirmed;
 - payment terms confirmed;
 - schedule for work confirmed;
 - order raised;
 - JCT Design and Build Contracts to be signed by both parties.

Minute 29/2 YOSC

(a) YOSC Facility Project Steering Group – YOSC Drainage Improvements Project

It was **NOTED** that the drainage project will be incorporated under the business plan for YOSC, currently being drafted.

(b) YOSC Liaison – Governance

It was **NOTED** that negotiations continue with YOSC Ltd regarding a draft lease and funding agreement for the YOSC site.

Minute 29/3 New North Yate Community Building

The following was received and **NOTED**:

1. A letter received on 20.03.23 from Nigel Riglar, Executive Director Department for Place, SGC (Appendix 7)
2. Further to receipt of the above letter, email correspondence between the Community Projects Manager and Nigel Riglar. (Appendix 8)
3. Correspondence sent by YTC to SGC in response to the SGC email of 18th April 2023:

Dear Nigel,

Further to your comment: “YTC did offer to borrow to increase the size of the building but were not prepared to contribute to the cost of formalising a legal agreement between the parties to deliver it.”

Please be advised YTC did offer to pay legal fees for the community building, proportionate to the YTC capital stake. At a working group meeting, SGC legal officers advised it was “a non-starter” to discuss YTC contribution to legal fees, if YTC required a capital stake in return for investment, and SGC were not willing to offer capital. This is where SGC officers ended the conversation with YTC, regarding YTC investment in legal fees.

We are keen to receive information on the process for expressions of interest, as soon as this information is available.

It was **NOTED** that there will be another meeting of the Ladden Garden Village Liaison Group arranged where this project can be discussed with the SGC dedicated liaison officer. It was further **NOTED** that there is a meeting on 19 May 2023 with a representative of Live West regarding measures to tackle antisocial behavior.

Minute 30. Consultations

Minute 30/1 Current Consultations

Consultation Name	Link	Date Circulated	Closing Date	Notes
Consultation Yate Orienteering event	Click here for consultation	16.05.2023	01.06.2023	The consultation was NOTED .

Minute 30/2 Consultation Responses

Consultation Name	Link	Date Circulated	Closing Date	Notes
Help tackle violence against women and girls in South Gloucestershire South Gloucestershire Council	Click here for consultation	09.02.2023	24.2.2023	It was NOTED that individuals were invited to reply to this consultation

Drug and alcohol treatment services commissioning South Gloucestershire Council	Click here for consultation	15.02.2023	17.3.2023	It was NOTED that individuals were invited to reply to this consultation.
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Minute 30/3 Urgent Consultations

(a) 84/85 Bus Service

RESOLVED Correspondence be sent to SGC that Yate Town Council is really keen that the 84/85 bus service is retained and is supportive of the local community and the many residents who are campaigning to keep this service operational.

(b) Royal Mail – Post Office Delivery Service

RESOLVED Correspondence be sent to the Yate sorting office of Royal Mail to express concern that local roads are not consistently having daily postal deliveries and that whilst some roads might receive post for a day and then miss a day, other roads are not receiving deliveries for several consecutive days. This inconsistency is causing much concern and has meant some residents are at risk of missing important appointments, such as medical appointments, owing to the post not being delivered. The Yate sorting office be asked that if Royal Mail deem it necessary to cut routes, to at least move around which roads are cut from postal rounds, so that the same road is not missed out, day after day, and a request also be made to ask for transparency around delivery schedules for all Yate parish roads.

Minute 31. Yate Town Centre

Minute 31/1 Yate Town Centre Strategy Group

It was **NOTED** that a doodle will be circulated and date agreed.

Minute 32. Ladden Garden Village

Minute 32/1 Correspondence to South Gloucestershire Council

It was **NOTED** that further to Minute No 5.11 of the Finance and Governance Committee meeting of 6th December 2022 (SGC response to Councillor Chris Willmore) and Minute 67 of the Full Council meeting of 25th October 2022, contact was made with SGC to enquire whether there would be any formal response to YTC from SGC, further to deep concerns in respect of delivery of facilities at Ladden Garden Village and request for a meeting with senior SGC officers. It was **NOTED** that SGC confirmed that the response to Councillor Chris Willmore's email, as reported to the Finance and Governance Committee on 6th December 2022, can be taken as the response to the Town Council.

It was reported at the Finance and Governance Committee meeting on 6th December 2022 that a joint response from Yate Town Council, along with other local stakeholders, was due to be formulated in response to the email sent to Councillor Chris Willmore. It was further **NOTED** that this action has since been overtaken by the formation of the Ladden Garden Village Liaison Group where issues are being raised.

Minute 32/2 Ladden Garden Village Liaison Group

The notes of the Ladden Garden Village Liaison meeting held on 24th February 2023 were received and **NOTED**. (Appendix 9)

Minute 33. Consideration of Impact of Decisions on Climate, Planet and Waste

Consideration took place on impacts on climate and waste following decisions taken by the council during the meeting. The following was **NOTED**:

- Minute No. 29/1, Kingsgate Park Refurbishment project – reusing and recycling materials as part of the refurbishment, using natural materials (wood) for new equipment and recycled Nike trainers/manufacturing offcuts for the safety surfacing. Sculpture of a fallen tree to make the Coronation bench;
- Minute No. 30/3(a), 84/85 Bus Route – agreed to support campaign for the retention of a sustainable method of transportation.

Minute 34. Confidential Items

Minute 34/1 Confidentiality Confirmation

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

Minute 34/2 Staffing and Governance; Community Engagement Assistant Post

A confidential paper was received in relation to the Community Engagement Assistant post. (Confidential Appendix 10)

RESOLVED To return to public session.

It was **RESOLVED** that:

- a full job description be worked up to reflect an expanded Community Engagement Assistant role for 25 hours per week at Hay 10 or 9 (to be evaluated), as fixed term for 12 months in the first instance, based on:
 - Continuing the current Ukraine guests provision for the foreseeable;

- Introduce wider inclusive provision in the town for minority groups;
 - Ensure Yate Town Council acknowledges and celebrates multi-faith events;
 - Assists in the formation of an Equalities Action Plan for YTC, including rolling out diversity & inclusion training to all staff & Councillors & ensure commitments identified in the Action Plan are followed through;
 - Assist with other equalities engagement projects such as accessibility audits, disability confident status renewal and dementia café, for example;
- Following HR advice, the role to be advertised internally to allow a competitive process to the appointment.

The meeting closed at 8.35pm.

Decisions Made Using Delegated Powers

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

Date	Action	Number of councillors in responded agreement/not in agreement	Members Consulted	Committee to which outcome reported
28.02.23	Planning and Transportation Committee meeting did not take place on 28 th February 2023– comments on planning applications submitted under delegated powers	4	P&T	P&T 25.04.2023
01.03.23	<p>Children’s Playground 1st invoice for refurbishment of timber equipment at Kingsgate Park, to the value of £22,928.93+VAT – 25% of the total of the order £91,715.71 as per the agreed terms with the supplier.</p> <p>Members agreed to payment of the 1st invoice as per the agreed terms.</p>	Delegated powers Chair F&G Chair PAPSG KGP	2	Full Council 16 May 2023
08.03.23	<p>The White Lion – New Premises Application Consultation</p> <p>Consultation was circulated prior to the next meeting of the P&T committee due to deadline for comments. Comments were requested via email. These comments were to be presented at the next P&T committee meeting (28th February 2023) which was subsequently cancelled. Approval of comments received was requested via email following the cancellation of the meeting.</p> <p>Comments were submitted for this application which, following consultation with South Gloucestershire Council and P&T changed to an objection.</p> <p>Concerns raised in the objection were addressed directly between the applicant and the Town Council.</p> <p>The Town Councils objection was formally withdrawn following discussions with the applicant. Notification of the withdrawal of objection was submitted to South Gloucestershire Council on 8th March 2023.</p>	4	P&T	P&T 25.04.2023
21.03.23	Planning Sub Committee Meeting of 21.3.23 did not take place - comments submitted using delegated powers	4	P&T	P&T 25.04.2023

Decisions Made Using Delegated Powers

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

28.03.23	<p>Enquiry received from the 1st Yate Scout Group asking for permission to use the green outside of the Heritage Centre for a free community event on the Coronation Bank Holiday- Monday 8th May 2023.</p> <p>Members have agreed that permission is granted for the 1st Yate Scout Group to use the green outside of the Heritage Centre free of charge 8th May 2023, subject to completion of a booking form and providing copy of their Insurance documents and a Risk assessment.</p>	6	Full Council	Full Council 16 May 2023
18.4.23	Planning Sub Committee Meeting of 18.4.23 did not take place - comments submitted using delegated powers	4	P&T	P&T 25.4.23
19.4.23	Hire of dancefloor to Re-energise (Events orgainiser) - hire of £300 plus VAT agreed.(excluding delivery)	3	Events Sub Committee	E&C 30.5.23

Payment List March 2023			
Date Paid	Payee Name	Transaction Details	Total
13/02/2023	Anglian Pumping Services	Plumbing and Heating Equipment	£ 65.35
01/03/2023	Best Gym Equipment	Sports Equipment - Armadillo	£ 599.99
02/03/2023	Bank Current Account	Bank Transfer	£ 17,622.79
02/03/2023	Public Works Loan Board	Public Works Loan Board Repayment	£ 18,908.70
03/03/2023	Amazon	Stationery	£ 30.98
03/03/2023	Staff Salary Payment	Staff Salary Payment	£ 737.33
03/03/2023	Living Nature World	Easter Egg Event	£ 59.97
03/03/2023	ProfitReach	Website Support	£ 98.40
03/03/2023	Victoria Westlake Flowers	Milestone Flowers - community	£ 35.00
06/03/2023	Barclays	Bank Charges	£ 116.57
06/03/2023	Barclays	Bank Charges	£ 8.50
07/03/2023	Avon Sports Ground Maint Co.	Bowling Green Maintenance	£ 667.80
07/03/2023	Bank Current Account	Bank Transfer	£ 31,205.70
07/03/2023	Chapple & Jenkins Wholesale De	Kitchen Stock for resale	£ 202.40
07/03/2023	KOMPAN LIMITED	Play Area Equipment	£ 266.16
07/03/2023	Morrisons	Kitchen Stock for resale	£ 16.12
07/03/2023	Murray Hire Ltd	Estates Staff PPE/Maintenance Equipment	£ 163.98
07/03/2023	Safety Training & Assessment S	Training course fees for Friends of River Frome	£ 720.00
07/03/2023	Society of Local Council Clerk	Staff Training	£ 120.00
07/03/2023	South Gloucestershire Council	HR Support	£ 38.70
07/03/2023	SUEZ Recycling and Recovery UK	Refuse/Recycling Contracts	£ 275.39
07/03/2023	SUEZ Recycling and Recovery UK	Refuse/Recycling Contracts	£ 75.68
07/03/2023	SUEZ Recycling and Recovery UK	Refuse/Recycling Contracts	£ 30.78
07/03/2023	SUEZ Recycling and Recovery UK	Refuse/Recycling Contracts	£ 127.63
07/03/2023	SUEZ Recycling and Recovery UK	Refuse/Recycling Contracts	£ 110.00
07/03/2023	The Children's Playground Comp	Kingsgate Park Refurbishment Works	£ 27,514.71
07/03/2023	Virgin Media Payments Ltd	Telephone Charges	£ 36.07
07/03/2023	Yate Genieri Link	Grant Funding	£ 324.00
08/03/2023	South Gos Council	Business Rates	£ 187.00
08/03/2023	South Gos Council	Business Rates	£ 187.00
08/03/2023	Tesco	Easter Egg Event - Grant funded	£ 375.00
09/03/2023	Barclay Card	Bank Transfer	£ 1,229.20
09/03/2023	Petty Cash	Petty Cash Top up	£ 247.48
09/03/2023	The Parkinson Partnership LLP	Staff Training	£ 20.00
09/03/2023	World of Sweets (Hancocks) Ltd	Kitchen Stock for resale	£ 508.28
10/03/2023	Imprest Account	Bank Transfer	£ 993.29
13/03/2023	Myhrtoolkit Limited	IT Software Subscription	£ 132.00
14/03/2023	Avon Sports Ground Maint Co.	Bowling Green Maintenance	£ 75.60
14/03/2023	Bank Current Account	Bank Transfer	£ 14,964.52
14/03/2023	Beacon Cleaning Services	Cleaning Town Council Properties	£ 46.76
14/03/2023	Beacon Cleaning Services	Cleaning Town Council Properties	£ 462.24
14/03/2023	Beacon Cleaning Services	Cleaning Town Council Properties	£ 175.68
14/03/2023	Beacon Cleaning Services	Cleaning Town Council Properties	£ 238.22
14/03/2023	Beacon Cleaning Services	Cleaning Town Council Properties	£ 213.94
14/03/2023	Bristol Gas & Heating Ltd	Boiler Works - YOSC	£ 160.00
14/03/2023	Complete Business Solutions Gr	Stationery	£ 525.89
14/03/2023	Fuelgenie Business Accounts	Fuel Estate Vehicles	£ 380.97
14/03/2023	G.B.Sport & Leisure	Play Area Equipment	£ 471.11
14/03/2023	Lex Autolease Ltd	Estates Vehicle Lease Payment	£ 249.74
14/03/2023	Lumin Sports Installations Ltd	Electrical Works Armadillo	£ 432.00
14/03/2023	Murray Hire Ltd	Estates Equipment Repair/maintenance	£ 68.50
14/03/2023	NALC	Annual Subscription	£ 80.00
14/03/2023	Phoenix Coffee & Equipment Ltd	Kitchen Stock for resale	£ 222.97
14/03/2023	PPG Architectural Coatings UK	Decorating Materials	£ 578.75

14/03/2023	PPG Architectural Coatings UK	Decorating Materials	£ 341.28
14/03/2023	Raycox Turf Ltd	Topsoil	£ 288.00
14/03/2023	Raycox Turf Ltd	Topsoil	£ 72.00
14/03/2023	Re-Energize	Event Management - Yate Rocks	£ 1,409.00
14/03/2023	Return Deposit RD1069	Key holder deposit return	£ 50.00
14/03/2023	SHB Hire Ltd	Estates Vehicle Lease Payment	£ 437.10
14/03/2023	Society of Local Council Clerk	Staff Training	£ 24.00
14/03/2023	Society of Local Council Clerk	Clerks Manual	£ 52.30
14/03/2023	South Gloucestershire Council	IT Support	£ 611.76
14/03/2023	SUEZ Recycling and Recovery UK	Refuse/Recycling Contracts	£ 232.19
14/03/2023	SUEZ Recycling and Recovery UK	Refuse/Recycling Contracts	£ 69.68
14/03/2023	SUEZ Recycling and Recovery UK	Refuse/Recycling Contracts	£ 30.54
14/03/2023	SUEZ Recycling and Recovery UK	Refuse/Recycling Contracts	£ 146.35
14/03/2023	SUEZ Recycling and Recovery UK	Refuse/Recycling Contracts	£ 105.92
14/03/2023	The Bristol Pest Controller	Pest Control - Parks	£ 180.00
14/03/2023	Virgin Media Payments Ltd	Broadband Charges	£ 48.00
14/03/2023	West Mercia Energy	Gas/Electric Town Council Properties	£ 5,056.68
14/03/2023	Yate and District Bowling Club	Grant Funding	£ 90.00
15/03/2023	Bank Current Account	Bank Transfer	£ 33.60
15/03/2023	Disclosure and Barring Service	Staff DBS Check	£ 13.00
15/03/2023	Me Learning Ltd	Staff Training	£ 36.00
15/03/2023	Simon Jersey	Staff Uniform	£ 120.28
16/03/2023	Argos	Cleaning Equipment Pop Inn Café	£ 85.00
17/03/2023	Avon Pension Fund	Monthly Pension Contributions	£ 15,248.39
17/03/2023	Bank Current Account	Bank Transfer	£ 14,461.31
17/03/2023	JCT LTD	Building Works Contract	£ 58.00
17/03/2023	Victoria Westlake Flowers	Milestone Flowers - community	£ 35.00
21/03/2023	1st Office Equipment Ltd	Photocopier Charges	£ 894.30
21/03/2023	Bank Current Account	Bank Transfer	£ 8,315.69
21/03/2023	Brake Bros Ltd	Kitchen Stock for resale	£ 270.22
21/03/2023	Brake Bros Ltd	Kitchen Stock for resale	£ 48.01
21/03/2023	Brake Bros Ltd	Kitchen Stock for resale	£ 42.75
21/03/2023	Bristol Fire	Fire Extinguisher Servicing	£ 388.80
21/03/2023	BS1 Fire & Security Ltd	Building Security Maintenance	£ 1,040.40
21/03/2023	BWS Security	Building Security Maintenance	£ 144.00
21/03/2023	H2O Window Cleaning Services	Window Cleaning Town Council Properties	£ 446.00
21/03/2023	KIWA Ltd	Lighting Inspection YOSC	£ 3,042.00
21/03/2023	Mailing Systems Ltd	Franking machine/Postal Charges	£ 180.00
21/03/2023	Murray Hire Ltd	Estates Maintenance Equipment/Materials	£ 31.56
21/03/2023	Murray Hire Ltd	Estates Staff PPE	£ 299.57
21/03/2023	Society of Local Council Clerk	Staff Training	£ 42.00
21/03/2023	Society of Local Council Clerk	Staff Training	£ 42.00
21/03/2023	South Gloucestershire Council	Estates Vehicle Lease Payment	£ 449.39
21/03/2023	South Gloucestershire Council	Estates Vehicle Repair/maintenance	£ 590.02
21/03/2023	The Boundary Magazine	Advertising Armadillo	£ 69.00
21/03/2023	Trade UK	Estates Maintenance Equipment/Materials	£ 231.50
21/03/2023	Verde Recreo Ltd	All Weather Pitch Maintenance - YOSC	£ 446.26
21/03/2023	Virgin Media Payments Ltd	Telephone Charges	£ 38.15
21/03/2023	Yate Supplies	Cleaning Materials	£ 72.06
22/03/2023	Bank Current Account	Bank Transfer	£ 13,484.76
22/03/2023	HMRC	Monthly Tax/NI Contributions	£ 13,591.42
22/03/2023	Telefonica O2 UK Limited	Staff Mobile Phone	£ 217.09
23/03/2023	CNH Industrial	Estates Vehicle Lease Payment	£ 1,171.91
23/03/2023	ProfitReach	Website Support	£ 178.80
24/03/2023	Tesco	Easter Egg Event - Grant funded	£ 201.00
27/03/2023	Amazon	IT Equipment	£ 32.95

27/03/2023	Amazon	IT Equipment	£ 341.18
27/03/2023	Bank Current Account	Bank Transfer	£ 9,601.90
27/03/2023	Bank Current Account	Bank Transfer	£ 6,954.62
27/03/2023	Public Works Loan Board	Public Works Loan Board Repayment	£ 9,062.06
28/03/2023	Brake Bros Ltd	Kitchen Stock for resale	£ 253.83
28/03/2023	Brake Bros Ltd	Kitchen Stock for resale	£ 198.36
28/03/2023	Bristol Fire	Fire Extinguisher Servicing	£ 60.00
28/03/2023	Bristol Gas & Heating Ltd	Boiler Works - Poole Court	£ 2,529.00
28/03/2023	Chapple & Jenkins Wholesale De	Kitchen Stock for resale	£ 286.66
28/03/2023	Chapple & Jenkins Wholesale De	Kitchen Stock for resale	£ 139.51
28/03/2023	Ground Management Association	Annual Membership Fee	£ 175.00
28/03/2023	H2O Window Cleaning Services	Window Cleaning Town Council Properties	£ 40.00
28/03/2023	High Speed Training Limited	Staff Training	£ 810.00
28/03/2023	INITIAL Washroom Solutions	Hygiene Bin Contract	£ 256.80
28/03/2023	J Hollister Hardware	Estates Maintenance Equipment/Materials	£ 120.05
28/03/2023	Murray Hire Ltd	Estates Maintenance Equipment/Materials	£ 299.88
28/03/2023	Raycox Turf Ltd	Chippings to dust	£ 133.20
28/03/2023	Raycox Turf Ltd	Top Soil	£ 576.00
28/03/2023	RBS Software Solutions	IT Software Subscription	£ 625.73
28/03/2023	Relyon Guarding & Security Ser	Building Security Maintenance	£ 45.00
28/03/2023	The Bristol Pest Controller	Pest Control - Parks	£ 180.00
28/03/2023	Virgin Media Payments Ltd	Broadband Charges	£ 56.40
28/03/2023	Virgin Media Payments Ltd	Broadband Charges	£ 56.40
28/03/2023	Virgin Media Payments Ltd	Broadband Charges	£ 56.40
28/03/2023	Virgin Media Payments Ltd	Broadband Charges	£ 56.40
29/03/2023	Bank Current Account	Bank Transfer	£ 71.27
29/03/2023	Instant Access Saver Account	Bank Transfer	£ 11,031.58
29/03/2023	Petty Cash	Petty Cash Top up	£ 48.23
29/03/2023	Petty Cash	Petty Cash Top up	£ 237.28
30/03/2023	NISBETS	Kitchen Equipment - Pop Inn Café	£ 503.98
31/03/2023	Bank Current Account	Bank Transfer	£ 53,758.07
31/03/2023	Petty Cash	Petty Cash Top up	£ 43.24
31/03/2023	Petty Cash	Petty Cash Top up	£ 264.98
31/03/2023	ProfitReach	Website Support	£ 98.40
31/03/2023	Staff Salaries March 23	Staff Salary Payments	£ 54,275.13

MEETING OF THE PLAY AREAS AND PROPERTIES PROJECT STEERING GROUP HELD ON WEDNESDAY 1st MARCH 2023 BETWEEN 10AM AND 11.30AM AT POOLE COURT, YATE.

Present: Councillors John Ford, Alan Monaghan and Chris Willmore.
Community Projects Manager, Estates Manager and Finance Manager & RFO, Community Support Assistant (HTh).
Representative of the Friends of Kingsgate Park – Judith Cameron

1. Appointed Chair for the Meeting

RESOLVED Councillor Alan Monaghan was appointed chair of the meeting.

2. Apologies for Absence

No apologies for absence were received.

3. Tenders Received for Phase 2 Kingsgate Park Refurbishment

Feedback from the representative of Friends of Kingsgate Park, with respect to the tenders, was considered.

It was **NOTED:**

- a. General feedback relating to tenders received:
 - i. tenders were opened at 9am. All tenders received were within the £200,000 budget;
 - ii. the Project Steering Group is unlikely to reach final decision today, to appoint a supplier;
 - iii. Project Steering Group members wish to shortlist tenders, and invite shortlisted tenderers to discuss their submissions with the Project Steering Group in further detail;
 - iv. the appointed contractor will need to undertake public consultation, to reach final designs.

- b. 5 tender submissions were received from the following suppliers (in alphabetical order):
 - i. Eibe Play Ltd;
 - ii. ESP;
 - iii. Kompan;
 - iv. Proludic;
 - v. Studio Hardie.

Tenders received were for the following values (in ascending order):

- i. £195,000.00
- ii. £196,604.00

- iii. £198,033.93
- iv. £200,000.00
- v. £200,000.00

3. The Way Forward

It was **RESOLVED**:

- a. A Doodle to be circulated to the Project Steering Group to find a date and time for supplier presentations;
- b. Public consultation:
 - i. timeframe for consultation as soon as supplier is appointed; aim to arrange public consultation in school “Easter” holidays at the beginning of April;
 - ii. workshop with public to be included in budget / free of charge from appointed supplier.
 - iii. The following method was agreed for assessing tenders, submitted proposals will be judged against the following criteria (as stated in the tender design brief):
 - 1. **Play value.** *Schemes should include an explanation of the play value of each item of equipment and also describe how accessibility has been considered.*
 - 2. **Design.** *Schemes will be assessed in respect of their suitability for the site, including proposed materials and the degree to which the existing features of the site are accommodated into the layout. And how the proposed scheme enhances the wider space and local environment.*
 - 3. **Access and Inclusion.** *Designs that maximise opportunities for enjoyment and engagement, for a wide range of users, including those with varying abilities, neurodiverse characteristics, and confidence levels.*
 - 4. **Cost.** *Whilst the budget is set, the contractor’s designed portion will need to exhibit value for money. Ongoing and long-term replacement costs will be considered.*
 - 5. **Sustainability.** *Including value return on investment, lifecycle of products/services, choice of materials, consideration for environmental improvements (e.g. biodiversity), processes and procedures that minimise adverse effect on the environment, while maximising opportunities for engagement with nature. (Split into 2 sections 1.environment 2. Life cycle e.g. maintenance, durability)*
 - iv. Using the above criteria, the following tenders were shortlisted for presentation to the Project Steering Group (date/time to be confirmed):
 - 1. Eibe Play Ltd;
 - 2. Kompan;
 - 3. Proludic.

- v. supplier interviews serve as the method for identifying the preferred supplier for this tender, opposed to a tender report with scored recommendations from a landscape architect (a report still may be produced to outline contract specifics);
- vi. the criteria for identifying the preferred supplier is specified in the tender design brief (outlined above). The supplier that demonstrates at presentation stage, the strongest ability to work closely with the Project Steering Group and the public, to receive and respond constructively to feedback on their design with the aim to produce a design which is strongly influenced by public feedback, to achieve best value for the public investment, will be awarded the Kingsgate Park Phase 2 contract.

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MINUTES OF THE PLAY AREAS AND PROPERTIES PROJECT STEERING GROUP MEETING HELD ON 9 MARCH 2023 BETWEEN 10AM AND 1PM AT POOLE COURT, YATE.

Present: Alan Monaghan, Karl Tomasin and Chris Willmore.

Estates Manager, Community Projects Manager, Community Support Assistants (Estates and Community Projects).

1. Appointed Chair for the Meeting

RESOLVED Councillor Alan Monaghan was appointed chair of the meeting.

2. Apologies for absence

Apologies were received from Councillors Cheryl Kirby and Tony Davis.

3. Presentations from Shortlisted Suppliers (Kingsgate Park Refurbishment, Phase 2 tender)

Presentations from shortlisted suppliers were received.

4. Selection of a Preferred Supplier

It was **RESOLVED** to appoint Eibe Play as the preferred supplier for phase 2 of the Kingsgate Park project, subject to satisfactory due diligence, design meeting and confirmation of final contract sum. The value of the tender submitted by Eibe Play was £198,033.93. The final value of the contract will be confirmed following public consultation, as changes to the design may be identified during the consultation period. Eibe was selected as the preferred supplier due to:

a. Play value. *Schemes should include an explanation of the play value of each item of equipment and also describe how accessibility has been considered.*

- i. Range of equipment returned play value for users up to 11years;
- ii. Range of equipment provides multiple points of engagement that will support different abilities and increasing confidence as children grow/ develop e.g. banister slide, balance trails etc.

b. Design. *Schemes will be assessed in respect of their suitability for the site, including proposed materials and the degree to which the existing features of the site are accommodated into the layout. And how the proposed scheme enhances the wider space and local environment.*

- i. Design materials and features - complementary of surroundings and existing equipment, aesthetically pleasing, and high quality;
- ii. Statement piece in design, offered unique selling point;
- iii. Selection of equipment and space planning was well considered in response to the brief;
- iv. Statement piece in design, offered unique selling point

- v. Supplier was supportive of design changes and recommended alternative products in response to queries raised.
- c. **Access and Inclusion.** *Designs that maximise opportunities for enjoyment and engagement, for a wide range of users, including those with varying abilities, neurodiverse characteristics, and confidence levels.*
 - i. Integration of accessible equipment throughout design;
 - ii. Quiet area included in support of neurodiverse conditions;
- d. **Cost.** *Whilst the budget is set, the contractor's designed portion will need to exhibit value for money. Ongoing and long-term replacement costs will be considered.*
 - i. Cost of the tender submitted was within the budget set, as all tenders submitted were of similar price, designs were evaluated on play value in return for investment;
 - ii. Robinia material is generally set at a higher price point than many other types of play equipment material, lots of Robinia play units and extended areas for surfacing (access requirement) were presented in the design, within the budget set, demonstrating good value for money;
 - iii. Supplier supportive of design changes, if cost adjustments were required.
- e. **Sustainability.** *Including value return on investment, lifecycle of products/services, choice of materials, consideration for environmental improvements (e.g. biodiversity), processes and procedures that minimise adverse effect on the environment, while maximising opportunities for engagement with nature.*
 - i. Materials, primarily robinia, are repairable and recyclable;
 - ii. Delivery to site, straight from manufacturer, low carbon production/ factory;
 - iii. Supplier supportive of YTC requests to reduce, reuse and recycle as much waste as possible created by the project.

5. The Way Forward

It was **RESOLVED**, Officers to:

- a. Contact Eibe to advise they are the preferred supplier (subject to satisfactory due diligence and confirmation of final contract value);
- b. Arrange meeting with Eibe to discuss design in detail;
- c. Send due diligence package to Eibe;
- d. Contact Tenderer 1 and Tenderer 3, thank them for tender submission, advise submission was not successful and provide feedback if requested.

MINUTES OF THE PLAY AREAS AND PROPERTIES PROJECT STEERING GROUP MEETING HELD ON TUESDAY 16TH MARCH 2023 BETWEEN 9AM & 10AM, AT POOLE COURT, YATE.

Present: Councillors Tony Davis, Alan Monaghan, Cheryl Kirby and Chris Willmore.
Community Projects Manager, Estates Manager & Finance Manager & RFO (part meeting), Community Support Assistants (LJ & HTh).

1. Appointed Chair for the Meeting

RESOLVED Councillor Alan Monaghan was appointed chair of the meeting.

2. Apologies for Absence

Apologies for absence were received from Councillors John Ford and Karl Tomasin.

3. Contract Mechanism and Particulars, phase 2, Kingsgate Park Project

It was **RESOLVED**:

- a. Phase 1 refurb contract (Childrens Playground) be executed under hand (NB: Execution as a deed is only required in relation to property and buildings and is not necessary for equipment contracts);
- b. Phase 2 contract (Eibe Play) be executed under hand (NB: Execution as a deed is only required in relation to property and buildings and is not necessary for equipment contracts);
- c. Councillor John Ford was nominated to support officers with completion of the contract particulars (JCT Design and Build).

4. Feedback for Unsuccessful Tenderers

It was **RESOLVED** feedback from the project steering group, be provided to Phase 2 tenderers; x2 that were shortlisted for presentation to the project steering group, and x1 tender that was not shortlisted for presentation:

5. Project Steering Group Feedback Phase 2 Design Eibe Play

It was **RESOLVED** that feedback (appendix 1) would be presented to Eibe with a request for changes to the design; the revised design will be used for public consultation.

6. Next Steps

- a. It was **RESOLVED** to write to Eibe Play:
 1. to advise they are the preferred supplier for the phase 2 project and that subject to satisfactory due diligence and

- confirmation of final contract value, Eibe Play will be awarded the contract for phase 2 Kingsgate Park project;
2. request further information from Eibe regarding lead times for orders of large units e.g. duck, sand unit, janny unit;
 3. send feedback on version 1 design (appendix 1) and request a revised design (version 2);
 4. request meeting to consider revised design once received.

b. Public Consultation

It was **RESOLVED** to:

1. Launch revised design (version 2) week commencing 10.04.2023 at the annual Easter Egg Hunt in Kingsgate Park;
2. Include a worksheet for children, virtual tour of design;
3. Additional public consultation workshop to take place at Kingsgate Park, later during w/c 10.04.2023.

Meeting adjourned at 11am, for the meeting with the supplier Eibe Play, to commence.

*Meeting resumed at 11.30am after the Eibe Play meeting ended. *RFO joined the meeting*

c. Budget

It was **RESOLVED**, to achieve the aims of the phase 2 design brief:

1. If the Eibe final contract value is equal to, or less than £225,000, it is within the project budget available.

The revised budget of £225,000, includes an increase of £25,000, from the initial £200,000 phase 2 tender budget.

The £225,000 budget is available from the following allocations:

- I. £200,000: Public Works Loan allocation;
 - II. £7,500: Phase 1 contract underspend (Childrens Playground);
 - III. £17,500: Play Area Refurbishment Budget 2022/2023 (agreed via delegated powers, as the Kingsgate Park Refurbishment Project is the priority project in the play area refurbishment schedule).
2. A **RECOMMENDATION** be made to Finance & Governance Committee (on 28.03.23), that £25,000 from the Major Project Sinking Fund earmarked reserves, be held as a contingency, to allow a budget of up to

£250,000, to cover a potential increase in costs in the phase 2 Eibe contract.

It was **NOTED**:

1. Extraordinary Full Council may be required to receive a **RECOMMENDATION** from the Finance and Governance Committee, if a contingency budget of £25,000 is required;
2. If the contingency budget recommendation is not supported by the Finance and Governance Committee, the Project Steering Group will consider phasing the phase 2 works. Areas that could be additional phases when budget is available:
 - Quiet area;
 - Trimtrail.

d. Climate and Planet Consideration

The following plan to reduce, reuse and recycle waste from the project was **RESOLVED**:

1. Reduce as much as possible - waste being removed from site that can be reused at Kingsgate Park or at other YTC sites;
2. Reuse as much as possible - items with life cycle remaining, and features that are generational / long standing features on the site, to be reused at Kingsgate Park, or at other YTC sites e.g. surfacing pads, dog seesaw, swing seating, benches and other seating;
3. Recycle as much as possible - items with life cycle remaining and any waste created from the project, to be reused at Kingsgate Park, or at other YTC sites e.g. bark, soil, metals etc.

e. Additional Items for Future Phases

It was **RESOLVED** the following ideas be explored following the completion of phase 1 and 2 (ask artists e.g. Juneau Projects, and local stakeholders e.g. Friends of Kingsgate Park to contribute ideas/ funding for):

1. bird houses;
2. brass rubbings/ tree rubbings;
3. interpretation boards for wildlife.

MEETING MINUTES OF THE PLAY AREAS AND PROPERTIES PROJECT STEERING GROUP HELD ON WEDNESDAY 29 MARCH 2023 BETWEEN 10AM AND 11.30AM AT POOLE COURT, YATE.

Present: Councillors Tony Davis, Cheryl Kirby, Alan Monaghan and Chris Willmore.
Community Projects Manager, Estates Manager, Finance Manager & RFO and Community Support Assistants (Estates and Community Projects)

1. Appointed Chair for the Meeting

RESOLVED Councillor Cheryl Kirby was appointed chair of the meeting.

2. Apologies for Absence

Apologies for absence were received from Councillor John Ford.

3. Update from Finance and Governance Committee Meeting Held on 28.03.23

The following verbal update was given by the Finance Manager & RFO, and **NOTED:**

It was **RESOLVED:**

- a. To achieve the aims of the final phase 2 design, if the contract value with Eibe is greater than £225,000, Finance and Governance Committee **RECOMMEND** to Full Council, that £25,000 from the Major Project Sinking Fund earmarked reserves, is held as a contingency, to allow for a contract of up to £250,000;
- b. The Town Council's Financial Regulations require consideration of security, for the due performance of a contract, over the value of £100,000. Officers will request Eibe consider the following options, to act as security, as part of the contract:
 1. performance bond;
 2. phased payments – for example, payments are phased throughout the installation timeline with a percentage retention, YTC usually require 5% retention, 2.5% payable on project completion (following ROSPA inspection/approval), and 2.5% payable 12months from completion date, to cover the snagging period post completion.
- c. Delegated powers be granted to implement the chosen security option (outlined above) in consultation with members of the Play Areas and Properties Project Steering Group.

4. Phase 2 Next Steps

It was **NOTED:**

- a. Revised design Eibe phase 2:
 - 1. Detailed feedback from the Project Steering Group to be sent to Eibe (appendix 1 and appendix 2);
 - 2. Design is sufficient for consultation;
 - 3. Clear walking route is needed from toddler/ junior equipment area to picnic area;
 - 4. Aggregate path needs to be extended from the duck unit, around the front of the swing set to the exiting entrance (South side);
 - 5. Relocation of the snake swing - move away from paths/ transitions lines and closer to teen area/MUGA;
 - 6. Seesaw – consult on the following options, with users with access needs, to identify a proffered product:
 - 1. [multifunctional seesaw Erik - Color: farblos | Material: Robinie natur \(eibe.co.uk\)](#)
 - 2. [Integration Seesaw metal \(eibe.co.uk\)](#)
 - 3. [stand-up seesaw Suri - Material: NH kdi \(eibe.co.uk\)](#)
- b. Final project costs and budget will be reviewed following public consultation, when the final design has been agreed and costed;
- c. YTC cannot place an order with Eibe until the due diligence process has been completed and a satisfactory outcome reached. Officers to advise Eibe of this Financial Regulation/process;
- d. Public consultation:
 - 1. Format will be consultation, not design showcase;
 - 2. Duration of consultation will be x7days, commencing on 10.04.2023 at the annual Easter Egg Hunt event;
 - 3. Project Steering Group members will run a stall with phase 2 consultation information;
 - 4. Officers will seek specific feedback on seesaw design, from groups/schools working with children and young people with access needs, and will request these groups/organisations forward share the consultation with other access and inclusion networks.
- e. Project timelines – it was **RESOLVED** the project timeline be revised to commence installation of phase 2 in September 2023, to reduce the risk of disruption to public enjoyment of the play area, during the summer school holidays.
- f. Marketing:
 - 1. Explore opportunities for drone photography and time lapse from local groups and photographers;
 - 2. RFO to advise on marketing budget available to support point 1 above.
- g. Accessible parking:

1. Following feedback from residents of Troon, SGC to be asked by YTC not to investigate accessible parking in this area and instead, SGC be asked to investigate increasing accessible parking facilities on the parking area at the top of Sunningdale.

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Department for Place

Date: 20 March 2023

Hayley Townsend
Yate Town Council

By Email: htownsend@yatetowncouncil.gov.uk

Dear Hayley

I write further to my e-mail of 22 February 2023 about the delivery of the new community centre for Ladden Garden Village. I have now received the briefing I referred to from the Property Division.

An assessment has been made of potentially locating the building on an alternative site, (Co-located on the Primary School Site) however, this would lead to considerable problems with regard to the S106 agreement between the developer and South Gloucestershire council and would raise some operational issues regarding safeguarding.

In addition to this, it is likely to cost more than we have available to spend on the building. Largely this would be due to the agreed site provided by the developers through the s106 agreement being quite compact and it has necessary services and infrastructure in place e.g., Drainage and service provision. An alternative site would require considerably more external works than the current site offers.

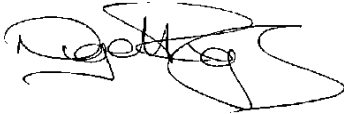
The delivery team who will manage the project will be fully in place in April 2023. At the appropriate time, they will be seeking invitations to groups to express interest in operating the building.

South Gloucestershire Council took the decision to build the size of building required by the S106 agreement in June last year and have no plans to review that decision. I will request the delivery team advise you when expressions of interest process will be starting and ask them to inform you directly of the procedure.

Department for Place

Further enquiries should be directed to Catrin Mattias, Service Director for Property Division.

Yours sincerely



Nigel Riglar
Executive Director
Department for Place

From: Nigel Riglar <Nigel.Riglar@southglos.gov.uk>
Sent: Tuesday, April 18, 2023 10:27 AM
To: Leah Collier <LCollier@yatetowncouncil.gov.uk>
Subject: Ladden Garden Village Community Centre

Dear Leah

Thank you for your email dated 12 April 2023. We would draw your attention to the brief, attached, which was issued on 18 November 2019 as a basis for an Expression of Interest (EoI) in running the new Ladden Garden Village Community Centre.

In Section 12 of the brief, the below wording was included:

“For the avoidance of doubt, South Gloucestershire Council reserves the right to withdraw from the process and is not bound to accept applications received.”

Whilst a business case was received and Officers met to discuss it, it was never formally accepted and indeed at that stage couldn't have been as the actual size, precise location and lease arrangements had not been confirmed. Yate Town Council (YTC) never accepted the Heads of Terms for the Lease. YTC stated they had a preference for a larger building and discussions began on this basis. YTC did offer to borrow to increase the size of the building but were not prepared to contribute to the cost of formalising a legal agreement between the parties to deliver it.

SGC do not accept that we confirmed Yate Town Council would be the preferred operator on the basis of the draft business case submitted in March 2020.

The emphasis now needs to be on delivery of the building. As part of this plan, the SGC delivery team will be seeking Expressions of Interest for the new building in due course. YTC will of course be very welcome to submit an EoI at that stage.

Regards

Nigel Riglar
Executive Director
Department for Place
Address: South Gloucestershire Council

From: Leah Collier <LCollier@yatetowncouncil.gov.uk>
Sent: Wednesday, April 12, 2023 9:54 AM
To: Jacqueline Penman <Jacqueline.Penman@southglos.gov.uk>
Cc: Hayley TownsendYTC <htownsend@yatetowncouncil.gov.uk>
Subject: [EXTERNAL EMAIL] - FW: Ladden Garden Village Community Centre

Dear Jacquleine,

Please see below a response for the attention of Nigel Riglar, on behalf of Town Clerk, Hayley Townsend.

Dear Nigel,

Thank you for your letter dated 20th March 2023 regarding the New North Yate Community Building, which was shared with members of the Town Council's Project Steering Group.

We would like to go back a step and refer to the sentence within your letter of 22 July 2022 (attached above) which says: "...as we are clearly struggling to reach an agreement, SGC will be advertising for expressions of interest for a partner to see if there are further interested parties." Please could you provide some firm clarification on that point as Yate Town Council believe that we had an agreement about being the operating party of the building; YTC submitted an EOI in March 2020 and since then, worked with SGC on the project on that basis. We understood that the only issue between us was the need for YTC to have some sort of security for its contribution if YTC committed capital funds.

As SGC has resolved to reject that capital offer, we understand that there is no longer an issue and as far as YTC is concerned, the original operation offer for YTC to be operating partner and SGC's acceptance still stand.

Can you please confirm that SGC has decided to withdraw that acceptance of YTC's offer to operate and intends seeking expressions of interest from alternative partners?

With thanks,

Leah Collier
Community Projects Manager
Yate Town Council
LCollier@yatetowncouncil.gov.uk
www.yatetowncouncil.gov.uk

From: Jacqueline Penman <Jacqueline.Penman@southglos.gov.uk>
Sent: Monday, March 20, 2023 2:12 PM
To: Hayley Townsend <HTownsend@yatetowncouncil.gov.uk>
Subject: Ladden Garden Village Community Centre

Dear Hayley

Please find attached correspondence sent on behalf of Nigel Riglar, Executive Director, Department for Place for your attention.

Regards

Jacqueline Penman
PA to Nigel Riglar
Executive Director Place
Tel: 01454 865811
Address: South Gloucestershire Council



Notes from Meeting with Stakeholders of Ladden Garden Village held on Thursday 24th February 2023 from 4pm – 5.50pm at Poole Court.

Present: Councillor Chris Willmore (Yate Town Council)
Ryan Phillips, Infrastructure Project Manager for Ladden Garden Village – Barratt Homes
Marie Burke and Alison Hallet – LiveWest
Tracey Price (Strategic Housing/Affordable Housing, Enabling Officer),
Dean Miles & Janine Somers – Ladden Garden Village Residents Representatives
Deputy Town Clerk,– Yate Town Council

1. Welcome

The meeting was arranged to continue updates from Ryan Phillips following the meeting held on 8th February 2023.

Councillor Willmore led the meeting

2. Open Discussion

It was **NOTED** that the new FAQ webpage on the South Gloucestershire website, specifically for residents of Ladden Garden Village, is now live. Whilst there are some areas that need more information this is a good step.

Update from representative from Barratt Homes:

- Ryan explained the process for the phases of handover of public open spaces ie when phase is 80% occupied then operational public space is handed over having been subject to inspections. Phases are broken down into smaller chunks to allow smoother phasing. Ryan shared projected completion dates however advised that this information was for the group and not at this stage guaranteed or to be confirmed in writing;
- An explanation of how highways and sewers are handled to the point of handover and adoption was given - how it is common practice for developers to bring highways to a certain standard during build phase, ensuring operational (ie ramps to dropped kerbs etc) and then the final road service completed once any final sewer dig down has been completed to avoid patch repair and damage. Once highways adopted the maintenance remains the responsibility of the developer for 12 months (however it is likely that Barratts will request a reduction in the 12 month responsibility from SGC due to the length of time they have been operational). Barratts has a ground worker on site and able to action any highway issues relatively quickly (ie potholes – report to Ryan);

- Recent flooding issues were discussed (some which occurred during the recent yellow flood warning storms) - whilst some of the land that recently flooded is about to be handed over to Pinnacle (Management Company) , Barratts have confirmed that both Pinnacle and Barratts will monitor and if evidence that the area continues to flood then Barratts will take action (ie will not be handed to the residents (via the Management Company) to deal with;
- The basins were discussed and Ryan explained how they operate. It was requested that the stream is given some attention and cleared of debris. Also the concrete structures (inverted syphons) above water level have become attractive for young people to climb and play – Ryan advised that this is still a construction site and should not be accessed but will check current situation. This area is not finalised;
- An announcement is imminent in respect of the retailer that will operate from the district centre.

General Comments

- It would be useful to have a central point to refer queries or concerns from residents, it was mentioned that the Barratts Customer Care reporting system doesn't seem to function quickly. It was **agreed** that reports should continue to be made to the Barratts Customer Care portal but any long outstanding queries can be brought to Ryan's attention if not dealt with in a timely manner.
- Issues with knowing which was the most up to date planning consent were discussed, making it difficult to know what should or shouldn't be done. It was **agreed** that Councillor Willmore would spend some time with Janine and Marie coaching use of navigating the SGC Planning Portal;
- There have been reports of young people playing in streets, ball games causing issues etc - as the nearest Youth Venue is quite some way away it was suggested that in the absence of a community building (which is likely to be a couple of years away) – would Barratts consider offering a portacabin (s)to act as a temporary meeting place for the community. LiveWest and Yate Town Council are likely to be supportive. It was **agreed** that Councillor Willmore and Marie Burke work up some details and bring back to Barratts;
- The following issues in relation to Bellway Homes were raised and it was asked that Barratts also raise with the Bellway site Manager;
 - Lorries using Autumn Brook for delivery, construction not post construction fitting out. (Within last week - photos available).
 - Water flowing off the open space east of Bellway which reaches pavement and road before it gets to a water catchment ditch, needs some sort of catchment uphill of the road to feed it into S10.
 - Public right of way through the triangle of open space into Yate Rocks - the original planning consent, the wishes of the rights of way officer, Yate TC and the residents in Yate Rocks was to draw the edge of the urban environment at the road, and so the open space would remain informal with a rural public

right of way through it. Bellway put tarmac down, and then when challenged applied for consent and S Glos rejected - but they still have the tarmac there and it is upsetting residents at Yate Rocks. (Tarmacking it increases the safety by design risks of burglaries from that path)

- On the above piece of land there is debris from Bellway, right by the public right of way. This is not a construction site, so there is general public access. The debris includes heavy wooden posts with sharp nails sticking out of them and concrete blocks on the bottom. This is a safety issue.

4. Next Meeting

- A further meeting to be set in May 2023 - themed to discuss (schools, community build, cycling & public transport)