

# ADVISORY MEETING of the members of Yate Town Council's Environment and Community Committee

Wednesday 3 November 2021

This is an **advisory** meeting of members of the **Environment and Community Committee** of **Yate Town Council** to be held remotely via Zoom on **Tuesday 9<sup>th</sup> November 2021** between 6.30pm – 8.00pm for the purpose of transacting the business set out in the agenda below.

This meeting has no decision-making powers as the power which enabled local councils to meet remotely during the Covid-19 pandemic has been rescinded by central government. Therefore this meeting will serve to advise and inform the clerk to the council, to whom delegated powers have been granted to take decisions. Members of the public are warmly welcome to join the meeting and raise any matters under Item 4 - Public Participation.

## Join Zoom Meeting

<https://us06web.zoom.us/j/96103769988?pwd=NmIWMUluRHA3bGNiVlQ3aWYrY1k1UT09> Meeting ID: 961 0376 9988 Passcode: 914749 Phone 0131 4601196



Hayley Townsend  
Town Clerk

## Agenda

*In the exercise of Council functions, Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivering services under the public sector Equality Duty and Equality Act 2010.*

1. To Elect Chair of the advisory meeting.

2. Apologies for Absence.

3. Declarations of Interest under the Localism Act 2011

*Members who consider that they have an interest are asked to: (a) State the item number in which they have an interest, (b) The nature of the interest, (c) Whether the interest is a disclosable pecuniary interest, non-disclosable pecuniary interest or non-pecuniary interest.*

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

5. To Receive the Notes of the Environment and Community Advisory Meeting Held on 21<sup>st</sup> September 2021 (copy herewith).

6. To Consider the Following Items on the Clerk's Report:

**Item 1            Environment & Community Budget 2022/23**

**Item 2            Town Centre**  
2/1    Town Centre Strategy Group

**Item 3            Town Council Facilities**  
3/1    Estates Manager's Report  
3/2    Venues Report  
3/3    Station Road Sites  
3/4    Defibrillators  
3/5    YOSC  
      (a) Commonwealth Games  
      (b) Changing Places  
3/6    Leases for Ridgewood, The Common (including pitches) and  
      Witches Hat

**Item 4            Sub Committees & Working Groups**  
4/1    Events Sub-Committee  
4/2    Public Rights of Way, Commons and Greens Sub-Committee  
4/3    Yate Ageing Better, Health & Wellbeing Sub-Committee  
4/4    Allotments Sub-Committee

**Item 5            Joint Committees**  
5/1    Joint Parishes Consultative Committee

**Item 6            Reports from Outside Bodies**

**Item 7            Consultations**  
7/1    Current Consultations

- 7/2 Urgent Consultation  
7/3 Consultation Responses
- Item 8 Youth**  
8/1 Learning Partnership West (LPW) Youth Provision
- Item 9 Town Twinning**
- Item 10 Carbon Net Zero Commitment**
- Item 11 Graffiti & Litter**
- Item 12 Tree Protection Order - Ridgewood**
- Item 13 Outstanding Items**
- Item 14 Confidential Items**  
*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 15 Considerations of Impact of decision on Climate and Waste**

# Yate Town Council

## **Advisory Meeting** of the Environment and Community Committee

### 9<sup>th</sup> November 2021

#### **Clerk's Report**

#### **Item 1. Environment and Community Committee First Draft Proposed Budget 2022/2023**

To **NOTE** that further information is awaited prior to the first draft 2022/2023 budget being made available for consideration. The final budget figures to be received and agreed at Full Council in January 2022.

#### **Item 2. Town Centre**

##### **2.1 Yate Town Centre Strategy Group**

To **NOTE** that the minutes of the Yate Town Centre Strategy Group meeting held on 11 October 2021 were received at the meeting of Full Council on 26<sup>th</sup> October 2021.

#### **Item 3. Town Council Facilities (Including Parks, Play Areas, Properties, Assets and Facilities)**

##### **3.1 Estates Manager's Report**

To receive the Estates Manager's report. (Appendix 1)

##### **3.2 Venues Report**

To receive a combined venues report for The Armadillo Youth Café, The Pop Inn Café and Yate and District Heritage Centre (Appendix 2).

##### **3.2.a. Armadillo Toilets**

To receive an updated Officer report (appendix 3)

It is **RECOMMENDED** officers seek accurate costings for conversion of the Armadillo toilets for further consideration, cost to include:

1. Conversion of the female toilets to include gender neutral facilities;
2. Conversion of the male toilets into a therapy and wellbeing room.

It is further **RECOMMENDED** officers identify opportunities for external funding to support the costs of conversion of the toilets, opportunities to be returned to E&C for consideration.

### 3.3 Station Road Sites

To receive notes of the 'YMCA Welcome Back Fund' meeting that took place on 19<sup>th</sup> October 2021 and consider **RECOMMENDATIONS** therein. (Appendix 4)

To **NOTE** that a meeting with South Gloucestershire Council Officers, about the 'Welcome Back Fund' took place on 21<sup>st</sup> October 2021 and the following discussed;

- The bee sculpture formally located in the rear garden at the YMCA has been removed by South Gloucestershire Council and permanent homes for the bees are being explored by South Gloucestershire Council Officers. Yate Town Council has expressed an interest in rehoming a bee back at the YMCA and also informed South Gloucestershire Council Officers that Ladden Garden Village was keen to have a bee installed within the development.
- Further to the meeting with the South Gloucestershire Council Officers leading on the Welcome Back Fund, an updated SLA is awaited;
- Information about removal of 'Phase 1' Station Road planters at 'end of life' stage is awaited, Yate Town Council's aspiration to deliver a 'Phase 2' will be discussed by the working group once an estimated timeline of depletion of existing planters is known.

### 3.4 Defibrillators

To **NOTE**:

- Defibrillators are being installed at the Parish Hall and at Yate and District Heritage Centre, week commencing 8<sup>th</sup> November 2021;
- An update will be provided at the meeting regarding power supply sources for the remaining defibrillators to being installed at Abbotswood Shopping Centre, Brinsham Park and Yate Common (towards the far end of the Common).

### 3.5 YOSC

#### (a) Commonwealth Games

To receive any update further to the following: *YOSC has been approached to be a host training venue for athletes during the Commonwealth Game 2022. Full details are awaited, however YOSC Ltd have been encouraged to discuss details with Brinsham Green School should school use be affected.*

## **(b) Changing Places**

Further to Environment and Community Committee Meeting on 21.09.2021 advisory minute 7.7 YOSC b) to **NOTE**:

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

### **3.6 Leases for Ridgewood, The Common (including pitches) and Witches Hat**

To **NOTE** that South Gloucestershire Council has again been chased for movement on leases for Ridgewood, The Common (including pitches, the lease for which expires in 2022) and Witches Hat.

## **Item 4. Sub-Committees and Working Groups Responsible to the Environment and Community Committee**

### **4.1 Events Sub-Committee**

Further to an internal meeting on Monday 18<sup>th</sup> October 2021 to consider suggestions for ways to commemorate and mark the Queens Platinum Jubilee, Officers considered the suggestions and circulated an internal working document to Members of the Events Sub Committee on Thursday, 28<sup>th</sup> October 2021.

To **NOTE** an advisory meeting of the Events Sub-Committee took place on Monday 1<sup>st</sup> November 2021 via Zoom. (To be circulated).

### **4.2 Public Rights of Way, Commons and Greens Sub-Committee**

To **NOTE** formal notice of Public Path Diversion Order for LYA53 North Yate New Neighbourhood has been received from South Gloucestershire Council . (Appendix 5)

### **4.3 Yate Ageing Better, Health and Wellbeing Sub-Committee**

To receive the notes of the Advisory Yate Ageing Better, Health and Wellbeing Sub-Committee meeting due to take place on 8<sup>th</sup> November 2021 and to consider any **RECOMMENDATIONS** therein. (To be circulated).

### **4.4 Allotments Sub-Committee**

To **NOTE** a meeting is to be arranged for November to discuss the final draft document.

## **Item 5. Joint Committees**

### **5.1 Joint Parishes Consultative Committee**

To receive any update.

## **Item 6. Reports from Representatives on Outside Bodies**

To **NOTE** minutes received from outside bodies were previously circulated to Members with a request to advise if they wish to discuss matters contained therein. (Appendix 6)

## **Item 7. Consultations**

### **7.1 Current Consultations**

<b>Consultation Name</b>	<b>Link/Appendix</b>	<b>Date Circulated</b>	<b>Closing Date</b>	<b>Notes</b>
Town and Country Planning Act 1990 - Confirmation - SGC (Footpath LYA 53 (Part) at North Yate - New Neighbourhood) Public Path Diversion Order 2021	<a href="#">link to consultation</a>	7.10.21	18.11.21	

### **7.2 Urgent Consultations**

To receive any urgent consultations.

### **7.3 Consultation Responses**

No consultation responses to report.

## **Item 8. Youth**

### **8.1 Learning Partnership West (LPW) Youth Provision**

To receive the LPW monitoring report and financial information for Quarter 2 of year 3 the 2021/22 youth delivery contract (Appendix 7).

To agree payment of second quarter invoice (£14,4,922.81).

To **NOTE** that:

- The Community Projects Manager (LR) and Yate Town Councillor Tony Davis attended the South Gloucestershire Youth Work Conference, which took place at Thornbury Golf Club, 4<sup>th</sup> November 5.30pm-9.15pm;
- Yate Town Council is exploring the amendment to the:
  - the SLA between Yate Town Council and LPW to extend existing agreement until 31 March 2024;
  - the quarterly reporting frequency will be amended to bi-annual reporting, every 6 months to mirror South Gloucestershire Council processes for LPW;
  - Learning Partnership West will be asked to attend an Environment and Community Committee meeting each year to do a presentation about achievements and service updates/progress.

## **Item 9. Town Twinning**

To **NOTE** that the members that attended the twinning exchange to help celebrate the 100 years of Bad Salzdetfurth had a very successful trip. An article to be included in the next issue of the monthly Roundup Newsletter.

To further **NOTE** a letter of thanks to be extended to the hosts for their generous hospitality.

To **NOTE** correspondence received on 7<sup>th</sup> October 2021, following the AGM of the Yate and District Twinning Association. (Appendix 8).

## **Item 10. Carbon Net Zero Commitment**

To receive the minutes of the Climate and Planet Sub-Committee (To be circulated).

To **NOTE** the following:

- The Net Zero Carbon Sub-Committee has been renamed the Climate and Planet Sub Committee to better reflect the wider remit of the committee and project;



- The Town Council's new electric Kangoo van has been delivered to South Gloucestershire Council for sign writing. It is expected to be ready for use early November. This vehicle will replace the Vauxhall Combo Van which is diesel;
- Litter cleaning station will be rolled out to local schools on a two-week rota basis.
- The Armadillo:
  - Living roof has been seeded with "bee bombs";
  - The café has replaced single use plastic milkshake cups with reusable versions;
  - A Climate emergency banner will be displayed at the Armadillo (public facing from the garden) ahead of the COP26;
  - Will be saving plastic waste from the cafe to create water backs for installation in YTC venue toilets (were possible), to reduce water used when flushing;
- The 'Reduce Reuse Recycle' page in the November "monthly round up" will feature COP26 explaining what it is and why it is of local and global importance;
- The Estates Manager and Community Projects Manager will procure a tree to be planted to offset a recent Twinning Trip to Bad Salzdetfurth;
- The Financial Regulations have been reviewed and in consultation with the Chair of F&G, commitments to best practice principles such as the UN Sustainable Development Goals have been included;
- Yate Town Council venue hire terms and conditions have been reviewed, additions have been made to include links for walking, cycling and public transport routes to all YTC venues, and information on electric vehicle charging points in Yate;
- An informal meeting will take place with South Gloucestershire Council Commons and Biodiversity Officer (week commencing 1<sup>st</sup> November 2021) to discuss the Yate Town Council draft Local Nature Action Plan;
- Additional bulb planting took place at the Millside Nature Trail launch event on 25<sup>th</sup> October 2021 alongside filling x3 bug hotels.

## **Item 11. Graffiti and Litter**

To **NOTE** graffiti was reported in an area by Cranleigh Court shops, waivers regarding permission to carry out works on the resident's property have been posted by both the Town Council and South Gloucestershire Council and responses are awaited.

## **Item 12. Tree Protection Order at Ridgewood Centre**

To **NOTE** a tree protection order has been made by South Gloucestershire Council at the Ridgewood Centre. (Appendix 9)

## **Item 13. Outstanding Items**

To **NOTE** status of pending log (Appendix 10).

## **Item 14. Confidential Items**

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

### **14.1 Confidentiality Confirmation**

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

To receive any confidential items.

## **Item 15. Consideration of Impact of Decision on Climate and Waste**

To consider if there are any impacts on climate and waste following discussions during this meeting.

**Estates Manager's Report to the advisory meeting of members of the Environment and Community Committee to be held on Tuesday 9<sup>th</sup> November 2021**

**Item 1.      Grounds Maintenance General**

**1/1 Coat of Arms**

To **NOTE** that a visit to fit the repaired sections of the Coat of Arms has been delayed until mid-late November.

**1/2 Salt Truck**

To **NOTE** that the local volunteers that maintained the Salt Truck planting will no longer be maintaining the Salt Truck.

It has been brought to our attention that the Salt Truck was donated to the Twinning Association.

The Twinning Association have advised that a formal agreement between Bad Salzedetfurth and the Yate Twinning Association was never agreed.

However, the Twinning Association have indicated that it would not object to Yate Town Council becoming the custodian of the Salt truck to protect it for future generations.

To consider becoming custodian of the Salt Truck.

Moving forward the following options are to be considered.

1. To enter a SLA agreement with South Gloucestershire Council for them to annually maintain as follows,

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	VAT	AMOUNT
1		provide supervision including site specific HS&W	£ 705.66	Y	£ 705.66
1		Supply and plant summer bedding include for soil improver, fertiliser and waste disposal	£ 155.23	Y	£ 155.23
1		Supply and plant Autum & Spring bedding and bulbs including for soil improvement and waste disposal	£ 128.35	Y	£ 128.35
50		Routine watering and summer feed aproximatley 60 visits	£ 36.78	Y	£ 1,839.00
9		Monthly weeding and dead heading including watering	£ 52.00	Y	£ 468.00
SUBTOTAL					£ 3,296.24
VAT RATE					20.00%
VAT AMMOUNT					£ 659.25
OTHER					£ -
TOTAL					£ 3,955.49

2. Relocate the Salt Truck to a more accessible location i.e. corner of the Armadillo near to the interpretation board or the corner of Westerleigh Rd meeting Station Rd. This would allow the Estates Team to maintain the Salt Truck safely. Costs are awaited.
3. Leave the Salt Truck in place on the roundabout but no further planting to be carried out.
4. To train the Estates Team in Highway Management including the lane closure to enable them to work on highways safely. Further information and costs is awaited.

### 1/3 Soil Bunds

To **NOTE** further information regarding the utilities survey for Randolph Avenue including timeline is awaited.

**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)**

## **2/2 Tyler's Field**

To **NOTE** funds for replacement steps due to the deterioration of the timber are being investigated. It has been advised that since the original steps were installed regulations have changed and that a midway platform and handrail is required.

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

### **3/1 Cycles in Parks**

Further to following minute from Environment & Community meeting held on 21<sup>st</sup> September 2021 the following options have been investigated.

*Further investigations will be undertaken by the Estates Manager to suggest what might be considered practical to satisfy the byelaws and use of Kingsgate Park in respect of cycling; to be referred to the next meeting of the Environment & Community meeting;*

- a. Install cycle lanes along existing pathways – this would reduce the path width which may cause concerns with pedestrians etc. also along some pathways this would be impossible.
- b. Install signage at entrances that advises cyclists to give way to pedestrians and to reduce speed.
- c. Install no cycling areas, where cyclist need to dismount

### **3/2 Brinsham Fields and Lake**

#### **a) Lake**

To **NOTE** lake side tree works are planned for November, this will include cutting back around fishing pegs etc.

#### **b) Bulb Planting**

To **NOTE** daffodil bulbs have been planted in various areas around the park, these were planted by the Yate Beavers and the Friends of Brinsham Park & Lake.

### 3/3 Kingsgate Park

#### a) Water Feature

To **NOTE** the water feature has been shut down for the winter to protect the pipework and pump from any damage caused by cold weather.

#### b) Bulb planting

To **NOTE** daffodil bulbs have been planted in various areas around the park.

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

#### 4/1 General repair log

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

#### 4/2 Play Area Refurbishment Schedule

To **RECEIVE** the following play area major refurbishment schedule in order of estimated year of next refurbishment.

To **NOTE** that this will not include any replacement equipment required due to wear and tear etc.

Site name	Last major refurbishment	Next estimated major refurbishment
Peg Hill Skatepark	2000	2022
Eggshill	2004	2023/24
Kingsgate Park	2008 (water feature was 2012)	2023/24
Halifax/ Wellington Rd Kickabout	2008	2025
Yate West Kickabout	2008	2025/26
Millside	2008	2027
Lye Field Kickabout	2009	2028
Longs Drive	2010	2028
Tyndale	2014	2029

<b>Witches Hat</b>	2015	2030
<b>St Mary's</b>	2008, 2017	2031
<b>Brinsham Park</b>	2010 (Playbuilder Scheme), 2018,	2032
<b>Howard Lewis (The Ridge)</b>	2009, 2019	2033
<b>Abbotswood</b>	2020	2034

#### **4/3 Kingsgate Play Area**

- a) To **NOTE** x3 replacement bridges that have been ordered are delayed until late November.
- b) Investigations continue to ascertain if the Zip Wire supports can be repaired have been unsuccessful and costs for a replacement Zip Wire are being sourced.

#### **4/4 Peg Hill Skate Park**

- a) To **NOTE** further information is awaited regarding examples and costs towards a possible refurb of the Skate Park.

#### **4/5 St. Mary's Play Area and Witches Hat Play Area**

To **NOTE** x2 replacement safety impact systems for the trampolines have been installed.

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

#### **5/1 Armadillo**

- a) To **NOTE** the new replacement LED light system in the social area has been replaced.
- b) To **NOTE** investigations into replacing the heating boilers are being made. The current boilers are becoming faulty on a regular basis.

#### **5/2 Wi-Fi**

To **NOTE** that a site visit with Integra was held at the YMCA and Bowls Pavilion in regard to WiFi installation costs. A quote will be tabled at the

meeting this will include costs for WiFi installation at the Parish Hall, YMCA and Bowls Pavilion.

**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 YOSC**

To **NOTE**;

- a) The supplier of high jump wear sheet has confirmed that they will replace the wear sheet under the warranty and are sending some material samples to representatives of YDAC and YOSC for their consideration.
- b) A faulty timer clock on the approach road lights has been replaced.

**6/2 Sunnyside Sports Field, Common Playing Field and Changing**

To **NOTE** a Councillor has received a complaint regarding the parking situation at Sunnyside Playing Field during weekend football.

The complaint has pointed out that footballers are parking inconsiderately in residential street Moorland Road and causing issues for residents to access their driveways.

Letters have been sent to the home teams advising of the parking situation but also asking them to contact away teams for them to reduce use of car by using public transport or car sharing. Signs have also been displayed at the venue.

Due to the capacity of the car park at Sunnyside Playing Field (21 + 3 Disabled) there is not enough parking bays to accommodate weekend football which can at time have 60 plus players at the pitches.

The following options are being investigated;

1. Investigations are being made if the car park layout can be changed to accommodate more parking bays.
2. Investigations are being made if the car park can be extended although this is unlikely.
3. Investigations to installing Grass Crete in the small field at the east end of the Common Playing Field near to Westerleigh Road.



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

### **7/1 Bus Shelters**

To **NOTE** that a claim has been submitted for a replacement bus shelter that was removed at Cranleigh Court Road due to damage from a vehicle hitting it. Authorisation from Zurich Insurance to proceed is awaited.

### **7/2 Litter Bins**

To **NOTE**;

- Three new recycle bins have been delivered, these will replace litter bins at Sunnyside Playing Field, St. Mary's Play Area and outside the play area near to the location of the Ice Cream Van.
- An audit of the next phase of recycling bins will be carried out to identify where more recycling bins can be located. This will include contacting Yate & Sodbury Clean Up Group.

### **7/3 Benches**

To **NOTE** three new Benches have been delivered and will be installed at St. Mary's Field, St. Mary's Play Area and adjacent to the lake at the far side of Kingsgate Park.

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

### **8/1 New Electric Kangoo**

To **NOTE** The Town Council's new electric Kangoo van has been delivered to South Gloucestershire Council and is being sign written. It is expected to be ready for use early November. This vehicle will replace the Vauxhall Combo Van which is diesel;

### **8/2 Ransomes Mower**

To **NOTE** an order has been placed for lease of a new Ransomes Mower, expected delivery will Spring 2022.

## Play Area Repair Log

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

Site Name	Asset Name	Fault Description and Date	Finding Notes	Action	Risk Level Before Action	Risk Level After Action	Estimated completion
St. Mary's Play Area	Pedal Roundabout	January 2021 Bearings and runners faulty from wear and tear	Beyond repair	Remove and supplier contacted for repairs (repairs not possible). Quotes received and E&C agreed to replace March 2020. Due to covid delayed.	Medium	Low	TBC
Kingsgate Play Area	x3 Bridges	April 2021 Wear to fixings and ropes	Beyond repair	Bridges removed at access points to specific areas closed. X3 bridges ordered following consultation with members.	Medium	Low	October Now delayed until November
Kingsgate Play Area	Zip Wire	May 2021 Timber support posts flex when zip wire in use	Concerns that fixing bolts are worn due to movement	Seat removed and second opinion sought. Advised this maybe beyond repair and company seeking clarification from zip wire specialists.	Medium	Low	To include in next year's budget 2022/23 for Spring install
Kingsgate Play Area	Pull up rope	May 2021 Rope misuse caused	Beyond repair	Rope removed and new ordered	Medium	Low	October Now delayed until November

		damaged to rope material and metal core					
Brinsham Fields Play Area	Bridge	June 2021 Timber is decayed.	Concerns on fixing points in timber due to rot	Remove bridge. Estates Manager seeking further advice through RoSPA	Medium	Low	To include in next year's budget 2022/23 for Spring install
Millside Play Area	Agility rope walk	July 2021 Rope fixing points worn beyond repair	Beyond repair	Removed and quotes, options being sought.	Medium	Low	December 21/ January 22
Witches Hat Play Area	Swing Basket	July 2021 Timber frame showing signs of rot	Top beam above the basket swing show signs of advanced rot.	Basket removed, supplier contacted and chased for a response as opinion of Estates Manager is that this timber should not rot as quickly.	High	Low	TBC
Peghill Skate Park	Fun box	August 2021 Damage & wear to surface of board along edge	The board to be replaced	The equipment is still useable, but the board requires replacing. Supplier contacted for quote regarding replacement.	Low	Low	December
St. Mary's Play Area	Trampoline	August 2021 Wear and vandalism to safety impact system	Patch repairs wearing quicker than the tile systems and areas being lifted through misuse.	In house repairs made. Impact system order following consultation with members	Low	Low	Completed October

Witches Hat Play Area	Trampoline	August 2021 Wear and vandalism to safety impact system	Patch repairs wearing quicker than the tile systems and areas being lifted through misuse.	In house repairs made. Impact system order following consultation with members	Low	Low	Completed October
Kingsgate Gym Area	Signage	September 2021 Sign has been removed	Sign not found in park	New sign ordered and temporary signage in place.	Low	Low	Completed October



## **Environment & Community Venue report**

**Period Covering:** E&C Committee 21<sup>st</sup> Sept 2021 – E&C Committee 9<sup>th</sup> Nov 2021

Covid update: risk assessments have been reviewed and updated to advise visitors of YTC venues not to attend YTC venues or activities if there is a positive case of COVID19 in their household. This update was made, where it may contradict UK Government guidance, to minimise the risk of transmission in YTC venues and activities while the local case rates remain above national average.



### **Armadillo Youth Café & Venue**

#### **Venue/Youth**

##### **1. Successes**

- Cinema sessions have been well attended, attendance is at the reduced capacity maximum most weeks, while case rates in South Glos remain above the national average a capacity limit will remain in place
- Staff training is being completed on Natasha's Law and British Sign Language
- Youth attendance is growing week on week, revenue for the café has increased in line with youth attendance
- New lighting has been installed in the ground floor social space and café area
- General building Maintenance has been carried over half term
- Halloween youth sessions took place during the week commencing 25<sup>th</sup> Oct including fancy dress, pumpkins, and spooky activities
- Additional allergens notices have been put in place following the introduction of 'Natasha's Law' training and an information pack for staff has been made available;
- New milkshake glasses have been purchased to replace plastic cups (decarbonisation).

##### **2. Challenges**

- Staff absences, managing unplanned changes to rota which has resulted in an increase in overtime cover.

### 3. Opportunities/ Future plans/ Decisions to be taken

- Recruitment for a Venue Assistant is taking place again (following x3 unsuccessful rounds of advertising and x1 unsuccessful recruitment day in Sept), an open day will be held on the 3<sup>rd</sup> Nov;
- A 16hr Venue Assistant temporary role has been approved by Staffing and Governance to cover for long term Venue Assistant absences;
- Plans to explore installation of a gender-neutral toilet and wellbeing room – the number of young people identifying at LGBTQ+ is increasing (see officer report, Clerk's Report Appendix 3.a.)

### 4. COVID service updates (unlocking):

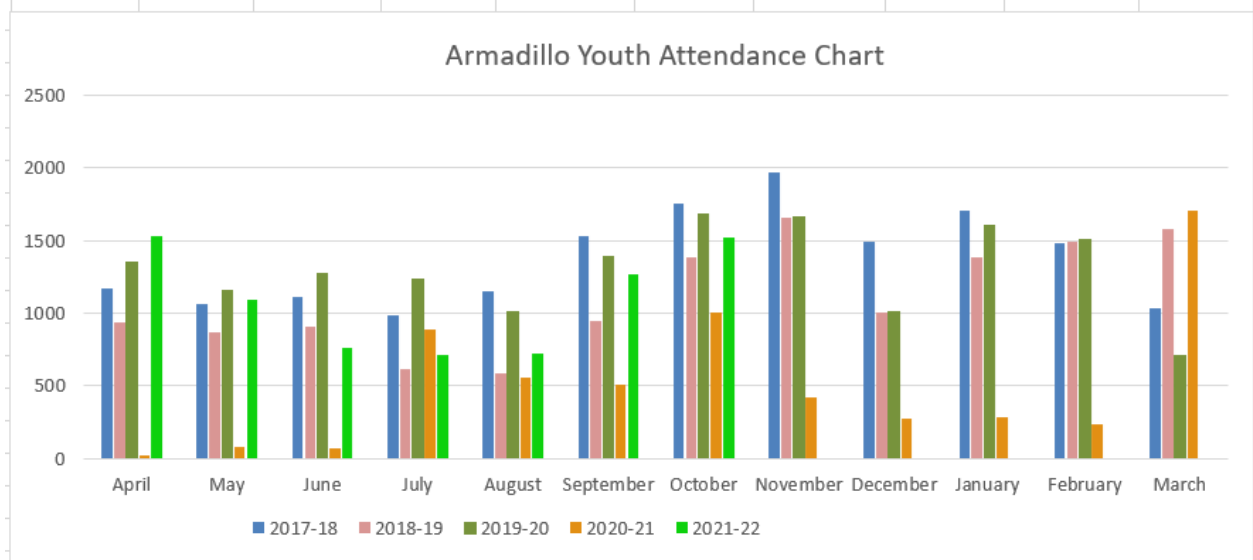
- No change

### 5. Youth Sessions update

- Youth sessions are well attended throughout each day of the week.

### 6. Youth attendance table/ graphs

2017-18		2018-19		2019-20		2020-21		2021-22	
April	1167	April	936	April	1351	April*	22	April	1528
May	1066	May	865	May	1153	May*	77	May	1091
June	1110	June	907	June	1271	June*	67	June	763
July	981	July	617	July	1232	July**	886	July	712
August	1149	August	590	August	1014	August**	557	August	726
September	1534	September	946	September	1386	September	509	September	1267
October	1756	October	1384	October	1684	October	1008	October	1518
November	1975	November	1662	November	1666	November	415	November	
December	1488	December	1001	December *	1006	December	270	December	
January	1709	January	1384	January	1602	January	280	January	
February	1484	February	1495	February	1503	February	230	February	
March	1035	March	1576	March	706	March	1708	March	
	16454		13363		15574		6029		7605





## **The Pop Inn Café**

### **Venue:**

#### **1. Successes**

- Three new volunteer applications have been received
- Positive feedback has been received:
  - *'Loved the ladies! Great coffee', 'Keep Open (Brill)'*
  - *'How do you improve on perfection'*
- Additional allergen notices have been put in place following the introduction of 'Natasha Law' alongside an information pack for volunteers to read;
- A new volunteer's newsletter has been designed and placed on the noticeboard to keep volunteers up to date with any updates.

#### **2. Yate Ageing Better Event**

- Great attendance from customers and volunteers
- Volunteers really appreciated the handmade cards given to thank long service volunteers, thanks to Cllr Willmore for creating these gifts;
- Two press articles were featured in the gazette celebrating the 20<sup>th</sup> Anniversary of the café and advertising volunteer opportunities.

#### **3. Challenges**

- Some volunteers are still not ready to come back due to the high number of Covid cases in South Gloucestershire;
- Low number of afternoon volunteers have seen the café having to close on three occasions in October from 12noon onwards;
- Volunteers have expressed an interest in extending/changing the opening hours, this is being explored by volunteers and officers, to find a way to reduce the number of times PIC might have to close in October/November and beyond;
- Exploring the 'red pot' donations process from the sale of books and puzzles, to be taken forward with Finance and Governance members for advice on next steps.

#### **4. Opportunities**

- Restarting the music hour on Wednesday's with support from the music organiser of Yate Ageing Better Festival, who is willing to set up a rota of musicians to come and play within the café.

#### **5. Finance/Business/Governance/Committee updates**

- Following the recent AGM on the 7<sup>th</sup> October 2021, PIC have had two new Management Committee members and one resignation;
- Next Management Committee meeting is to take place on the 18<sup>th</sup> November 2021

#### **6. COVID service updates (unlocking):**

- No change



#### **Yate & District Heritage Centre (YHC)**

#### **Venue:**

##### **1. Successes:**

##### **7. Yate International Festival was a resounding success:**

- attendance was lower than previous years as expected, 650 visitors attended (previous attendance approx. 1200),
- it provided a safe and relaxed environment
- higher rates of people staying for longer period of time, and a good average number of people on site throughout the day
- estates and volunteer support as always, greatly appreciated

##### **8. The October half term workshops (Halloween peg figures and Autumn sun-catchers):**

- extremely popular and well received, demand meant YHC added extra workshops and the upstairs gallery to ensure numbers adhered to the safe maximums.
- Publicity is working and the events are popular on social media
- approximately 16 families went onto a waiting list due to sessions being fully booked
- thank you to the Heritage Education Assistant for managing these workshops so well!



9. The Yate Academy art display returned to YHC, last exhibited in 2019. YHC hosted its first preview since January 2020 and the exhibition has been well received by the public.

10. YHC had its first in person Family History Day since early 2020

## 2. Challenges:

- Volunteer capacity - some regular volunteers are still shielding or unable to return.
- many family history visitors are not yet ready to return to sessions
- YHC talks (in person) are at approx. 50% of capacity pre-March 2020 (about 15 attendees on average). Capacity at Poole Court is over 30 for Heron I, most regular attendees have indicated they feel safer in groups with low numbers indoors so YHC have been mindful of this when promoting and booking spaces.

## 3. Opportunities/Future plans:

- New volunteer recruitment is ongoing, YHC are slowly starting to see some new faces.
- There will be the first Archaeology Finds Day since 2019 (November 6<sup>th</sup>)
- Livestreaming remains a possibility subject to funding from MAF
- Collaborative activities with Yate Aging Better and the Pop Inn and other YTC departments remain serious ambitions.
- YHC is committed to working with St Mary's Church on the Platinum Jubilee event in June 2022. The basic plan for this event has been discussed and a funding bid will shortly be submitted.
- This is Your Heritage remains ongoing and two oral history interviewees from the South Asian community in Yate have been identified as participants.

## 4. Finance/Business/Governance/Committee updates:

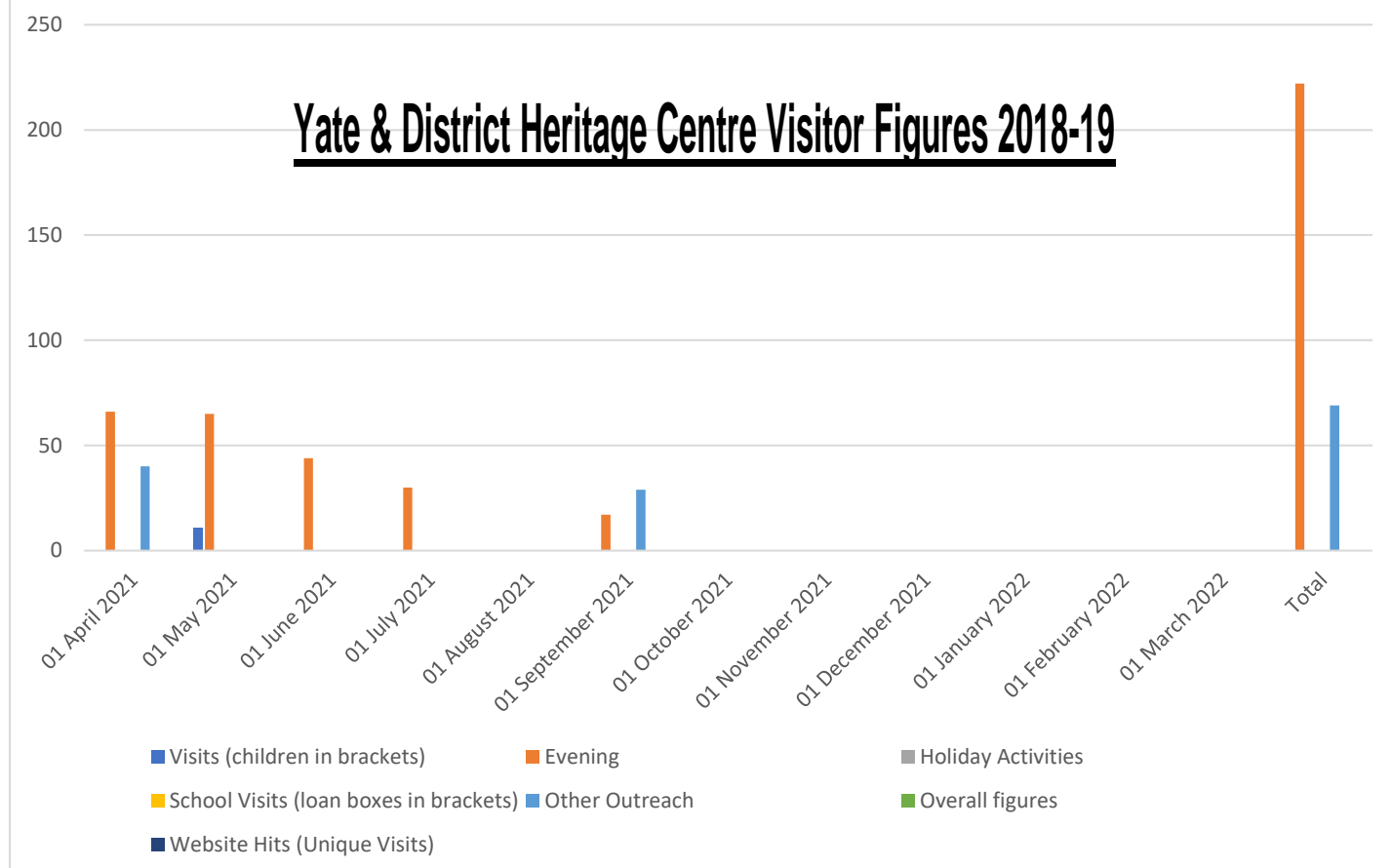
- The YHC Management Committee AGM will be taking place on the 1<sup>st</sup> of November and the next trust meeting in mid November.

## 5. COVID service updates (unlocking):

- No updates

## 6. Visitor figures

## Yate & District Heritage Centre Visitor Figures 2018-19



## Appendix 3.

### Armadillo toilets updated Officer report

#### Background

At Environment and Community Committee meeting on 10<sup>th</sup> March 2020 it was minuted:

*7/2 Armadillo - Armadillo Venue Operations Officer's Report*

*The Armadillo Venue Operations Officer's Report was received and **NOTED**. (Appendix 1)*

*The following was **RESOLVED**:*

- *The availability of gender neutral toilet facilities is supported in principle (subject to grant funding). Details of options to achieve this (such as plans and costings) to be provided to the next meeting of the Environment and Community Committee;*

At Environment and Community Committee meeting on 19 January 2021 it was further minuted:

*7.2 Armadillo Venue Operation Officer's Report*

*The Armadillo Venue Operations Officer's Report was received and **NOTED**. (Appendix 1).*

#### **RESOLVED;**

- *The request for gender neutral toilets and additional meeting room space to be added to the project list; no research work or action to be undertaken until this reaches the stage that the project can be pursued;*

#### Current Context

Since July 2020 Armadillo has gradually seen the return of customers and community groups to the venue. During the return to pre-pandemic service the need for toilet improvements has been revisited, prompted by comments and concerns raised by customers, accessible and comfortable hygiene facilities are high priority and concern for the Armadillo Team. Plans for reopening the venues and services are moving forward consistently, lighting and flooring replacements have also been confirmed to conclude in 2021 therefore, the team are in a position to pursue this as a project.

#### 1. LGBTQ+

Armadillo customers identifying as LGBTQ+ have identified concerns with the gendered (male/ female) toilets. The accessible toilet is gender neutral but asking customers to use a separate facility on grounds of gender makes visitors feel uncomfortable, and they do not feel recognized.

Adjusting the current female toilets to provide a combination (bank of) gendered and

gender-neutral toilets in the general facilities area will foster an inclusive environment, it will show the community that the Town Council cares about diversity and is progressive when providing facilities for the community.

## **2. Venue improvements**

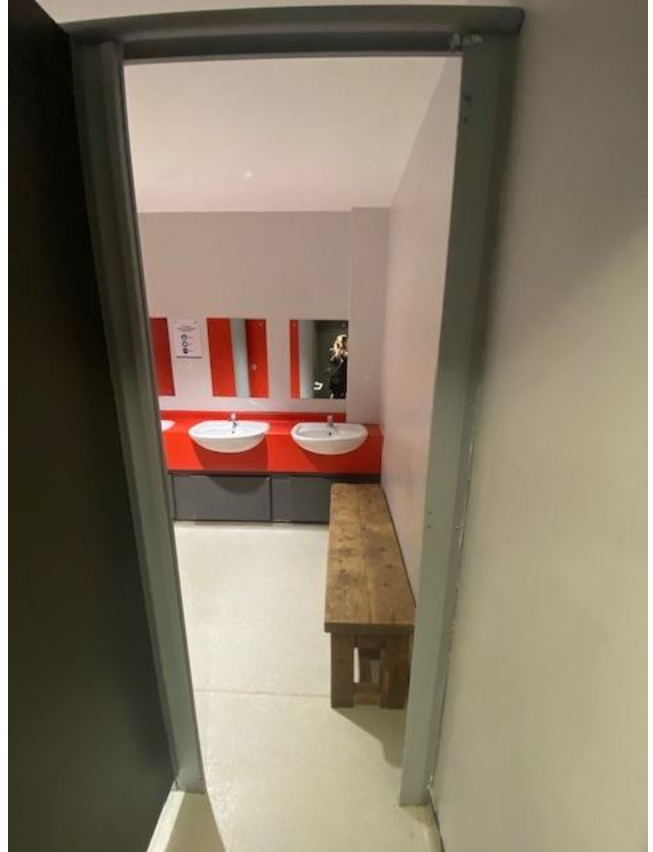
The Armadillo is a popular community building servicing thousands of customers in the local community and from further afar. Armadillo is approaching a 10year anniversary and the original toilet facilities are showing significant signs of wear and tear.

Facilities in both male and female toilets are not suitable for use due to need for repair (beyond a quick fix), and design problems that have resulted in health and safety issues. Wear and tear in the facilities makes it difficult to keep facilities clean and looking well maintained; as well as unusable facilities, floors are lifting and require replacement, some sinks are cracked and sink units are very difficult to clean. The facilities do not feel comfortable for users and do not portray high standards of hygiene.

**Female toilet image 1: Full facility**



**Female toilet image 2:** Unusable facility due to removed door, repeated damage and safety issues resulted in door removal.



**Male toilet image 1:** Full facility



**Male toilet image 2:** urinal out of use due to health and safety, and misuse.



### 3. Therapeutic and wellbeing facilities

Prior to the COVID19 pandemic, the Armadillo team identified a need for increased facilities within Armadillo, to facilitate therapeutic and wellbeing services. Following the pandemic, the need for these spaces has increased greatly in the community and within the Armadillo youth service.

The current male toilets at Armadillo are underutilised by customers, many males use the accessible toilets as facilities feel safer and more private. Due to the location and services available in the male toilets, this space would make an ideal therapy/ quiet room, for community groups and Armadillo youth to use for targeted wellbeing work.

### 4. Recommendations for next steps

It is **RECOMMENDED** officers seek accurate costings for conversion of the Armadillo toilets for further consideration, cost to include:

1. Conversion of the female toilets to include gender neutral facilities;
2. Conversion of the male toilets into a therapy and wellbeing room.

It is further **RECOMMENDED** officers identify opportunities for external funding to support the costs of conversion of the toilets, opportunities to be returned to E&C for consideration.

**NOTES OF THE MEETING OF YATE TOWN COUNCIL 'WELCOME BACK FUND' REPRESENTATIVES, TO DISCUSS THE PROPOSED SLA WITH SOUTH GLOUCESTERSHIRE COUNCIL AND IDENTIFY A WAY FORWARD HELD ON TUESDAY 19<sup>TH</sup> OCTOBER 2021 FROM 1PM – 3PM AT THE YMCA, YATE.**

Present: Yate Town Councillors John Ford, Cheryl Kirby (Chair), Jane Price, Chris Willmore  
Yate Town Council Officers- Estates Manager and Community Projects Manager (LR)

**1. Election of Chair for the meeting**

**AGREED** Councillor Cheryl Kirby be elected as Chair for the meeting.

**2. Apologies for Absence**

Apologies of absence were received from Councillors Alan Monaghan.

**3. Declarations of Interest under the Localism Act 2011**

None were received.

**4. Welcome & Overview**

A discussion about the remit of the group took place and it was **AGREED** that it should evolve into the 'Old Yate Strategy Group' (formerly known as the YMCA Strategy Group'). To better represent the full scope of the Station Road area and projects/buildings that sit within it.

Councillors involved moving forward as follows:

- Tony Davis\*
- Cheryl Kirby;
- John Ford;
- Alan Monaghan;
- Jane Price;
- Chris Willmore.

\*Abbotswood projects within the 'welcome back fund'.

It was **NOTED** Councillors John Emms and Sandra Emms have withdrawn from this group.

The original application submitted into the 'Welcome back' South Gloucestershire Council fund (Appendix 1) was received and the following was **NOTED**:

- A new allocation of match funding for the Welcome Back Fund application, was agreed at the Environment and Community Committee, 21<sup>st</sup> September 2021 Minute No. 7.4:

*'Match funding of £10,000 to be met by Yate Town Council against the South Gloucestershire Council Welcome Back Fund award of £10,000 (to be met as follows - £9,191.14 from YMCA earmarked project reserves, and £808.86 from project support ear marked reserves) Final funding agreement awaited.'*

## 5. Tour of the YMCA/Station Road site featured within the Welcome Back Fund application to discuss and identify priorities for inclusion within the fund SLA (yet to be agreed)

The draft version 1 of SLA prepared by South Gloucestershire Council (Appendix 2) including the objectives listed were received and **NOTED** as below:

### **'Schedule 1**

*Within 12 months of the date of this letter, Yate Town Council is required to:*

- *Purchase and install an external defibrillator;*
- *Create and landscape a Community Garden;*
- *Purchase and install a sheltered electric scooter/buggy park;*
- *Launch an artisan market;*
- *Promote the new community garden facility; and*
- *Launch 'Old Yate' as a brand and social media entity.'*

A discussion about the above objectives took place and it was **RECOMMENDED** that the following objectives be proposed to South Gloucestershire Council for inclusion within the 'Welcome Back Fund' SLA:

1. Purchase and install an external defibrillator outside of the Parish Hall;
2. Create and landscape a community Garden;
3. Purchase and install a mobility scooter/buggy park at Abbotswood;
4. Launch an Artisan Market (*subject to outcome of the Officer meeting with South Gloucestershire Council Officers taking place Thursday 21<sup>st</sup> October*);
5. Launch 'Old Yate' as a brand including promoting the new community garden and having its own social media entity.

A discussion about the wider strategy of the YMCA took place and it was **RECOMMENDED** that:

The following works to the YMCA be prioritised and funded within the 'Welcome Back Funding':

- Open up the YMCA Courtyard/rear garden space including removing old stone wall between YMCA and Parish Hall (Stones to be repurposed on site wherever possible);
- Landscaping the rear garden and taking back overgrowth to the boundary;



- Creating an accessible pathway and entrance point to Eggshill park at the rear of the YMCA and extending the rear garden by relocating the green fence further forward;
- Install planters in the courtyard area and accessible raised bed in the rear garden;
- Commissioning a mural on the 'pink wall' of the Parish Hall to welcome footfall into the area;
- Remove the old wooden pillars and square 'sandpit' structure (Estates team to carry out at no cost to the fund);
- Install artwork from the Heritage Centre inside the YMCA on the walls (CPM to acquire and Estates team to install).

The following ideas be included in the wider strategy for the YMCA and surrounding area (funding permitted):

- Electric charging points at the rear of the Parish Hall;
- Providing a shelter to the rear or side of the YMCA to enable flexible use of the space;
- Install artwork on the rear of the YMCA on the 'mill doors';
- Reviewing parking at the rear of the buildings;

A further discussion about the remaining Kitchen Project funding of £3,026.00 took place and it was **NOTED** that the following will be progressed:

- Raise orders for the following:
  - Installation of the new oven to the cost of £70.00;
  - Procuring x2 internal fire compliant doors to the cost of up to £950.00.
- Not to proceed with the purchase of a hot water urn (due to safety concerns) and instead provide costs and options to install a hot water heater in the Kitchen for Member consideration.

A discussion about the building hire took place and it was **RECOMMENDED** that:

- Start hiring the facility 'adhoc' for 6 months using tariffs in line with Yate Town Council current community buildings. Host a 'community open day' in January 2021, to promote the facility, to local groups and services that may be interested in longer term hire;
- The Finance team to acquire from marketing budget and Estates Manager to install on the YMCA similar to the Parish Hall but smaller, ensuring the YMCA feature on the front of the building isn't concealed.

## 6. To agree date of next meeting if required.

**NOTED** a Microsoft Teams meeting with South Gloucestershire Council Representative's to discuss the market element of the original application, will take

place on Thursday 21<sup>st</sup> October, 11am-12pm.

Discussion topics put forward by South Gloucestershire Council reps as follows:

- *The discussions the Regen Team have had with Whirlpool;*
- *The discussions the Regen Team have had with the market provider, Green Top Events; and*
- *Yate Town Council's ideas regarding the market they are intending to run and how that fits with the above.'*

**AGREED** a meeting to be agreed via Doodle poll for mid-November.

[Welcome Back fund Officer Meeting 19.10.21 Minutes.docx](#)

## Application form for Help us Thrive Fund

To be read in conjunction with the Guidance notes

### 1. Applicant details

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

#### 1.7 Nature of business or organisation

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

Town Council
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### 2 Project name

Love Your High Streets- Old Yate
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#### 2.1 Project purpose

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

<p>This project will enable Yate Town Council to work with local stakeholders to highlight and celebrate the two priority neighbourhood local high streets, in a bid to encourage residents to shop locally and to raise awareness of the wide range of community facilities offering opportunities to engage in.</p> <p>Currently there are Yate Masterplan workshops taking place, which have enabled us to understand the current/immediate needs of the community and further strengthen our ongoing vision of developing Station Road and Abbotswood in a way that is positively reactive and deliver these solutions in a timely manner.</p> <p>Challenges identified (by us and feedback from the SWOT analysis undertaken within the Yate Master Plan workshops):</p> <ul style="list-style-type: none"> <li>-Losing local businesses due to the cycle lane impact, restriction in parking/accessibility to Station Road shops and community facilities;</li> <li>-Both Abbotswood and Station Road benefit from a 'Grab and go' culture which doesn't engage many locals;</li> </ul>
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- Historic stigma has seen places such as Abbotswood as an 'unsafe' space to spend time in (a ban on groups gathering in public was introduced years ago to prevent antisocial behaviour);
- Lack of knowledge of what exists at Station Road and Abbotswood.

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

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

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

How:

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

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

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

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

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

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

We are proposing the enhancement of two local high streets, both in priority areas of Yate:

- Station Road Corridor
- Abbotswood Precinct

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

**3 Finance**

3.1 Full cost of project £20,000.00

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

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

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

Source	Value £
Yate Town Council funding	£10,000.00
<b>Total match funding</b>	<b>£10,000.00</b>

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

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

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

N/A

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

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

#### 4 Strategic value

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

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

## 5 Permissions and insurance policies

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

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

## 6 Monitoring and evaluation

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

We will monitor our success via:

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

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

## 7 Declaration

I confirm that:

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

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

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

**Your name: Lori Ramsay  
Manager**

**Position: Community Projects**

**Date: 25.2.21**

**Please reply by the 28 February 2021 sending the completed form and supporting documents to: [Highstreets@southglos.gov.uk](mailto:Highstreets@southglos.gov.uk)**



Department for Environment and Community Services

Lori Ramsay  
Yate Town Council  
Poole Court  
Poole Court Drive  
Yate  
BS37 5PP

Date: 03 September 2021  
  
Enquiries to: Donna Whinham  
Section: Regeneration  
Tel: (01454) 866032  
Email: [highstreets@southglos.gov.uk](mailto:highstreets@southglos.gov.uk)

Dear Lori

**Project name:** Love Your High Streets-Old Yate

I am pleased to advise you that your organisation has been awarded £10,000 from the Welcome Back Fund for your organisation to carry out the above project. This letter, the attached terms and conditions and the schedule to this letter act as a Service Level Agreement between your organisation and the Council.

The key objectives of the Welcome Back Fund are to support local high streets in order that they can reopen successfully and safely, and to promote a safe public environment for a local area's visitor economy.

Your project must be carried out in accordance with the scheme's terms and conditions, which are included below for your information and future reference.

As a Delivery Partner you will need to adhere to the requirements set out in the Welcome Back Fund Guidance (attached) and it is your responsibility to ensure compliance with ERDF rules on procurement, branding, and publicity.

Prior to making any amendments to the approved scheme you must email us [highstreets@southglos.gov.uk](mailto:highstreets@southglos.gov.uk) to advise us. Any amendments to the approved scheme may have an impact on our decision to fund or continue to fund.



Payment is made in advance of delivery. South Gloucestershire Council will release funding within five to ten working days following the receipt of satisfactory evidence that all conditions of the funding offer have been met.

Payment will be made directly into your organisation's bank account via BACS (Bankers Automated Credit System) using the details that have been supplied by your organisation.

Please be advised that the monitoring of your project delivery will be undertaken by the Council, including the requirement for a monitoring form to be completed quarterly by your organisation; and for your organisation to keep full financial records relating to the project, which are to be made available to the Council on request. It is a condition of this offer that your organisation complies with all requests made by the Council for information relating to the implementation of the scheme.

Information on payments made to organisations will be published on the Council's website in order to meet the Council's legal obligations under the Local Government Transparency Code. Payment of your award will be included in this publication.

If you have any questions, please contact the high street team using the contact details listed above and return the attached as your agreement to the terms and conditions outlined below.

Thank you on behalf of South Gloucestershire Council for your interest in this funding opportunity and the time taken to prepare your application. We look forward to seeing how your hard work will help benefit recovery of our High Streets.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D Whinham', with a vertical dashed line extending downwards from the end of the signature.

**Donna Whinham**  
**Regeneration Manager**  
**Environment and Community Services**

**Project name:** Love Your High Streets-Old Yate

Signed for and on behalf of  
SOUTH GLOUCESTERSHIRE COUNCIL

A handwritten signature in black ink, appearing to read 'D Whinham', written over a dotted line.

.....  
Authorised Signatory  
Donna Whinham

Signed for and on behalf of Yate Town Council

.....  
Organisation lead/director

## Terms and Conditions

- 1 The award can only be used for the purpose detailed in the application and must be spent within twelve months of the date of the award of funding.
- 2 South Gloucestershire Council must be informed by email at [highstreets@southglos.gov.uk](mailto:highstreets@southglos.gov.uk) :
  - prior to any changes being made to project plans
  - when the project has been completed, and
  - when the award has been spent.
- 3 If the project requires planning permission or other consent, this must be obtained and evidence submitted to South Gloucestershire Council before funding can be released. All planning permissions and conditions must be complied with.
- 4 It is a requirement that full financial records of the project are kept by the organisation showing how the award has been spent; these must be made available to South Gloucestershire Council on request.
- 5 The organisation must demonstrate a commitment to equalities at all times. The equality impact of the project must be monitored by the organisation and results will form part of the monitoring report.
- 6 The organisation must work within the law at all times.
- 7 The organisation must arrange sufficient insurance cover including public liability insurance to an adequate level of indemnity.
- 8 The organisation must satisfy itself that it has appropriate and adequate health and safety arrangements in place.
- 9 In the event that an organisation becomes unable to deliver the agreed work, South Gloucestershire Council must be informed immediately. In such circumstances the Council may claim back all or a percentage of the original award.
- 10 If any asset purchased by the award is subsequently sold then the money received for that asset must be paid back to South Gloucestershire Council.
- 11 If any of the terms and conditions of the Welcome Back Fund process are breached or an organisation commits any breach of faith or misrepresentation then South Gloucestershire Council may require repayment of part or all of the award.
- 12 South Gloucestershire Council cannot claim back the VAT on behalf of an organisation.

- 13 Any unused monies must be returned to South Gloucestershire Council at the earliest convenience or within one year of the award being made.
- 14 Any publicity material arising from the project should include an acknowledgement of funding from South Gloucestershire Council that states, **'This project has received funding from South Gloucestershire Council'**. The Council logo is available on request.
- 15 Any personal data provided in the registration details for the named organisation on the Grants Online System will be used in line with South Gloucestershire Council's [Privacy Notice](#).
- 16 Grant awards (descriptors and value) will be published in Annual Reports and on the Council's webpages to meet the Council's obligations under the Local Government Transparency Code.
- 17 [Government Guidance](#) on Covid-19 must be followed in carrying out the project.

## Schedule 1

Within 12 months of the date of this letter, Yate Town Council is required to:

- Purchase and install an external defibrillator;
- Create and landscape a Community Garden;
- Purchase and install a sheltered electric scooter/buggy park;
- Launch an artisan market;
- Promote the new community garden facility; and
- Launch 'Old Yate' as a brand and social media entity.

**PUBLIC PATH DIVERSION ORDER****TOWN AND COUNTRY PLANNING ACT 1990, SECTION 257**

**SOUTH GLOUCESTERSHIRE COUNCIL**  
**(FOOTPATH LYA 53 (PART) AT NORTH YATE - NEW NEIGHBOURHOOD) PUBLIC**  
**PATH DIVERSION ORDER 2021**

This order is made by South Gloucestershire District Council under section 257 of the Town and Country Planning Act 1990 because it is satisfied that it is necessary to divert the footpath to which this order relates in order to enable development to be carried out in accordance with planning permission (1) P19/12246/RM and (2) PK18/1656/RM both granted under Part III of the Town and Country Planning Act 1990 namely: (1) the erection of 155 no. dwellings, with roads, parking and associated works with appearance, landscaping, layout, scale and access to be determined. (Approval of Reserved Matters to be read in conjunction with outline permission PK12/1913/O as amended by PK17/4826/RVC) and (2) approval of remaining site wide infrastructure including primary and secondary streets, utilities, services, foul and surface water drainage, hard and soft landscaping in relation to Phase 0 (Reserved Matters application to be read in conjunction with outline planning permission PK12/1913/O) amended by PK17/4826/RVC in regards to landscaping, appearance, layout and scale)

**BY THIS ORDER:**

1. The footpath over the land shown by a bold black line on the attached map and described in Part I of the Schedule to this order ("the Schedule") shall be diverted as provided below.
2. There shall be created to the reasonable satisfaction of South Gloucestershire District Council an alternative highway for use as a replacement for the said footpath as provided in Part 2 of the Schedule and shown by bold black dashes on the attached map.
3. The diversion of the footpath shall have effect on the date on which South Gloucestershire District Council certify that the terms of Article 2 above have been complied with.
4. The following works shall be carried out in relation to the highway described in Part 2 of the Schedule; namely that the length of footpath is to be surfaced, signposted and waymarked to the satisfaction of South Gloucestershire Council.
5. BDW Trading Ltd of 710 Waterside Drive, Aztec West BS32 4UD is hereby required to pay for the cost of carrying out the said works.

**AUTHORITY FOR SEALING**  
**E&CS DELEGATED AUTHORITY**

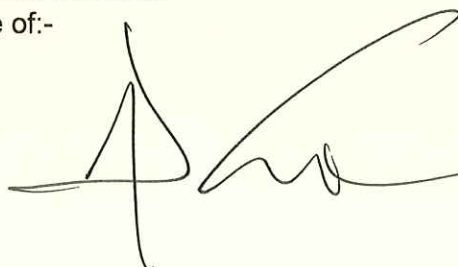
OF: 14.10.2020

INITIALS: LET

6. Where immediately before the date on which the footpath is diverted there is apparatus under, in, on, over, along or across it belonging to statutory undertakers for the purpose of carrying on their undertaking, the undertakers shall continue to have the same rights in respect of the apparatus as they then had.

Given under the Common Seal of South Gloucestershire District Council on the 23rd day of June 2021.

THE COMMON SEAL of  
SOUTH GLOUCESTERSHIRE  
DISTRICT COUNCIL was hereunto  
affixed in the presence of:-



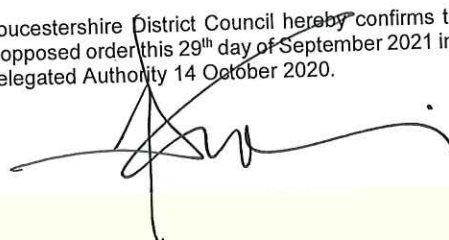
Solicitor



Authority for Sealing  
Comm Min/Del Power  
Seal Reg No 24598



The South Gloucestershire District Council hereby confirms the foregoing order as an unopposed order this 29<sup>th</sup> day of September 2021 in accordance with E & CS Delegated Authority 14 October 2020.





## **SCHEDULE**

### **PART 1**

#### **DESCRIPTION OF SITE OF EXISTING PATH OR WAY**

That length of public footpath LYA 53 in the Unitary District of South Gloucestershire in the Parish of Yate which runs from Point S (grid reference ST 7088 8517) on Tanhouse Lane in a southerly direction for a distance of 424 metres to Point L (grid reference ST 7093 8476) where it meets the unaffected part of public footpath LYA 53. Shown by a bold black line marked S - L on the map contained in this order.

### **PART 2**

#### **DESCRIPTION OF SITE OF ALTERNATIVE HIGHWAY**

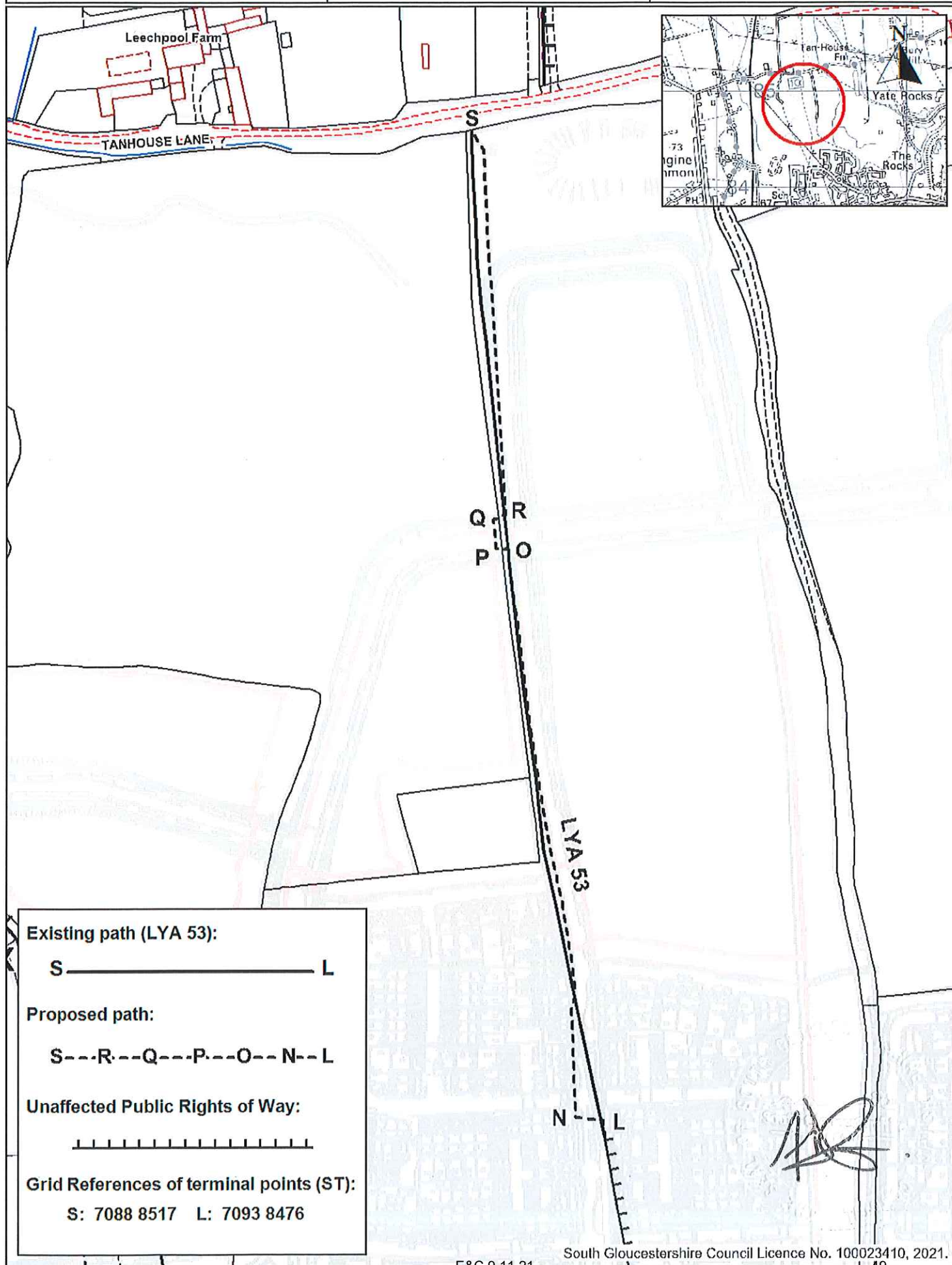
From Point S (grid reference ST 7088 8517) where it meets the adopted highway on Tanhouse Lane running in a south easterly direction for 10 metres then in a southerly direction for 161 metres to Point R (grid reference ST 7089 8501), where it crosses an estate road turning west south west for 5 metres to Point Q (grid reference ST 7089 8501), then south for 12 metres to Point P (grid reference ST 7089 8500) then running east for 5 metres to Point O (grid reference ST 7089 8500) before returning to a southerly direction alongside an estate road for a distance of 240 metres to Point N (grid reference ST 7092 8476) where it crosses the estate road in an easterly direction for a distance of 11 metres to Point L (grid reference ST 7093 8476) where it meets the unaffected part of LYA 53. Having a width throughout of 2 metres and shown by a bold broken line marked S - R - Q - P - O - N - L on the map contained in this order.



February 2021

Map No: 492b PT.6737

Scale: 1:2000 at A4



Existing path (LYA 53):

S ————— L

Proposed path:

S --- R --- Q --- P --- O --- N --- L

Unaffected Public Rights of Way:

—————

Grid References of terminal points (ST):

S: 7088 8517 L: 7093 8476

# List of Outside Bodies with Yate Town Council Representatives

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

Name of Outside Body	Meeting date	Date minutes Circulated	Date of next meeting
Abbotswood Action Group	26.04.21 AGM	Minutes not yet received	22.09.21
Community Engagement Forum	15.09.21	Minutes circulated 14.10.21	tba
Fairtrade South Gloucestershire	16.03.20		
Friends of Brinsham Park	08.09.21	17.9.21	30.11.21
Friends of The Common	19.05.20	Minutes not yet received	tba
Friends of Kingsgate Park	03.02.21 26.07.21 (AGM)	Minutes not yet received	November tbc
Friends of Ridge Woods	15.01.20 05.05.21 (AGM)	Minutes not yet received	tba
Frome & Ladden Vale Environmental Link	19.03.20	Minutes not yet received	tba
Hanson Liaison Committee	13.05.21 <i>(minutes of a meeting held on 15/9/21 appertaining to planning at Brinsham West - received P&amp;T 2/11/21)</i>	Minutes circulated 20.05.21	11.11.2021
Healthwatch South Gloucestershire from 1.10.19 contract taken over by Healthwatch North Somerset	Not yet advised	tba	tba

Heritage Centre Extension Working Group – <i>This group reports under Heritage Centre Officer's Report</i>	tba	n/a	tba
Priority Neighbourhoods – Yate & Dodington Community Lead Group	13.05.21	Minutes not yet received	18.11.21
River Frome Forum (New) <i>(inc River Frome reconnected &amp; Avon Frome partnerships)</i>	11.05.21 22.07.21	Minutes not yet received	4.11.21
Shopmobility	03.12.20	Minutes not yet received	tba
Sodbury & Yate Business Association	20.02.20 18.02.21 27.05.21 29.07.21	Minutes not yet received	<del>27.09.21</del> 11.11.21
	28.06.21		
South Gloucestershire Community Cohesion Steering Group ( <b>added 25.6.20</b> )	tba	n/a	tba
South Glos Dementia Alliance	This group is active but does not circulate minutes.	None received	tba
South Gloucestershire Museums & Heritage Partners	05.06.19 24.03.21	Minutes not yet received.	6.10.21
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
South Gloucestershire & Learning Partnership West	Tba		tba
Town and Parish Council Forum	27.04.21 19.07.21 12.10.2021	<i>(minutes meeting 27.4.21 circulated 19.07.21 circulated 04.10.21)</i>	tba
Yate Community Association			tba
Yate & District Twinning Association	18.10.19 20.8.21	Minutes not yet received <i>(minutes meeting 20.8.21 circulated 26.8.21)</i>	AGM 01.10.2021

Yate Children's Advisory Centre	Advisory Boards meetings postponed until further notice	n/a	n/a
Yate Oral History Group	09.01.20 13.02.20	Minutes not yet received	tba
Yate Community Plan	01.03.21	23.03.21	tba
Yate Genieri Link	13.01.21 17.02.21 14.04.21 12.05.21 07.06.21 12.07.21 08.09.21 4.10.21 2.11.21	Minutes not yet received. <i>(minutes meeting 14.4.21 circulated 15.4.21, minutes 12.5.21 circulated 13.5.21, minutes of 12.07.21 circulated 13.7.21, minutes 8.9.21 circulated 13.9.21, minutes 4.10.21 circulated 6.10.21)</i>	6.12.21 5.01.22 8.03.22 6.04.22 8.6.22 5.7.22
Yate Town Centre Strategy Group	01.03.21 11.10.21		tbc

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

**Performance Monitoring Form**

For quarter period from: Jul 21 to: Sep 21

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

## 1. Overview of quarter

### 1.1 Brief summary of service performance over the last quarter.

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

**St Nix** As we have the past 2 years we have continued to open St Nix over the Summer Holidays and run it year round instead of Term Time only.

St Nix has seen a big change this quarter with our regular group who have attended over the past few years finishing school and starting jobs, meaning their attendance has become sporadic, although they did tell us they wouldn't be attending anymore at all they have continued to stop by and stay for some sessions. We did have a small party for them on Results day, as they had all contacted us to say they were going to pop by and share their results with us. Their GCSE years at school have been due to Covid they all did exceptional and were really proud of themselves and each other.

The departure of this group has meant we have been able to open up the session to other young people, without having to worry about the group scaring them off as has happened before, during the Summer Holidays we opened the sessions up to all

young people who were attending our Holiday Activities and Food Sessions which meant we had a really lovely mix of ages and backgrounds.

On a Tuesday we have had a much smaller group attending however this is due to their needs from the session, with focused work around Sexual Health and support around healthy relationships- this has been some really positive and impactful work.

### **Detached**

Detached has seen the biggest rise this quarter, allowing us to start building some strong relationships and starting some project work.

At the beginning of the quarter there unfortunately was some sessions that could not run due to a member of our staff testing positive for Covid. This unfortunately affected our Monday night detached session as we were unable to get these sessions covered due to staff running other sessions.

On a Friday night we have been working with a regular group of between 8 and 12 who hang out at the Witches Hat skate park, we have asked them for input into our planning for the Peghill Anniversary Celebration and they are keen to attend and to possibly plan something in the future at The Witches Hat too.

As always we did see a rise over the summer of drinking and smoking on an evening in parks as the nights were lighter and groups were allowed out later- whenever we see this we make sure that everyone is safe and say hi and have a brief conversation about personal safety and safety when drinking in a group and encourage the group to tidy up after themselves, we will then sometimes arrange to meet the group again at another point when they are not drinking/ smoking and promote our youth club sessions.

Although we haven't seen anyone engaging in the use of NOS, we have seen an increase in NOS canisters in most parks so we have also been talking about the dangers around its use.

It has been really lovely being able to use the Urbie to its full potential again, with the Escape Room and games consoles always popular.

We have also arranged with our PCSO Helen May to do a joint project in the coming weeks, when they have their Friday night on duty to promote a positive relationship with the local PCSOs and also to see any issues they may be facing on an evening.

### **Brimsham Yr7 Night**

As this session is Term Time only we have fewer sessions during this quarter due to the Summer Holidays, the last term of the 2020-2021 academic year we opened the session up to year 6s in a bid to get our numbers up and build the group ready for this year. This worked really well and has meant that this term we have started the year with a group we already have a relationship with and they were able to join in with our Summer Holiday activities.

### **Staffing challenges**

We have faced vacancy challenges, also reported by our other youth work partners of the South Glos partnership. We are happy that we have managed with our current team to run nearly all sessions, without closures during this period and now have 3

team members joining our staff across the week starting over the next 2 weeks as well

Our socials are

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

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

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

## 2. Targets/Achievements to Date

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

Other Provision								
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	<p>In LPW we are starting a Youth Forum across all areas we are working and we have signed up 2 of our South Glos Young people to take part in this, they will form a group of youth ambassadors within LPW to support LPWs structure and aims in relation to young people and the organisation overall.</p> <p>We are also working with Lucy Ladbroke on an art project in Yate. The project forms part of an engagement programme, which runs alongside a new public art project at the Ladden development in North Yate. We will be working with a group of young people inserted in art and film, who would like to work alongside an artist this year to create a new film with the theme of home, sustainability and shelter. This was supposed to run over the summer however the filmmaker was unable to</p>							

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

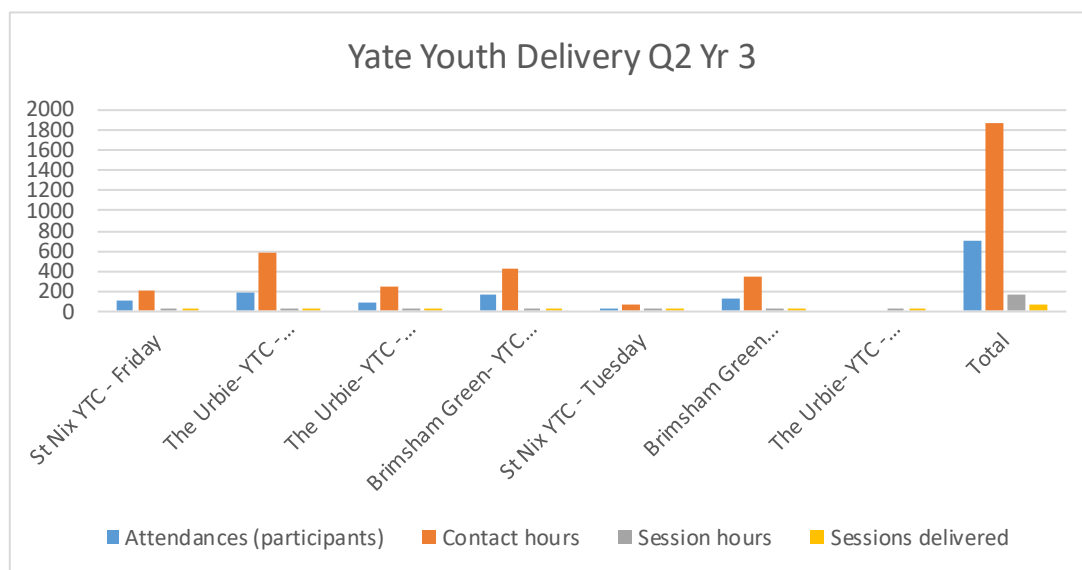


9.30pm.

### 3. Graphs and Comparison

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

Activity	Attendances (participants)	Contact hours	Session hours	Sessions delivered
St Nix YTC - Friday	101	202	24	12
The Urbie- YTC - Friday- YTC	194	582	39	13
The Urbie- YTC - Monday - YTC	82	246	30	10
Brimsham Green- YTC - Thursday	173	426	13	6
St Nix YTC - Tuesday	32	64	24	12
Brimsham Green Youth Wing - Wednesday LDD				
Night	129	350	33	12
The Urbie- YTC - Wednesday- Yate	0	0	6	2
<b>Total</b>	<b>711</b>	<b>1870</b>	<b>169</b>	<b>67</b>



### 4. Young People Feedback and Participation

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

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

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

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

## **5. A Forward Plan**

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

On August 20<sup>th</sup>, Peghill turned 20 and so we shall be working with YTC to celebrate this with a BBQ and celebrations in the Skate Park on October 15<sup>th</sup>, unfortunately the original event was postponed during the summer due to weather issues.

We shall be reaching out to all local schools in an effort to promote and grow all of our sessions.

In October we shall be doing our first joint detached sessions with the PCSOs in an attempt to promote positive community relationships.

During the Christmas holidays we shall also be running another HAF project offering trips and sessions offering food and activities to those on FSM (free school meals).

## **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***

HAF- Horse project and Park Sessions

The South Gloucestershire YAO contract.

LPW has secured funding to work in YATE schools supporting groups of young people

LPW has also secured funding to support young people on a 1-1 basis who are finding it difficult to return to education

LPW has also secured funding through the YEF (Youth Endowment Fund) funding program to run additional detached work  
 LPW is also supporting the YATE peghill skate park celebration and has helped to organise the event

## 7. Financial Information

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

TYPE OF FUNDING RECEIVED	Quarterly Amount Awarded
Yate Town Council Funding	
Other Income (Please indicate amount and Source)	
<b>TOTAL INCOME</b>	

EXPENDITURE	Quarterly Amount Spent
<b>TOTAL</b>	<b>14,922.81</b>

<b>QUARTERLY TOTAL</b>	
------------------------	--

## 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

	<b>Total 711 (participant data for 131)</b>
<b>1a.</b> How many Yate Town young people have benefited from your project over the monitoring period (quarter)?	131
Please confirm that the majority of young people attending are aged 13-18 years old	<b>Yes / No</b>
Based on the total given in 1a please give a breakdown against the following equality categories ( <i>estimated figures are acceptable</i> )	
<b>2. Age</b>	
Please give numbers of young people attending who are aged 10 – 12 years old	67
Please give numbers of young people attending who are aged 13 – 18 years old	54
Please give numbers of young people attending who are aged 19 – 25 years old.	10
<b>Total</b> ( <i>should match the number in 1a</i> )	131
<b>3. Disability</b> Number of young people (included in the number shown in 1a) who have declared a disability.	13
<b>Does the Young Person consider themselves to be disabled?</b>	
No	121
Prefer not to say	1
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	2
Yes - Mental health condition, such as depression, anxiety or schizophrenia	
Yes - Learning disability/difficulty (such as Down's Syndrome, dyslexia, dyspraxia) or cognitive impairment (such as autistic spectrum disorder)	6
Yes - Long standing illness or health condition, such as cancer, HIV, diabetes, chronic heart disease or epilepsy	1

Yes - Other (please state)	
<b>4. Ethnic origin (based on census categories)</b> 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	2
Black/African/Caribbean/Black British – Other(please state)	0
Gypsy or Traveller of Irish Heritage	0
Mixed/Multiple Ethnic Groups – White & Asian	0
Mixed/Multiple Ethnic Groups – White & Black African	
Mixed/Multiple Ethnic Groups – White & Black Caribbean	1
Mixed/Multiple Ethnic Groups – Other (please state)	1 (Other Black Background)
White – English/Welsh/Scottish/Northern Irish/British	44
White – Irish	
White – Other (please state)	0
Other ethnic group (please state)	
Prefer not to say	83
<b>Total (should match the number in 1a)</b>	<b>131</b>
<b>5. Gender</b>	
Female	79
Male	50
Other	1 (Other) 1 (transgender)
Prefer not to say	
<b>6. Numbers of young people with a gender identity different to the sex they were assigned at birth.</b>	<b>2</b>
<b>7. Based on the number of young people in 1a, please give numbers to the following</b> 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).	3
Young people from low income families	25
Young offenders/at risk of offending	26
Young people attending that live in priority neighbourhoods (Yate, Filton, Patchway, Cadbury Heath, Staple Hill and Kingswood)	131
Young refugees or asylum seekers	
Other ( <i>please state</i> )	

## 10. Self-Evaluation RAG form

Please complete the following RAG Form using the below guidance:

**RED** = 0% to 49% of the targets completed

**AMBER** = 50% to 74% of the targets completed

**GREEN** = 75% to 100% of the targets completed

TARGET	RAG (Red, Amber or Green)
Centre Based 35 young people at sessions	<b>Green</b>
Urbie-	Green
Summer provision & YATE ROCKS	<b>Green</b>
<b>OVERALL RAG RATING</b> (To be completed by the provider)	<b>Green</b>

**11. We welcome your feedback.**

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


**12. Safeguarding**

**13. Health and safety concerns**

No Health and Safety concerns above and beyond the usual Covid issues

LPW spend against budget  
21-22

	Budget	Apr - Jun Q1 expenditure	Jul - Sept Q2 expenditure	Oct - Dec Q3 expenditure	Jan - Mar Q4 expenditure	Balance available	Commentary Notes For Q1/Q2/Q3/Q4
<b>Detached Youth Work</b>							
Staffing		3,265.25	3,628.06				
Resources		298.22	430.48				
IT/Phone		105.82	105.82				
<b>Online Delivery</b>							
Staffing							
Rental							
Resources							
IT							
<b>St Nicholas Family Ctre</b>							
Staffing		3,809.46	5,442.09				
Rental		1,153.13	768.74				
Resources		583.86	255.71				Late invoices from april received in July
IT		105.82	105.82				
<b>Brimsham Green school</b>							
Staffing		3,809.46	1,814.03				
Rental			1,860.12				invoice dated March and April
Resources		739.15	406.12				
IT		105.82	105.82				
Yearly budget	£55,904	13,976.00	14,922.81				

Added value				
Date	Session/ activity description	Number of sessions	Delivery Location	Agreed by





# TAX INVOICE

Yate Town Council  
Attention: Poole Court Drive  
Yate  
South Gloucestershire  
BS37 5PP  
VAT Number: 601236786

**Invoice Date**  
8 Oct 2021

**Invoice Number**  
SIN-01654

**Reference**  
Youth Services

**VAT Number**  
609 7583 07

Learning Partnership West  
CIC  
LPW House  
Princess Street  
Bedminster  
Bristol  
BS3 4AG

Description	Quantity	Unit Price	VAT	Amount GBP
Delivery of Youth Services from July-Sep 2021 (Yr3 Q2) for Yate	1.00	14,922.81	No VAT	14,922.81
Subtotal				14,922.81
TOTAL NO VAT				0.00
TOTAL GBP				14,922.81

## Due Date: 7 Nov 2021

Payment terms are strictly 30 days from date of invoice. non-payment will result in a further invoice for a late payment fee.

Payment by BACS

Bank: HSBC

Bank Address: 62 George White Street, Cabot Circus, BS1 3BA

Sort Code: 40-14-13

Bank A/C no. 01653717

Bank A/C Name Learning Partnership West

## PAYMENT ADVICE

To: Learning Partnership West CIC  
LPW House  
Princess Street  
Bedminster  
Bristol  
BS3 4AG

**Customer** Yate Town Council

**Invoice Number** SIN-01654

**Amount Due** 14,922.81

**Due Date** 7 Nov 2021

**Amount Enclosed**

Enter the amount you are paying above

# YATE & DISTRICT TWINNING ASSOCIATION

TWINNED WITH BAD SALZDETFRUTH (GERMANY)

[www.yatetwinning.co.uk](http://www.yatetwinning.co.uk)

email: [info@yatetwinning.co.uk](mailto:info@yatetwinning.co.uk)

07 OCT 2021

Clerk to the Council  
Yate Town Council  
Poole Court  
Yate  
South Gloucestershire

Dear Hayley

Re: Yate and District Twinning Association

I am writing to inform you that, at its Annual General Meeting on the 1<sup>st</sup> October 2021 members decided on constitutional changes to enable the association to go into hibernation.

Two officers were elected Chair, David Hardill and Secretary Ruth Boulton , one meeting, the AGM will be held a year.

A pro tem treasurer was appointed and the bank accounts closed, because of local branch closure and proposed excessive bank charges.

It was also agreed that the association will continue to lay a wreath on Armistice Day.

Should the Town Council need our services in the future providing hosting for visitors we will be available to assist.

It is sad that we have reached this stage after nearly forty years, but with most of our members ageing and our efforts to attract younger members failing, it cannot be avoided.

Yours sincerely



Martin Monk  
resigning Chair of Yate Twinning Association

Ms Townsend  
Yate Town Council  
Poole Court  
Poole Court Drive  
Yate  
South Gloucestershire  
BS37 5PP

**Date:** 5th October 2021  
**Your Ref:**  
**Our Ref:** SGTPO 1114  
**Enquiries to:** Lea Bending  
**Telephone:** 01454 864201

Dear Ms Townsend

**SOUTH GLOUCESTERSHIRE COUNCIL (Ridgewood Centre, 244 Station Road, Yate)**  
**TREE PRESERVATION ORDER 2021**

I enclose a copy of the above mentioned Tree Preservation Order, for your information. The National Grid Reference is ST 371887 182435

Yours sincerely,

Mark King  
Head of Street Care and Transport

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**IMPORTANT - THIS COMMUNICATION MAY AFFECT YOUR PROPERTY**

TOWN AND COUNTRY PLANNING ACT 1990  
TOWN AND COUNTRY PLANNING (TREE PRESERVATION) (ENGLAND)  
REGULATIONS 2012

**SOUTH GLOUCESTERSHIRE COUNCIL (Ridgewood Centre, 244 Station Road, Yate)**  
**TREE PRESERVATION ORDER 2021**

THIS IS A FORMAL NOTICE to let you know that on **5th October 2021** the Council made the above tree preservation order.

A copy of the order is enclosed. In simple terms, it prohibits anyone from cutting down, topping, lopping, wilfully damaging or wilfully destroying any of the trees described in the First Schedule and shown on the map without the Council's consent.

The Council have made the order because of the visual amenity offered by the trees. South Gloucestershire Council have served the Order to ensure the retention of these trees and the visual amenity they offer.

The order took effect, on a provisional basis, on **5th October 2021**. It will continue in force on this basis for a further 6 months or until the order is confirmed by the Council.

The Council will consider whether the order should be confirmed, that is to say, whether it should take effect formally. Before this decision is made, the people affected by the order have a right to make objections or other representations about any of the trees, groups of trees or woodlands covered by the order.

If you would like to make any objections or other comments, please make sure we receive them in writing by **2nd November 2021**. Your comments must comply with regulation 6 of the Town and Country Planning (Tree Preservation) (England) Regulations 2012, a copy of which is provided overleaf. Send your comments to The Tree Officer, South Gloucestershire Council, Department of Environment and Community Services, PO Box 1954, South Gloucestershire, Bristol, BS37 0DD. All valid objections or representations are carefully considered before a decision on whether to confirm the order is made.

The Council will write to you again when that decision has been made. In the meantime, if you would like any further information or have any questions about this letter, please contact the officer whose name and telephone number appear at the top of the letter attached to the Order.

Dated: **5th October 2021**



signed: .....on behalf of South Gloucestershire Council

**COPY OF REGULATION 6 OF THE TOWN AND COUNTRY PLANNING (TREE PRESERVATION)(ENGLAND) REGULATIONS 2012**

*Objections and representations*

*4(1) Subject to paragraph (2), objections and representations—*

*(a) shall be made in writing and—*

*(i) delivered to the authority not later than the date specified by them under regulation 5(2)(c); or*

*(ii) sent to the authority in a properly addressed and pre-paid letter posted at such time that, in the ordinary course of post, it would be delivered to them not later than that date;*

*(b) shall specify the particular trees, groups of trees or woodlands (as the case may be) in respect of which such objections or representations and representations are made; and*

*(c) in the case of an objection, shall state the reasons for the objection.*

*(2) The authority may treat as duly made objections and representations which do not comply with the requirements of paragraph (1) if, in the particular case, they are satisfied that compliance with those requirements could not reasonably have been expected.*

**Town and Country Planning Act 1990**

**THE SOUTH GLOUCESTERSHIRE COUNCIL (Ridgewood Centre, 244 Station Road, Yate) TREE PRESERVATION ORDER, 2021**

The South Gloucestershire Council, in exercise of the powers conferred on them by sections 198 of the Town and Country Planning Act 1990 hereby make the following Order—

**Citation**

1. This Order may be cited as the South Gloucestershire Council **(Ridgewood Centre, 244 Station Road, Yate) Tree Preservation Order, 2021**

**Interpretation**

2.- (1) In this Order “the authority” means the South Gloucestershire Council (2) In this Order any reference to a numbered section is a reference to the section so numbered in the Town and Country Planning Act 1990 and any reference to a numbered regulation is a reference to the regulation so numbered in the Town and Country Planning Act (Tree Preservation) (England) Regulations 2012

**Effect**

3.- (1) Subject to article 4, this Order takes effect provisionally on the date on which it is made.

(2) Without prejudice to subsection (7) of section 198 (power to make tree preservation orders) or Subsection (1) of section 200 (tree Preservation orders: Forestry Commissioners) and, subject to the exceptions in regulation 14, no person shall-

- (a) cut down, top, lop, uproot, wilfully damage, or wilfully destroy; or
- (b) cause or permit the cutting down, topping, lopping, uprooting, wilful damage or wilful destruction of,

any tree specified in the Schedule to this order except with the written consent of the authority in accordance with regulations 16 and 17, or of the Secretary of State in accordance with regulation 23, and, where such consent is given subject to conditions, in accordance with those conditions.

Dated this 5th day of October 2021

Signed on behalf of the South Gloucestershire Council



.....  
Mark King

Authorised by the Council to sign in that behalf.

**CONFIRMATION OF ORDER**

This Order was confirmed by the South Gloucestershire Council without modification on the            day of

OR

This Order was confirmed by the South Gloucestershire Council, subject to the modifications indicated by           , on the            day of  
[Signed on behalf of South Gloucestershire Council]

.....  
Authorised by the Council to sign in that behalf]

**DECISION NOT TO CONFIRM ORDER**

A decision not to confirm this Order was taken by the South Gloucestershire Council on the    day of  
[Signed on behalf of South Gloucestershire Council]

.....  
Authorised by the Council to sign in that behalf

**VARIATION OF ORDER**

This Order was varied by the South Gloucestershire Council on the            day of  
   under the reference number  
[Signed on behalf of South Gloucestershire Council]

.....  
Authorised by the Council to sign in that behalf]

**REVOCATION OF ORDER**

This Order was revoked by the South Gloucestershire Council on the            day of  
   under the reference number  
[Signed on behalf of South Gloucestershire Council]

.....  
Authorised by the Council to sign in that behalf

## SCHEDULE 1

### SPECIFICATION OF TREES

#### **Trees specified individually** (encircled in black on the map)

Reference on map	Description	Situation
T.1	Horse Chestnut	Growing in greenspace adjacent to Station Road

#### **Trees specified by reference to an area** (within a dotted black line on the map)

Reference on map	Description	Situation
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**NONE**

#### **Groups of trees** (within a broken black line on the map)

Reference on map	Description (including number of trees in the group)	Situation
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**NONE**

#### **Woodlands** (within a continuous black line on the map)

Reference on map	Description	Situation
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**NONE**



**Tree Preservation Order: SGTPO-**  
**Ridgewood Centre, 244 Station Road, Yate**  
**2021**

Dwg No: 1

SGC Ref: 1114

Scale: 1:1250

Date:05.10.2021



# Environment and Community Committee

Pending Log as of 9 November 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 <b>NOTE</b>:</p> <ul style="list-style-type: none"> <li>the Anti-Social Behaviour (ASB) Crime and Policing Bill received Royal Assent in March 2014 and is now a legal Act;</li> <li>Dog Control Orders are now part of Public Spaces Protection Orders (PSPO) under the ASB, Crime and Policing Act 2014;</li> <li>Public Spaces Protection Orders can only be made by a Local Authority and not by Town and Parish Councils;</li> <li>Correspondence has been sent to South Gloucestershire Council requesting they implement the required PSPO's in Yate.</li> </ul> <p>To <b>NOTE</b> 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><b>E&amp;C 24.9.19</b></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"> <li><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></li> <li><i>Yate Town Council:</i> <ul style="list-style-type: none"> <li><i>would like a greater understanding of South Gloucestershire Council's maintenance processes for pathways;</i></li> <li><i>would like any vacant South Gloucestershire Council Street Cleaner post filled;</i></li> <li><i>would like South Gloucestershire Council to:</i></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ <i>repair tarmac paths where necessary;</i></li> <li>▪ <i>deep weed / cut back along footpaths where needed;</i></li> <li>▪ <i>repair the damaged walls alongside footpaths for safety reasons;</i></li> <li>▪ <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></li> </ul> <p>A response was received and further update is awaited.</p>
South Gloucestershire Council - Leases Outstanding	<p><b>a) Witches Hat</b> Lease expired 30 September 2015. October 2019 – Lease with comments returned to South Glos – acknowledgment received, further response awaited. (regularly reminded)</p> <p><b>b) The Common</b> A long term aspiration, however most recent negotiations began in earnest in 2013</p> <p><b><i>E&amp;P 28.5.13</i></b> <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><b>c) Land at Ridgewood</b> Initial approach from South Gloucestershire Council enquiring if YTC wished to consider a lease/licence for the land was considered at Full Council on 11 March 2014 where it was RESOLVED to pursue.</p> <p>A response is awaited from South Glos Council. (regularly reminded)</p> <p>16.3.21 Email to SGC requesting queries be raised directly with us following statement at SGC meeting that YTC had “unrealistic expectations”.</p>