

Yate Town Council

Full Council

**25th October 2022 from 7pm until
7.45pm at Poole Court**

Minutes

Present:

Councillors Tony Davis, Mike Drew, John Ford, Margaret Marshall, Ben Nutland (Vice-Chair & Chair of meeting), Ray Perry, Karl Tomasin and Chris Willmore.
Deputy Town Clerk and Community Projects Manager.
1 member of the public.

Minute 49. Announcement from the Chair

- a) Following the announcement from Buckingham Palace on Thursday 9th September 2022 that Her Majesty Queen Elizabeth II had passed away, a one-minute silence of Full Council took place.
- b) Those present were also invited to remember former Yate Town Council Councillor and Chair, Maureen Minogue, during a one-minute silence that took place.

Minute 50. Apologies for Absence

Apologies of absence were received from Councillors John Emms, Sandra Emms, John Gawn, Cheryl Kirby, Alan Monaghan, Wully Perks, Jane Price, John Serle and Penny Thoyts (leave of absence).

A 3-month leave of absence request was received from Councillor Wully Perks and it was **RESOLVED** that the request be approved.

It was **NOTED** that Councillor John Serle has until 22 November 2022 to attend a Council meeting to avoid disqualification.

Minute 51. Members Declarations of Interest Under the Localism Act 2011

Councillors John Ford and Ray Perry declared interests regarding all matters concerning YOSC and YOSC Ltd, as serving trustees on the YOSC Ltd board.

Minute 52. Requests for Dispensations

No requests for dispensations were received.

Minute 53. Public Participation Session with Respect to Items on the Agenda

There were no items raised by the member of the public present.

Minute 54. Minutes of the Town Council Meeting held on 6th September 2022

It was **RESOLVED** the minutes of the Minutes of the Town Council Meeting held on 6th September 2022 be approved and signed as a true and accurate record.

Minute 55. Minutes of the Planning and Transportation Committee Meetings held on 27th September 2022

The minutes of the Planning and Minutes of the Planning and Transportation Committee meeting held on 27th September 2022 were received and **NOTED**.

Minute 56. Minutes of the Environment and Community Committee Meeting held on 28th September 2022

The minutes of the Environment and Community Committee Meeting held on 28th September 2022 were received and **NOTED**.

Minute 57. Minutes of the Finance and Governance Committee Meeting held on 4th October 2022

The minutes of the Finance and Governance Committee Meeting held on 4th October 2022 were received and **NOTED**.

Minute 58. Items Referred from the Planning and Transportation Committee Meetings held on 27th September 2022

It was **NOTED** that no items were referred to Full Council from the Planning and Transportation Committee Meeting held on 27th September 2022

Minute 59. Items Referred from the Environment and Community Committee Meeting held on 28th September 2022

59/1 Queen Elizabeth II's Reign: Commemorative Ideas

At the Environment and Community Committee meeting on 28th September 2022, ideas were discussed for the commemoration of Queen Elizabeth II's reign, as follows:-

- Coronation oak sculpture in Kingsgate Park (to mark the Coronation of King Charles III expected in 2023), using an oak tree that has recently been monolithed – arrangements be made to book the sculptor in advance (estimated cost of £6,000);
- Naming the Tyler's Field beacon 'Elizabeth Beacon' and installing solar lights and a plaque as follows:
'May the light of our noble Queen Elizabeth II never go out in this land and the

commonwealth. May it shine bright from generation to generation.'

- Taking ownership of and subsequently replanting the SGC copse (in partnership with residents) at Eastfield Drive that was destroyed by the pylon works and naming it 'Queen Elizabeth II' copse or similar fitting title;
- Renaming of Eggshill Lane Play Area site as Elizabeth Park.

Additional feedback received from members of the public were also considered. It was **RESOLVED** that:

- Naming of the Beacon at Tyler's Field to go ahead with a plaque (wording as above) and solar lights installed;
- Contact to be made with the Quarry to request donation of selection of smaller rocks that could be used as seating at Tyler's Field;
- Pursue ownership of and then replant the SGC copse (in partnership with residents) at Eastfield Drive that was destroyed by the pylon works and naming it 'Queen Elizabeth II' copse or similar fitting title;
- Re-naming of Eggshill Play area to be reconsidered when the play area is next refurbished (consideration at that time to be given to having an interpretation board to explain the history of the site);
- Renaming of Kingsgate Lake or nature reserve to be considered in consultation with the Friends of Kingsgate Park;
- Arrangements to be made to book the sculptor to form a Coronation oak sculpture in Kingsgate Park (to mark the Coronation of King Charles III expected in 2023), using an oak tree that has recently been monolithed. (estimated cost of £6,000).

Minute 60. Items Referred from the Finance and Governance Committee Meeting held on 4th October 2022

Minute 60/1 Electric Bike

Following the E-Bike trial it was recommended at the Environment and Community meeting on 28th September 2022 to buy a "step through" e-bike at a discounted cost of £900, along with any associated accessories required.

It was **RESOLVED** that the Project Support Earmarked Reserve, which has an available balance of £9,248 is used to cover the cost of these items.

Minute 60/2 Priorities and Strategy Scrutiny Working Group

The minutes of the meeting of members of the Priorities and Strategy Scrutiny Working Group held on 14th October 2022 were received and it was **RESOLVED** that the recommendations therein be approved. (Appendix 1)

The staff were thanked for all their hard work and members were reminded to adhere to the priorities agreed in Appendix 1.

Minute 61. Planning and Transportation

Minute 61/1 Advisory Meeting Notes of 21st June 2022

It was **NOTED** that the Planning and Transportation Committee meetings did not take place on 13th September 2022 and 18th October 2022 and comments were compiled in consultation with members of the Committee and submitted in accordance with delegated powers are reported to the next Planning and Transportation Committee meeting.

Minute 62. Delegated Decisions

Minute 62/1 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 18th October 2022 was received and **NOTED**. (Appendix 2)

Minute 63. Financial Reports

Minute 63/1 Accounts for Payment

The accounts for payment previously authorised in line with the Financial Regulations were received and **NOTED**. (Appendix 3)

Minute 63/1 Audit

(a) 2022/2023 In Year Assurance Internal Audit Report

The 2022/2023 In Year Assurance internal audit report was received. (Appendix 4)

It was **NOTED** that the report provided the opinion that Yate Town Council has a High Standard of financial control procedures, with several key strengths outlined and no key risks or key actions identified.

(b) 2021/2022 External Audit Report

The year-end external audit report and certificate from PKF Littlejohn LLP for year ending 31 March 2022 was received. (Appendix 5).

It was **NOTED** that the report provided the opinion that the information in Sections 1

and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

It was further **NOTED** that the Conclusion of Audit was publicly displayed and posted on the Town Council website and Poole Court noticeboard on Thursday 22nd September 2022 in line with the Accounts and Audit regulation 2015.

Thanks were extended to the Finance Team and all staff involved in the audit.

Minute 64. Town Council Project Steering Groups (Task Limited)

Minute 64/1 Play Areas Properties Project Steering Group

(a) Brinsham Play Trail Collaboration with Home from Home and Live West

It was **NOTED** that an update is awaited from from Live West and Juneau further to the workshops that took place.

It was further **NOTED** that a meeting is due to take place on Friday 4th November with representatives from Barratt homes to discuss play trail to join play areas and Brinsham Park together.

(b) Kingsgate Park and Peg Hill Projects

This item was considered under confidential session, Minute No 69/2.

Minute 64/2 YOSC

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

It was **NOTED** that a mirror installation date has been chased and officers await a response.

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

The following was **NOTED**;

- a. South Gloucestershire Council officer Liz Kinsey (Project Officer, River Frome Reconnected) provided the following information regarding the Frome Catchment Innovation programme (previously reported as the Local Flood Risk Management Strategy 2022-27):

I am able to confirm that Bristol as lead partner do now have the funds confirmed and a press release will be coming out about this in next 4-6 weeks. This does mean that we will be looking at options for natural flood management within SGC. We are currently working with partners Environment Agency, Wessex Water, Farming and Wildlife Advisory

Group and Bristol Avon Rivers Trust to pull together a programme for delivery upto 2027. This is based on modelled outputs and partners are working together to make a prioritised shortlist of sites. Chris (Cllr Willmore) has highlighted a few sites to me in various conversations we have had together and where appropriate I'm feeding this into the discussions. We hope to have a full programme worked up by the end of March 2023.

Officers have offered information for sites in Yate, when needed to inform the project.

- b. Further information is awaited from South Gloucestershire Council, regarding S106 processes, as previously reported.
- c. It has not been possible to arrange a meeting of the YOSC Facilities Project Steering Group. A report on YOSC projects will be circulated to the group, and a discussion time will be set in October 2022, for councillors that wish to have a discussion with an officer.

(c) YOSC Liaison – Governance

It was **NOTED** that a draft lease and funding agreement for the YOSC site has been sent to YOSC Ltd to review and negotiations are ongoing.

Minute 64/3 New North Yate Community Building

It was **NOTED** that during a meeting of the South Gloucestershire Council Youth Commissioning Team and YTC representatives, YTC reps recommended those SGC Officers contact the SGC Community Spaces Team to review the plans for the NNYCB, with specific attention to the design details YTC requested for the youth area. To further be advised that the NNYCB feasibility designs were shared with SGC Commissioning Officers by email.

Minute 65. Consultations

Minute 65/1 Current Consultations

Consultation Name	Link	Date Circulated	Closing Date	Notes
South Gloucestershire Council Consultation on Recommissioning of Domestic Violence and Abuse Services Pop- Up meeting	Click here for consultation	4.10.22	20.10.22	Circulated in advance of meeting due to close date. No comments submitted.

Bristol City Council & Environment Agency Flood Risk Survey	Click here for survey.	21.10.22	28.10.22	It was NOTED that Councillor Willmore has agreed to complete the survey
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Minute 65/2 Consultation Responses

No consultation responses were received.

Minute 65/3 Urgent Consultations

It was **NOTED** there were no urgent consultations to consider.

Minute 66. Yate Town Centre

Minute 66/1 Yate Town Centre Strategy Group

It was **NOTED** that the meeting of the Yate Town Centre Strategy Group took place on Monday 24th October 2022 (minutes to be reported to the meeting of the Environment & Community Committee on 8th November 2022).

Minute 67. Ladden Garden Village

It was **RESOLVED** to:

- Support the concerns raised in the email sent to the Chief Executive of South Gloucestershire Council on 4th October 2022 by Councillor Chris Willmore in respect of deep concerns in respect of delivery of facilities at Ladden Garden Village and requesting a meeting with senior officers (Appendix 6);
- Write to the developers to ascertain the situation with the sewers at Ladden Garden village where the pipes from the property to the road are the responsibility of the home owner, from the property to the pump station they are the responsibility of another utility company (ECOSA) and then when they reach the pump station they are the responsibility of Wessex Water thereafter – to ask what would happen if current utility companies ceased to operate? (We understand that there is a similar scheme with electricity.)

Minute 68. Consideration of Impact of Decisions on Climate and Waste

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

- Planting of commemorative copse at Eastfield Drive;

- Creating Coronation sculpture from damaged oak tree in Kingsgate Park;
- Purchase of an electric bike;
- Kingsgate Park refurbishment project.

Minute 69. Confidential Items

Minute 69/1 Confidentiality Confirmation

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

Minute 69/2 Kingsgate Park Refurbishment Project

A confidential report was received. (Confidential Appendix 7).

RESOLVED The meeting returned to public session

At the meeting of Full Council held on 6th September 2022, it was **RESOLVED**:

- a. *Contact play companies directly – share opportunity for companies to visit Kingsgate Park and provide feedback/ideas for design options and costs for refurb (pre-tender discussions); (for comparison with the refurbishment quote from the original supplier)*

The original installer of Kingsgate Park (timber equipment and trail units) attended a site visit with officers August 2022. They provided a quote for the repair and refurbishment of the existing timber play equipment (including items due for replacement within 5 years). (See Confidential Appendix 7, as circulated to the Project Steering Group by email on 12 September 2022)

Quotes were sought from 8 additional suppliers. 7 suppliers returned quotations for consideration, as listed below (in alphabetical order):

- Active Garden;
- Dragon Play;
- ID Verde;
- Play Quest;
- Rhino Play;
- Sutcliffe Play;
- Wicksteed.

The following quotes were received (in ascending order);

- £10,080;
- £39,230;

- £44,356;
- £65,718;
- £94,208;
- £331,864;
- £605,736.

It was **RESOLVED** to:

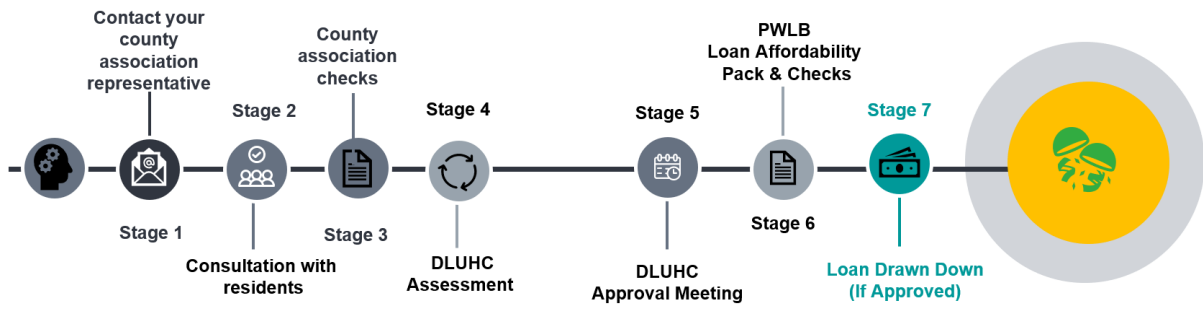
- Appoint the original supplier Childrens Playground Company Limited (CPCL) of the timber equipment, by accepting the quote for repair and refurbishment of the existing timber play equipment at Kingsgate Park for the sum of £99,509 for the following reasons:
 - To provide continuity of quality and warranties, and to avoid problems with responsibility (if refurbishing existing equipment);
 - To ensure best value for money for the Yate rate payer, by accepting the quote that maximises play value and scope of works, in return for financial investment (the alternative quotes received didn't include some or all or certain required elements (ie removal of old equipment, safety, installation costs, surfacing, shipping, post installation safety inspection));
 - To meet the objectives of the Town Council's Climate Emergency Declaration, by taking decisions that aim to minimise impact on the environment by reducing, reusing and recycling products, that have not reached the end of their life cycle.
- Submit an application to seek the approval of the Secretary of State for Levelling Up, Housing and Communities, to apply for a Public Works Loan Board (PWLB) loan of £300,000.

It was **NOTED** that:

- the Public Works Loan Application is in draft. A submission to our Local County Association for County Association Checks (stage 3), will be made in November 2022, now that the decision has been taken regarding which company to appoint for the refurbishment works.
- Once this is complete, the Local County Association will endorse the application and submit to the Department for Levelling Up Housing & Communities (DLUHC) for assessment and approval (stage 4). This process is expected to take 7-10days;
- DLUHC will review the application and associated information available to date and will make recommendations for further information to be included if applicable. They aim to provide a decision on the application within 15 working days of all the evidence being submitted (stage 5). DLUHC have previously stated that larger (£500k+) or more complex applications, can take up to 12 weeks due to additional stage of senior approval;
- Once approval has been granted, an application will be made to the Public Works Loan Board to draw down the loan (stage 6), at least two weeks before the intended advance date and within the 12-month approval from the

DLUHC.

The loan application process is summarised as follows:



Signed by Chair: _____

Date: _____

MINUTES OF THE MEETING OF THE PRIORITIES AND STRATEGY SCRUTINY WORKING GROUP, HELD ON FRIDAY 14th OCTOBER 2022 FROM 10.00AM-11.30AM HELD AT POOLE COURT, YATE.

PRESENT: Councillors Mike Drew, Cheryl Kirby and Chris Willmore.
Town Clerk, Community Projects Manager and Estates Manager.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Alan Monaghan and Karl Tomasin.

2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

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

3. PROCESS REVIEW

Further to minute 4 of the Priorities and Strategy Scrutiny Working Group meeting on 15 July 2022, an update was received on processes reviewed to date. (Appendix 1) It was **NOTED** that the review of the compilation of committee papers/streamlining of meetings is ongoing.

It was **RECOMMENDED** that further refinement of the Doodling process take place in terms of:

- Offering fewer meeting time/date options;
- Advising members of the expectation of a response within 2 days (even if that response is declining to attend);
- Mapping issues where setting meetings proves difficult (usually owing to multiple parties having different schedules).

4. TOWN COUNCIL PRIORITIES

The 2022 quarterly priorities and transactional items were received and discussion took place on the current resource situation in terms of:

- An increase in unforeseeable incidents occurring within our operational services, diverting from planned course of day-to-day work;
- Vacancies, particularly in:
 - the Armadillo team as the Senior Youth Coordinator and Youth Coordinator posts are vacant;
 - Community Projects team as we have a vacancy for maternity cover of the Officer post;
 - Estates team as we have an Estates Person vacancy and Estates Apprentice due to start shortly;

- Service Support team as the team is operating on reduced overall hours and we have a Service Support Apprentice vacancy.
- Recruitment work underway and ongoing for several positions (Estates Apprentice, Service Support Apprentice, Armadillo Venue Assistant, Community Engagement Assistant and Community Projects Officer (maternity leave cover);
- Covid cases within the staff team (and uncertainty how that might manifest within the team over the winter months)
- Absences and knock-on effects.

It was **RECOMMENDED** that:

- (a) between now and at least end of January 2023, the top 4 priorities be:
 - 'Warm Welcome' project;
 - Kingsgate Park Play Area refurb (aiming to be onsite spring 2023);
 - Front facing services and reported public issues;
 - Continual consideration to Climate and Planet activities (and publicising what we have achieved).
- (b) The Town Clerk to:
 - email all members advising of the priorities and next review point being end of January 2023;
 - strip back priorities to the above headlines to enable focus and to relieve undue pressure on Town Council resources (*NB: The following were not cited as time critical projects: YTC policy review, YOSC drainage, freeman/women scheme, LCAS scheme etc*);
 - recirculate staff counselling services to all staff;
 - encourage staff to:
 - find ways of working to protect their time to make headway (that may be 'no email Fridays' or it may be tackling urgent work from noon - close of play each day etc);
 - be decisive in communications with members (eg, 'I will take X action unless you advise otherwise.')
 - approach SGC HR department for advice on ways they support their workforce in various ways.
- (c) The Town Council agree to offer staff the option to be paid for time off accrued (with no obligation to accept if they would rather have the time instead), on the proviso that parameters are set around work/life balance and working time.

5. ACTION PLAN

This item was not discussed, given that an application into the Local Council Award Scheme is not a current priority task. To be revisited in January 2023.

6. HONARARY FREEPERSON SCHEME

This item was not discussed, given that the introduction of a scheme is not a current priority task. This item to be revisited in January 2023.

7. DATE OF NEXT MEETING

Next meeting to be set by end of January 2023 to review progress.

Scrutiny/Minutes/Priorities and Strategy 14.10.22

Full Council 25.10.22

Priorities & Scrutiny - PROCESS REVIEW COMMITMENT 2022/23

Month	Process to be reviewed	Dept	Actions (brief)	Completed Date
July 2022	1. Info emails to Members	SS	Process reviewed – emails sent en-bloc weekly unless urgent;	22.7.22
	2. Consultation Docs to members	SS	Process reviewed – consultation details added directly to Clerk’s Report – only circulated in advance if urgent	22.7.22
	3. Graffiti reporting process	SS	Process Reviewed – online reporting form added to website	27.07.22
	4. Recruitment – marketing of opportunities and professional	SS/C P	Review marketing locations for vacancies, make better use of professional networking to communicate opportunities – set up YTC LinkedIn page	28.07.22

	<p>networking opportunities</p> <p>5. Venue hire marketing processes</p>	F/CP	<p>Recreate venue hire leaflet, to capture all YTC venues, redesign into “lookbook” style document with easy to access information and images on all YTC hire sites, to include Terms and Conditions – aim to reduce time spent answering booking enquires and improve visibility of community resources</p>	In progress
August	<p>6. Overhaul Clerk Report (consolidate headings and only attach appendices where decisions needed)</p>	SS	<p>Process review in hand and finessed each time a main committee is convened. Division of report into ‘to be noted’ vrs ‘decision required.’ Avoiding large appendices and file sizes. Final copy of minutes for minute book will include all appendices ensuring transparency and governance obligations are met.</p>	In progress (feedback requested)

	7.External communications - Yate Heritage Centre	CP	Refine communications and combine YHC external communications with central YTC process “monthly round up”	In progress
	8. No email Fridays		To enable focused work	Trial in progress
Sept	9.Door registration processes to enhance GDPR – Armadillo Youth	CP	Consolidation of per session documents - reformat into 1 central document	
	10. Management of YOSC enquiries	Vari ous	Logged onto spreadsheet to funnel requests. E&C dates issued to YOSC Ltd and information requested 2 weeks beforehand to stop continuous flow of requests via email and whatsapp	Done
		SS		Amended

	<p>11. Review of exit interview process</p> <p>12. Process for 'free of charge' bookings</p>	Finance	<p>Process refined so that any issues discussed before employee departs</p> <p>To capture requirements in one form (as opposed multiple/ad-hoc emails)</p>	<p>Draft email completed to run through with Phil/Lynn for comments.</p>
Oct	<p>13. Work experience Strategy</p> <p>14. Sharepoint Review</p> <p>15. Doodles</p>		<p>Strategy of placements offered/timings/number available etc across the whole of YTC so requests can be handled and directed to the right person</p> <p>Lucy to revisit sharepoint and how it might work and why needed - do we need shared area on website – what would it be used for?</p> <p>Set when quorum reached</p>	<p>In draft</p> <p>Ongoing</p>

	16. Editing of newsletters		Process refinement	
Nov	17. Tennis Court Booking	F	Review of booking process – form/payment/door code, and pricing (annual membership?)	
	18. No Email Friday		Review it – has it been useful has it worked?	
Dec	19. Signing of Documents	F	Process of members signing documents and how this is then reported. Previously taken to F&G for signing before Covid. Now adhoc and reported to next F&G.	
Jan 2023				
Feb				
March	Invoicing	F	Review of what data is kept and where this is stored to save officer time and duplication but meeting audit evidence requirements.	

April	Franking Machine	F	Review use and cost benefit of franking machine – cancel contract and obtain stamps	
May				
June				

Decisions Made Using Delegated Powers During Pandemic 2022

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.

10.8.22	Planning Sub Committee Meeting of 9.8.22 did not take place - comments submitted using delegated powers	All Members of Planning & Transportation Committee	P&T	P&T 27.9.22
19.8.22	Planning Sub Committee comment submitted using using delegated powers between meetings	All Members of Planning & Transportation Committee	P&T	27.9.22
08.09.22	<p>Multi Activity Building (MAB) YOSC</p> <p>Accept quote from 365 Glass and Glazing, for mirror installation and additional fees, included for essential safety materials.</p> <p>Delegated powers are in place for Health and Safety works, under the repairs delegation, providing costs can be met within budget/reserves held.</p> <p>Cost breakdown: X5 mirrors install (£100 per mirror) = £500 ex vat safety strips = £295 ex vat Total £795 ex vat (£954 inc vat) Budget of £533.21 ex vat</p> <p>Shortfall of £261.79 ex vat (£420.79 inc vat) to be funded from the capital expenditure, remaining budget £5752.77.</p>	N/A	FC	25.10.22
14.9.22	Planning Sub Committee Meeting of 13.9.22 did not take place - comments submitted using delegated powers	All Members of Planning & Transportation Committee	P&T	P&T 27.9.22
04.10.22	Invoice for payment of utility payments, totalling £52.08 ex VAT, received from YOSC ltd. This is to reimburse YOSC ltd for the utilities for the MAB under the period it was managed by ourselves until the date of handover.	1 x member - proceed, 1 x member declared an interest <i>No further responses or objections received by deadline set to proceed.</i>	MAB - PSG	FC 25.10.22

Decisions Made Using Delegated Powers During Pandemic 2022

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.

21.9.22	<p>Old Yate Sub-Committee:</p> <ol style="list-style-type: none"> 1. Flagpoles – to be reviewed when priority items have completed, and underspend to support installation costs is confirmed 2. Alongside above, review project underspend, to procure more planters 3. Art Mural Project, Parish Hall and YMCA Old Mill Doors – create draft brief for public artwork and send to street artists (including artists already identified) seeking quotations/ideas for the work, on the following themes, we will also advise we are open to new ideas from the artist: <ol style="list-style-type: none"> a. Warm Welcome to Old Yate; b. Historical information relating to the Old Yate area. 4. Queen’s Jubilee Canvas Artwork Project – Officers to ask Learning Partnership West (LPW), if they can create a jubilee themed art canvas, with young people, to be displayed inside of the YMCA (where LPW are currently delivering youth provision relocated from Abbotswood. 5. Mobility Scooter Shelters – to be removed from the Old Yate action plan. 	6 Members	Old Yate Sub-Committee	E&C 8 th November 2022
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Decisions Made Using Delegated Powers During Pandemic 2022

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.

	6. Community Launch Event at the YMCA To Promote Hire Facilities - to be removed from the Old Yate action plan. To promote the venue renovation on social media, in local press and on the YTC website.			
18.10.22	Planning Sub Committee Meeting of 18.10.22 did not take place - comments submitted using delegated powers	All Members of Planning & Transportation Committee	P&T	P&T 01.11.22
5.10.22	Finance received an application from Yate Community Cycle Hub, for a grant of £5000. At F&G on 26.7.22 Yate Community Cycle Hub were awarded £1,500, Climate and Planet Sub-Committee have been asked to consider part or fully funding the £3500 shortfall. Members agreed to fund the shortfall of £3,500 from C&P budget.	4 Members	Climate & Planet Sub Comm	FC 25.10.22

Payments Made September 2022

Date Paid	Payee Name	Transaction Detail	Net Payment
16/0/2022	Phoenix Coffee & Equipment Ltd	Kitchen Stock for resale	£ 215.97
01/09/2022	Amazon	Baby changing unit/signage	£ 176.35
02/09/2022	Amazon	Litter Picking equipment	£ 29.96
02/09/2022	Bank Current Account	Bank Transfer	£ 19,007.10
02/09/2022	Canva Inc.	IT Software package	£ 339.51
02/09/2022	ProfitReach	Website Support	£ 98.40
02/09/2022	Public Works Loan Board	Loan repayments Armadillo	£ 18,908.70
02/09/2022	Victoria Westlake Flowers	Flower from Chairs expenses of office	£ 35.00
05/09/2022	Amazon	Hi Viz Clothing - PPE	£ 41.96
05/09/2022	The Helping Hand Company	Litter Picking equipment	£ 385.99
06/09/2022	Avon Sports Ground Maint Co.	Bowling Green maintenance	£ 110.64
06/09/2022	Bank Current Account	Bank Transfer	£ 9,559.59
06/09/2022	Barclays	Bank Charges	£ 8.50
06/09/2022	Brake Bros Ltd	Kitchen Stock for resale	£ 52.37
06/09/2022	BS1 Fire & Security Ltd	Building Security Works	£ 72.00
06/09/2022	BS1 Fire & Security Ltd	Building Security Works	£ 66.00
06/09/2022	Complete Business Solutions Gr	Office Stationery	£ 53.86
06/09/2022	Credit Card Account	Bank Transfer	£ 1,553.92
06/09/2022	Disclosure and Barring Service	Staff DBS Check	£ 13.00
06/09/2022	Lumin Sports Installations Ltd	Building Maintenance - electrical	£ 57.00
06/09/2022	Murray Hire Ltd	Estates maintenance equipment/materials	£ 50.00
06/09/2022	One Stop Cleaning Shop	Cleaning materials	£ 59.76
06/09/2022	Phoenix Coffee & Equipment Ltd	Kitchen Stock for resale	£ 90.00
06/09/2022	Society of Local Council Clerk	Staff training	£ 144.00
06/09/2022	South Gloucestershire Council	Estates Vehicles SLA	£ 0.09
06/09/2022	SUEZ Recycling and Recovery UK	Refuse/Recycling Charges	£ 204.30
06/09/2022	SUEZ Recycling and Recovery UK	Refuse/Recycling Charges	£ 83.88
06/09/2022	SUEZ Recycling and Recovery UK	Refuse/Recycling Charges	£ 31.99
06/09/2022	SUEZ Recycling and Recovery UK	Refuse/Recycling Charges	£ 129.31
06/09/2022	SUEZ Recycling and Recovery UK	Refuse/Recycling Charges	£ 100.92
06/09/2022	Total Print Solutions	Signage design/supply - YOSC	£ 4,240.80
06/09/2022	Trade UK	Estates maintenance equipment/materials	£ 76.80
06/09/2022	Upper Limits UK	Defib Training	£ 185.00
06/09/2022	West Mercia Energy	Gas/Electric Town Council Properties	£ 2,137.60
06/09/2022	Yate Supplies	Cleaning materials	£ 64.31
06/09/2022	Yate Supplies	Cleaning materials	£ 60.86
08/09/2022	Amazon	Staff equipment	£ 24.99
08/09/2022	Bank Current Account	Bank Transfer	£ 3,198.74
08/09/2022	South Gloss Council	Business Rates	£ 66.00
08/09/2022	South Gloss Council	Business Rates	£ 2,345.00
08/09/2022	South Gloss Council	Business Rates	£ 124.00
09/09/2022	Morrisons	Kitchen Stock for resale	£ 12.67
09/09/2022	Microlite Limited	IT Software package	£ 118.80
09/09/2022	Phoenix Coffee & Equipment Ltd	Kitchen Equipment repair/maintenance	£ 1,194.00
09/09/2022	South Gloss Council	Business Rates	£ 1,859.00
09/09/2022	South Gloss Council	Business Rates	£ 187.00
09/09/2022	South Gloss Council	Business Rates	£ 187.00
10/09/2022	Amazon	Bathroom equipment	£ 70.83
12/09/2022	Amazon	Staff Equipment	£ 15.97
12/09/2022	Amazon	DVDs for Armadillo Cinema	£ 21.98
12/09/2022	Imprest Account	Bank Transfer	£ 1,852.69

13/09/2022	Lex Auto lease Ltd	Estates Lease Vehicle Payments	£	249.74
16/09/2022	1st Office Equipment Ltd	Photocopier charges	£	847.76
16/09/2022	Bank Current Account	Bank Transfer	£	4,244.28
16/09/2022	Lex Autolease Ltd	Estates Lease Vehicle Payments	£	113.34
16/09/2022	SHB Hire Ltd	Estates Vehicle Lease Payments	£	437.10
16/09/2022	SUEZ Recycling and Recovery UK	Refuse/Recycling Charges	£	234.35
16/09/2022	SUEZ Recycling and Recovery UK	Refuse/Recycling Charges	£	71.36
16/09/2022	SUEZ Recycling and Recovery UK	Refuse/Recycling Charges	£	30.54
16/09/2022	SUEZ Recycling and Recovery UK	Refuse/Recycling Charges	£	139.87
16/09/2022	SUEZ Recycling and Recovery UK	Refuse/Recycling Charges	£	72.56
16/09/2022	The Bristol Pest Controller	Pest Control	£	180.00
16/09/2022	The Parish of Yate	Grant Funding	£	36.00
16/09/2022	Trade UK	Estates maintenance equipment/materials	£	130.00
16/09/2022	Trade UK	Estates maintenance equipment/materials	£	62.15
16/09/2022	Virgin Media Payments Ltd	Wi-fi charges	£	48.00
16/09/2022	VOSCUR	Recruitment advertising	£	132.00
20/09/2022	Avon Pension Fund	Monthly pension contributions	£	14,613.37
20/09/2022	Bank Current Account	Bank Transfer	£	15,105.94
20/09/2022	Petty Cash	Petty cash top up	£	119.96
20/09/2022	Petty Cash	Petty cash top up	£	237.29
20/09/2022	South Glos Council	Business Rates	£	309.00
20/09/2022	South Glos Council	Business Rates	£	494.00
20/09/2022	South Glos Council	Business Rates	£	245.00
21/09/2022	Disclosure and Barring Service	Staff DBS Check	£	13.00
21/09/2022	Telefonica O2 UK Limited	Mobile phone charges	£	10.00
22/09/2022	Bank Current Account	Bank Transfer	£	12,010.54
22/09/2022	HMRC	Monthly Tax/NI Contributions	£	12,864.10
22/09/2022	Telefonica O2 UK Limited	Mobile phone charges	£	217.34
23/09/2022	CNH Industrial	Estates Vehicle Lease Payments	£	1,171.91
23/09/2022	ProfitReach	Website Support	£	178.80
26/09/2022	Bank Current Account	Bank Transfer	£	10,412.77
26/09/2022	Barclays	Bank Charges	£	110.18
26/09/2022	Public Works Loan Board	Loan repayments Heritage Centre	£	9,062.06
26/09/2022	Y&D Bowling Club	Hire of venue income during licence period	£	550.20
27/09/2022	Amazon	Kitchen stock for resale	£	32.00
27/09/2022	Bank Current Account	Bank Transfer	£	12,141.82
27/09/2022	Beacon Cleaning Services	Cleaning Town Council Properties	£	96.94
27/09/2022	Beacon Cleaning Services	Cleaning Town Council Properties	£	369.79
27/09/2022	Beacon Cleaning Services	Cleaning Town Council Properties	£	175.68
27/09/2022	Beacon Cleaning Services	Cleaning Town Council Properties	£	238.22
27/09/2022	Beacon Cleaning Services	Cleaning Town Council Properties	£	213.94
27/09/2022	Beacon Cleaning Services	Cleaning Town Council Properties	£	81.54
27/09/2022	Brake Bros Ltd	Kitchen Stock for resale	£	40.32
27/09/2022	Brake Bros Ltd	Kitchen Stock for resale	£	50.16
27/09/2022	Brake Bros Ltd	Kitchen Stock for resale	£	137.67
27/09/2022	Bristol Fire	Building Fire Safety Visit/Supplies	£	220.14
27/09/2022	BS1 Fire & Security Ltd	Building Security maintenance	£	324.00
27/09/2022	BS1 Fire & Security Ltd	Building Fire Security maintenance	£	302.40
27/09/2022	C and G Services (Europe) Ltd	Staff Training	£	1,058.67
27/09/2022	Chapple & Jenkins Wholesale De	Kitchen Stock for resale	£	173.71
27/09/2022	Chapple & Jenkins Wholesale De	Kitchen Stock for resale	£	106.72
27/09/2022	Chapple & Jenkins Wholesale De	Kitchen Stock for resale	£	73.02
27/09/2022	CML Commercial Cleaning Specia	Kitchen Deep Clean/Maintenance Works	£	948.00

27/09/2022	England Flooring	Flooring supply/Installation Armadillo	£	468.00
27/09/2022	Fuelgenie Business Accounts	Fuel Estates Vehicles	£	496.96
27/09/2022	Hunts Foodservice Ltd	Kitchen Stock for resale	£	135.61
27/09/2022	INITIAL Washroom Solutions	Hygiene Bins Town Council Properties	£	233.45
27/09/2022	Mailing Systems Ltd	Franking Machine Charges	£	113.64
27/09/2022	Monk Tree & Landscape Care	Tree Sculpture Maintenance	£	925.00
27/09/2022	Murray Hire Ltd	Hire of Estates Equipment	£	30.00
27/09/2022	PKF Littlejohn LLP	External Audit Fees	£	2,400.00
27/09/2022	RDW Book & Paper Conservation	Minute Book Binding	£	449.12
27/09/2022	Rexel Uk Ltd	Light fittings Town Council Properties	£	39.66
27/09/2022	Rexel Uk Ltd	Light fittings Town Council Properties	£	20.13
27/09/2022	South Gloucestershire Council	Cleaning Town Council Properties	£	1,932.35
27/09/2022	South Gloucestershire Council	Town Council Vehicles SLA	£	449.39
27/09/2022	The Bristol Pest Controller	Pest Control - Town Council Parks	£	180.00
27/09/2022	Trade UK	Estates maintenance equipment/materials	£	14.08
27/09/2022	Trade UK	Estates maintenance equipment/materials	£	25.50
27/09/2022	Yate Supplies	Cleaning materials	£	62.72
30/09/2022	Bank Current Account	Bank Transfer	£	50,425.91
30/09/2022	Morrisons	Kitchen Stock for resale	£	14.83
30/09/2022	Petty Cash	Petty cash top up	£	664.27
30/09/2022	Salaries Sept 22	Monthly salary payments	£	50,964.85

Audit Report

Yate Town Council

Audit Plan Year: 2021/2022 In Year Assurance

Audit Status: Audit Completed

Audit Review Date: 20th – 22nd September 2022

Report Distribution:

Hayley Townsend – Clerk to Yate Town Council
Paul Carroll – Responsible Finance Officer (RFO)
Catherine Demmery – Deputy RFO.

1. Objective

The objective of the audit was to provide an independent opinion on the appropriateness of the financial control procedures operated in the Council. Audit Officer Rachel Massey examined these procedures.

2. Opinion

The highlighted wording in the table below provides the opinion for this internal audit review and its accompanying description.

High Standard	Systems and processes are excellent providing good assurance. Significant strengths have been identified and are to be commended, any recommendations made will serve to further strengthen existing arrangements.
Reliable Standard	There are very few significant matters arising from the audit, systems of control are good and provide reasonable assurance.
Improvements Required	Existing procedures need to be improved in order to ensure that they are fully reliable. Extensive recommendations have been made but the issues are not of such a significance to represent a major risk to the Council.
Significant Improvements Required	Existing procedures are weak and reasonable assurance could not be provided over a number of areas. Prompt action is necessary to improve the situation and avoid unnecessary risks.
Fundamental Weaknesses Identified	The matters arising from the audit identify that there are fundamental weaknesses which place doubt on the reliability of the procedures reviewed. Urgent action is necessary to improve the current situation and reduce risk exposure.

3. Key Strengths

- There are regular quorate meetings of the Full Council, and the budget and precept are agreed annually. The report presented to the Full Council on the 12th of January contains a clear, easy to follow narrative report 'BASIS FOR SETTING 2022/2023 BUDGET' where all main areas for setting the budget are discussed.
- A sample of payments checked were supported by a purchase order generated from the RBS system, when invoices arrive, they are matched up and approved ready for payment.
- The Council are currently undertaking a tender process for public utilities contract via contract finder. Details available on the website transparency page. This is in accordance with the Public Contracts Regulations 2015.
- Risk assessments and Health and Safety checks are conducted regularly. Annual play equipment inspections are undertaken by appropriately qualified external inspectors ROSPA.
- Hire / letting agreements are booked through a diary system within the Council's Finance system RBS. This facility allows the council to generate the booking hire agreement and invoice from within the system. All of this information is easy to access via clicking on calendar.
- Standardised Petty cash claims are now used across the Council. Within the sample selected, all receipts have been retained with a petty cash voucher slip for each one. These were signed and dated by the claimant and an authoriser.
- South Gloucestershire Council provide Yate Town Council's payroll / HR support. 13 job contracts for new staff and contracts for changes to existing staff have been provided for review. All 13 are signed by the

employee and a representative from the Town Council.

- The Councils assets are documented electronically within the RBS system. This is a live working document where items can be added and removed, and reports drawn down on request. Costs are recorded without VAT. Disposed items recorded are pulled off and presented in a separate report.
- The Confirmation of the Dates of the Period for the Exercise of Public Rights, and where it is going to be displayed has been recorded within the meeting minutes of the Full Council.

4. Key Risks

- None.

5. Key Actions

- None.

6. The Control Environment

Key Control Objectives		Achieved?
A.	Appropriate accounting records have been kept properly throughout the financial year.	Yes
B.	The authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes
C.	The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes
D.	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes
E.	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.	Yes
F.	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes
G.	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Yes
H.	Asset and investment registers were complete and accurate and properly maintained.	Yes
I.	Periodic bank account reconciliations were properly carried out during the year.	Yes
J.	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Test at Year End
K.	Councils with turnover of below £25,000. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i> .	Not currently applicable to any SGC clients.

L	Councils with turnover of below £25,000. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website / webpage up to date at the time of the internal audit in accordance with the Transparency Code for smaller authorities.	Not currently applicable to any SGC clients.
M	The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and / or authority approved minutes confirming the dates set)</i> .	Yes
N	The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	Yes
O	Trust funds (including charitable) - The council met its responsibilities as a trustee.	N/A

7. Auditors & Acknowledgements

Audit Manager	Justine Lawson
Auditor/s	Rachel Massey

Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Yate Town Council – AV0135

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

16/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Dear David

I am writing on behalf of the councillors who represent North Yate, on South Gloucestershire and Yate Town Councils to express our very deep concerns about the situation at Ladden Garden Village and to ask for an URGENT meeting with you and your senior officers to get things moving. Residents feel very badly let down, as they have not got ANY of the facilities promised. Some residents have been there more than 3 years, but have no school, no shops, no nursery, no sports pitches, only one play area, no surgery, no community facilities, no speed limit, not even completed road surfaces.

This has fundamentally undermined the residents' ability to create a community, and has done serious long term damage to the credibility of S Glos Council in the eyes of developers.

Whilst there are many concerns we particularly want to focus on

1. Schooling.
 - a. At present, there is no primary school, though the first phase of building (at Autumn Brook) was completed 7 years ago and some residents on LGV itself have been in their homes over three years. There are no longer any school places within walking distance. Children as young as 4 are having to go as far as Frampton Cotterell for primary school. The impact on their ability to make friends with children nearby, their families and on community cohesion are severe. They have received many promises, most recently they were being told the first school would be open for 2023 entry. Now your capital programme has pushed back the start of work so there is no prospect of building starting before mid 2023. Parents are deeply worried, understandably. How much further will you expect parents to travel simply to get a primary place? The first primary should be open by now. How can it be speeded up or additional places provided at schools within walking distance on a temporary basis?
 - b. The s.106 puts in place a timeline for decisions on the second primary. We are very close to that decision date (it is measured in terms of completions). As far as we can find out no thinking is taking place about that, yet it is vital to plan ahead so the current mess is not repeated. How do you propose to engage local members in that decision? What is your timeline?
 - c. Secondary places – we cannot find any published plans for how secondary school demand will be met, without, again, shipping young people out of their home community, to schools the other side of town or beyond, rather than enabling them to go to the secondary that adjoins the site (Brimsham Green). How is it planned to accommodate the growing numbers?
2. Road safety
 - a. 20 mph speed limit. The entire estate's highways has been designed on the assumption of a 20 mph speed limit. No such speed limit is in

force yet. Some residents have been in their homes for over 3 years – yet there is no sign of the speed limit being introduced. That means they have been living on roads which are UNSAFE BY DESIGN for three years. We have been trying to get action on the speed limits. The developers say they are keen to introduce the 20mph speed limit as soon as possible but that S Glos are delaying it and saying they cannot make the speed limit order until every single street is completed. This is YEARS away. Meanwhile we have streets that are unsafe. The only Safety Audit we have managed to get hold of explicitly says that the roads are unsafe without that speed limit being in force. We have been forced to make home-made 20 mph signs, and residents have been putting them up to try to remind people. This is not acceptable. We have children walking to school along roads that are unsafe and have no pavements or protected spaces for pedestrians. The limit needs to be introduced for the whole development, NOW. We cannot wait years more.

- b. Unsafe construction – we currently do not have any confidence that the estate roads currently would meet the safety requirements even if there were a speed limit in force. The only Safety Audit we have been able to get hold of – we think the only one done so far – revealed the construction of the speed platform in the street subject to the Audit was not as specified and therefore would not have been effective even if there were a speed limit. How many more non-compliant features are there?
- c. Many children have to walk considerable distanced on shared roads, where there is no pavement or even bollard protected space for pedestrians. The design saves the developer money but does not do enough to reduce the risk to children and the elderly. We are strong supporters of home zones/ play zones but these roads need a lot more work done on them to deliver the safety which is at the core of the home zone/play zone approach.
- d. Failure to complete – People who move to a new housing development recognise their road will be a construction site for a while. But when you have lived in your new home for THREE years, you would have expected the roads to be top surfaced and adopted. NONE of the roads have been top surfaced, not even Phase 1. We have asked for a handover timeline repeatedly. These roads should have been handed over long ago.

3. S.106 timelines

- a. Just about every s.106 timeline has been broken. Money has come in from the developers in line with the s.106 in some cases, but that money is sitting at S Glos, not being used to actually deliver the services the s.106 money was handed over for, whether for roads, or other facilities. The police safety money is a good example, where it had been handed over in line with the s.106 and was sitting there, nobody at S Glos had done anything to get it applied for its agreed purpose. We had to chase to get that information and get the ball rolling. This should not be the case. S Glos should be monitoring the s.106, ensuring it is implemented on time (whether that is money being

handed over or roads being opened), and applying the money for the purposes for which it is given quickly and efficiently. It leaves us with road junctions facing massive extra pressure, cyclists needing facilities, children needing facilities, and S Glos sitting on the money for improving those junctions and providing those facilities. Why is it not being spent and what is the timeline for ensuring the money is collected and spent as quickly as possible for the residents.

- b. The landscaping, play, sports and other facilities should have been built, completed, signed off by S Glos and handed to the management company in line with the s.106 – which specifies various deadlines, but at the latest the completion of each phase. At present we have nearly 800 homes occupied, with one small play area, no sports pitches, shop, no community building, no parks, no youth facilities..... nothing except houses and a small play area (opposite the show homes). Not one area has been completed and signed off, despite Phase 1 being completed 3 years ago.
- c. Six months ago we were told that S Glos was rebooting the Community facilities project, and that in due course we would be consulted about revised plans. That was six months ago. We are still waiting, despite chasing, for a timeline.

On top of that, they have seen the Strategic Planning Committee allow the developers to delete the hotel, pub and all but one of the shops, and cram in flats; they have seen positive suggestions rejected. They feel they are being let down.

Whilst we have talked with various officers in the s.106 team, highways and education, this has not produced the urgent action the residents deserve. We have now got to the position that we need to get you involved. Please can you organise a meeting between some of us as local ward councillors and the relevant lead officers, so that we can get urgent action and a clear timeline that S Glos will stick to.

I look forward to hearing suggested dates for a meeting as a matter of urgency

Chris Willmore