MINUTES OF FULL COUNCIL MEETING HELD ON TUESDAY 25 OCTOBER 2016 FROM 7.15PM –8.45PM AT POOLE COURT, YATE

PRESENT

Councillor Tony Davis – Chair

Councillors Ian Blair, Ben Campbell (part-meeting), John Davis, Mike Drew, John Gawn, Cheryl Kirby, Margaret Marshall, Alan Monaghan, Karl Tomasin, Penny Thoyts and Chris Willmore. Town Clerk and Senior Admin Officer.

46 ANNOUNCEMENTS FROM THE CHAIR

The Chair advised that well wishes had been sent on behalf of all Members and Staff to a member of the Admin team who had been taken very poorly on 15th October 2016.

Congratulations were extended to the Senior Admin Officer for having gained her CiLCA (Certificate in Local Council Administration) qualification.

47 APOLOGIES FOR ABSENCE

RESOLVED Apologies for absence were received from Councillors Chris Edmonds, Wully Perks and Sue Walker. Apologies from Councillor John Ford were received after the meeting. Councillor Aziz Choudhry was absent.

48 DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

Councillor Cheryl Kirby Director of YOSC Ltd Item 56/5

49 REQUESTS FOR DISPENSATION

No requests for dispensation were received.

50 PUBLIC PARTICIPATION SESSIONS WITH RESPECT TO ITEMS ON THE AGENDA

No members of the public were present.

51 MINUTES OF THE TOWN COUNCIL MEETING HELD ON 6 SEPTEMBER 2016

RESOLVED The minutes of the Full Council Meeting held on 6 September 2016 be approved and signed as a true and accurate record.

52 MINUTES OF THE ENVIRONMENT AND PLANNING COMMITTEE MEETING HELD ON 27 SEPTEMBER 2016

RESOLVED The minutes of the Environment and Planning meeting held on 27 September 2016 be approved and signed as a true and accurate record.
RESOLVED The minutes of the Finance and General Purposes Committee meeting held on 11 October 2016 be approved and signed as a true and accurate record.

Minute 13/3 South Gloucestershire Council Joint Spatial Plan

RESOLVED The delegated powers previously granted be extended to include granting powers to the Clerk in consultation with Councillors Cheryl Kirby and Chris Willmore in respect of responding to the Strategic Transport Plan which will also fall within this consultation.

(Councillor Margaret Marshall entered the meeting).

Minute 9/2 c) (ii) URBIE

Further to above minute:

It was NOTED that quotes are currently being sought for the replacement Urbie to be presented to Full Council on 25th October 2016 and that so far funding has been awarded in the sums of £300 from Renishaw and £1,000 from Yate & District Rotary Club.’

RESOLVED In the absence of quotations being available, delegated powers are granted to the clerk to progress this matter and purchase a replacement Urbie in consultation with Councillors Ian Blair, Tony Davis, Cheryl Kirby and Chris Willmore.

54 FINANCIAL REPORTS

54/1 Accounts for Payment

No accounts for payment were received for approval.

55 SUB-COMMITTEE REPORTS

55/1 Planning Sub-Committee

The minutes of the Planning Sub-Committee meeting held on 11 October 2016 were received and NOTED. (Appendix 1)

55/2 Staffing and Governance Sub-Committee

RESOLVED That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.
a) The minutes of the Staffing Sub-Committee and Governance Sub-Committee (appertaining to Staffing) meeting held on 12 October 2016 were received (Confidential Appendix 2)

RESOLVED

- The meeting return to open session;
- Confidential Appendix 3 be actioned.

b) The minutes of the Staffing Sub-Committee and Governance Sub-Committee (appertaining to Governance) meeting held on 12 October 2016 were received and NOTED (Appendix 4)

56 TOWN COUNCIL PROJECT STEERING GROUP REPORTS (TASK LIMITED)

56/1 Elswick Park Development Project Steering Group Committee

No further information has been received.

56/2 Play Areas Project Steering Group Committee

The minutes of the Play Area Project Steering Group held on 4 October 2016 were received. (Appendix 5)

RESOLVED

- The recommendations contained within appendix 5 be approved.
- Delegated powers be granted to the Clerk in consultation with the Play Areas Project Steering Group to add in gating and locking of Howard Lewis Park of an evening should this be deemed necessary.

56/3 Land at Rear Of Ridgewood

RESOLVED That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.

Confidential information from South Gloucestershire Council/Town Council Solicitor as received.  (Confidential Appendix 6)

RESOLVED:

- The meeting return to open session;
- Subject to heads of terms being agreed, a lease to be pursued to be entered into with South Gloucestershire Council in respect of the Land at the rear of Ridgewood including the Licence held with CrestBridge.
56/4  Rodford Site

**RESOLVED** That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.

Confidential correspondence from South Gloucestershire Council was received. (Confidential Appendix 7)

**RESOLVED:**

- The meeting return to open session;
- Recommendations contained with confidential appendix 7 be approved.

56/5  YOSC

*(Councillor Cheryl Kirby left the meeting)*

(a) It was **NOTED** that there was no further update on negotiations concerning the final Heads of Terms agreement with South Gloucestershire Council, further to the following resolution of the Full Council meeting of 23 February 2016 (Minute No. 92/7a);

(b) It was **NOTED** that there is no further update on the draft SLA between Yate Town Council and YOSC Ltd as this is dependent on the final Heads of Terms being agreed with South Gloucestershire Council;

(c) It was **NOTED** that an outcome on discretionary rate relief for YOSC Ltd is awaited;

(d) It was **NOTED** that:

In accordance with Minute No. 8/2 of the Finance and General Purposes Committee meeting of 26 July 2016, the lighting columns on the approach road leading to YOSC are being brought up to a working standard, a meter reading will be taken and then handed over to YOSC Limited who will then be responsible for the annual meter charge and ongoing costs for energy consumption. An update has now been received and the lights will be inspected on 26th October 2016.

(g) A request in respect of the extension of usable area surrounding the all-weather pitch received from YOSC Limited; (Appendix 8)

**RESOLVED**  A meeting to be arranged with representatives from YOSC Limited to discuss the request in further detail.

It was further **RESOLVED** that delegated powers be granted to the Clerk in consultation with the YOSC Project Steering Group Committee to consider any requests for payments to YOSC Limited and any decisions to apply for Planning Permission

*(Councillor Cheryl Kirby entered the meeting).*
56/6  **Fairtrade**

A renewal plan in respect of Fairtrade was received. (Appendix 9)

**RESOLVED** the recommendations contained within appendix 9 be approved.

Councillors Cheryl Kirby, Margaret Marshall and Chris Willmore were thanked for their work in preparing the plan.

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57  **CONSULTATIONS**

57/1  **South Gloucestershire Council – Second Phase Library Consultation**

Details of the above consultation were received.


Circulated: 12 October 2016.
Closing Date: 02 January 2017

**RESOLVED** Yate Town Council to fundamentally oppose reduction in manned services at Yate Library. Delegated powers be granted to the Clerk and Councillor Chris Willmore to submit comments received on behalf of Yate Town Council by 2 January 2017.

57/2  **South Gloucestershire Council - Children and Young People's Mental Health and Emotional Wellbeing Strategy**

Details of the above consultation were received and **NOTED**.

[https://consultations.southglos.gov.uk/consult.ti/MentalHealth](https://consultations.southglos.gov.uk/consult.ti/MentalHealth)

Circulated: 12 October 2016.
Closing Date: 6 December 2016

57/3  **South Gloucestershire Council – BT Payphones**

Details of the above consultation were received and **NOTED**.

[https://consultations.southglos.gov.uk/consult.ti/BTPhonebox/consultationHome](https://consultations.southglos.gov.uk/consult.ti/BTPhonebox/consultationHome)

Circulated: 13 October 2016
Closing Date: 7 November 2016

57/4  **Wessex Water**

An update was received from Councillor Willmore in respect of an early stage consultation by Wessex Water/Environment Agency. (Appendix 10)
RESOLVED;

- Delegated powers be granted to the Clerk in consultation with Councillor Cheryl Kirby and Councillor Chris Willmore to lead and input into this consultation as it progresses.

57/5 Yate Town Council Responses to Consultations

The responses made on behalf of Yate Town Council to the following consultations were NOTED:

- Public Health and Wellbeing
  (comments prepared by Councillor Chris Willmore)

_The speed of access and quality / volume of access is crucial. We are not in a position to comment on the best delivery route._

_HOWEVER we are very concerned that there is nothing in the strategy or in this review that deals with older residents. We need the strategy to be revised to make provision for older residents health and wellbeing to help them remain fitter longer, so as not to trigger the need for more costly support services. EOP and Lifeshape type services are important here._

_But also, the Council is missing opportunities to use leverage in other areas to fund facilities which would contribute to provision of facilities for healthier lives in adults - without costing the council money. We are particularly thinking here of the SGC approach to CIL / s.106 money. These have very rigid structures, and money is handed over for children's play and for sports pitches. Nothing is provided for older people's fitness. In developments specifically for older people e.g. over 60s housing, money is handed over for ' courts and greens'. In Yate we have found that there is huge demand amongst over 60s for walking football, and for outdoor gym equipment for the over 60s. The Town Council would be willing to deliver these facilities and maintain them, but need capital funding. We are finding that the perception within the s.106/CIL processes is that older people equate to bowls and possibly boule, not to the generation of slightly younger older folk. If we want to keep older residents fit we need to provide these sorts of outdoor, free fitness provision._

_So we would like to suggest that part of the public health and wellbeing strategy looks at how s.16/ CIL monies could contribute to older people's health and wellbeing through a wider range of sports provision. We have excellent examples of older people's outdoor equipment similar to an indoor gym and would love to provide a site in Yate but despite its clear fitness benefits the s.106 process says it is not sports, and it is not play, so it is not fundable. Please could you address this and empower a more flexible approach to use of this funding to enable us to meet and bear ongoing running costs of this public health and wellbeing opportunity._
Councillor Chris Willmore was thanked for preparing the comments for the Public Health and Wellbeing Consultation.

58 COMMITTEE MEMBERSHIP

RESOLVED Councillor Penny Thoyts to serve on the Town Council Environment and Planning Committee meeting.

Signed…………………………..
Dated……………………………

J:\FTCMins 25.10.16 min book copy
MINUTES OF THE PLANNING SUB-COMMITTEE MEETING HELD ON TUESDAY 11 OCTOBER 2016 FROM 7.00PM – 7.30PM AT POOLE COURT, YATE

PRESENT: Councillors, Chris Willmore, Cheryl Kirby, Alan Monaghan, Chris Edmonds and John Gawn
Admin Officer (YTC)

1. APOLOGIES FOR ABSENCE

RESOLVED Apologies for absence were received from Councillors, Mike Drew, Wully Perks, John Ford, Aziz Chowdhry, Tony Davis, Aziz Chowdhry, Ian Blair, Margaret Marshall, Penny Thoyt, Sue Walker, John Davis and Ben Campbell.

2. MEMBERS’ DECLARATION OF INTERESTS

No Declarations of Interest

3. PLANNING APPLICATIONS

The meeting considered planning applications received from South Gloucestershire Council in Appendix 1.

4. DATE OF NEXT MEETING

The next Planning Sub-Committee meeting will be held on:

Tuesday, 25 October 2016 at 6.45pm

S:\Planning\Planning\Minutes\2016\Minutes 11.10.2016
FC 25.10.2016
## YATE TOWN COUNCIL PLANNING APPLICATIONS
### 27 September 2016

Link to South Glos Council Planning Website: 
[http://developments.southglos.gov.uk/online-applications/](http://developments.southglos.gov.uk/online-applications/)

<table>
<thead>
<tr>
<th>Ref. No.</th>
<th>Description</th>
<th>Location</th>
<th>Applicant</th>
<th>Received</th>
<th>YTC Comments</th>
</tr>
</thead>
</table>
| PK16/5363/F   | Erection of 1no detached dwelling, garage, access and associated works.     | 14 Stanshawes Drive Yate South Gloucestershire BS37 4ET          |           | 29th September 2016.                                                       | Object on the following:  
Highway Safety – parking, turning in the road  
Layout and density of building – too many houses on the development – see previous objections to application(PK14/1648/F)  
Impact on sheltered housing next to the plot  
Loss of trees – loss and damage to hedgerows  
Encroaches on green space around lake which is important part of the amenity of the area – it is not brown belt land. |
<p>| PK16/4752/LB  | Installation of replacement casement windows to existing stone surrounds.   | Goosegreen Farm Broad Lane Yate Bristol South Gloucestershire  |           | 27th September 2016.                                                       | No objection                                                                 |</p>
<table>
<thead>
<tr>
<th>Ref. No.</th>
<th>PK16/5262/TRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Works to various trees as detailed in the report submitted. Covered by Tree Preservation Order SGTOP 07/07 dated 23 November 2017.</td>
</tr>
<tr>
<td>Location</td>
<td>Rockwood House Gravel Hill Road Yate Bristol South Gloucestershire</td>
</tr>
<tr>
<td>Applicant</td>
<td></td>
</tr>
<tr>
<td>Received</td>
<td>22nd September 2016</td>
</tr>
<tr>
<td>YTC Comments</td>
<td>Objection:</td>
</tr>
<tr>
<td></td>
<td>Object to any tree works not established on tree health grounds</td>
</tr>
<tr>
<td></td>
<td>Accept only tree works agreed by Arboriculture Officer</td>
</tr>
<tr>
<td></td>
<td>Do not object to removing deadwood/bottom spurs</td>
</tr>
<tr>
<td></td>
<td>Tree 953 (oak) consent should require the car wash to be re-sited as soon as possible as it is having a negative impact on the tree.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ref. No.</th>
<th>PK16/4979/F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Erection of a single storey front extension to provide additional living accommodation.</td>
</tr>
<tr>
<td>Location</td>
<td>4 Rectory Close Yate Bristol South Gloucestershire BS37 5SA</td>
</tr>
<tr>
<td>Applicant</td>
<td></td>
</tr>
<tr>
<td>Received</td>
<td>4th October 2016</td>
</tr>
<tr>
<td>YTC Comments</td>
<td>Object</td>
</tr>
<tr>
<td></td>
<td>Layout and density - Extension would be in front of the build line, it is an open plan development which has retained its open plan aspect.</td>
</tr>
<tr>
<td></td>
<td>Design, visual appearance, landscaping – it would adversely effect the setting of and around the open space around which the houses are clustered and which forms an important part of the streetscene.</td>
</tr>
<tr>
<td></td>
<td>If approved, it would create an undesirable precedent for other extensions in the same manner.</td>
</tr>
</tbody>
</table>
MINUTES OF THE STAFFING AND GOVERNANCE SUB-COMMITTEE MEETING (APPERTAINING TO GOVERNANCE) HELD ON WEDNESDAY 12 OCTOBER 2016 FROM 9.15PM – 9.20PM AT POOLE COURT, YATE.

PRESENT:  Councillors Tony Davis, Mike Drew, John Ford, John Gawn, Cheryl Kirby, Karl Tomasin, Sue Walker and Chris Willmore.

Town Clerk and Deputy Town Clerk/RFO – Yate Town Council.

1. APOLOGIES FOR ABSENCE

No apologies for absence were received as all members of the Sub-Committee were present.

2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

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

3. GOVERNANCE

(a) Business and Process Review

The progress report on the implementation of the Business Review findings was received and NOTED (Appendix 1).
1. Purpose
   1.1. The purpose of this document is to provide an up-date on the work completed against the implementation plan that was presented to Full Council at the end of June 2016

2. Background
   2.1. In April 2016 Yate Town Council approached South Gloucestershire Council in order to understand if they could procure some Business Analysis services to help identify potential areas for improvement. The Town Council which had taken new properties and green spaces and therefore additional staff, but was not sure that they were utilising their available staff in the optimum way.

   2.2. South Gloucestershire council proposed a multi phased approach which started with a 5 day piece of work to gather information and produce a report of potential areas for change.

   2.3. An initial report was taken to the Staffing and Governance meeting on 22nd June 2016, following this meeting a draft implementation plan was submitted to Full Council on 28th June 2016 where the council agreed to a further 10 days of work to implement the items listed.

   2.4. Work begin on the implementation plan on 22nd August.
3. Original Implementation Plan

3.1. Below is the original implementation plan that was submitted to full council on 28th June 2016

<table>
<thead>
<tr>
<th>Task</th>
<th>Lead Officer</th>
<th>Time In Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review Shared Drive</td>
<td></td>
<td>1 2 3 4 5 6 7</td>
</tr>
<tr>
<td>2. Identify Required changes and implement in shared drive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Launch new paperless process</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Review of stored paperwork</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Review of committee papers production process</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Proposals developed for change</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Following decision implementation of changes for committee papers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Review of proposed project up-date template</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Implementation of new project up-date template</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Review of current Risk Assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Proposals developed for revised Risk Assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Following decision implementation of changed Risk Assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Development of the Yate Town Council Business Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Develop proposal for additional vehicle for Estates Team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Develop IT Specification for tendering exercise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Investigation into the issue of online booking capability and options</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Investigation into the secure access element of the website for members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Prepare business case for estate staff to have email access on mobiles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Prepare business case for alternative software to Microsoft publisher</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Full Council 25 October 2016
4. Current High Level Overview of Progress

4.1. Below is the current position on the work streams, as at the 30th September we have completed week 6 of the programme (i.e. 50%).

Further detailed information on each task in detailed in Section 5.

<table>
<thead>
<tr>
<th>Task</th>
<th>Lead Officer</th>
<th>Time in weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Shared Drive</td>
<td>Sally</td>
<td>1</td>
</tr>
<tr>
<td>Identify Required changes and implement in shared drive</td>
<td>Sally</td>
<td>2</td>
</tr>
<tr>
<td>Launch new paperless process</td>
<td>Sally</td>
<td>3</td>
</tr>
<tr>
<td>Review of stored paperwork</td>
<td>Sally</td>
<td>4</td>
</tr>
<tr>
<td>Review of committee papers production process</td>
<td>Julia</td>
<td>5</td>
</tr>
<tr>
<td>Proposals developed for change</td>
<td>Julia</td>
<td>6</td>
</tr>
<tr>
<td>Following decision implementation of changes for committee papers</td>
<td>Julia</td>
<td>7</td>
</tr>
<tr>
<td>Review of proposed project up-date template</td>
<td>Lucy</td>
<td>8</td>
</tr>
<tr>
<td>Implementation of new project up-date template</td>
<td>Lucy</td>
<td>9</td>
</tr>
<tr>
<td>Review of current Risk Assessment</td>
<td>Phil/Lucy</td>
<td>10</td>
</tr>
<tr>
<td>Proposals developed for revised Risk Assessment</td>
<td>Phil</td>
<td>11</td>
</tr>
<tr>
<td>Following decision implementation of changed Risk Assessment</td>
<td>Phil</td>
<td>12</td>
</tr>
<tr>
<td>Development of the Yate Town Council Business Plan</td>
<td>Members</td>
<td>and onwards</td>
</tr>
<tr>
<td>Develop proposal for additional vehicle for Estates Team</td>
<td>Helen/Phil</td>
<td></td>
</tr>
<tr>
<td>Develop IT Specification for tendering exercise</td>
<td>Helen/Catherine</td>
<td></td>
</tr>
<tr>
<td>Investigation into the issue of online booking capability and options</td>
<td>Helen</td>
<td></td>
</tr>
<tr>
<td>Investigation into the secure access element of the website for members</td>
<td>Helen/Phil</td>
<td></td>
</tr>
<tr>
<td>Prepare business case for estate staff to have email access on mobiles</td>
<td>Helen/Phil</td>
<td></td>
</tr>
<tr>
<td>Prepare business case for alternative software to Microsoft publisher</td>
<td>Catherine</td>
<td></td>
</tr>
<tr>
<td>Review booking layout and come up with potential alternative</td>
<td>Lauren</td>
<td></td>
</tr>
</tbody>
</table>

4.2. Tasks highlighted Blue are completed, Tasks highlighted in Green are on target for their completion date, tasks highlighted in Amber have been delayed or are behind schedule and tasks with no colour are either not due to have started or it is currently unclear on their progress.
5. Individual Task Up-dates

5.1. Shared Drives and Paperless Working (Items 1, 2, 3 & 4)

5.1.1. The review of the shared drive has been completed and work to re-organise the drive was completed by the end of the week 2 with the new paperless policy implemented at the end of that week as well. There is ongoing tidying up of specific identified files within the shared drive folder. Initial feedback on the new organisation of the shared drive was positive. There is still the task of reviewing stored paper but it should become clearer what needs to be kept in addition to electronic copies once the remaining files within the shared drive are reviewed. It was always envisaged that the review of stored paperwork would continue beyond the period of SGC resource involvement.

5.2. Committee paper process and content (Items 5, 6, & 7)

5.2.1. Following an initial meeting a plan of incremental change was agreed upon whereby at each stage we ask for member feedback to ensure buy-in to the process, the implementation of this plan began earlier than was original planned due to timings of meetings and will probably extend beyond the end of SGC involvement due to the phased approach being adopted.

5.3. Project Status update reports (Items 8 & 9)

5.3.1. Work has taken place to adapt the SGC template to be more appropriate for Yate Town Council and a session has been held with the officer who will be using the template to allow any questions to be asked. Due to timings of meetings the first use of the revised form is not taking place until the first week of October, following this meeting there will be a review of the form based on member feedback to ensure that it is providing all the information required.

5.4. Risk Assessment Review (Items 10,11 & 12)

5.4.1. A meeting has been held which looked at Yate Town Councils current Risk Assessment and compared these to South Glos Risk Assessments the changes were noted and discussed and there was agreement on which changes should be made. Many were changes that had already been identified but this process has given some impetus to progress with these changes. Confirmation has been received that there will be a transfer from the old system to new system starting in October and working on a group basis per month – i.e. properties one month, play areas the next month etc. until all areas are converted.

5.5. Yate Town Council Business Plan (Item 13)

5.5.1. Members held a meeting on the 19th September for which a number of example Business Cases were provided along with a proposed agenda and outcomes from the meeting. Additionally it was agreed that Staff would not attend the meeting but would submit a list of the work that is currently done by them to support the council. Unfortunately it was not possible for Helen Magee to attend the meeting due to other SGC commitments. Awaiting to hear the outcome of the meeting.

5.6. Business Cases for Estate Vehicles and Estates data on mobile phones (Items 14 & 18)

5.6.1. The Business case for the estate vehicle is behind schedule but should be completed by the amended timescale shown on the up-dated plan.
5.7. IT specification (Item 15)
5.7.1. All available information has been collected from Yate Town Council staff including all previous papers in relation to requirements. Spec is due to be produced in line with original timescales

5.8. Online booking capabilities and review of booking details (Items 16 & 20)
5.8.1. Following some further discussion it has become apparent that it will not be possible to implement an online booking system which is integrated into the current council system, this is because the current supplier does not provide online capability and speaking to staff the integration from the current booking system into the finance system is very efficient and there are current no plans to review the finance system
5.8.2. Given this information there has been some discussion on what could be done to reduce the amount of queries received via phone about room costs etc. The result was a suggestion of reviewing how rental costs are displayed and following some research on other councils and how they show their costs a template was obtained onto which it is possible to transfer the various Yate TC costs. This could then be shared with staff to see if they feel this would be better than the information currently supplied on the website. This amendment to the original plan needs to be agreed.

5.9. Secure access site for members on the current website (Item 17)
5.9.1. Initial conversations have been had with the supplier of the website and they will be putting together a cost for this work, however they have stated that this solution should be viewed as a temporary solution and that direct access to folders via the new IT system would be a much more secure solution moving forward. Awaiting costs.

5.10. Business Case for Microsoft Publisher Pro or other such software
5.10.1. Piece of work not yet started as emphasis has been on the resolving of the shared files issue.
5.10.2. Will be looking at whether Microsoft Publisher Pro is the right tool or whether it needs a change of product completely in order to provide the functionality that is required.

5.11. Additional ad hoc
5.11.1. Additional work has been undertaken outside the original scope where it has been felt that value could be added, examples of items covered in this area include:
   • investigation of application of the transparency code across SGC so that the same principles can be applied to Yate Town Council
   • Attempt to reduce the number of people visiting/phoning the council regarding Registrars services by placing a notice on the door and looking to make changes to the website to provide members of the public with the information on where to contact registrars.
6. **Yate Town Council Resource**

   6.1. The changes implemented during Phase 1 and those implemented, or on course to be implemented during Phase 2 will remove unnecessary work, changed how tasks are approached and potentially will create some additional resourcing capacity within the team.

   6.2. However the position prior to this work was that the team were not able to complete their existing workload within the hours allocated to them, so the aim of these process amendments and changes in working practise is to try and ensure that the workload expected matches the current resources available rather than resulting in a reduction of staff required.

   6.3. There is also a dependency linked to the implementation of the new IT system which is deemed to be a route cause of many points of inefficiency.

7. **Use of SGC Resource Days Against Plan**

   7.1. At the time of this report week 6 is coming to an end, therefore based on the original resource effort estimate 6 days of resource should have been used, currently 5 days have been used but there has not been the level of involvement anticipated on the Business Plan and working with members, therefore it is proposed that this day is rolled into those available for the next 6 weeks to be used as appropriate.
MINUTES OF THE PLAY AREA PROJECTS STEERING GROUP COMMITTEE MEETING HELD ON TUESDAY 4TH OCTOBER 2016 FROM 6.00PM-7.10PM AT POOLE COURT.

PRESENT: Councillors Tony Davis, John Ford (Chair), Alan Monaghan and Karl Tomasin - Yate Town Council. Alison Brown (Landscape Architect – part meeting) Estates Support Officer - Yate Town Council.

1. APOLOGIES FOR ABSENCE

RESOLVED Apologies for absence were received and accepted from Councillor Chris Willmore and the Estates Supervisor.

Councillors Ian Blair, Aziz Chowdhry and Wully Perks were absent.

2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

None received.

3. MINUTES OF THE PREVIOUS MEETING

RESOLVED The minutes of the previous meeting held on Wednesday 20th April 2016 be approved as a true and accurate record.

4. HOWARD LEWIS PLAY AREA

An update was received from the Landscape Architect. The following was NOTED:

- Consultation leaflets were delivered to all houses on The Ridge with a closing date of 26th August 2016;
- Just over 30 responses had been received;
- Both Broadway Infants and The Ridge Junior Schools agreed to help with the consultation and sent out a slightly different version of the questionnaire as homework over the summer. Around 20 responses had been received with more expected;
- Key themes emerging from across the consultation were:
  - Improved security / lockable gates;
  - More play opportunities for young to junior age children (from toddler to around 11);
  - Remove the disconnected flood lights;
  - Enhance the ‘garden’ feel of the park overall.

An update was received from the Estates Support Officer. It was NOTED that:

- The vast majority of consultation responses were positive;
- A handful of the consultation responses were less positive and had been accompanied by visits or telephone calls to the office from local residents concerned about alleged undesirable behaviour in the park, concerns how this might increase if the play area was refreshed and suggestions of installing gates which are locked overnight and placing play equipment in the centre of the park (eg, away from houses);
- Correspondence had also been received from the MP in relation to the above following concerns raised with him by constituents;
• Avon and Somerset Police have been contacted by Yate Town Council in relation to any alleged undesirable behaviour in Howard Lewis Play Area – they have confirmed they are not aware of anything more significant than they would usually encounter in a play area.

RESOLVED:

• A phased approach be taken with this play area- development of the play area as phase 1, gates if required as stage 2 (but include both when applying for funding);
• Landscape Architect to further consider the consultation responses once all are received and draw up a possible scheme with associated brief to include:
  o The removal of the floodlights;
  o Enhancement of the concrete area (previously the tennis court);
  o Equipment and landscaping as appropriate;
  o New safety surfacing where appropriate;
  o Lockable gates at each entrance as an option for consideration (to reduce undesirable behaviour).

5. BRINSHAM FIELDS AND PARK

An update was received from the Landscape Architect.

The following was NOTED:

• A meeting was attended with the Brimsham Green School Council in March 2016 - some useful and ideas were collected;
• The Friends of Brinsham Fields and Park Group had been contacted and had suggested the Brimsham Park Pub community room as a possible venue for a future consultation with local people.

RESOLVED Landscape Architect to contact the Friends of Brinsham Fields and Park and discuss draft ideas with them before moving to formal consultation stage.

Thanks were extended to the Landscape Architect for attending the meeting.

Landscape Architect left the meeting.

6. ST MARY’S PLAY AREA

The following was NOTED:

• A JCT Minor Works Contract has been entered into by Yate Town Council and Proludic Ltd to provide the refresh to St Mary’s Play Area:
• Work is due to commence on Monday 31st October 2016 weather permitting and is expected to take 5 weeks;
• Signage advising the public of the closure has been put up in the park.

7. WITCHES HAT PLAY AREA – SIGNAGE

An update was received from the youth worker about working with young people at St Nicks Youth Centre to develop a sign for the Witches Hat Play area.

It was NOTED that the street artist is willing to work with young people at St Nicks Youth Centre to design a new sign for Witches Hat Centre free of charge, but that the workshop
itself would require materials and refreshments to be successful. A request for £100 to run the workshop was received.

It was RECOMMENDED that up to £100 be granted to enable the purchase of materials and refreshments to run a workshop with young people at St Nicks Youth Centre to design a new sign for The Witches Hat Play Area (to be located inside the park close to the skate ramp). The existing signage at each entrance of the play area is to remain in place.

8. CONSULTATION AT ABBOTSWOOD

Following Yate Town Council consultation which took place during Abbotswood Apple Day on Saturday 1st October 2016, a synopsis of findings was received.

It was RESOLVED that indicative pricing for each of the top 3 ideas emerging from the consultation be obtained and reported back to the next meeting of the Play Area Projects-Project Steering Group for further discussion.

It was NOTED that it is of key importance that any recreational play space created in the Abbotswood Precinct enhances the open green space and does not detract or overtake it.

9. EGGSHILL LANE

It was NOTED that flooding issues at Eggshill Lane play area are being rectified by the Estates Supervisor – details are being reported to the Finance and General Purposes Committee.

It was RECOMMENDED that the consultation process for the possible refurbishment of the play area at Eggshill Lane be started in the spring of 2017 subject to St Mary’s Play Area being successfully completed.

10. DATE OF NEXT MEETING

RESOLVED The next meeting to be held as required (Doodle to be sent to members for availability) at Poole Court, Yate.

J:\Projects\Play Areas\ Minutes 04.10.16
Full Council 25.10.16
Proposal to improve the sports facilities and safety standards of the all-weather pitch at
Yate Outdoor Sports Complex.

YOSC Ltd and Yate Hockey Club

YOSC Ltd, in association with Yate Hockey Club are proposing a suite of improvements to
enhance the all-weather pitch and surroundings at Yate Outdoor Sports Complex.

Proposed improvements are as follows:

1. Floodlighting (covered in separate submission from YOSC Ltd)
2. Provision of safety railing along one side of the hockey pitch to meet league
   regulations (no planning permission required)
3. Extension of the usable area within the perimeter fences (planning permission for
   2m fence, and support for grant applications to carry out the work)
4. Three new hard wearing dug outs (no planning permission required, and support for
   sponsorship)

Background

Yate Hockey Club are a thriving sports community, serving over 200 people in the local
community. Since the takeover of the complex by YOSC Ltd, the club at last feel able to call
Yate Outdoor Sports Complex the home of their club, and as such are keen to work pro-
actively to put in to action the many projects that have for so long been neglected, so to
increase the usage of the site and to make the overall business work.

They are enthused by the activities to date and can feel the positive change that has taken
place since October 2015.

As the primary hockey club on the site, they are determined to support these efforts, and
have arrived at the following ideas for improvements.

The ideas were presented to YOSC Ltd by Ms Vicki Haigh, Yate Hockey Club Development
Officer. They have been considered by YOSC Ltd, who now seek to propose them to Yate
Town Council.

The primary reason for the improvements is to enhance the safety of participants and
spectators around the outskirts of the hockey pitch which in turn will support the drive at
increasing usage of the facility as a whole by current and new users.

The secondary reason for the improvements is to enhance the facilities available to
participants (and spectators), once again increasing income potential through increased
usage throughout the year by current and new users.
1: Installation of 1.1m safety barrier along access side of pitch

**Problem Statement:**
WCWHL league rules stipulate a safe area for spectators should be maintained for the safety of umpires, players and spectators. Current facilities at YOSC do not allow for this within the perimeter of the all-weather pitch, as a result, participants and spectators are at constant high risk of injury as a result of balls coming off the pitch at high speed AND or spectators encroaching on pitch and run off space.

Numerous incidents of ‘near miss’ and actual injury have already taken place, and are ever increasing as the speed and pace of the game increases. Customer feedback demonstrates that parents are unwilling to bring children along due to risk of injury, and so are force to leave directly after playing to get back to children without making further use of the clubhouse.

**Proposal:**
YOSC Ltd, together with the support of Yate Hockey Club propose to install a 1.1m safety barrier along the access side of the Hockey pitch.
No planning permission is required because the fence will be below 2m in height. Quotes in the region of £8500 have been received.

**Benefits:**
- The provision of a safe area will meet with WCWHL safety rules
- Enhanced safety will encourage more spectators, in particular children and families.
- A secure area will attract new customers, for example U12 and lower Avon League Hockey and Football teams who require a RESPECT barrier.
- Pitch cleanliness can be enhanced as drinks/food waste can be put into strategically placed waste bins (not possible now as people can simply go where they wish.
- Goals can be securely fixed to internal railing to prevent unwanted use by youths breaking into the facility at night.

2. Extension of usable area surrounding the All-weather pitch

**Problem Statement**
The current perimeter fence is level with the access road around the athletics track corner of the all-weather pitch, but quickly steps in by 3-4 meters, leaving an unusable strip of grass separating the pitch area and the access road, and just a small usable area on the other side within the perimeter fence, which needs to accommodate the dugouts and spectators.
Introduction of the required safety barrier above will itself exacerbate congestion in the spectator area:

There will be minimal room left to walk up along the side of the railing to the dugouts and for spectators to spread out. This will undoubtedly lead to congestion, risk of accidents as a result of crushing and overcrowding and accidents as a result of slips, trips and falls.

Access for the numerous users try to get on and off the pitch at the same time will be impaired, using a path suitable for just 1 person at a time. Furthermore, the access strip will not be wide enough for wheelchairs, creating a further accessibility issue.

**Proposal**

YOSC Ltd, together with the support of Yate Hockey Club propose moving the remainder of perimeter fence back by 3-4 metres to align with the line of the access road to provide more usage space for spectators and parents, whilst enabling the provision of the safety barrier within the perimeter, without causing congestion and jeopardising wheelchair access.

**Benefits**

- Increased safe space for spectators
- Improved access for players
- Inclusion of the floodlights within the perimeter fence will enhance aesthetics for all, primarily local housing, by disguising the towers with the surrounding green fencing. Players will not be at risk as the safety fencing will prevent risk of collision.
- Health and Safety improvement to the dug-out area, will increase safety of participants and waiting teams and players
• Ability to attract other users to the complex as safety and quality of facilities meets requirements of higher leagues. (*see also dug-out proposal below)

What needs to happen?

• Preparation of current grass area to enable fence posts to be put in – to be conducted by volunteers of the Hockey club (who are qualified trades people)
• Installation of fence posts and moving of current fence panels to new area – to be conducted by Sports Fields
• Laying of porous flooring area to enable suitable drainage of the area. There are two options here we would like to explore:
  1. laying of porous tarmac covered in green all weather flooring. This would match the pitch area, ensure suitable drainage for all, be effective from the point of wear and tear, create a warm up area for awaiting players, create a family picnic/play area for spectators (to enhance safety and increase usage). Please note the play area will not include any specific play apparatus (unless YTC would like this installed)
  2. laying of porous tarmac only. This would allow for suitable drainage however our concern would be the aesthetics of the area (given local houses)

The work to be carried out above is an essential need.

The Hockey club are keen to investigate available up grants support the payment of this, however the work would be subject to lease agreements and planning permission.

This is another reason for Yate HC to request a meeting with YOSC Ltd and Yate Town Council so to discuss funding opportunities to support the project.

3 – Building of new dugout area

Problem Statement

The current dugouts are not fit for purpose in the sense that:

• They have an inherent danger as a result of their proximity to the pitch and their open facing nature
• The materials used are easily broken creating risks of injury to users (there are currently side panels missing, temporary roofs and broken seating all of which pose a risk of harm).
• The dugouts are not big enough to fit squads of players and their kit, thus leading to excessive amounts of kit lying around on the outskirts of the dugout and either side along the fencing, causing trip hazards to spectators and players – whilst all clubs will always endeavour to continuously resolve this, it is a hazard that is regularly occurring and the most obvious answer is to have dugouts that remove the risk altogether.
Proposal

As part of a sponsorship package, Yate Hockey Club would like to offer YTC and YOSC Ltd the option for us to provide purpose built dugouts similar to those pictured below as a replacement to the ones currently in place:

Whilst the final designs are to be completed this image provides a view of the intention.

The proposal is to provide 2 team dugouts and a further officials dugout using hard wearing materials that will endure the test of time and use.

Painting will ensure the aesthetics of the area are in keeping with local need.

The dugouts are below 2m high and within restrictions of planning permission requirements.

Benefits:

- The new dugouts will enable storage of kit, bags etc away from the pitch itself;
- They will secure participants not on the pitch from stray balls coming off the pitch (this is the only area where side line fencing will not be so to allow access on and off the pitch)
- Enhancing the facilities will encourage usage from new customers
Resolution to be put before

Yate Town Council

at Full Council Meeting

25th October 2016

Yate Town Council resolves to continue to contribute to the FAIRTRADE campaign to continue to increase sales of products with the FAIRTRADE Mark by continuing to support the campaign to achieve Fairtrade status for Yate Parish as detailed in the Fairtrade Foundation’s Fairtrade Towns initiative.

To this end, Yate Town Council continues to resolve to:

- Offer FAIRTRADE Marked food and drink options internally and make them available for internal meetings unless there is not a suitable fairtrade product;
- Promote the FAIRTRADE Mark using Fairtrade Foundation materials in all venues and promoting the Fairtrade Towns initiative in internal communications and external newsletters and noticeboards;
- Use influence to urge local retailers to provide Fairtrade options for residents;
- Use influence to urge local business to offer Fairtrade options to their staff and promote the FAIRTRADE Mark internally;
- Publicise the Fairtrade Towns initiative;
- Continue to nominate a council representative to sit on the area Fairtrade Steering Group and support ongoing work to promote Fairtrade;
- Work to engage the community in the local Fairtrade Group
- Organise events and publicity during the national Fairtrade Fortnight – the annual national campaign to promote sales of products with the FAIRTRADE Mark.
- Review progress on the action plan annually, as part of the Annual Council Meeting.
Overall aim: within the Next two years the Goal is to establish a sustainable Fairtrade Group in Yate and to have regularised the actions listed in this action plan, so that future work can focus in widening the spread of products and deepening the level of inquiry by those participating so that more and more products are fairtrade / ethically sourced.

The five key goals are

1. The local council passes a resolution supporting Fairtrade and agrees to serve Fairtrade products
2. A range of Fairtrade products are readily available in the area’s shops and served in local cafes/catering establishments
3. Local work places and community organisations such as places of worship, schools and community organisations support Fairtrade and use Fairtrade products whenever possible
4. Media coverage and events raise awareness and understanding of Fairtrade across the community
5. A local Fairtrade steering group representing a range of local organisations and sectors meets regularly to ensure the Fairtrade Town continues to develop and gain support.

**ACTION PLAN**

<table>
<thead>
<tr>
<th>Theme</th>
<th>Goal</th>
<th>Action</th>
<th>Lead</th>
<th>Deadline</th>
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</thead>
<tbody>
<tr>
<td>Council Backing</td>
<td>Council resolution committing to Fairtrade</td>
<td>Agree resolution on 25 Nov 2016</td>
<td></td>
<td>25/10/2016</td>
</tr>
<tr>
<td>Ensure Council fair trading authority</td>
<td>Use exclusively Fairtrade products where there is a fairtrade product of the kind needed in council facilities at council funded events i.e. Poole court, heritage centre, pop inn, armadillo, events in the park.</td>
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<td>Hirers will be encouraged to also use fairtrade products by revision to the booking for and when the town council supplies refreshments for an event they will be fairtrade unless this is not possible.</td>
<td>Sally Johnson</td>
<td>1/12/2016</td>
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<tr>
<td>Activity</td>
<td>Details</td>
<td>Responsible Person(s)</td>
<td>Date</td>
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<tr>
<td>Promoting fairtrade by revising the grant application form to give</td>
<td>preference to groups who have omitted to using fair trade products</td>
<td>Catherine Demery</td>
<td>1/12/2016</td>
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<tr>
<td>Promoting fairtrade to others</td>
<td>Displaying posters about fairtrade in all council buildings and on the</td>
<td>CW supply poster, Phil</td>
<td>1/11/2016</td>
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<td></td>
<td>larger parish notice boards.</td>
<td>Jones ensure put in place</td>
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<td></td>
<td>Having a fairtrade stall at Yate Rocks, picnic in the park and similar</td>
<td>Events Committee</td>
<td>1/6/2017</td>
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<td></td>
<td>events.</td>
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<td></td>
<td>Using fairtrade products as prizes for events</td>
<td>Hayley Townsend</td>
<td>1/11/2016</td>
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<td></td>
<td>Ensure media coverage of stalls and fairtrade week events</td>
<td>Lauren Townsend</td>
<td>1/5/2017</td>
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<td></td>
<td>Link fair trade town signs to a website for more info</td>
<td>Phil Jones</td>
<td>1/1/2017</td>
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<td></td>
<td>Arrangement to hold 2 fairtrade events a year - a stall at Yate Rocks</td>
<td>Events Committee</td>
<td>1/1/2017</td>
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<td></td>
<td>and one other event</td>
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<td>Hold 2 events in fairtrade week</td>
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<td></td>
<td>Ensuring the town council newsletter features a different fairtrade</td>
<td>Julia Alden</td>
<td>1/11/2016</td>
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<td></td>
<td>product in each issue.</td>
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<td></td>
<td>Ask Clare Jaggard and local blogs to cover; post at least one fairtrade</td>
<td>CW</td>
<td>1/11/2016</td>
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<td>item to street life each month</td>
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<td>Monitoring and promoting availability of products</td>
<td>Shosp and cafes: Availability of at least 2 fairtrade products in 5</td>
<td>CK / MM/ CW to audit</td>
<td>1/11/2016</td>
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<td>shops and 2 cafes and fairtrade signage</td>
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<td></td>
<td>Fair trade products available in 3 major employers in town</td>
<td>Ck/MM/Cw to audit</td>
<td>1/12/2016</td>
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<td></td>
<td>3 faith group venues</td>
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<td>3 schools</td>
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<td></td>
<td>6 community organisations</td>
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### Action Plan

<table>
<thead>
<tr>
<th>Building a community base</th>
<th>Involving more local people in fairtrade</th>
<th>Establish and support a community fair trade steering group with range of organisations involved</th>
<th>MM to see if Chris Youdall and Jonny Marsh still interested; Town Centre Strategy Group to be asked; Clare Jaggard to be approached.</th>
<th>1/2/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>And posters wherever in use</td>
<td>Add one additional product to each shop and café selling fair trade productions and at least one additional shop and community group a year; aim for 80% of cafes and faith groups to be using fairtrade products</td>
<td>CW/NN/CW to approach providers to encourage take up</td>
<td>1/5/2017</td>
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<td>Ask town centre traders to lead an initiative</td>
<td>Raise with AL at Town Centre Strategy Group</td>
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<td>1/2/2017</td>
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<tr>
<td>Mayor to host tea for those interested in getting involved in fairtrade steering group in February</td>
<td>CW to produce poster; Julia Alden promote in newsletter; Mayor to host; Sally</td>
<td></td>
<td>28/2/2017</td>
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<tr>
<td>Task</td>
<td>Responsible Party</td>
<td>Date</td>
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<tr>
<td>Johnson to write to all community groups; Phil Jones to put notice on noticeboards; CW ask vicars to promote;</td>
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<tr>
<td>Provide start up grant to community fair trade group</td>
<td>Finance Committee</td>
<td>1/3/2017</td>
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<tr>
<td>Regularly attend fairtrade south gloucestershire meetings to fister community and learn from good practice</td>
<td>MM/CK/CW</td>
<td>Met – attending regularly</td>
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<tr>
<td>Share in area wide fairtrade events (currently library exhibition being planned)</td>
<td>CK</td>
<td>Date to be determined by library service</td>
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Review progress against workplan annually at May Annual Council Meeting.
Update received from Councillor Chris Willmore

Wessex Appraisal Package consultation; Yate and Sodbury FAS

I attended an early stage consultation at the Environment Agency on 20th October in Bridgwater. This was an extremely useful event, although apart from Environment Agency staff and consultants only one South Glos officer and I were present.

This is the first stage in developing a £4 million package for the area to ensure flood risks and amenity concerns are addressed. The work is at an early stage, with some initial modelling. It was a great meeting as they had professional expertise, but did not know the area well, so there was a real purpose to blending local knowledge and experience with their professional expertise. The trip took 7 hours round trip by train, but was well worth it.

We looked at risks, places that flood, and opportunities for alleviation. There are some tricky issues to resolve. They had not been aware of the new Brimsham Housing, the new JSP proposed 2600 more housing, the Ridgewood nature reserve, the kingfishers, or the pumping by the Quarry (or the possibility of one or more of the quarry holes being used as a flood detention area). We worked down the line of the river looking at all of the issues they were aware of, but I would very much welcome more feedback from individual councillors, as I have promised to send them as thorough as list of issues / queries / constraints as possible.

I would like to ask that YTC

1. Resolves to appoint Chris Willmore and Cheryl Kirby to act on the Council’s behalf as this progresses
2. Asks all councillors to let Chris and Cheryl know of any areas of flooding/ surface water problems they are aware of by 28th October.