

Yate Town Council Environment and Community Committee Minutes of the meeting held on 9 March 2021 from 6.30pm until 8.30pm

This remote meeting was held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, permitting the holding of remote meetings, with conditions.

Present

Councillors Alan Monahan (Chair), Tony Davis, John Emms, John Ford, John Gawn, Jane Price, Karl Tomasin and Chris Willmore.

Community Projects Manager (LC), Estates Manager and Service Support Manager.

Minute 1. Apologies for Absence

Apologies for absence were received from Councillors Sandra Emms, John Serle and Wully Perks (*leave of absence granted at Full Council on 5th January 2021*).

Minute 2. Members Declarations of Interest Under the Localism Act 2011

No declarations of interest were received.

Minute 3. Requests for Dispensation

No requests for dispensations were received.

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

No members of the public were present.

Minute 5. Minutes of the Environment and Community Meeting Held on 19 January 2021

It was **RESOLVED** that the minutes of the Environment and Community Committee meeting held on 19th January 2021 be approved as a true and accurate record.

Minute 6. Town Centre

6.1 Yate Town Centre Strategy Group

It was **NOTED** that the next update is due to be circulated to members of the group in March 2021.

Minute 7. Town Council Facilities

7.1 Estates Manager's Report

The Estates Manager's Report was received and **NOTED**. (Appendix 1)

It was **RESOLVED** that:

- The Estates Manager and Councillor John Ford would make enquiries and gather costings for solar or Eco friendly low level lighting along the path at the rear of Lye Field and report findings for consideration at the next meeting of the Environment & Community Committee meeting;
- The path leading from Scott Way into Kingsgate Park to be re laid with stone dust;
- The Estates Manager to work with Friends of Kingsgate Park to install 3 x "fairy doors" to trees within the park, ensuring that they are safe and in keeping with the natural surroundings;
- The Estates Manager to oversee the flag/banner flying within Kingsgate Park to acknowledge St George's day (Friends of Kingsgate Park to work with Heritage Centre Officer);
- Delegated Powers be granted to the Clerk in consultation with Councillor John Ford and the Estates Manager to investigate replacement lighting at Armadillo and to proceed to completion within budget.

7.2 Venues Report

A combined venues report for The Armadillo Youth Café, The Pop Inn Café and Yate and District Heritage Centre was received and **NOTED**. (Appendix 2).

- **RESOLVED** The 2021/2022 Record of Agreement with South Gloucestershire Council to deliver Education Workshops, that has been reviewed in consultation with Councillors John Gawn, Cheryl Kirby and Chris Willmore be signed. (Appendix 2a)

- A proposal was received from the Freelance Curator and Project Manager of the Home from Home art project in North Yate, for the Armadillo to work in partnership with the art project (Appendix 2b). It was **RESOLVED** that further details in respect of the project be explored and then the option to facilitate participation be forwarded to LPW.

Further to delegated powers granted to the Clerk at the Environment and Community Committee meeting held on 19 January 2021 (Minute No. 7/3(a), it was **NOTED** that:

- a partnership agreement with South Gloucestershire Council was accepted and signed, (in consultation with Councillors John Gawn, Cheryl Kirby and Chris Willmore), agreeing for Yate Heritage Centre to be involved in South Gloucestershire Council's Indian Stories Partnership project, in lieu of the postponed This Is Your Heritage Project;
- The Town Council will provide "in-kind" support to the value of £1,800 in officer time.

7.3 Defibrillators

It was **NOTED** that a request was sent to YOSC Ltd to request that they consider relocating the internal defibrillator, to an outside wall on site. The following feedback was received:

- There would be little advantage to moving the defibrillator outside the building, as when the track is used the club house would normally be open;
- When the track is not in use the gates to the complex would be locked so there would be no access to the site;
- The YOSC defibrillator is manufactured to be used indoors and if it was moved to an external location, a locked case and electrical supply would be required.

It was further **NOTED** that feedback from the public in respect of possible locations for new defibs was received and considered (Appendix 3).

The following was **RESOLVED**;

- Further to Minute No. 252/1(d) of the Full Council meeting held on 23 February 2021, progress the procurement and installation of external defibrillators and associated works at the following sites (subject to power supply and appropriate permissions), at a cost of up to £8,000.00. All associated costs to be taken from the remaining £8,263.67 2020/2021 budget, with any additional costs to be secured via local funding streams:
 - Abbotswood;
 - Parish Hall (external wall near to main entrance, power supply on site);
 - Yate & District Heritage Centre (on the wall by the entrance as there is existing power supply);
 - Brinsham Park (adjacent to noticeboard by car park);

- Yate Common (towards the far end of the common, entrance to “Road to nowhere”);
- Any additional AED purchases to replicate existing installations recommended by South Western Ambulance (‘Powerheart G5 AED Semi-Automatic Package’ in a locked box);
- Progress the install of all defibrillators by the end of Summer.
- Further signage to be provided to alert facility users to where the nearest defibrillator is located. (eg in Kingsgate Park, a sign to be placed on every gate to point and explain where located)

7.4 Brinsham Park – Ice Cream Tender

It was **NOTED** that the tender process is in progress in order that an Ice Cream vendor is arranged for Summer 2021 in Brinsham Park.

Item 8. Sub-Committees and Working Groups Responsible to the Environment and Community Committee

8.1 Events Sub-Committee

It was **NOTED** that a doodle poll will be sent out for a meeting to take place in early June 2021. Yate Rocks! 2022 to be added to the agenda.

8.2 Public Rights of Way, Commons and Greens Sub-Committee

No information received.

It was **NOTED** that the item raised at the Environment & Community Committee meeting on 19th January 2021 referring to LYA048 at Peg Hill was discussed at the Planning and Transportation Committee Meeting on 16th February 2021 and will now report to that meeting.

8.3 Yate Ageing Better, Health and Wellbeing Sub-Committee

(a) Meetings of the Yate Ageing Better, Health and Wellbeing Sub-Committee

The minutes of the Yate Ageing Better, Health and Wellbeing Sub-Committee meetings that took place on 14th January 2021 & 18th February 2021 were received and **NOTED**. (Appendices 4 & 5).

(b) Community Marquee

A report in respect of a community marquee was received (Appendix 6)

It was **RESOLVED** that due to the current uncertainty of the need for external space (and what size would be required) plus concerns relating to storage and manpower to erect and remove the structure, this matter be held in abeyance until such time a clear need for use/size is defined and manpower and storage issues can be satisfied.

(c) Use of Town Council Facility for Family Food 4 Free

Councillor Ben Nutland has advised that Family Food for Free (FF4F) is seeking premises when Shireway Community Centre is no longer available for their use.

It was **RESOLVED** that;

- Further enquiries be made via Councillor Nutland to find out specific requirements from the group – ie how long and what is needed and what days of the week/hours etc.
- Whilst unlikely that YTC can assist in the short term (as our facilities are either in use or about to re-open) – however long term there might be some ability to facilitate a base for the group at the YMCA after kitchen refurbishment has been completed.
- In the meantime Councillor Nutland to encourage the group to make enquiries with Yate Shopping Centre or possibly St Mary's Church (Tudor Cottage).

8.4 Allotments Sub- Committee

The confidential minutes of the Allotments Sub-Committee meeting held on 2nd March 2021 were received under item 17.

Minute 9. Joint Committees Responsible to Environment and Community Committee

9.1 Joint Parishes Consultative Committee

No update was received.

Minute 10. Reports from Representatives on Outside Bodies

Details of reports received from outside bodies was **NOTED**. (Appendix 7)

Minute 11. Consultations

11.1 Current Consultations

No current consultations were received.

11.2 Urgent Consultations

a) The following licensing applications (previously circulated) were received:
[Consultation Homepage - Licensing Act 2003 Register - South Gloucestershire](#)
[Online Consultations \(southglos.gov.uk\)](#)

- Home Bargains 21-27 South Walk, Yate, South Gloucestershire, BS37 4AU (Deadline 1st April)
- The Tern Inn, Heron Way, Chipping Sodbury, BS37 6XW (Neighbouring Parish) (Deadline 1st April)

RESOLVED Delegated powers be granted to the Town Clerk to submit any comments received.

b) The following street trading Block Renewal was received and previously circulated;

- Yate Shopping Centre, Yate, South Gloucestershire.(Deadline 14th April)

RESOLVED Delegated powers be granted to the Town Clerk to submit any comments received.

11.3 Consultation Response

There were no consultation responses to report.

Minute 12. Youth

The quarterly monitoring report for quarter 3 was received and **NOTED**. (Appendix 8)

It was further **NOTED** that:

- The Community Projects Manager is trying to arrange a Zoom meeting with an LPW representative to review the temporary delivery schedule change, agreed in November 2021;
- The invoice payment for quarter 3 totalling £14,516.00 was agreed in consultation with members via email and is being progressed.

A written query was received in respect of the LPW quarterly report from Councillor John Serle regarding food provided at youth sessions. The Community Project Manager responded as follows:

- Food is sometimes provided to support young people's health and development, to address food poverty and ensure no young person goes hungry, to use food as a tool to engage young people in positive activities and form relationships with professionals/services;
- Food is not necessarily provided at every session as YTC does not request individual session plans as part of the service level agreement with LPW; food would likely be provided once a week at the very least as a planned activity;

- Youth providers follow national initiatives for improving the health and wellbeing of young people and have a responsibility to educate young people on healthy diets, lifestyle and exercise. More often than not, tuck, which is likely to be unhealthy will be chargeable and a healthy fresh food alternative would likely be provided for free to encourage young people to make healthy choices. The same strategy is followed at the Armadillo;
- All parents/carers are asked when registering a young person at any child/young person's provision, to provide information on allergies, religious or personal beliefs in relation to food. It is not standard practice or a legal requirement to ask parents for consent for their young person to receive food;
- Staff preparing fresh food should have food hygiene training and certification;
- As part of the Service Level Agreement with YTC, LPW is responsible for session planning, delivery and staff training, and are liable for any instances of illness or injury that occur at their provision. LPW will ensure their day-to-day activities are safe and accessible and they have been provided with feedback opportunities in the monitoring form, to raise any issues regarding health and safety for which they require YTC's support or attention.

Minute 13. Town Twinning

It was **NOTED** that Councillor Karl Tomasin has been in email correspondence with the Bergermiester of Bad Salzdetfurth and it is likely that a Zoom meeting will take place this year instead of any exchange visits. Councillor Tomasin to follow up.

Minute 14. Carbon Net Zero Commitment

The following was **NOTED**:

- Energy saving week was promoted on social media w/c 18th January, to share resources for saving energy with the community;
- New North Yate Community Building – SGC climate emergency has confirmed investment of £140,000 into the decarbonisation cost of the building, to meet SGC Zero Carbon commitment;
- Works to be undertaken at the YMCA to be done with consideration to energy saving lighting and refurbishment of existing equipment before purchasing new.

Minute 15. Graffiti and Litter

It was **NOTED** utility cabinets with graffiti remaining are scheduled to be painted in March (weather permitting).

Minute 16. Outstanding Items

The status of the pending log was **NOTED**. (Appendix 9)

Minute 17. Confidential Items

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

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.

17.1 Estate Managers Report

a) Vehicles

Item 7.1 A confidential report in respect of vehicles was received. (Confidential Appendix 10)

RESOLVED:

- The meeting return to open session:
- To extend the lease on the existing Peugeot Crewcab Tipper until 2022; at the end of the one year lease extension, a new 5 year lease of the new E Ford Transit to commence. It was further **NOTED** that depending on date of release for the new model, a further extension may be required to the lease to co-incide; details will be brought back to the committee at that time if necessary);
- To replace the Ransomes MP493 Ride on Mower;
 - Go out to tender on Find a Tender for 4 weeks;
 - To include the Estesia and current Ransomes as part exchange.
 - To lease/hire purchase due to financial restraints on the budget.
- Tractor to be replaced in 2027 at an approximate cost of (£60,000 - £70,000), an amount to be but in the budget and earmarked for this purchase over the next 6 years;
- Vauxhall Combo Van to be replaced with an electric Renault Kangoo van under a 5 year lease via South Gloucestershire Council at a cost of £324 per month.

b) Brinsham Seat

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.

Item 3.1 (of Estate Managers report) A confidential verbal update was received from Councillors Alan Monaghan and Chris Willmore in respect of a bench at Brinsham Park.

RESOLVED:

- The meeting return to open session;
- The previous resolution to be reiterated to any enquiries relating to the bench in question at Brinsham Fields (ie the bench will remain in situ; all incidents must be logged with the police).

17.2 Tudor Cottage

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.

A confidential verbal update was received from Councillor Willmore.

It was **RESOLVED** that the meeting return to open session.

It was **NOTED** that;

- A meeting is to be arranged with the Diocese and Parish Rector to discuss the way forward in terms of Yate Heritage Centre storage requirements at Tudor Cottage;
- The land not registered to Yate Town Council is being pursued and awaiting correspondence from the Diocese.

17.3 Item 8.4 Allotments Sub- Committee

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.

The confidential minutes of the Allotments Sub Committee meeting held on 2nd March 2021 were received and **NOTED**. (Confidential Appendix 11)

RESOLVED The meeting return to open session.

Minute 18. Consideration of Impact of Decisions on Climate and Waste

Consideration was given to any impacts on climate and waste during decisions made by the committee during the meeting;

Item 7/1 stone dust path (not tarmac);

Item 7/1 Solar lighting investigations at Lye Field;

Item 17.1 Use of electric vehicles.

**Estates Manager's Report to Environment and
Community Committee to be held on Tuesday 9th
March 2021**

Item 1. Grounds Maintenance General

- a) To **RECIEVE** any information/updates.

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

2/1 General

(a) Lozenge Roundabout

To **NOTE** draft design for the interpretation board has been returned for final amendments to the design company. It is anticipated we should receive the final draft shortly. Below is a picture of the base for the board, designed and made by local sculpture Andy O'Neil.



2/2 Lye Field

To **RECIEVE** the following correspondence from a local resident.

"I regularly use the pathway, adjoining the cycle path, that runs from the entrance to Lye Field, by the new notice-board, past the seat and on to the path that runs along by the playing-field edge of the The Ridge School. At night this section of the path is extremely dark as there is no lighting. It is also quite frightening in the dark especially when there is a gathering of people around the seat area. You are also unable to see what you are walking on e.g. animal excretions etc. There must be a good reason for no lighting on this section of the path.

I guess it will be an expensive project to provide lights, so it may be that this section of the path is closed and pedestrians and cyclists follow the main path along to where the new pedestrian crossing is in place. Could be safer as there is no crossing close the the main roundabout, where you currently cross the road to and from the Shopping Centre. Pedestrians and cyclists would have to be directed through the Riverside Shopping area.

I realise this may not be possible due to the cycle path route, and also the current path with no lighting may be a public footpath. It would have been used, and still is, by residence living on The Ridge."

- Officers have contacted South Glos Council for their comments as they would have installed the cycle path many years ago, their response as follows.

Hi, at the time we wouldn't have thought about lighting these paths and now we don't have ready resource to put in new lighting schemes, our funds are only sufficient to manage the stock we have.

From time to time we get make bids for schemes but usually linked to highway schemes.

I will ask that a scheme is put onto the capital priority list for assessment but to be honest it will take time for such a scheme to get funding through that route, unless the Town Council would fund it?

To **RECEIVE** members comments.

Item 3. Parks (Brinsham Fields and Lake and Kingsgate Park)

3/1 Brinsham Fields and Lake

a) Seat

To **RECIEVE** an update from Cllr Monaghan.

3/2 Kingsgate Park

a) Path leading from Scott Way

The following response was received from South Gloucestershire Council and further information is awaited.

Great Crested Newts are in the area and will cross the path. They're probably happier with a low-key path than a fancy tarmac one; however I'm unsure of that fact. I've cc'd XXXX (ecologist) and XXXX (licence holder) in who may have further ideas. The newt's habitat is protected by law but I doubt that would include the path. If it was done sensitively, I suspect it would be fine.

- The following correspondence has been received from Avon Wildlife regarding re-surfacing to the path.

I consulted my conservation colleagues and we are fine with the idea of the current stone path that just links the large ornamental pond in the formal park area with Scott Way being converted to an all-weather tarmac path as shown in the enclosed image.

To **RECIEVE** further information.

b) Friends of Kingsgate Park Fairy Doors

To **RECIEVE** a request from the Friends of Kingsgate Park

The Friends of Kingsgate Park have asked if the Council would support an idea for 3 small fairy doors being attached to 3 trees in the park.

To be in keeping with the park they would be quite neutral colours. 3 doors have been suggested, scattered around the park. Clarification that the doors would have no moving parts is being sought.

To **RECIEVE** members comments.

c) Staff Toilet

To **NOTE** a staff toilet has been installed in the service area of the toilet block.

d) Lake Paved Area

To **NOTE** a suggestion has been received from the public to paint a visual line along the paving slabs or two back from the water's edge. One to help young children learn not to go too close to the water's edge but additionally this will help people with special needs, elderly and people with limited sight.

This has been scheduled into the works programme for April when the weather is warmer.

- Item 4. Play Areas General (Abbotswood Play Area, Brinsham Play Area, Eggshill Lane Play Area, Howard Lewis Play Area, Kingsgate Play Area/Kickabout, Lye Field Kickabout, Longs Drive Play Area, Millside Play Zone, Millside Play Area, Peg Hill Skate Board and BMX Park, St. Marys Play Area, Tyndale Avenue Play Area, Wellington Road Kickabout Area/Open Space, Witches Hat Play Area, Yate West Kickabout)**

4/1 General

To **NOTE** recommendations from the RoSPA inspections carried out in January 2021 have been received. Appendix 1.

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

5/1 General

To **NOTE** PAT at all YTC properties and Emergency Lighting Testing have been carried out at Poole Court, Armadillo, Pop Inn, Heritage Centre, Football Changing Rooms, Bowls Pavilion and Workshop and report findings are awaited.

The Parish Hall and YMCA emergency lighting test will be carried out following the use of the building by the Lateral Flow Testing organisation.

5/2 Wi-Fi

To **NOTE** urgent action was needed to renew and update existing broadband at Poole Court, Armadillo and Heritage Centre. (This will be completed by 5 March 2021). Integra will then move on to site visits of all remaining sites and supply updated Wifi costings as a separate project.

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

6/1 Bowls Pavilion

To **NOTE** a water sub meter has been installed in the workshop and will assist with that cost as the council will not be paying the return to sewer charge on this usage.

6/2 YOSC

To **NOTE** no new requests for works have been submitted by YOSC Ltd.

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

To **RECEIVE** any information/updates.

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

- a) To **RECEIVE** a report regarding replacement vehicles. Appendix 2.
- b) To **RECEIVE** confidential replacement small van costs. Appendix 3.

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ESTATE'S MANAGER'S REPORT PLAY AREA ANNUAL REPORT OBSERVATIONS

2021

Below is a summary of the observations and recommendations submitted in the Annual ROSPA report. The report is now produced electronically, but a full paper copy is available in the office.

The equipment has been assessed, as relevant, in accordance with BS EN 1176:2008 Playground Equipment”, BS EN 15312 (Sports Areas) and BS EN 14974 (Wheeled Sports)

*The BS EN1176:1998 was published on 1 January 1999 when existing standards were withdrawn and was revised in 2008. This means that some equipment or surfacing that previously met the old standard may now fail and vice versa. **This does not mean that equipment has suddenly become dangerous or that remedial action is required. Generally equipment that fails BS EN 1176:2008 but passed the previous standard BS 1176:1998 at time of installation should be considered safe (excluding any maintenance issues)***

*Where there is a compliance failure, this is briefly noted and a risk assessment made of the failure. **Where we believe action is required this is indicated in more detail and identified as a medium or high risk.***

It should be appreciated that there is no such thing as “no risk”. There is a risk associated with everything we do and Low Risk is as low as you can get. Therefore as you cannot get lower than low risk, it is reasonable that remedial work on items indicated with low risk failures in this report *and where some remedial action is suggested* is only undertaken when resources are available. Very low cost work is recommended to be completed within 12 months but in all other circumstances a much longer time cycle is acceptable and in the case of equipment nearing the end of its useful working life any action may not be considered necessary.

Some items of equipment, by the very nature of the activity that takes place on them, are risked as being medium or high risk. This may well be deemed an acceptable level. For instance any sports facility (including Multi Use games areas etc) will normally be at least medium risk. This is because by playing sport there is always a risk of injury torn ligaments, sprain injuries etc

The new standard is not mandatory or retrospective.

A risk assessment of faults and standard failures is given in terms of *low*, *medium* and *high*. As a general principle items marked as:

LOW - only require monitoring, although we carry out repairs and replacements for these items as soon as possible.

MEDIUM - *require* appropriate action within resources and individual site assessment.

HIGH - require urgent action. In rare cases where an item is likely to result in major injury or death, the operator or appropriate representative will be notified from the site by telephone. This will be indicated on the report.

One high risk fault was identified by the inspector, this was the swing basket at Witches Hat Play Area where the timber has decayed. The basket was removed immediately on the day as advised by the inspector. The supplier has been contacted for comment.

The following general comment have been made:

1. Monkey bars (overhead ladders and rings) – medium risk

These are fitted at various locations. Sites with these items are normally rated as Medium risk. RoSPA state – “RoSPA is concerned by the accidents on some types of overhead ladders and rings. There is however strong development value in these items.” If possible on angled or S shaped bars, consideration should be given to level bars with firm grips and even spacing’s. These items are checked at each inspection.

2. Single Timber Post Equipment – medium risk

This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary, decommissioning the item before the end of its operating life.

3. Rotating Swing Groups – medium risk

The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis.

4. Rockers i.e. seesaw etc. low risk

Protruding handles/footrests. The units were installed prior to the publication of the current standards. ~There is no requirement to make retrospective changes.

KEY TO RECOMMENDATIONS: C completed task

S in the system to be carried out

M Monitor

BRINSHAM FIELDS - The present overall play space risk is – Medium	
Gates - Adjust gate/posts to ensure at least 12mm spacing – low risk	S
Timber gate – Make good worn ground area at entrance – low risk	S
Bridge – Timber is decayed replace affected parts low risk	S
Carousel - Overhead – Swing Surface needs repair low risk	C
Climber – Box - Finger entrapment – eliminate entrapment low risk	C

Slide – Embankment - Ground erosion present. - Consider adding grass matting to prevent wear. low risk	S
Slide Tower - Safer Surface Shrinkage – Monitor – very low risk	M
Swing Junior – 1 bay 2 seat - Safer Surface Shrinkage – Monitor – low risk	M
Swing Toddler – 1 bay 2 seat - Safer Surface Shrinkage – Monitor – low risk	M
Tunnel – Tunnel is deformed – monitor – low risk	M

MILLSIDE PLAYZONE – The present overall play space risk is – Medium	
Cycle racks – item has corrosion – treat and repair – very low risk	S
Fencing – bent – monitor – very low risk	M
Gates – Adjust mechanism – very low risk	C
Picnic table – cap missing – replace – low risk	C
Agility Trail - consider adding texture surface – low risk	S
Cableway – replace stop tyre – low risk	S
Carousel – repair safer surface shrinkage– low risk	S
Space net – core exposed – cover over – low risk	C
Bark pits – replace missing edging – low risk	C

ST MARYS PLAY AREA – The present overall play space risk is – Medium	
Agility Trail – Repair worn ground areas (consider grass matting) low risk	S
Gate – mechanism needs adjusting – adjust – low risk	C
Carousel overhead – Rake Fork over surface to relieve compaction – low risk	C
Multi-play Galaxy – Monitor chain link for further deterioration & replace at 40% wear – low risk	C
Multi-play Galaxy – treat corrosion – low risk	S
Multi-play Galaxy – cap missing – replace – low risk	C
Multi-play toddler – remove moss – low risk	S
Rockers – remove moss – low risk	S
Slide embankment – Repair ground erosion – consider grass matting – low risk	S
Trampoline – Replace missing spring – low risk	C

HALIFAX RD KICKABOUT – The present overall play space risk is – Low	
Cycle racks, treat corrosion and repaint – low risk	S
Fencing – bent – monitor – very low risk	M
Shelter, treat corrosion and repaint – Very Low risk	S
Gates – worn ground areas – make good – low risk	S

TYNDALE AVE – The present overall play space risk is – Medium	
Carousel – Surface shrinkage - repair – low risk	S
Space net - The core of the wire is exposed. Cover wire – low risk	C
Multi-play – cap missing – replace – low risk	C

PEG HILL SKATE PARK - The present overall play space risk is – High	
Entrance – repair worn ground areas – low risk	S
Steps – surface damaged – low risk	S

Surface – moss is present – remove – low risk	S
Grind box – item has damage – repair – medium risk	C
Bowls – surface crack – low risk	S
Quarter pipe – plates become dislodged – repair – low risk	S
Quarter pipe – corrosion – treat and repair – consider future replacement	S
Ramps – tighten floor fixings – low risk	S

HOWARD LEWIS PLAY AREA - The present overall play space risk is – Medium	
Seating – replace cracked paving – low risk	S
General Surface – remove moss – low risk	S
Fencing – minor repair needed low risk	C
Multi-unit – replace damaged bolt cap – very low risk	C
Swing Basket - Rake Fork over surface to relieve compaction – low risk	C
Swing Toddler 1 bay 2 seat – Recommend Power Wash surface – low risk	S

KINGSGATE PARK - The present overall play space risk is – Medium	
Fencing – item is bent – monitor – very low risk	M
Surface – poor drainage – improve drainage or monitor– low risk	M
Surface – worn areas – make good – low risk	S
Shelter – cap missing – replace – very low risk	C
Shelter – repair has moved – resecure board – low risk	C
Agility trail several groups – Signs of decay- consult manufacturer for maintenance – medium risk	S
Cable Way - Rake Fork over surface to relieve compaction – low risk	C
Cable Way – timber is decayed – monitor – low risk	M
Kickabout Wall – item cracked – monitor – low risk	M
Multi-play Timber Large –missing cap – low risk	C
Multi-play Timber Large – monitor early signs of decay in timber – medium risk	M
Multi-play Timber low - monitor early signs of decay in timber – low risk	M
Multi-play Timber Large – net worn – replace – low risk	S
Multi-play Timber Large – low level bridge – near life expectancy – consider replacing – low risk	S
Multi-play Timber Large – additional support required under platform – low risk	C
Multi-play Timber Large – hand rail flexes – replace – low risk	S
Yellow Spica - Safer Surface Shrinkage – Monitor – low risk	M
Orange Spica – repair worn ground areas – low risk	S
Swing 2 bay 1 junior 1 toddler – monitor early signs of decay - low risk	M

KINGSGATE PARK Outdoor Gym - The present overall play space risk is – Medium	
Cap missing – replace	C
Free fall height exceeds 600mm refer to manufacturer	S

EGGSHILL LANE - The present overall play space risk is – Medium	
Climber - Helicopter - remove moss from surface – low risk	S

Climber space net – monitor rope rubbing on central post – low risk	M
Multi-Play -cap missing – replace – very low risk	C
Swing toddler & junior 1 bay 2 seat unit - Safer Surface Shrinkage – Monitor – very low risk	M
Swing Junior 1 bay 2 seat unit – minor damage to seat – monitor and replace if metal becomes exposed - low risk	M

LYE FIELD KICKABOUT AREA - The present overall play space risk is – Medium	
Youth Shelter – make good worn ground area – low risk	S
Youth Shelter – treat corrosion – low risk	S

WITCHES HAT PLAY AREA - The present overall play space risk is – High	
Agility Trail – timber showing signs of decay - monitor – Medium risk	M
Agility Trail – movement in ground – repair – low risk	C
Seat – seat is splintered – repair – low risk	C
Galaxy unit – replace missing bolt cap - low risk	C
Galaxy unit – replace missing part – low risk	C
Timber multi-unit – monitor timber decay replace worst affected – medium risk	M/S
Swing Basket - Rake Fork over surface to relieve compaction – low risk	C
Swing Basket – Signs of decay in the legs and top beam have increased – replace timber and taken out of use until repairs made – High risk	S
Rocker – Item has corrosion – Treat and repair – low risk	S
Trampoline – repair edges – low risk	C

WITCHES HAT SKATE PARK - The present overall play space risk is – High	
Skate flat ramp – surface is cracking – repair – Low risk	S
Skate half pipe embankment – erosion – repair – low risk	S

LONGS DRIVE PLAY EQUIPMENT - The present overall play space risk is – Medium	
Slide embankment – repair worn ground areas – low risk	S
Slide embankment – steps damaged – repair – medium	S
Slide embankment – recommended power wash	S
Carousel – seal missing – replace – low risk	S
Surface – poor drainage – improve drainage – low risk	M
Climber snake – Timber decay – monitor – low risk	M

ABBOTSWOOD PLAY EQUIPMENT - The present overall play space risk is – Low	
<i>No remedial actions have been highlighted</i>	

YATE WEST KICKABOUT - The present overall play space risk is - Low	
Gates – adjust to provide minimum 18mm gap – low risk	C
Barrier – item has corrosion – treat and repair - low risk	S

Environment & Community Venue report

Period Covering: E&C Committee 19.01.2021 – E&C Committee 09.03.2021

To **NOTE** that following the UK Government announcement on 22nd February:

- Armadillo youth services are awaiting further guidance on permitted services from National Youth Agency, due to be published by 4th March;
- Venue roadmaps are under review with respect to the following potential reopening timelines:
 - 29th March
 - Outdoor leisure activities (such as Heritage Tours)
 - 12th April:
 - Community buildings (can increase permitted services to be hosted within)
 - Outdoor hospitality (cafes with outdoor seating)
 - 17th May:
 - Indoor hospitality
 - Museums and indoor entertainment (e.g cinema)
 - Outdoor events



Armadillo Youth Café & Venue

Venue/Youth:

- **Successes**
 - Over 40 'Bags of Happiness', well-being packs were distributed by the venue operations team during half term. Lovely heartfelt feedback has been received:
- ❖ *"I wanted to thank you and the volunteers that delivered my daughter a little happiness pack on Tuesday. I felt bad as when I answered the door, I had my hands full. So hope it didn't appear rude. I just wanted to take a moment to thank you all! She had the biggest smile! It really picked her up. So thank you for your act of kindness, it meant so much more than you know!"*
- ❖ *"Thank you ever so much X and X absolutely love them. They had them after dinner last night and really brought a smile to their faces. Thank you for everything you've done XX."*

- ❖ *“My boys received their bags. I didn't tell them about them, so it was a lovely surprise. Thank you so much, their smiles said it all. So lovely for the older ones to be thought about they are so often missed out. Amazing bags of happiness that brought smiles to their faces.”*
- ❖ *“Thank you for X's happiness bag today. It made her smile.”*
 - Credit to the youth team; they've all coped incredibly well working during Covid-19;
 - The building has been deep cleaned ready for re-opening following the venue covid closure.
- **Challenges**
 - Owing to Covid-19, the venue closed for 10 days on 13th February, with normal service resumed from 23rd February.
 - The 'Bags of Happiness' were distributed by the venue operations team as the youth team were in isolation.
- **Opportunities/ Future plans/Decisions to be taken**
 - Obtaining quotes for flooring replacement and exploring funding opportunity with the National Lottery Reaching Communities Fund.
- **Youth Sessions update**

Service updates for the Armadillo (including service and venue closures) in response to COVID were circulated by email on 11th and 13th February.

Following the UK Government announcement on 22nd February, Nation Youth Agency are negotiating sector guidance with UK Gov and will issue an update on 1st March. The Armadillo will remain operating in RED alert until further notice, permitted service include:

- Detached in the community
- Triage
- Support groups
- Zoom

Attendance table

Month	Attendance (young people attending Zoom/ triage/ support groups and contacted on detached)
January	230
February	280 (at the time of writing)



The Pop Inn Café

Venue:

1. Successes

- Dishwasher and chiller cabinet have been serviced;
- Positive feedback regarding changes within the Pop Inn Café were received by the Management Committee including the new logo, introduction of recycling and milk jugs. We aim to get the new logo vinyl printed on the back wall of the Café and we are seeking quotes for this;
- Many volunteers have expressed interest in volunteering at Dementia Friendly Friday session;
- Advertising has taken place for volunteer recruitment through the Yate Ageing Better Social Media;
- Deep cleaning of kitchen cupboards has taken place.

2. Challenges

- Venue remains closed until at the earliest stage 2 (no earlier than 12th April for outdoor hospitality).

3. Opportunities:

- Making use of the outside space for outdoor seating and take away only services from 12th April (permitting Government advice and volunteers being happy to return serving/transporting orders outside);
- An event plan to celebrate the 20-year anniversary of the Pop Inn Café in August, the Venue Operations Assistant will work with the Yate Ageing Better, Health and Wellbeing sub-committee and the Community Projects Officer (SJ) to plan and deliver this.

4. Finance/Business/Governance/Committee updates

- The outstanding Kitchen floor replacement has been quoted at £400.00, we are exploring available budget funds and trying to seek additional quotes for consideration. Floor to be sorted before reopening.



Yate & District Heritage Centre

Venue:

1. Successes:

- February Half term activities – how to make a roman cake, bangle and coin workshops were designed and promoted on social media;
- Set up YouTube channel for YHC videos, link as follows: [Yate & District Heritage Centre - YouTube](#)
- Community Heritage Officer has audited collection items and is now working with colleagues to migrate more material to the new documentation system;
- Zoom talks remain popular and new Friends of YHC have signed up on the back of joining free public, online lectures;
- MAF funding has been agreed, thank you to Councillor Mike Drew, for £300 for a mining/Celestine loans box.

2. Challenges:

- Sustaining interest and morale with volunteers through trying times;
- Working effectively with schools during a time of constant change. Numbers of children attending online and in person varies. YHC has not been able to disperse new loans boxes, but has worked with individual teachers to send specific historic material to help with projects.

3. Opportunities/Future plans:

- St George's event – will be promoted online with both live and pre-recorded performances from individual performers or couples;
- Work with Friends of Kingsgate Park on their St George's flag event – YHC has offered to promote and be a drop off location for the flags;
- Managing and designing exhibitions and events to a point they where they can be completed quickly as and when required;

- Appointing a new Education Assistant will be pursued. The return to schools should ensure there is scope for a new member of staff to work constructively with schools and develop the social media set up since lockdown;
- Developing the new documentation system to accommodate information from previous databases.

4. Finance/Business/Governance/Committee updates:

- The Trust met in January 2021. Funding for workshop activities for 2021 has been obtained from Westerleigh (£300) and Wickwar Parish Councils (£150) and we are waiting on Dodington Parish Council for funding for the same reason. (YHC has asked them for £300);
- The YHC Management Committee met in early February. It is hoped to begin looking at the next YHC Forward Plan in the summer;
- Further to delegated powers granted to the Clerk at the Environment and Community Committee meeting held on 19 January 2021 (Minute No. 7/3(a), and in consultation with Councillors John Gawn, Cheryl Kirby and Chris Willmore, a partnership agreement with South Gloucestershire Council was accepted and signed, agreeing for Yate Heritage Centre to be involved in SGC's Indian Stories Partnership project, in lieu of the postponed This Is Your Heritage Project. The Town Council will provide "in-kind" support to the value of £1,800 in officer time;

To be advised that the annual 2021/2022 Record of Agreement with South Glos Council to deliver Education Workshops is up for renewal. See main Clerk's Report for decision required.

5. Service updates

Nothing new to report.

SOUTH GLOUCESTERSHIRE COUNCIL MUSEUMS AND HERITAGE

Draft Record of Agreement of Funding and Targets 2021-22

Provider	Yate Town Council	
Title of Services	Educational Workshops – Yate and District Heritage Centre	
Date of Agreement	1 April 2021 – 31 March 2022	
Parties		
“the Council” Acting by Jane Marley, Museums and Heritage Officer, authorised to sign this Agreement for the Council	Name	South Gloucestershire Council
	Address	PO Box 299, Department for Museums and Heritage, Civic Centre, High Street, Bristol, BS15 ODR
“the Provider” acting by two Yate Town councillors authorised to sign this Agreement for the Provider	Name(s)	Yate Town Council
	Address	Yate Town Council, Poole Court, Poole Court Drive, Yate, South Gloucestershire, BS37 5PP
Particulars		
“Commencement Date”	1 st April 2021	
“Agreement Term”	One year only	
“Council Link Officer”	Jane Marley, Museums and Heritage Officer	
“Commissioned Sum”	The sum of £2,800	
“Services”	The services described in Schedule 1 and delivered in compliance with schedules 2 to 3.	
Agreement		
The Provider, in consideration of the Commissioned Sum, agrees: ➤ to provide the Services in accordance with this Agreement		

Draft Yate & District Heritage Centre Record of Agreement 2021 – 2022, Museums and Heritage
Officer. 11 February 2021

- to use the Commissioned Sum solely for the purpose of providing the Services
- in delivering the Services to adopt the Service Values set out in Schedule 1
- to achieve the targets set out in Schedule 2 and in doing so comply with the terms of monitoring set out in Schedule 2.
- to comply with the general conditions set out in Schedule 3.

The South Gloucestershire Council Link Officer will provide advice, support and assistance to the provider as appropriate

Signed for the Council Museums and Heritage Officer	Signed for the Provider
Date of Signature:2021	Date of Signature2021

SCHEDULE 1

THE SERVICE

1.1 TITLE OF SERVICE

Contribution towards the provision of 12 interactive, educational workshops and 3 local community event workshops delivered by Yate Heritage Centre staff for children (possibly accompanied by parents) living in South Gloucestershire – primarily the civil parish of Yate, but also specifically the civil parishes of Dodington, Frampton Cotterell, Hawkesbury, Horton, Iron Acton, Little Sodbury, Rangeworthy, Sodbury, Westerleigh and Wickwar.

1.2 USER GROUP FOR WHOM THE SERVICE WILL BE PROVIDED

Families and visitors that fall within the target age group of age 5-11 living in South Gloucestershire – primarily the civil parish of Yate, but also specifically the civil parishes of Dodington, Frampton Cotterell, Hawkesbury, Horton, Iron Acton, Little Sodbury, Rangeworthy, Sodbury, Westerleigh and Wickwar.

1.3 AIM OF THE SERVICE

To provide a contribution towards:

- increasing participation of children attending 12 educational workshops and 3 local community event workshops relating to community heritage and history, delivered by the centre staff or external professionals;
- offering accessible opportunities for local families to develop new and existing knowledge and experiences of local history and heritage;
- engaging more participants in additional events and exhibitions taking place at Yate Heritage Centre.

1.4 BRIEF DESCRIPTION OF THE SERVICE TO BE PROVIDED

- To enable families to explore collections for inspiration, learning and enjoyment;
- To provide a contribution towards 12 workshops for children ages 5 to 11 from Yate Heritage Centre and 3 workshops during local community events.

1.5 GEOGRAPHICAL AREA COVERED BY THE SERVICE

South Gloucestershire – primarily the civil parish of Yate, but also specifically the civil parishes of Dodington, Frampton Cotterell, Hawkesbury, Horton, Iron Acton, Little Sodbury, Rangeworthy, Sodbury, Westerleigh and Wickwar

1.6 ESTIMATED EXPENDITURE FOR SERVICE

INCOME SOURCE	TOTAL £
South Gloucestershire Council 2021-22	2,800
TOTAL	2,800

1.7 SERVICE OUTCOMES

Draft Yate & District Heritage Centre Record of Agreement 2021 – 2022, Museums and Heritage Officer.11 February 2021

- 1.7.1 The Council has adopted a set of Guiding Principles to deliver services. The purpose of the Council is:

“to work in partnership with all of the people of South Gloucestershire to promote the highest sustainable quality of life and environment and deliver value for money and quality services.”

- 1.7.2 The Council considers that the following outcomes are fundamental to all of the services it provides or arranges.

- Improved health and emotional wellbeing – Services promote and facilitate the health and emotional wellbeing of people who use the services.
- Improved quality of life – Services promote independence, and support people to live a fulfilled life making the most of their capacity and potential.
- Making a positive contribution – People who use services are encouraged to participate fully in their community and their contribution is valued equally with other people.
- Exercising Choice and Control – People, and their carers, have access to choice and control of good quality services, which are responsive to individual needs and preferences.
- Freedom from discrimination and harassment – Those who need social care have equal access to services without hindrance from discrimination or prejudice, they feel safe and are safeguarded from harm.
- Economic wellbeing – People are not disadvantaged financially and have access to economic opportunity and appropriate resources to achieve this.
- Personal dignity and respect – Services provide a confidential, secure setting which respects the individual, helping to preserve people’s dignity.

1.8 COMMISSIONING PERIOD/AGREEMENT TERM

- 1.8.1 Notwithstanding the provisions of this Agreement about the duration of the Agreement Term, the Council intends to commission the Service for one year only. The Council will not be liable for any costs arising from employment or purchasing contracts that arise from the one year grant.
- 1.8.2 The Provider shall provide the services from the Commencement Date and shall continue to provide the Services for the period of the Agreement Term, or until the Agreement is terminated in accordance with clause 4.

SCHEDULE 2

TARGETS AND MONITORING OF THE SERVICE

- 2.1** This Record of Agreement will be subject to at least one meeting with the Council's Link Officer and prompt submission of monitoring information. Failure to supply information requested by the Council by the due date(s) could affect future payments of the grant.

TARGET	METHOD OF MONITORING
<p><u>1 Service User Profile</u></p> <p>1.1 To provide information in statistical format on attendees of the workshops as requested in the attached Equalities and Museums and Heritage database attached in Appendix 1 and 2.</p>	<p>Community Heritage Assistant to Record and Community Heritage Officer to provide statistical information for each target with end of year monitoring database</p>
<p>1.2 To effectively evaluate access, equalities and effectiveness of workshops, ensuring the proactive analysis of monitoring information in order to inform the delivery and development of the workshops.</p>	<p>Community Heritage Assistant to:</p> <ol style="list-style-type: none"> 1.Ensure activities are accessible and evaluate workshops with input from attendees 2. Use participant feedback to develop the delivery of future workshops
<p><u>2.1 Specific Targets</u></p> <ol style="list-style-type: none"> a. To deliver 12 educational workshops and 3 local community event workshops for children ages 5 to 11 from Yate Heritage Centre or by outreach. Due to the Coronavirus pandemic (Covid-19), Yate Heritage Centre may be closed and/or the service may not be able to provide in person workshops. A report at the end of the year should itemise actions taken to maintain the service, e.g. remote delivery, fund raising and providing online activities for children at home. b. The workshops will offer a varied programme of opportunities throughout the year, to engage and develop participants' knowledge of local History and Heritage. 	<p>Community Heritage Officer to work with the Community Heritage Assistant to send the Link Officer an annual report outlining how the museum has covered the service requirements and standards including any achievements and issues; audited accounts and return Equalities and Visitor Information in Appendix 1 and 2 within 1 month of the end of the financial year.</p>

<p>c. The workshops will be promoted well within the community, via Yate Town Council and be accessible.</p>	
<p><u>2.2 Service Activity</u></p> <p>a. To provide heritage education for visitors and others attending community events and projects.</p> <p>b. To continue to work with local history and archaeology groups where deemed appropriate by Yate Town Council.</p> <p>c. To maintain and develop links with South Gloucestershire Council, South Gloucestershire Museums Group and other museum and heritage organisations where deemed appropriate by Yate Town Council.</p>	<p>Evidenced through annual report and annual meeting provided within 1 month of the end of the financial year.</p>
<p><u>3. Service Outcomes</u></p> <p>Describe, supported by evidence of Service User feedback and involvement, how the workshops have contributed to achieving the Outcomes listed in Schedule 1 at least within 1 month of the end of the financial year.</p>	<p>Community Heritage Officer to work with the Community Heritage Assistant to send the Link Officer an annual report outlining how the museum has covered the service requirements and standards including any achievements and issues; audited accounts and visitor statistics and equalities monitoring analysis, within 1 month of the end of the year.</p>

SCHEDULE 3

AGREEMENT CONDITIONS

1 Equalities

Yate Town Council acts in accordance with their own policies and procedures relating to Equalities.

- 1.1 The Provider shall at all times act in accordance with the Equality Act 2010 in relation to its obligations under this Agreement.
- 1.2 The Provider shall have an equality, equal opportunities or equality and diversity policy in respect of the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity race, religion or belief, sex and sexual orientation that covers staff and service users. This policy must be compatible with the Councils own Equal Opportunities Policy and a copy of this must be provided upon request.
- 1.3 The Provider must collect, collate and provide any equalities monitoring information associated with the targets listed within this SLA that is requested by the Council.
- 1.4 The Provider shall not knowingly do anything in the performance of this Agreement which might place the Council in breach of the Council's duties and obligations under the Equality Act 2010 including the Public Sector Equality Duty under Section 149 of that Act;
- 1.5 The Provider shall indemnify the Council against any costs, claims and expenses the Council may incur as a consequence of the Provider's (or its employees') breach of this clause 1.

2 Safeguarding

2.1 Safeguarding Adults from Abuse

Yate Town Council acts in accordance with their own Safeguarding and Child Protection policies and procedures which includes undertaking DBS checks when deemed necessary.

2.2 Safeguarding Children from Abuse

Yate Town Council acts in accordance with their own Safeguarding and Child Protection policies and procedures which includes undertaking DBS checks when deemed necessary.

3. Termination

- 3.1 The Council shall have the right to terminate the Agreement, or to terminate the provision of any part of the Agreement at any time by giving three months' written notice to the Provider.

4. Variations to the Services

- 4.1 The Council reserves the right on giving reasonable written notice at any time to require changes to the Services (including by way of the removal of elements of the Services, the addition of new services, or increasing or decreasing the Services or specifying the order in which the Services are to be performed or the locations where the Services are to be provided) for any reasons whatsoever provided however that such variation does not amount to a fundamental change. Such a change is hereinafter called "a Variation".

- 4.2 Following such notice, the Council and the Provider shall enter into good faith negotiations (for a period of not more than 30 working days from the date thereof or where, in the reasonable opinion of the Council, the Variation is necessary as a matter of urgency due to circumstances outside the Parties' control, such shorter period as the Council shall direct) to agree the terms of the Variation (including any necessary consequential variation in the terms and conditions and/or the Commissioned Sum) such that, in all the circumstances, the Variation properly and fairly reflects the nature and extent of the proposed Variation. If the parties are unable to agree such matters within such period the Council shall by written notice to the Provider:
- (a) agree that the parties shall continue to perform the Agreement without the Variation; or
 - (b) terminate the Agreement from the date specified in the notice (being not less than 3 months from the date of the notice)
- 4.3 If the parties agree the Variation (including any variation in the Commissioned Sum) the Variation shall be committed to writing and the Provider shall carry out the Services as varied.

5 Financial

- 5.1 The Council's financial commitment under this agreement will be limited to the Commissioned Sum within this agreement.
- 5.2 The Council shall not be liable for any costs where the Agreement is terminated or cancelled through no fault of the Council. For the avoidance of doubt the Council shall not be liable for any costs or expenses (including redundancy costs) which may arise following the termination of this Agreement other than those costs reasonably and properly due as a direct consequence of a breach by the Council of its obligations under this Agreement. The Council shall not be liable for any economic or consequential losses.
- 5.3 The Council shall pay the Provider the annual sum. The Provider must keep full records indicating how the funding is used, these must be submitted to the Council on request.
- 5.4 In the event of termination the Provider shall be obliged to repay to the Council any advanced payments or overpayments.
- 5.5 The Provider will be responsible for any tax and/or National Insurance liability that will arise as a result of this Agreement.
- 5.6 Any sum under-spent will be returned to the Council at the completion of the Agreement. If the Provider is dissolved or, in the opinion of the Council the Provider ceases to function, part or all of the Funding will have to be repaid immediately. Repayment of the Funding will not be sought from individuals unless there is evidence of fraud or unlawful action.
- 5.7 The Provider will inform the Council immediately if funding from any other organisation or funding body ceases, is withdrawn, or reduced during the period of this agreement where this may affect the provision of the service specified in this agreement.

6 Recovery of Sums Due

- 6.1 Wherever under the Agreement any sum of money is recoverable from or payable by the

Provider (including any sum which the Provider is liable to pay to the Council in respect of any breach of the Agreement), the Council may unilaterally deduct that sum from any sum then due, or which at any later time may become due to the Provider under the Agreement or under any other agreement or contract with the Council.

- 6.2 Any overpayment by the Council to the Provider, shall be a sum of money recoverable by the Council from the Provider.
- 6.3 The Provider shall make any payments due to the Council without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise unless the Provider has a valid Court Order requiring an amount equal to such deduction to be paid by the Council to the Provider.
- 6.4 The parties acknowledge that where this Agreement has been made following a negotiated procedure and in circumstances where the actual cost of the delivery of the Services is uncertain that the Commissioned Sum represents an estimate only.

7. Confidentiality and Data Protection

Yate Town Council acts in accordance with their own Confidentiality and GDPR policies and procedures, any sensitive data protected by GDPR will not be shared with South Gloucestershire Council as this will be considered as a breach.

- 7.1 The Provider shall not sub-contract service provision to other providers or transfer personal data to a country outside of the EEA or an international organisation without consulting and seeking consent of the Council.
- 7.2 The Provider co-operate with the Council to allow it to respond to requests for exercising data subject's rights.
- 7.3 The Provider shall indemnify the Council in respect of any losses, claims or expenses arising out of the Provider's failure to comply with its obligations under this Clause 8.1.

8 Freedom of Information

- 8.1 The Provider shall in all respects co-operate with the Council's reasonable requests so as to assist in enabling the Council to comply with all legislation relating to access of information, the Freedom of Information Act 2000 ("the 2000 Act") and any legislation or guidance issued under or in relation to the 2000 Act and the Provider shall not disclose to any person any information relating to the Services which is exempt from disclosure without the prior written agreement of the Council.

9 Compliance with the Law

- 9.1 The Provider shall comply with all relevant legal provisions, whether in the form of Orders, Regulations, Statutes, Statutory Instruments, Codes of Practice, Bylaws, Directives or the like, to be observed and performed in connection with the Services provided under the agreement. Furthermore, the Provider recognises and accepts that in carrying out the Services on behalf of the Council it may be treated for the purposes of certain of these provisions as if it were a local authority and shall indemnify the Council accordingly against any cost or expense or loss or damage caused to the Council by the Provider's breach or non-compliance with any such legal provision.

10 Disaster Recovery

Yate Town Council acts in accordance with their own emergency procedures relating to 'Disaster Recovery'.

11. Climate Change Resolution

The Council has pledged to provide the leadership to enable South Gloucestershire to become carbon neutral by 2030 and to enable 100% locally based renewable energy by 2050. The Provider is expected to support this pledge through minimising carbon emissions considering other environmental factors in the provision of the service.

Yate Town Council will act in accordance with their own Declaration of Climate and Ecological Crisis, and Environmental Policy.

Equalities information

South Gloucestershire Council is committed to ensuring that it is operating fairly and equally in all aspects of service delivery and employment. In order to put this commitment into practice, it is essential that we understand our customers and employees and their needs so that we can respond appropriately and effectively. Understanding the needs of all groups is a big step towards ensuring that our service delivery and employment practices are appropriate and effective in meeting the needs of all.

Tell us about what your organisation has done over the last year which has advanced equality of opportunity by ensuring that your project supports all in the community; and what impact has this had by selecting options that apply from the list below and detailing what action was taken or adding your own.

Access to a venue (disabled access, ramp, disabled parking):

Making publicity available in different formats (different language, larger print, audio)

Hearing loop for hard of hearing (installation at a venue, portable hearing loop)

Publicity to Black and Minority

Ethnicity groups (specifically targeting BME groups)

Specialist equipment for special needs to enable participation. (microphones, adaptations to technology)

Other

Appendix 2

South Gloucestershire Council Data Collection for Museums and Heritage

1st April 2021 - 31st March 2022

	2021	2021	2021	2022	
<i>Please ensure you complete the final annual total column</i>	Apr- June	Jul- Sep	Oct- Dec	Jan- March	TOTAL
<i>(Quarterly columns are included only for your convenience)</i>					
Number of visits in person to the museum	Number				
Adults					
Children					
Number of visits by people living in South Gloucestershire (if known)					
Number of other museum users	Number				
Number of enquiries responded to					
Number of unique visitors to your website					
Museum education activity* Schools, WI's talks, etc.	Number				
Number of education sessions delivered at museum					
Number of education sessions delivered off site					
(include all sessions even those delivered without museum staff)					
Number of Schools and formal learning organisations					
Number of other activities and events on and off-site	Number				
Number of activity sessions and events on-site					
Number of activity sessions and events off-site					
Number of attendees at the off-site sessions / events					
Financial operations	Value				
Annual total turnover of the museum organisation					
Annual total of admissions income					
Annual total of other income (retail, venue hire etc.)					
Annual total of donations					

Total value of grant income					
Total Number of grant applications submitted					
Museum workforce	Number				
Total number of volunteers at museum (incl. Trustees)					
Total number of volunteer hours worked					
The Full-Time-Equivalent number of paid employees					

Equalities Information

Equalities Data Core to Commissioned Services

This equalities information will help demonstrate that the services you are providing are being taken up by the target service user group. It will also help identify any gaps in provision where action may be needed to ensure that service delivery practices are appropriate and effective in meeting the needs of all.

	Number of Service Users
Location of Service Users	
Breakdown by Area Postcode, eg BS15, BS16 etc	
Age	
Under 18	
19 - 24	
25 – 44	
45 - 64	
65 - 74	
Over 75	
Prefer not to say	
Ethnic Origin	
Asian/Asian British – Bangladeshi	
Asian/Asian British – Indian	
Asian/Asian British – Pakistani	
Asian/Asian British – Chinese	
Asian/Asian British – Other (please state)	
Black/African/Caribbean/Black British – African	
Black/African/Caribbean/Black British – Caribbean	
Black/African/Caribbean/Black British – Other (please state)	
Gypsy or Traveller of Irish Heritage	
Mixed/Multiple Ethnic Groups – White & Asian	
Mixed/Multiple Ethnic Groups – White & Black African	
Mixed/Multiple Ethnic Groups – White & Black Caribbean	
Mixed/Multiple Ethnic Groups – Other (please state)	
White – English/Welsh/Scottish/Northern Irish/British	
White – Irish	
White – Other (please state)	
Other ethnic group (please state)	
Prefer not to say	
Gender	
Male	
Female	
Prefer not to say	

	Number of Service Users
Disability	
Do you consider yourself to be disabled?	
Yes	
No	
Prefer not to say	
Religion / belief	
Buddhist	
Christian	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion (please state)	
No religion	
Prefer not to say	
Location of Service Users	
Breakdown by Postcode	

Appendix 2a Home from Home art project proposal

From: Lucy
Sent: 02 March 2021 14:26
To: Yate Armadillo Info <info@yatearmadillo.co.uk>
Subject: Home from Home art project

Hi there

I'm working with Suzanne and artist Jo n the project Home from Home, a new public artwork and temporary pavilion that will be created in North Yate. I believe there may have been some contact at the early stages of the work.

As part of the project, I'm developing an engagement programme and planning to work with a small number of artists who will work closely with a community group in order to co-create new work together. This could be something presented at the pavilion at a later date, but we are planning things in quite an open / flexible way at the moment as we don't know yet what will be possible when.

It would be great to know if Armadillo might be interested in being a partner on the project, helping to facilitate a group of young people who might be interested in participating in the production of a new work. I've approached an artist who has worked on a number of projects with young people, he works primarily in film and it could be that he works with a group to create a new film that could be screened later in the year. We would need to work within restrictions of course, but the artist has been successfully working remotely with groups over the last year.

I would be happy to call and discuss further if this would be of interest, and am open to talking about/considering other ways of working that you may feel more appropriate.

All the best

Lucy

Freelance Curator and Project Manager

To NOTE that the installation of an external defibrillator requires the following:

- a source of electricity;
- appropriate permissions granted;
- a responsible person or business to take responsibility for checking the defibrillator on a regular basis).

List of Locations Suggested by the Public for Defibrillators in Yate- February 2021		
	Identified Locations	Number of votes
6		
7		
8	Station Road Community Centres/shops	4
9	Westerleigh Common	4
10	Abbotswood	3
11	Brinsham Lake	2
12	Yate Shopping Centre	2
13	Yate Shopping Centre (Bus Terminal end)	2
14	Yate Shopping Centre - Boswells	2
15	McDonalds	1
16	Cranleigh Court (kickabout end)	2
17	Ridge Woods	2
18	Along Greenways Road between Wiltshire Avenue and Hampshire Way	1
19	Ridge Shops	1
20	Brimsham Green	1
21	Shireway	1
22	Stanshawes	1
23	Tesco Express/Peg Hill Skate Park area	1
24	Yate Train Station	1
25		
26		

MINUTES OF THE YATE AGEING BETTER, HEALTH AND WELLBEING SUB-COMMITTEE MEETING HELD ON 14 JANUARY 2021, 10AM-11AM VIA ZOOM.

This remote meeting was held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, permitting the holding of remote meetings, with conditions.

Present via video link: Councillors Sandra Emms, Penny Thoyts and Chris Willmore (Yate Town Council).
Venues Operations Officer- CWH,
Venues Operations Assistant- ST
Community Projects Officer- SJ

1. APOLOGIES FOR ABSENCE

RESOLVED Apologies for absence were received from Councillors John Gawn, Karl Tomasin, Wully Perks and the Community Projects Manager- LR.

2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

There were no declarations of interest under the Localism Act 2011 received.

3. MINUTES OF THE PREVIOUS YATE AGEING BETTER SUB-COMMITTEE MEETING HELD ON TUESDAY 15 SEPTEMBER 2020.

The minutes of the meeting held on Tuesday 15th September 2020, were received, and **NOTED**.

4. YATE AGEING BETTER CONSULTATION

A discussion about the consultation outcomes took place and it was **NOTED** that the consultation is complete and the findings report is ready to be published.

It was **RESOLVED** that the consultation report be published onto the new website via the Service Support team as soon as it is live.

4a. Yate Ageing Better Launch Event

NOTED The original date for the Yate Ageing Better Launch Event was planned for May 2020 and aspirations are to link with local organisations to run a 'Celebrating Age' event in October 2021 (in line with regional celebrations of Age).

Members **RESOLVED** that:

- All Yate Ageing Better event discussions to be revisited in Spring to include:
 - Yate Ageing Better Launch Event/Awards;
 - Celebrating Age Event.

- A draft plan be put together by the Venues Operation Officer, for recruiting the 'Yate Ageing Better Champions' as a prelude to any physical event.
- The **URBIE** be included at events wherever possible.

4b. Joining UK Network of Age-Friendly Communities

NOTED at the Full Council meeting held on 5th January 2021, it was **RESOLVED** to progress the application to join the UK network of Age-friendly Communities and to adopt the below commitment statement.

Commitment

The mission of the Yate Ageing Better project, underpinned by the Town Council, is to enable everyone to live their chosen lives within our community. We believe that every person is unique and valued, with a role on our community. Working with others in our community we want everyone in our community be able to be involved, heard and valued.

We are committed to ensuring older people:

- *feel heard and have a say in decision making on things that affect their lives;*
- *have access to the activities they want, when they want them;*
- *can access the work and volunteering they want;*
- *can access outdoor spaces and buildings that meet their needs and aspirations;*
- *are connected within our community and are respected and included;*
- *have access to relevant information and feel well connected;*
- *have access to suitable transport and feel confident going about town;*
- *have access to the health, social care or wellbeing services they need, but that they are not defined by any needs and are seen as individuals within our community, not as objects of need;*
- *that our community sees age as a number, not a barrier, so that age does not define our residents.*

It was further **NOTED** that the application is now underway and a thanks be extended to Councillor Willmore for her ongoing work supporting this process.

4c. Communication

A discussion about communication took place and the following was **NOTED**:

- **Older People's Information Directory (using URL / social media handles).** The Community Projects Officer has been working on a condensed version of the Older Peoples Information Directory and is liaising with the Service Support Team to ensure the directory is uploaded at the earliest opportunity to the new website and our social medias;
- **Facebook** - The Venue Operations Team continue to manage the Yate Ageing Better and Pop Inn Cafe social media Facebook Pages.

RESOLVED that the Venues Operations Team link in with wider Town Council posts wherever possible and the post about 'looking out for elderly neighbours' be reposted.

4d. Exercise for Over 50's Locally

A discussion about local exercise took place and it was **RESOLVED** that the Community Projects Officer should:

- Upload local walking maps to the Town Council social medias;
- Make contact with Hywel Snook to promote these maps via the 'Ladden Garden Village' Facebook page and offer stock of maps for inclusion in their 'welcome packs'.

4e. Extending the Range of Intergenerational Activities

NOTED No further updates received.

4f. Opportunities for Older People to Eat and Cook Together

A discussion took place and it was **NOTED** that being able to cook and eat food together was very important.

RESOLVED:

- The Venues Operations Officers to:
 - Contact local restaurants/cafés to ask what support they are able to provide with regards older residents, relating to accessing opportunities to cook and eat together;
 - Promote local lunch clubs across all media platforms as soon as COVID19 restrictions ease to enable these sessions to restart.
- The Community Projects Team to:
 - Approach the Candle to ask what plans they have post-Covid for such events/projects;
 - Contact local lunch clubs to find out what the demands are there post Covid? What support will they require?
- The Community Projects Managers (LC/LR) to work together to ensure links are made between the New North Yate Community Building and the YMCA;

4g. Encourage and Support Volunteers

A discussion took place regarding volunteering and it was **RESOLVED** that the Venue Operation Assistant to:

- Promote local 'COVID Support Groups' be promoted via all Yate Town Council social media platforms;
- Contact Age UK South Gloucestershire to establish whether their befriending scheme is active and promote via social medias if it is.

4h. Making Full use of the Town Council's Assets

It was **NOTED** that WECIL (West of England Community Independent Living), offer accessibility assessments for community venues, at a cost per building.

A discussion about accessibility of our venues took place and it was **RECOMMENDED** that Officers and the Estates Manager explore the possibility of working with local DDA groups/assessors, to feedback on the accessibility for all buildings as an ongoing wider review.

It was further **NOTED** that there is need for a Covid safe outdoor space for community groups within the Town, in light of the negative impacts the pandemic has had on local groups such as choirs, and amateur dramatics groups.

RESOLVED:

Estates Manager to

- Research the availability of loan, hire or purchase of a large (20 person) gazebo/marquee, to be located in a safe but accessible location (such as a park) to enable groups to meet or practice (when current lockdown restrictions are lifted);
- Present costs and details to the E&C committee for further consideration.

The Venues Operation Officer & Assistant to:

- Create a plan to trial an additional Yate Ageing Better music session at the Armadillo;
- Make contact with the Manager of Yate Shopping Centre to ask if the large tented area within the shopping centre could be used for such events.

5. YATE DEMENTIA FRIENDLY INITIATIVES

A discussion took place and it was **RESOLVED** that following actions be revisited:

- Estates Manager to progress the painting of the gates at Kingsgate Park;
- Community Projects Manager to:

- Contact Yate Shopping Centre to seek feedback on the progression of Dementia friendly access points and the Dementia Friendly Shops initiative;
- Follow up with local GP Practices regarding working with us to gather feedback from patients and carers impacted by Dementia.

5a. 'Playlist For Life'

The initiative was discussed and it was **NOTED** that whilst this is an excellent project, many older people may not be able to access streaming services online.

It was **RESOLVED** that the Venues Operations Assistant to:

- Use Social media to engage with our target audience and their families, to identify music that 'stirs emotive memories';
- Share any articles or social media posts which support the positive impact of music for those living with or caring for somebody with Dementia;
- Promote the 'Playlist for Life' initiative via social media with a set of instructions aimed at older people that would like to access the project.

6. MENTAL HEALTH FACILITIES

6a. Mental Wellbeing in Yate

It was **NOTED** that in light of the pandemic, Covid support is to taking a priority for those most in need of support during and following the pandemic.

It was **RESOLVED** that the Venues Operation Officer identify and make contact with the appropriate South Gloucestershire Council Officers, to help identify any services aimed at older people that we may be able to provide support with.

It was further **NOTED** that Councillor Thoyts would be happy to meet with South Gloucestershire Officers to discuss further, if the opportunity arises/is required.

6b. YMCA

A discussion took place highlighting the urgency to complete the kitchen works at the YMCA and it was **RESOLVED** that:

- The works to the kitchen be completed by March 2021;
- The Estates Manager & Community Projects Manager (LR) to provide a progress report of all works undertaken at the next meeting.

6c. YMCA - Unused Outside Space

A discussion about how the unused outside space at the YMCA took place and it was **NOTED** that Members were interested in using the potential for the space as an area for café seating and raised beds for sensory planting.

It was **RESOLVED** that:

- The Estates Manager to seek quotes for levelling the paving and remove the existing wall;
- Venues Operations Officer to approach Yate Men's Shed, to explore whether the group could support the project by building some raised planters for this area.

7. POP INN CAFÉ

It was **NOTED** that in line with current Government advice, the Pop Inn Cafe venue remains closed. There is tentative plans are in place to reopen once South Glos. re-enter Tier 2 (in line with local authority guidelines on indoor volunteering).

It was **RESOLVED** that the Venue Operations Officer work with the Venue Operation Assistant to:

- Complete all internal actions ahead of re-opening the facility to include:
 - Installation of a new coffee machine in line with that of the machine located at Armadillo;
 - Liaise with the Estates Team to complete any outstanding work that can be undertaken safely at this time. To forward the outline plans to the sub-committee prior to the next meeting.
 - To make greater use of the Pop Inn Café by integrating a new Dementia Friendly Café session, seeking help from existing volunteers ensuring it is ready to launch with the re-opening of the facility;
 - Promote the new dementia session within the community, including making contact with the Manager of Yate Shopping Centre to placed additional request to consider colour coding gates on site in line with the new session.

8. CONSIDERATION OF IMPACT ON DECISIONS ON CLIMATE AND WASTE

It was **RECOMMENDED** that any materials extracted from improvement works taking place at the YMCA and Pop Inn Café, be recycled or reused where possible.

9. DATE OF NEXT MEETING

It was **RESOLVED** that the next meeting of the Yate Ageing better Sub-committee will take place on Thursday 18th February at 10am, via Zoom.

MINUTES OF THE YATE AGEING BETTER, HEALTH AND WELLBEING SUB-COMMITTEE MEETING HELD ON 18 FEBRUARY 2021, 10AM-11AM VIA ZOOM.

Present via video link: Councillors Sandra Emms, John Gawn (Chair), Jane Price, Karl Tomasin and Penny Thoyts (part-meeting) (Yate Town Council).
Community Projects Manager – LR
Community Projects Officer - SJ
Venues Operations Officer / YAB co-ordinator - CWH
Venues Operations Assistant - ST

1. APOLOGIES FOR ABSENCE

RESOLVED Apologies for absence were received from Councillors Chris Willmore (Yate Town Council) and the Estates Manager – PJ (Yate Town Council).

2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

There were no declarations of interest under the Localism Act 2011 received.

3. MINUTES OF THE PREVIOUS YATE AGEING BETTER SUB-COMMITTEE MEETING HELD ON THURSDAY 14th JANUARY 2021.

The minutes of the meeting held on Thursday 14th January 2021 were received and **NOTED**.

4. YATE UNITED CHARITIES

Yate Town Councillor Cheryl Kirby briefed the Sub-Committee that small funding opportunities will be available shortly to fund projects supporting older people via Yate United Charities.

It was **NOTED** that:

- The criteria for the funding are community groups or provisions primarily used by or for older people.
- Any ideas to be sent directly to Councillors Kirby, Tomasin and the Venue Operations Officer prior to the end of May 2021, to be presented at the next Yate United Charities meeting to be held in June.

5. YATE AGEING BETTER ACTIONS

NOTED the Venues Operations Officer is now the new co-ordinator of the YAB initiative, overseeing and collating updates relating to actions being processed by the

committee.

(Councillor Thoyts entered the meeting)

The Action List (Appendix 1) was received and **NOTED**.

It was further **NOTED** that any actions outlined in red have either been completed or updated since the previous meeting on 14th January 2021.

A discussion about the progress of the current actions took place and it was **RESOLVED** to:

- Work towards ensuring that new and existing Yate Town Council buildings meet the needs of everyone in the community by considering installation of:
 - Braille/Dementia Friendly Signage;
 - Hearing loops;
 - WIFI;
 - Disabled parking bays and disabled access doors.
- Discuss and identify a date for the Yate Ageing Better awards following lockdown easing;
- Continue to promote the Yate Ageing Better champions role as a priority.

(Councillor Thoyts left the meeting)

- Continue to explore locations and opportunities for outdoor community group activities during current restrictions including the provision of a 'Gazebo' type structure to facilitate this;
- Explore how we can encourage older people to get out and avoid isolation, starting with reposting the 'checking on your elderly neighbours' social media posts shared earlier in 2021;
- Identify what the concerns are for older people living locally, including:
 - worries about leaving their homes;
 - re-engaging within the community;
 - returning to our community venues.
- Consider ways of promoting and keeping fit/sporting opportunities for older people – walking football & indoor bowls etc. Contact Yate Leisure Centre (early April) to explore opportunities for older people and promote;
- Continue to promote volunteering opportunities across all media including Pop Inn Café volunteers– not just on social media but consider using local press and notice boards;
- Before setting up an 'Armadillo Over 50s Music Session' (to be available for all over 50's locally), Officers to seek feedback from the existing senior cinema customers and Pop Inn café customers to identify:

- Popular types of music;
- Level of interest in attending the session.
- To continue with flooring improvements at the Pop Inn Café, in preparation to open when lockdown restrictions permit;
- To undertake further research into hiring/purchasing a coffee machine to be used in the Pop Inn Café, including customer feedback to present at the next meeting.

6. YMCA

It was **NOTED** that three quotes were sought but that only 2 quotes were returned by:

- K Hudd Home Improvements;
- The Kitchen Partners.

Quotes received:

- £ £15,472.00;
- £17,322.85.

A discussion about the kitchen installation took place and it was **RESOLVED** to progress with raising an order for the design provided by 'K Hudd Home Improvements' (subject to final costs sitting within the agreed budget amount). Work is due to commence towards the end of March 2021.

It was further **NOTED** that:

- the Parish Hall is being hired to deliver 'COVID19 Lateral Flow Testing' and during this time the YMCA will be used as a 'break out space' for staff undertaking tests next door;
- Members are keen to support the testing and ways to isolate the kitchen works from the group using the YMCA are being explored by the Community Projects Manager and Estates Manager to prevent a delay of the kitchen install on site;
- In line with improving accessibility to the YMCA, Members are keen to receive costs of installing a Hearing Loop, WIFI and marking up of 2 disabled parking bays.

8. CONSIDERATION OF IMPACT ON DECISIONS ON CLIMATE AND WASTE

Consideration took place as to impacts on climate and waste following decisions taken by the Members during the meeting. It was **NOTED** that there may be goods we can utilise across our venues as part of the YMCA kitchen project, in turn reducing waste going to landfill.

9. DATE OF NEXT MEETING

At Full Council on 23rd February 2021, in the light of the government announcement on 22 February about the 4 stages to bring the country out of the national lockdown, a discussion about the purchase of a marquee to support community groups to be Covid safe took place and it was **RESOLVED** that:

- This item be progressed at the Environment and Community Committee meeting, taking place 9 March 2021;
- Delegated powers be given to the Environment and Community Committee and also (if required), to the Clerk in consultation with the Chair and Vice-Chair of the Council, to take decisions within budget and to make virements if appropriate, to support the needs of local community activities beginning to re-emerge again after lockdown.

This report serves to gather information pertaining to the hire or purchase of a marquee/gazebo, large enough for community groups to gather while adhering to current social distancing requirements, which have restricted and impacted indoor meetings/gatherings.

1. Estimated Costs for hire:

Please note that

Weekly Hire During:	May	June	July	Aug					
10 x 9m	£1,187.74	£954.27	£1,009.62	£954.27					
floor	£712.64	£380.90	£406.29	£380.90					
	£1,900.38	£1,335.17	£1,415.91	£1,335.17					
20 x 9m	£1,896.19	£1,424.52	£1,511.22	£1,424.52					
floor	£1,137.71	£633.05	£707.25	£633.05					
	£3,033.90	£2,057.57	£2,218.47	£2,057.57					
Costs shown are exclusive of damage waiver at 5% and VAT, they are however inclusive of delivery, erection, dismantle and collection.									
Should you wish the hire to be more than 7 days weekly hire charges will apply									
You will require to provide 24hr security whilst you have the equipment on hire if it is not on a secure site.									

Totals in row 3 & 7= cost of hire including flooring per week.

2. Estimated Costs to purchase:

Average costs (costs vary depending on supplier) are listed below to purchase **new** marquees (not including flooring) frame and canopy only (VAT exc.)

9m x 9m £4,840
 9m x 12m £5,840
 9m x 15m £6,840
 9m x 18m £7,840
 9m x 21m £8,840
 9m x 24m £9,840
 9m x 27m £10,840
 9m x 30m £11,840



Windows are £65 pounds each

Twin Star canopy start at £2600
+vat



Second-hand Structures are also available at an approximate cost of around:
(supplier prices vary. VAT exc.) to note - second-hand marquees may have no warranty.

6m x 12m £1,190
8m x 12m £2,580
9m x 15m £5,500

Interlocking marquee flooring - Full Board (8ft x 2ft) £22.00 per board + VAT

3. Suitable locations

Kingsgate Park



Brinsham Fields



4. Considerations to note as outlined by the Estates Manager & Venues Operations Officer.

- Planning permission may be required for the size of structure (as listed above) i.e. if over 100 m2 and is in place for more than 28 days;
- Insurance costs are awaited;
- Toilet facilities, parking and accessibility may be limited depending on agreed site;
- A floor covering would be advised if seating/chairs are to be used.
- As lockdown restrictions ease and community groups move back to their original venues – what other use or purpose will the marquee have? Possible use at Yate Rocks and other events?

5. Items Officers require decisions on:

- Funding (Budget information is awaited from the Responsible Finance Officer, we do have existing marquees but these may not be suitable);
- Governance details including:
 - Storage when not in use (The desired facility must be temperate and dry to avoid mould or water damage);
 - Insurance;
 - Will it be hired at a cost through our bookings system (deposit required or not);
 - Who is responsible to erect/dismantle before and after use (if the Estates team this will impact on the workload/staffing);
 - Security and monitoring of use (Security monitoring could be outsourced to check every few hours. Current monitoring services are supplied by NSG at a rate of £10.75 per visit). Security fencing can be sourced at £90.00 (ex VAT) per week.

List of Outside Bodies with Yate Town Council Representatives

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

Name of Outside Body	Meeting date	Date minutes Circulated	Date of next meeting
Abbotswood Action Group	22.04.20	Minutes not yet received	tba
Fairtrade South Gloucestershire	16.03.20		
Friends of Brinsham Park	25.11.20	16.09.20	
Friends of The Common	19.05.20	Minutes not yet received	tba
Friends of Kingsgate Park	03.02.21		
Friends of Ridge Woods	15.01.20	Minutes not yet received	tba
Frome & Ladden Vale Environmental Link	19.03.20	Minutes not yet received	tba
Hanson Liaison Committee	05.11.20	Minutes not yet received	
Healthwatch South Gloucestershire from 1.10.19 contract taken over by Healthwatch North Somerset	Not yet advised	tba	tba
Heritage Centre Extension Working Group – <i>This group reports under Heritage Centre Officer's Report</i>	tba	n/a	tba
Community Engagement Forum	11.3.20	Minutes not yet received	tba
Priority Neighbourhoods – Yate & Dodington Community Lead Group	07.01.21	8.2.21	11.2.21
Shopmobility	03.12.20		
Sodbury & Yate Business Association	20.02.20	Minutes not yet received	tba
South Gloucestershire Community Cohesion Steering Group (added 25.6.20)	tba	n/a	tba
South Glos Dementia Alliance	This group is active but does not circulate minutes.	None received	tba

South Gloucestershire Museums & Heritage Partners	05.06.19	Minutes not yet received.	24.03.21
South Glos Youth Housing (SGYH) "As of Wednesday 3rd June 2020 SGYH will no longer be in the Yate and Chipping Sodbury area (only based at Parkview Kingswood). A company by the name of CCP will be based at Southwold House and Andrew Millman Court."	Updates requested but not forthcoming		tba
Town and Parish Council Forum	15.10.20		
Yate Community Association			tba
Yate & District Twinning Association	18.10.19 AGM 04.12.21	Minutes not yet received	tba
Yate Children's Advisory Centre	Advisory Boards meetings postponed until further notice	n/a	n/a
Yate Oral History Group	09.01.20 13.02.20	Minutes not yet received	tba
Yate Community Plan	01.03.21		
Yate Genieri Link	9.11.20 13.01.21	Minutes not yet received	17.02.21
Yate Town Centre Strategy Group	01.03.21	Meetings suspended	email Newsletter issued in lieu of meetings

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

Performance Monitoring Form

For quarter period from: Oct20 to: Dec20

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

The following information is a record of service delivery during the Coronavirus pandemic.

On the following date sessions were able to continue at Brimsham Youth Wing with strict guidance from the school including, No mixing of year groups in bubbles, No YP to attend who did not attend Brimsham Green Secondary School and to follow the schools Covid protocols whilst on the property, either whilst using the office or during session's.

02/11/2020

However, At the beginning of Term 3 on Monday 4th Jan, we were again told that Brimsham Green were going to have to cancel all lettings and so we have arranged with St Nix to use that venue an extra 2 nights a week.

As discussed with Lori at YTC in a meeting with Jamie-Leigh, this is preferable to using the Parish Hall for the following reasons despite localising all of our provision on 1 side of Yate...

1. Access to a fully functioning kitchen- Many of our concerns around our most vulnerable young people is access to cooked meals, one of the biggest parts of our sessions has always been cooking and providing free food to our young people, in the Parish Hall this is not possible
2. Access to sports and recreational activities and spaces, another popular part of our sessions has been Covid safe sports activities, such as football and pool, due to the space at the Parish Hall, these activities were either impossible due to lack of equipment (such as pool tables) or unsafe due to

- the buildings layout, example- Football could damage the Piano in the building or windows and doors
3. Young people accessing the building- Even with the building being closer and more local to Brimsham and that side of Yate, and despite us advertising on Facebook, Instagram and personal messages, we just did not have the uptake at the Parish Hall, however during our additional sessions at St Nix, we have had young people from our Brimsham sessions attend.

During the pandemic the LPW team have kept in regular contact with the Community Projects Manager, to provide updates on YTC service delivery.

During this time LPW have provided additional updates on services delivered in Yate, on behalf of South Gloucestershire Council (lot 2), for example emergency detached youth work in partnership with Avon and Somerset Police, in support of young people who have breached social restrictions and to safeguard vulnerable individuals/ groups/ families.

1. Overview of quarter

1.1 Brief summary of service performance over the last quarter.

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

Covid-19- Due to the current situation we have drastically altered and quickly adapted our offers of service, we have a very high following of the majority of our young people on Instagram, Facebook and mobile so we used that to advertise our online provision and keep in contact with young people who are still not accessing/ not allowed to access our face to face sessions.

Zoom- Since July we dropped our Online sessions to 2 per week, we continue to get a handful of young people on these sessions who are otherwise not accessing sessions.

In Nov when we were placed on localised lockdowns and tougher restrictions we started 2 1-1 drop in triage sessions, during these sessions we have had 3 members of staff in the building to run not only the Triage session but also a Zoom session delivering online activity sessions from the centre.

Due to restrictions on days we have been able to deliver from Brimsham Youth Wing we have also delivered Zoom sessions to cover any sessions we have not been able to run face to face (eg. SG Tuesday session as we are already delivering a YTC session from St Nix youth Centre)

We have also moved our LDD session to Zoom only for the foreseeable future due to the Classification of people with Downs Syndrome as critically vulnerable.

Social media- We have continued with increased activity on our social media pages, promoting our sessions, passing on vital information etc, we have also used Instagram to do outreach, commenting on and responding to our Young People's posts and joining their lives which has worked really well for our

engagement.

Phone Hotlines- As discussed previously our work mobile numbers have continued to be shared and offered out as a way for young people to access support or information at any time even though we no longer run set times for dedicated hotlines. We also have an LDD whatsapp chat which is used most days by our LDD young people and parents to chat and plan our sessions.

Accreditation- We are working with Sarah Gay to ensure anyone who wants to can still access and complete accreditation from home although the uptake has not been high as young people continue to have other more pressing issues to deal with at the moment

C-Card- We continue to run and advertise our C-Card drop in options which due to the number of staff trained in delivering the C-Card scheme can run from any of our sessions in Brimsham, St Nix and the Urbie.

Covid Outreach/Detached- As discussed previously, in addition to our 2 contracted YTC detached sessions we are currently finishing a detached project targeted at reported large gatherings in both St Mary's Park and Peghill Skate Park funded by SGC.

We have also trialled a change in delivery day of our Wednesday Detached session to a Thurs- although due to current weather and the pandemic all engagement in Detached sessions has seen a drop due to low numbers of young people being outside. This change will continue to be monitored as agreed for the next 3 months.

St Nix and Brimsham Youth Centres- Sessions at St Nix, Abbotswood were able to start again on the 7th July 2020 with a maximum of 15yp in session following NYA guidance, as soon as we opened our regular group from Abbotswood returned and were glad to have us back and engagement from them has continued to be good and consistent, as even through local lockdowns and restrictions we have been able to continue to work with this group due to the vulnerable nature of some of their home lives, involvement with ASB and the chance of them continuing to break restrictions if an opportunity to meet was not available safely.

At Brimsham Green Youth Wing due to the schools Covid-19 reopening arrangements, we have been unable to continue our letting continually and consistently, in October we delivered some sessions from the Parish Hall to replace our Thursday session at Brimsham, unfortunately this was not attended well by young people. In November we were however able to start back at the Youth Wing on a limited basis and ran sessions there on a Monday and Thursday.

Planning and promoting session delivery has continued to be a challenge this quarter due to always changing guidelines and guidance however we have been following updates as they come and updating our delivery plan as and when needed quickly and efficiently, forwarding our plans onto Yate Town Council as we do so and involving young people in the planning of this when able to

Our socials are

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

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

Youtube <https://www.youtube.com/channel/UCMdCxc-GZi5qjN6gGLvI-3A/>

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1.2 COVID19 PANDEMIC DATA CAPTURE

COVID19 PANDEMIC DATA CAPTURE						
	Youtube	Tiktok	Facebook	Instagram	Zoom	Other
Number of interactions on	28	132	137	589		
Numbers of views on videos	1938	542	457	669		
Number of yp engaging in Instagram lives				204		
Number of yp zoom sessions					44	
Numbers of entries weekly art competitions				14		
Numbers of deliveries art kits and laptops						1
Outreach/ check ins						15
Phone drop ins						5
Total views on all posts (incl videos)	1938	542	594	1462		

2. Targets/Achievements to Date

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

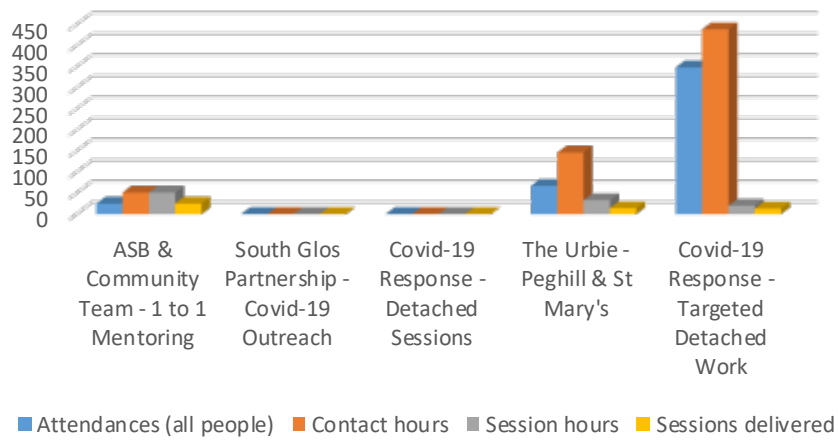
<i>Other Provision</i>								
Annual Attendance at the Yate Rocks summer event to deliver youth work between 11am – 8pm	EVENT CANCELLED							50 young people
Empowering young people to have a voice in what's happening local, including public consultations, ideas to present to Yate Town Council or ideas on how to tackle issues in Yate	<p>One of the positive things about the November restrictions being toughened was that we were able to have a little bit of notice of the changes coming, and so for 1 week we worked with young people in our sessions to work out a timetable of how they would like our sessions to run, particularly our online Zoom sessions and used this planning to shape our delivery plan. This included changing online sessions from being open access to project nights, film nights, and cooking nights. We planned a few of our sessions with our young people and then were able to deliver items to anyone who wished to be involved in the sessions to them ready to join in online.</p> <p>In October we had Dayana Eastwood from public health attend all of our sessions to discuss with all of our young people the best way to engage with young people under the current restrictions, especially when it comes to getting them on board with the government guidelines and regulations and to design some new resources and support to pass out locally and throughout South Glos.</p> <p>In St Nix we took part in the Abbotswood Community Christmas Window Advent Trail with a theme of promoting a positive image of our young people to the local community. Our young people planned, designed and created a large window display using sticky back vinyl which was advertised and including in the maps given out in local shops and venues.</p> <p>We are also working with Sato Black and the PN Steering group to hopefully involve some youth ambassadors in the meetings to get their voices heard.</p>							
To ensure an integrated service with Lot 2 delivery under SGC, covering:	<p>Our delivery across both the Yate Town Council and South Gloucestershire Council work has continued to be very integrated during this time, we have continued to deliver online and the detached sessions have worked well across Yate. We have sought the approval of both councils before carrying out any work outside during Covid restrictions and have ensured they have had access to all of our risk assessments.</p>							
One LDD centre based session at Brimsham Green Youth Wing, Wednesday 6.30pm-9pm, ages 13 – 25;	<p>We have managed to make use of our good relationship with St Nix youth centre through our YTC contract to offer additional sessions in the venue for our contracted sessions with SGC that would not have been able to be delivered without another venue after Brimsham Youth Wing was not an option to use and then moved around the sessions to make sure we were able to offer provision to all ages and year groups that we have always offered.</p> <p>We successfully partnered, planned and co-hosted an online youth conference in November for National Youth Work Week and were able to get some of our young people to attend as well.</p>							

<p>Two centre based sessions at Brimsham Green Youth Wing, Mondays, 6.30pm – 9pm, ages 14 – 16 and Thursdays, 6pm – 8.30pm, ages 12 – 13;</p> <p>Area wide LOTTY provision Mon, Wed & Fri 2pm – 10pm and Tues & Thurs 2pm – 7pm; Two detached youth work sessions in rural areas on Mon & Thurs, 6.30pm – 9.30pm.</p>	<p>Our LDD group Sparkle Wednesday has now moved back to online sessions after consultations with parents as stated above, however the engagement continues to be positive, fun and enjoyed by all our young people with lots of YP involvement in the planning of sessions.</p> <p>As discussed with Lori, the LOTTY provision is no longer running, however our work mobile numbers are shared widely and young people are able to, and do, contact us through them for support, information and signposting.</p>
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3. Graphs and Comparison

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

Yate Delivery



4. Young People Feedback and Participation

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

Due to restrictions and ever changing guidance on how we can run sessions, we have had to do the majority of our planning against strict risk assessments and guidelines, however whenever we are able to we ask for young people's input, for example young people chose the food we serve in club, we asked young people to write a list of items they wanted in tuck, we have given them multiple choice options of activities that we can run in session so that they still have a say.

We also asked for ideas on how to run our online zoom sessions when they restarted, and our young people fully designed our timetable of events for our online sessions, these included, Make it Monday (project session with activities delivered to signed up participants before each session) Talko Tuesday (Chat and support session) Throw a Fit Thursday (a chance to vent, winge, rant about anything they were struggling with) and Film/Food night Friday (either watching a movie together over Zoom or cooking together- with ingredients and snack&drink hampers delivered to signed up participants before the session)

In addition we have also been gaining feedback from young people on how safe they feel our sessions are, we want to make sure young people feel safe, therefore before making any changes we consult with young people (unless Government guidance makes this impossible).

5. A Forward Plan

LPW's plan moving forward has been shared with YTC council already.

For confirmation

Term 3- We do not have Brimsham

4 sessions to be deliver from St Nix Youth Centre, including 2 triage/ 1-1 sessions and 2 support bubble groups

3 sessions a week to be delivered on Zoom, including 1 for our LDD night

3 sessions a week of Detached sessions

6. Added Value

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

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

- Providing Laptops to young people who need them in Yate
- Increase our online presence and ensure every member of staff has online access to deliver sessions
- Provided an immediate response in the locality to guidance changes
- Provided training and development to other organisations

- We have also secured funding to continue working with young people affected by Serious Violent crime in the local area through the Violence Reduction unit
- Through See, Hear and Respond Funding from Barnardos we were able to continue online sessions on top of our contracted face to face club and detached sessions as well as offer 1-1 referrals for Crisis Support and Education Reintegration programmes which we currently have 3 referrals for within South Glos.

7. Financial Information

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

TYPE OF FUNDING RECEIVED	Quarterly Amount Awarded
Yate Town Council Funding	To Follow
Other Income (Please indicate amount and Source)	
TOTAL INCOME	

EXPENDITURE	Quarterly Amount Spent
TOTAL	

QUARTERLY TOTAL	
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8. Compliments and Complaints

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

The Service has received no complaints

9. Equal Opportunities

	Total 1260 (participant data for 50)
1a. How many Yate Town young people have benefited from your project over the monitoring period (quarter)?	50
Please confirm that the majority of young people attending are aged 13-18 years old	Yes / No
Based on the total given in 1a please give a breakdown against the following equality categories (<i>estimated figures are acceptable</i>)	
2. Age	
Please give numbers of young people attending who are aged 10 – 12 years old	
Please give numbers of young people attending who are aged 13 – 18 years old	
Please give numbers of young people attending who are aged 19 – 25 years old.	
Total (<i>should match the number in 1a</i>)	
3. Disability Number of young people (included in the number shown in 1a) who have declared a disability.	
Does the Young Person consider themselves to be disabled?	
No	3
Prefer not to say	41
Yes - Physical impairment, such as difficulty using arms or mobility issues which may mean using a wheelchair or crutches	
Yes - Sensory impairment, such as being blind / having a serious visual impairment or being deaf / have a serious hearing impairment	
Yes - Mental health condition, such as depression, anxiety or schizophrenia	
Yes - Learning disability/difficulty (such as Down's Syndrome, dyslexia, dyspraxia) or cognitive impairment (such as autistic spectrum disorder)	5

Yes - Long standing illness or health condition, such as cancer, HIV, diabetes, chronic heart disease or epilepsy	
Yes - Other (please state)	1 Not Listed
4. Ethnic origin (<i>based on census categories</i>) Have young people from minority ethnic backgrounds attended? Please complete the following breakdown	
Arab	0
Asian/Asian British - Bangladeshi	0
Asian / Asian British- Indian	0
Asian / Asian British - Pakistani	0
Asian / Asian British- Chinese	0
Asian / Asian British – Other (please state)	0
Black/African/Caribbean/Black British - African	0
Black/African/Caribbean/Black British - Caribbean	0
Black/African/Caribbean/Black British – Other (please state)	0
Gypsy or Traveller of Irish Heritage	0
Mixed/Multiple Ethnic Groups – White & Asian	0
Mixed/Multiple Ethnic Groups – White & Black African	1
Mixed/Multiple Ethnic Groups – White & Black Caribbean	0
Mixed/Multiple Ethnic Groups – Other (please state)	
White – English/Welsh/Scottish/Northern Irish/British	13
White – Irish	1
White – Other (<i>please state</i>)	0
Other ethnic group (<i>please state</i>)	1 (Other Mixed Background)
Prefer not to say	34
Total (<i>should match the number in 1a</i>)	50
5. Gender	
Female	24
Male	13
Other	
Prefer not to say	13
6. Numbers of young people with a gender identity different to the sex they were assigned at birth.	

7. Based on the number of young people in 1a, please give numbers to the following Projects working with targeted groups of young people may be asked for further information about the service users. This will have been requested by your Link Officer.	
Young people in care/or leaving care	/
Young carers	/
Young people who have a long term health condition or disability	
Young people Not in Education, Employment or Training (NEET)	
Excluded from education or at risk of exclusion	/
Young people who identify as LGBTQ+ (this means Lesbian, Gay, Bisexual, Transgender or Questioning their sexuality).	2
Young people from low income families	/
Young offenders/at risk of offending	
Young people attending that live in priority neighbourhoods (Yate, Filton, Patchway, Cadbury Heath, Staple Hill and Kingswood)	
Young refugees or asylum seekers	0
Other (<i>please state</i>)	

10. Self-Evaluation RAG form

Please complete the following RAG Form using the below guidance:

RED = 0% to 49% of the targets completed

AMBER = 50% to 74% of the targets completed

GREEN = 75% to 100% of the targets completed

TARGET	RAG (Red, Amber or Green)
Centre Based 35 young people at sessions	
Urbie-	
Summer provision & YATE ROCKS	
OVERALL RAG RATING	Amber

(To be completed by the provider)	
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11. We welcome your feedback.

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

N/A

12. Safeguarding

Names to be removed

Names to be removed
There has been no safeguarding concerns

13. Health and safety concerns

Coronavirus and the continuous changes to guidance continues to be a struggle to manage. And although new guidance states we can run with 15 + 3 members of staff we have decided to continue to run with 12+3 members of staff. There are a number of reasons for this

1. It provides consistency for young people
2. It allows us to remain cautious and not introduce new young people to the existing sessions we are running
3. Staffing is unpredictable and therefore increasing numbers may mean we can't run. Last quarter we had 3 occasions where staff had to self-isolate
4. Young people have told us they feel better having a consistent service rather than one that is changing all the time

Environment and Community Committee

Pending Log as of 9 March 2021

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

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

	<ul style="list-style-type: none"> ▪ <i>repair tarmac paths where necessary;</i> ▪ <i>deep weed / cut back along footpaths where needed;</i> ▪ <i>repair the damaged walls alongside footpaths for safety reasons;</i> ▪ <i>contact Bromford to take action to repair footpaths on the land they control and to take urgent action to improve the area to the rear of Cranleigh Court shops, in particular the garage blocks which are poorly boarded up, subject to graffiti and rundown.'</i> <p>A response was received and further update is awaited.</p>
Linking Public Open Spaces – Blue Line Scheme	<p>E&C 21.1.20</p> <p>Item 7/9</p> <p>It was RESOLVED to advise Dodington Parish Council that Yate Town Council support the idea of alerting users to nearby facilities by means of way markers and extending walkway maps, but not actual blue line markings.</p> <p>27.2.20 Contact has been made with Dodington Parish Council (DPC) and a meeting to be arranged once DPC have scoped out plans with South Gloucestershire Council.</p>
South Gloucestershire Council - Leases Outstanding	<p>a) Witches Hat Lease expired 30 September 2015. October 2019 – Lease with comments returned to South Glos – acknowledgment received, further response awaited. (regularly reminded)</p> <p>b) The Common A long term aspiration, however most recent negotiations began in earnest in 2013</p> <p>E&P 28.5.13 <i>Members were reminded that at the meeting held on 18 February 2013 with representatives of South Gloucestershire Council to discuss the possibility of Yate Town Council taking over responsibility for The Common,</i></p> <p>Update from South Glos Council remains outstanding (regularly reminded)</p> <p>c) Land at Ridgewood Initial approach from South Gloucestershire Council enquiring if</p>

	<p>YTC wished to consider a lease/licence for the land was considered at Full Council on 11 March 2014 where it was RESOLVED to pursue.</p> <p>A response is awaited from South Glos Council. (regularly reminded)</p>
Highways - McDonalds	<p>1.2 Shopping Centre Car Park Queues, McDonalds</p> <p>This was discussed at length at Planning and Transportation Committee on 12th January 2021 and it has been resolved that the Town Council to continue to pursue a resolution to this serious problem and write again to South Gloucestershire Council, McDonalds and the Shopping Centre manager.</p> <p>To monitor</p>