



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

12 May 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 18th May 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decision-making powers as the power which enabled local councils to meet remotely during the Covid-19 pandemic has been rescinded by central government.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 until face-to-face meetings can safely resume. Members of the public are warmly welcome to join the meeting and raise any matters under Item 4 - Public Participation.

Join Zoom Meeting

<https://zoom.us/j/93745079121?pwd=OS80SjJ4TUIOUXAzdE5zNihsQk5iQT09>

Meeting ID: 937 4507 9121 Passcode: 071394 Mobile 01314601196

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 Minutes for the Environment and Community Meeting Held on 9 March 2021 (copy herewith). To **NOTE** that formal approval of these minutes will take place at the next legal meeting.
6. To Consider the Following Items on the Clerk's Report:

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|---------------|--------------------------------------------|
| Item 1 | Town Centre |
| | 1/1 Town Centre Strategy Group |
| Item 2 | Town Council Facilities |
| | 2/1 Estates Manager's Report |
| | 2/2 Venues Report |
| | 2/3 Defibrillators |
| | 2/4 Brinsham Park – Ice Cream Tender |
| Item 3 | Sub Committees & Working Groups |
| | 3/1 Events Sub-Committee |
| | 3/2 Public Rights of Way |
| | 3/3 Yate Ageing Better, Health & Wellbeing |
| | 3/4 Allotments |
| Item 4 | Joint Committees |
| | 4/1 Joint Parish Consultative Committee |
| Item 5 | Reports from Outside Bodies |
| Item 6 | Consultations |
| | 6/1 Current Consultations |
| | 6/2 Urgent Consultation |
| | 6/3 Consultation Responses |



- Item 7 Youth**
7/1 LPW Youth Provision
7/2 Off The Record SLA

- Item 8 Town Twinning**

- Item 9 Carbon Net Zero Commitment**

- Item 10 Graffiti & Litter**

- Item 11 Flood Barrier Testing**

- Item 12 Outstanding Items**

- Item 13 Confidential Items**

- Item 14 Considerations of Impact of decision on Climate and Waste**

Yate Town Council

Advisory Meeting of the Environment and Community Committee

18th May 2021

Clerk's Report

Item 1. Town Centre

1.1 Yate Town Centre Strategy Group

To **NOTE** that an update was circulated to members of the group in March 2021.

Item 2. Town Council Facilities (Including Parks, Play Areas, Properties, Assets and Facilities)

2.1 Estates Manager's Report

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

2.2 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).

To **NOTE** the *Roadmap to reopening Yate Town Council Venues* was emailed to all members on 22nd April 2021 by the Community Projects Manager (LC).

2.3 Defibrillators

To **NOTE**:

- further to Minute No. 7.3 of the Environment and Planning meeting held on 9th March 2021, five Automatic External Defibrillators (AED) are currently being procured through a charity called London Hearts who offered a grant of £300 per AED;
- Each AED costs £1,295.00, totalling £6,491.00 from the budget of £8,000;
- The AED's are the same make and spec of our previously purchased AED's allowing us to purchase all 5 AED's within budget;
- London Hearts, upon receipt of payment, will provide online training sessions which can be viewed and shared remotely with others. When their first responders are again able to book training sessions we will look at organising some training sessions;

- The Estates Manager is currently assessing the following sites for each defibrillator and associated works:
 - Abbotswood;
 - Parish Hall (external wall near to main entrance, power supply on site);
 - Yate & District Heritage Centre (on the wall by the entrance as there is existing power supply);
 - Brinsham Park (adjacent to noticeboard by car park);
 - Yate Common (towards the far end of the common, entrance to “Road to Nowhere”);
- Information has been added to the Town Council website regarding the location of the 5 AED’s already installed in the parish. As soon as the second phase of AED’s are installed they will be added to the information on the website;
- Signage is being created to alert facility users to where the nearest defibrillator is located;
- Following an incident when an AED was required near the Armadillo, further signage has now been added to each defibrillator to further clarify instructions;

To consider whether underspend should fund a 6th defibrillator and if so, to receive member’s suggestions for a suitable site, for further investigation by the Estates Manager.

2.4 Brinsham Park – Ice Cream Tender

To **NOTE**, further to promoting and readvertising for a second time, the Ice Cream tender opportunity in Brinsham Park yielded no completed applications. (Four enquiries were received).

To discuss the way forward.

Item 3. Sub-Committees and Working Groups Responsible to the Environment and Community Committee

3.1 Events Sub-Committee

To **NOTE** a doodle poll will be sent out for a meeting of the Events Sub-Committee to take place in early June 2021. Yate Rocks! 2022 will be included on the agenda.

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

To receive any information.

3.3 Yate Ageing Better, Health and Wellbeing Sub-Committee

To receive and **NOTE** the minutes of the Yate Ageing Better, Health and Wellbeing Sub-Committee meetings that took place on 26th April 2021, 10am-11am via Zoom. (Appendix 3).

3.4 Allotments Sub-Committee

To **NOTE** a consultation with residents is being carried out in regard to the allotments at Rodford Field.

Leaflets have been delivered to neighbouring streets and a poster advertising the consultation is displayed in the notice board at Abbotswood. (Step 1 consultation ends on 31st May 2021).

Item 4. Joint Committees

4.1 Joint Parish Consultative Committee

To receive any update.

Item 5. 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 4)

Item 6. Consultations

6.1 Current Consultations

No current consultations to report.

6.2 Urgent Consultations

To receive any urgent consultations.

6.3 Consultation Responses

No consultation responses to report.

Item 7. Youth

7.1 LPW Provision

To receive and **NOTE** the quarterly monitoring report for quarter 4 (Appendix 5).

To further **NOTE** that:

- Working in consultation with committee members, the invoice payment for £14,252.00 to cover quarter 4 was authorised and has now been paid;
- The current Service Level Agreement ends in April 2022;

- The following questions about food provision were sent to LPW for consideration and responses were received as below from the 'Service Lead for Young People':

1) Why do LPW consider it necessary to provide free food?

"To support young people's health and development, to address food poverty and ensure no young person goes hungry, to use food as a tool to engage young people in positive activities and form relationships with professionals/ services. This is also a part of our sessions that young people can easily have their say in and input into the planning, coming up with ideas they would like, and when we are not in Covid restrictions also a great chance for engagement as we get the young people involved in the cooking. This has also been a large part of our accreditation work- helping young people to gain the skills and/or volunteering section of their South Glos Award and towards Duke of Edinburgh awards."

2) Is food provided at every session?

"Every session we offer a hot food option, this is especially important at the moment as we are only delivering to young people we have identified as vulnerable."

3) Considering the current issue around obesity, is the food balanced and nutritious?

"Youth providers follow national initiatives for improving the health and wellbeing of young people and have a responsibility to educate young people on healthy diets, lifestyle and exercise. More often than not, tuck, which is likely to be unhealthy will be chargeable and a healthy fresh food alternative would be provided for free to encourage young people to make healthy choices."

4) Do the staff have written consent from parents/guardians to feed the young people, and do they have information regards any allergies?

"Yes, all parents/ carers are asked when registering a young person at any child/ young person's provision, to provide information on allergies, religious or personal beliefs in relation to food. It is not standard practice or a legal requirement to ask parents to consent to feeding their young person, in my experience I have only seen this consent sought where food was outside of the 'normal program of activities'. For those sessions that we have young people with food allergies we will also offer an alternative choice for them, such as gluten free etc."

5) Do the staff have the relevant food handling certification?

"Yes, staff preparing fresh food will have food hygiene training and certification."

7.2 Off The Record SLA

To **NOTE** Off the Record (OtR) took up residency in 2 x rooms at the Armadillo in 2017 at £4,500 per annum plus service charge, under a 5 year lease which ends in May 2022 (subject to RPI increase at 2 yearly anniversaries).

As part of the agreement a Service Level Agreement was put in place until 31 March 2022 in the sum of £4,500 pa and is payable in April annually in advance. Under the SLA, OtR are to deliver a weekly hub at the Armadillo each Wednesday between 3.30pm – 5.30pm as a drop-in centre. To also provide support to the same cohort via, telephone access and email. Targets are set within the SLA and the SLA states that targets will be set and measured by the organisation and reported to the Town Council annually.

No reports have been received and no provision (as set out in the SLA) was delivered in 2020-2021 due to Covid. It is not expected this service will recommence until September 2021. No SLA payment has been made for 2020-2021 or for 2021-2022 to date. However, an invoice was sent to OtR in connection with the lease for usage of the Armadillo from when it became available for use in July 2020. It has since become apparent that OtR were not categorically advised that the venue was open and available for them to use. After confirmation from the Armadillo and OtR they only returned to conduct their second strand of work not connected to the SLA on 15th March. Therefore, we have send a further invoice for the period of 15th March until financial year end for 2020/2021 and no corresponding SLA payment has been made.

The final report required for the remaining SLA as from September 2021 will be followed up by the Community Projects team who oversee Youth and reported to council in due course and a new lease and funding agreement will be prepared for consideration as from May 2022 should OtR wish to continue to use the premises/ provide the service.

Item 8. Town Twinning

To **NOTE** an invitation has been received for Yate Town Council to send a party of visitors to Bad Salzdetfurth in October 2021. Thanks be extended to Councillor Margaret Marshall for providing the translation:-

“Bad Salzdetfurth is celebrating 100 years of being a Spa town and wants to mark this occasion together with all it's Twin Towns on 16/10/2021.

Therefore we would like to cordially invite you to Bad Salzdetfurt. You should arrive on Thu 14.10 and leave Sun 17.10.

Please notify .how you will be arriving and who will be accompanying you. We anticipate a delegation of approx 5 people.

We will of course provide accommodation and a translator.

We look forward to your visit and seeing you in October. We very much wish that this European meeting hopefully following the survival of the COVID-19 pandemic will be a signal for a good future.

Until then have a nice time and stay healthy. “

To be discussed.

To **NOTE** that further to the minute 14 of the Environment & Community Meeting held on 22 September 2020;

It was RESOLVED not to approve the amended Town Twinning protocol until discussions have taken place with the Mayor of Badsalzdorf (via Zoom) which may shape the way future civic Town Twinning meetings take place which in turn would affect the proposed protocol.

To consider the revised Twinning Protocol. (Appendix 6)

Item 9. Carbon Net Zero Commitment

To **NOTE** the following:

- x2 PPE recycling bins were installed at Armadillo Youth Café and Poole Court, soon to include the Pop Inn Café – to recycle single use face masks and latex gloves;
- Soft plastic recycling bins will be installed at the Pop Inn Cafe and Armadillo ahead of reopening;
- Food waste review is in place for both cafes;
- The events and catering tender process has been updated to include energy and waste evaluations, working towards a ban of single plastics in new agreements/ events/at our venues;
- Booked to commence trialling of electric alternatives to estates equipment;
- Participation in No Mow May – reduction in grass and hedgerow cutting to support ecology;
- New recycling processes in place for electricals, ink cartridges, stationery at Community Projects venues;
- Repurposed waste materials to create new aesthetic features and activities at our venues – notice boards from old wood, seating and planting from tyres and cable reels, Armadillo young people are growing miniature gardens and veg in old single use plastic containers;

- Working on a new Net Zero Carbon newsletter, to solely feature YTC's work on carbon net zero;
- Advice and support has been sought from The Forest of Avon Trust Trees for Climate Grant; seeking support with funding and fundraising for planting to improve green spaces and to plan for the future of tree loss due to Ash die back.

Item 10. Graffiti and Litter

To **NOTE** 75% of utility cabinets that the estates team could not remove graffiti from have been painted over.

Item 11. Flood Barrier Testing

To **NOTE** notification has been received from the Environment Agency advising that a test of the deployment of temporary flood barriers in Yate will take place on Wednesday 30th June 2021. A briefing note is to follow.

Item 12. Outstanding Items

To **NOTE** status of pending log (Appendix 7).

Item 13. 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.

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 14. 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.