



Yate Town Council

Full Council

Wednesday 17th February 2021

You are hereby summoned to attend a meeting of **Yate Town Council** to be held remotely via Zoom conferencing on **Tuesday 23rd February 2021** between 6.30pm and 9.00pm for the purpose of transacting the business set out in the Agenda below.

Join Zoom Meeting

<https://zoom.us/j/92128241831?pwd=QnFGOUZHUjR1N2FFOWQ0dVdpVmp6dz09>

Meeting ID: 921 2824 1831 - Passcode: 459981 - One tap mobile 01314601196

(Please insert your name and organisation in your Zoom name)

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. Apologies for absence

To NOTE that:

- Councillor Perks has a leave of absence, granted at Full Council in January 2021, until 5th April 2021;
- the Town Clerk has delegated powers to grant leave of absence for any councillor affected by the Covid-19 pandemic, in accordance with minute no. 129/1(a) of the Full Council meeting held on 25th February 2020.

2. Declarations of Interest under the Localism Act 2011

Hayley Townsend, Town Clerk, Poole Court, Poole Court Drive, Yate, South Gloucestershire, BS37 5PP



Telephone and Minicom 01454 866506 Fax 01454 866514
Email info@yatetowncouncil.gov.uk www.yatetowncouncil.gov.uk





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.

3. To receive any requests for dispensations.
4. Public Participation Session with Respect to Items on the Agenda.
5. To receive and approve Minutes of the meetings held since the last Full Council meeting.
 - a) To receive and approve Minutes of the Town Council Meeting held on 5th January 2021. (Copy herewith).
 - b) To receive and **NOTE** the minutes of the Planning and Transportation Committee meetings held on 12th January 2021.(Copy herewith)
Minutes of the meeting held on 16th February 2021 will be received at Full Council on 11th May 2021.
 - c) To receive and **NOTE** the minutes of the Environment and Community Committee meeting held on 19th January 2021. (Copy herewith)
 - d) To receive and **NOTE** the minutes from the Finance and Governance Meeting held on 2nd February 2021. (Copy herewith).
6. To receive and consider the following items on the Clerk's Report.
(Copy herewith)

1 Recommendations from Committee Meetings

- 1/1 Planning and Transportation Committee Meetings
- 1/2 Environment and Community Committee Meeting:
 - (a) Recommendations from 19th January 2021.
 - (b) Allotments Sub-Committee
- 1/3 Finance and Governance Committee Meeting
 - (a) To receive recommendations:
 - a. Income and Expenditure Report to 31st December 2021
 - b. IT
 - c. Community Infrastructure Levy

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- 2 Covid-19**
- 3 Financial Reports**
 - 3/1 Accounts for Payment
- 4 Sub-Committee Reports**
 - 4/1 Staffing and Governance Sub-Committee Meeting
- 5 Town Council Project Steering Group Reports (Task Limited)**
 - 5/1 Play Areas and Properties Project Steering Group
 - (a) Millside Play Area
 - (b) Abbotswood Play Project
 - (c) Kingsgate Outdoor Gym Project
 - (d) Funding Opportunity
 - 5/2 YOSC
 - (a) YOSC Track and Athletics Project
 - (b) YOSC Multi-Activity Building (MAB) (Boxing Community Building Project)
 - (c) YOSC Facility Project Steering Group – YOSC Disability Equipment and Drainage Improvements Projects
 - (d) YOSC Liaison – Governance
 - 5/3 Land at the Rear of Ridgewood Community Centre
 - 5/4 New North Yate Community Building
- 6 Working Group Reports**
 - 6/1 Poole Court Artwork Working Group
- 7 Consultations**
 - 7/1 Current Consultations
 - 7/2 Urgent Consultations
 - 7/3 Consultation Responses
 - South Gloucestershire Council Proposed Annual Budget for 2021/2022
- 8 Yate Town Centre Strategy Group**
 - 8/1 Yate Town Centre Strategy Group
 - 8/2 Yate Masterplan
- 9 Fairtrade**
 - 9/1 SGC – Fairtrade Products

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10 Consideration of Impact of Decisions on Climate and Waste

11 Confidential Items

11/1 Confidentiality Confirmation

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

11/2 Staffing and Governance Sub-Committee - Staffing Minutes.

To **RESOLVE** to return to public session.

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Yate Town Council

Full Council Meeting 23rd February 2021

Town Clerk's Report

Item 1. RECOMMENDATIONS FROM COMMITTEE MEETINGS

1/1 Planning and Transportation Committee Meetings

To **NOTE**:

- there were no recommendations from the Planning and Transportation Committee meetings of 12th January 2021 and 16th February 2021;
- The meeting due to take place on 26th January 2021 (pertaining to planning only) was cancelled and comments were submitted, in consultation with the Planning and Transportation Committee, to South Gloucestershire Council using delegated powers to the Clerk.

1/2 Environment and Community Committee Meeting

(a) Recommendations from 19th January 2021

To **NOTE** there were no recommendations from the Environment and Community Committee meeting of 19th January 2021.

(b) Allotments Sub-Committee

Minute No. 229/2(c) of the Full Council meeting held on 5th January 2021 **RESOLVED** that the Allotments Sub-Committee bring proposals forward to this meeting. To **NOTE** that a meeting of the Allotments Sub-Committee is being convened and the outcome will be reported to the Environment and Community Committee on 9th March 2021, which has delegated powers in place to consider recommendations put forward and to make decisions within budget without recourse to the Finance and Governance Committee.

1/3 Finance and Governance Committee Meeting

(a) To receive the following recommendations from the Finance and Governance Committee meeting of 2nd February 2021:



Minute No. 9.4 Income and Expenditure Report to 31 December 2020

The Finance and Governance Committee **RECOMMEND** that the Income and Expenditure report to 31 December 2021 be approved. (Appendix 1)

Minute No 11.2 (b) IT

At the Finance and Governance Committee meeting, it was **NOTED** that delegated powers awarded to the Clerk would be used to place an order for emergency expenditure up to £10,000, whether or not there is any budgetary provision, in cases of extreme risk to the delivery of council services; an order was to be placed with Integra for a new internet connectivity upgrade to ensure continuity of internet provision via Integra.

Further to the above, and prior to the placing of the order, to **NOTE** that the decision was in fact finally taken using delegation to the Clerk, in consultation with the Chair of the Council, the Vice-Chair of the Council and the Chair of the Finance and Governance Committee, to authorise under extreme urgency to incur such expenditure up to the sum of £20,000, as the total for the contract duration came to over £10,000.

Minute No. 15/1 Community Infrastructure Levy (CIL)

A list of CIL funding was received for consideration and it was **RECOMMENDED** that the CIL money listed in appendix 3 to the Finance and Governance Committee minutes of 2 February 2021 be allocated to fund the following:

- The full cost of kitchen at YMCA up to £15,000;
- Public wi-fi to be installed in all Yate Town Council operated buildings; (cost to be established);
- Rhino ramp (Peg Hill equipment) up to £10,000;
- With the balance of funding being allocated for Town Council carbon net zero work.

Item 2. COVID-19

To **NOTE** that owing to the national pandemic situation, where action has been taken between meetings, it has been in consultation with members of the council via email and the existing below delegation invoked:

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

To receive list of decisions taken using above delegation between 19th December 2020 and 12th February 2020 (Appendix 2).



Item 3. FINANCIAL REPORTS

3/1 Accounts for Payment

To receive and **NOTE** the accounts for payment previously authorised in line with the Financial Regulations. (Appendix 3)

Item 4. SUB-COMMITTEE REPORTS

4/1 Staffing and Governance Sub-Committee Meeting

- (a) To receive the minutes of the Staffing and Governance Sub-Committee meeting, appertaining to governance, held on 22 February 2021 (to be circulated)

- (b) Confidential minutes of the Staffing and Governance Sub-Committee meeting, appertaining to staffing, held on 22 February 2021, will be received in confidential session item 11/2.

Item 5. TOWN COUNCIL PROJECT STEERING GROUP REPORTS (TASK LIMITED)

5/1 Play Areas and Properties Project Steering Group (LR)

(a) Millside Play Area

To **NOTE**:

- Works to improve drainage issues on site cannot begin until the weather improves; the Estates Manager is working with the contractor to schedule works in March 2021;

- We are awaiting a funding agreement for approval and signing, from South Gloucestershire Council;

- Quotes have been sought for multi-play units to enable some project works to be progressed on site by Spring;

- The appointment of a wooden sculpture artist for the trail is being progressed;

- A resident working group and subsequent Play Areas and Properties Project Steering Group meeting will be arranged for late February, to receive and consider next steps.



(b) Abbotswood Play Project

To **NOTE**:

- Sutcliffe Play completed repair works to the multi-play unit on site, week commencing 1st February;
- The Project Consultant visited the site week commencing 8th February and has issued a certificate of completion for the works;
- Two invoices were approved for payment:
 - 2.5% project retention fee, to the value of £916.73;
 - South Gloucestershire Consultancy Support to the value of £4,633.59;
- Installation of additional equipment onsite, including a bug hotel, is being progressed. We hope to have this project completed no later than Easter and a celebration event will be arranged shortly after, in line with Government guidance on Covid-19 and public events.

(c) Kingsgate Outdoor Gym Project

To **NOTE**:

- The S106 project completion form has now been submitted to South Gloucestershire Council;
- The outstanding S106 funding has now been paid by South Gloucestershire Council and is to be used as revenue;
- An invoice was approved and paid for South Gloucestershire Council Consultancy services, to the value of £3,910.92;
- This project is now complete and no further action is required. Thanks to all those who were involved.

(d) Funding Opportunity

To **NOTE** Councillors Cheryl Kirby and Chris Willmore are working with the Community Projects Manager to submit a funding application for £10,000, into the 'Help Us Thrive' fund being administered by South Gloucestershire Council (deadline 28th February).

To further **NOTE**:

- It is compulsory that Yate Town Council match funds £10,000 to be able to submit the application (taking the total money available to £20,000). This match funding comprises of the agreed CIL and budget spends on the YMCA works;



- The funding should “*make a positive contribution to high streets to help them thrive after Covid*”. The bids will focus on encouraging visitors to spend more time at the local independent shops and community facilities, at both Station Road and Abbotswood;
- Ideas such as a community garden at the rear of the YMCA and a Defibrillator at Abbotswood will be included in the bid, to support and tie into Yate Town Council’s wider strategies and projects.

5/2 YOSC

(a) YOSC Track and Athletics Project

To **NOTE** that although the site has full accreditation, one unit has not been fully signed off; an in-field lighting survey was required and is scheduled to be carried out 17th February weather-permitting. Revised certification for that unit will be pursued to conclude the accreditation and the overall project.

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

To **NOTE**:

- Delegated powers were granted at Full Council on 14th May 2019 for the Project Steering Group to take the project to its end, including completion of the fit-out of the internal services and facilities;
- Rectification of snagging issues with the external building is being progressed by the Project Consultant Askew Cavanna. Acknowledgement of the snagging issues has been accepted by the main contractor. The fit-out contractor is working with the Project Consultant and main contractor to accommodate rectification works. A record of rectification progress is in place and regular updates have been sent to the Project Steering Group;
- Askew Cavanna has chased the outstanding O&M manual;
- Fit out works commenced on site on 11th January 2021; work is progressing well and the contractor is expecting to complete works ahead of schedule;
- Quotations and flooring type options were received from the project consultant. Following consultation with the Project Steering Group and Yate Amateur Boxing Club, a decision was taken to accept the project consultant recommendation, for installation of a Pulastic 9mm



polyurethane floor and for the manufacturer recommended quote by Sports Surfaces UK, to be accepted to the value of £12,765. A recommendation for barrier mats to protect the flooring at the entrances is being considered; quotes for the mats have been requested from the Project Consultant. The Project Consultant has been advised of the flooring decision and a response awaited.

- Contact has been made with Bristol and Avon, to arrange for the installation of a steel boxing bag frame, donated by Bristol and Avon to YABC. Ideally, this will be installed ahead of the sports flooring. Details of their fabricator have been received and a site visit to discuss design and installation with YABC and the Project Consultant, will be arranged as their earliest convenience (aim early March);
- In agreement with the Project Steering Group and based on the Project Consultant's professional advice, payment was made to MD Group for Valuation 1 of fit out works, invoice value £17,509.13;
- A decision was taken to include a heating timer in the fit out works contract, to be funded from the contingency budget allocated;
- A management proposal for the MAB building has been sent to YOSC Ltd as part of the overall governance offer; negotiations ongoing. An internal meeting of the YTC YOSC Facility Project Steering Group will be convened as part of this work;
- Councillors Ruth Davis, John Davis and Tony Davis have made an award of £1,452.32 from their MAF budgets towards exercise equipment for the MAB. Thanks be extended to these members;
- A MAF proposal has been sent to Councillor Mike Drew for investment in the MAB project.

(c) YOSC Facility Project Steering Group - YOSC Disability Equipment and Drainage Improvements Projects

To receive the minutes of the YOSC Facilities Project Steering Group meeting held on 21st January 2021. (Appendix 4)

i) YOSC disability equipment

To **NOTE:**

- The Community Projects Officer is working with YOSC representatives, to procure the S106 funded sports equipment as an urgent priority;



- Discussions with YOSC Ltd regarding governance of the items is ongoing.

ii) **YOSC Drainage**

To **NOTE**:

- The funding agreement has been signed and is being progressed with South Gloucestershire Council;
- Quotes are being sought from potential project Consultants, with the intent to appoint urgently to progress the project;
- Contact has been made with YOSC Ltd, requesting that they contribute and seek feedback from site users/stakeholders for consideration. A deadline of 28 February 2021 has been set for receiving all feedback;
- Contact has also been made with Brimsham Green School to advise them of the intended project works on site at YOSC;
- A representative of Gloucestershire FA has advised that our project does not meet the priorities of their 'South Gloucestershire Local Football Facility Plan' but the Community Projects Manager is trying to confirm a meeting to discuss our project further.

(d) **YOSC Liaison – Governance**

To **NOTE** proposed governance terms continue to be negotiated between Yate Town Council and YOSC Ltd and that a response is awaited from YOSC Ltd.

5/3 Land at the Rear of Ridgewood Community Centre

To **NOTE** that:

- further to the Full Council meeting of 1 September 2020 (Minute No. 188/4), contact was made with South Gloucestershire Council to enquire about the timescales for the lease of the land at the rear of Ridgewood Community Centre, along with timescales for the lease of The Common and Witches Hat. A response is awaited;
- This item will be removed from the Clerk's Report and periodically chased. It remains as a pending priority on the Town Council's priorities schedule.



5/4 New North Yate Community Building

To receive the minutes of the meeting held on 6th January 2021 (Appendix 5) and to **NOTE** a further meeting took place on 8th February 2021, where South Gloucestershire Council's outline delivery plan was received (Appendix 5a).

To **NOTE**:

- Delegated powers of the Project Steering Group are in place to take decisions on behalf of the Town Council, with regards to the project governance structure, building design, building usage and building operator;
- The shortfall in funding between Option 1 (s106 baseline) and Option 2 (enhanced design), is currently predicted to be approximately £561,000;
- The following information has been requested from South Gloucestershire Council to inform an agreement in principal of total funding available and an agreed difference from the baseline s106 to the enhanced design value:
 - Confirmation of S106 contributions from surrounding developments, including clawback dates and trigger points, to address the shortfall in funding;
 - Response to YTC's request for consideration of increased square meterage to compensate for loss of social facilities in the development;
 - Governance model proposals;
 - Construction and design model proposal including delivery strategy:
 - Architect submits design to planning and brings in contractor afterwards;
 - Contractor submits design to planning and builds (no architect).
 - Risk assessment to inform feasibility costs and timescales.
- In February 2020, an example cost analysis was undertaken to explore the financial implications of the Town Council borrowing £600,000 over 25 years. Based upon interest rates at the time, the cost calculated was £28,869.44 a year. Based on 2,600 new properties in the new development, using the current band D tax income will result in an additional income of approximately £468,888 per annum (NB: no additional community provision is required from the Town Council, for example parks and open spaces).

To formally consider the following:



- (a) Yate Town Council agreeing, in principle, to work with South Gloucestershire Council to deliver an enhanced spec community building (Option 2); a larger building to which South Gloucestershire Council will contribute the baseline budget and Yate Town Council will meet the additional cost as identified in the feasibility study;
- (b) Yate Town Council agreeing to work with South Gloucestershire Council to develop the full detail needed for Option 2, to ensure:
- The community building delivers the best facilities that the site can accommodate and meets the future needs of residents in the development;
 - Processes meet the Town Council's legal processes;
 - Detailed proposals come forward for future consideration by Full Council, that demonstrate criteria for borrowing that will not increase cost to tax payers and that any debt secured to cover the value difference between the s106 baseline and the enhanced model can be served entirely from income from taxation in the new development.

Item 6. WORKING GROUP REPORTS

6/1 Poole Court Artwork Working Group

To **NOTE** that further to Minute No. 234/1 of the Full Council meeting of 5th January 2021, costings are being sought for a digital noticeboard for the Poole Court foyer.

Item 7. CONSULTATIONS

7/1 Current Consultations

No current consultations to report.

7/2 Urgent Consultations

To receive any urgent consultations.

7/3 Consultation Responses



Consultation Name	Link	Date Circulated	Closing Date	Notes
South Gloucestershire Council proposed annual budget for 2021/22	Click Here for Proposed Budget 2021 Consultation	14.10.20	3.1.21 (extension to respond 10.1.21)	<p>Response prepared by Councillor Cheryl Kirby and submitted in accordance with Minute 235/1, Full Council meeting of 5th January 2021.</p> <p><i>“It is acknowledged that the setting of the budget for South Gloucestershire Council (SGC) this year is beset with many incredible hurdles and challenges, the likes of which have never been seen before.</i></p> <p><i>However, it is hoped that whatever the budget is accepted by SGC, it can be robustly sustainable during the rigours of the coming financial year and onwards, for the benefit of Yate and South Gloucestershire residents.”</i></p>

Item 8. YATE TOWN CENTRE STRATEGY GROUP

8/1 Yate Town Centre Strategy Group

To **NOTE** that a stakeholder’s newsletter will be compiled and circulated in March 2021.

8/2 Yate Masterplan

To receive any updates further to the Masterplan workshops that have taken place during February 2021.

To **NOTE** that an informal meeting took place with representatives from Yate Shopping Centre on 15th February 2021 to discuss the future of Yate Shopping Centre. Presentation slides are available for Members to view that did not attend.



Item 9. FAIRTRADE

9/1 SGC – Fairtrade Products

Further to the Full Council meeting on 23rd June 2020, a response is still awaited from South Gloucestershire Council asking that they commit to always and exclusively using Fairtrade products where possible, (wider than just tea and sugar), and to ask that they use Fairtrade coffee (as rainforest alliance is a different product). Response has been chased several times; however the South Gloucestershire Officer who had been responding has now left post. Consideration be given to removing this item from the agenda.

Item 10. CONSIDERATION OF IMPACT OF DECISIONS ON CLIMATE AND WASTE

To consider if there are any impacts on climate and waste following decisions taken by the council during the meeting.

Item 11. CONFIDENTIAL ITEMS

11/1 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.

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.

11/2 Item 4/1(b), Staffing and Governance Sub-Committee – Staffing Minutes

To receive confidential minutes of the Staffing and Governance Sub-Committee meeting, appertaining to staffing, held on 22 February 2021. (To be circulated)

To **RESOLVE** to return to public session.