

FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk: Lesley Reuben

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Tel: 01454 866 698

20th February 2020

Dear Member

You are hereby summoned to a meeting of **FILTON TOWN COUNCIL** to be held on **Tuesday 25th February 2020 at 7.30pm at Doug Daniels Pavilion, Elm Park, Filton BS34 7PS**

PLEASE NOTE THE MEETING ON 10th MARCH FULL COUNCIL (FINANCE), WILL EXCLUDED ALL PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE AGENDA.

Yours sincerely,

L.A.Reuben,
Town Clerk & RFO.

Public and press are welcome to attend council meetings. Fire regulations restrict the capacity of persons using the meeting room to a maximum of 50 (This being inclusive of Councillors, staff and members of the public) The Chair reserves the right to ask any member of the public causing a disturbance to leave the meeting.

AGENDA

1. Apologies for Absence
2. Evacuation procedure
3. Declarations of Interest
4. **Presentation –Ryan Brown (LED Lighting Filton).**
5. **Presentation –Charlotte Hanna YTL**
6. Submissions from the Public (max. 15mins) *members of the public are entitled to speak once and only in respect of business itemised on the agenda and shall not speak for more than 5 mins. as per Standing Orders*
7. To approve the minutes of the meeting held 28th January 2019 – (*pages 1-2*)
8. Matters of report arising from the minutes not otherwise included on the Agenda
9. Filton Beat Team Update (*page 3*)
10. South Gloucestershire Reports:
 Cllr A Monk – (*page 4*)
 Cllr C Wood – (*tabled*)
11. Submission from members:
 - a) Notice of Motion Proposed by Cllr. Adam Monk: - “FTC instructs the Clerk to write all retailers in Filton asking them to consider how they can be good neighbours. This letter should be hand delivered and ask the primary contact in each outlet so FTC can create a database of each outlet so when litter issues arise, we can contact the appropriate person asking for them to address the issue.
 In addition, the letter should ask what assistance can FTC reasonably offer? This letter should be followed up periodically.”
12. Reports from Committees, Working Groups and the Town Clerk:
 - i) Full Council (Finance) draft minutes of the meeting held 11th February 2020 (*pages 5-6*)
 - ii) MUGA – Town Clerk Report (*page 7-13*)
 - iii) Carbon Neutral Update – Terracycle scheme and Eco bricks to be introduced at Filton Leisure Centre (*pages 14-18*)
13. Other Reports/Consultations:
14. Filton Community Plan – Next meeting to be held Tuesday 24th March 2020, 9.30- 11.30 am, Doug Daniels Pavillion.
15. Consultation Spreadsheet (Nothing to date)
16. Payments for Information (*pages 19-20*)

PRESENT: Cllrs: D Collins (Chair), A Doyle, K Briffett, A Kenyon, T Mewies, A Robinson, J Tucker, C Wood, M Chaudhry, I Scott

ALSO, PRESENT: Lesley Reuben (Town Clerk), Carla Westcott (Administrator)

APOLOGIES: Cllrs: B Mead, A Johnstone

NON-ATTENDANCE: A Monk

0094. APOLOGIES FOR ABSENCE: Apologies were noted.

0095. EVACUATION PROCEDURE: The Chair highlighted the emergency exits to the council and the public.

0096. DECLARATIONS OF INTEREST: None received.

0097. PRESENTATION FROM MARK KING- DOING MORE TOGETHER

Informative presentation about the South Gloucestershire Council initiative "Doing More Together". South Gloucestershire Council are committed to working closely with town and parish councils to improve the well being of residents. Services such as waste collection, road improvement schemes and gritting.

Issues were raised regarding the litter, roads and gritting. These matters will be addressed in the relevant teams. Filton Town Council Office to liaise with the new team and feedback at future Town Council meetings.

0098 SUBMISSIONS FROM PUBLIC:

A resident requested a public apology from a Councillor. He felt he was rudely spoken to at the last meeting 14th January 2020. It was noted that the resident was not speaking at the submission from public section of the meeting, so on this occasion no apology would be given.

An update on the defibrillators was asked. It was stated that one was on order and more would be funded in the new financial year.

It was confirmed that YTL would be attending Filton Town Council Full Council meeting Tuesday 25th February 2020.

Concerns were raised regarding the health and safety issues from Lacrosse training on Elm Park. Have the relevant risk assessments been done?

ACTION: Leisure Centre Manager

Issue with flooding around Filton raised. Mark King took details and will follow up. Issues with drainage around Filton discussed

0099. TO APPROVE MINUTES OF THE MEETING HELD 10th January 2020: The minutes were approved as an accurate record.

0100. MATTERS OF REPORT ARISING FROM MINUTES NOT OTHERWISE INCLUDED IN THE AGENDA:

It was confirmed that Filton Festival will be held Sunday 12th July 2020. It was discussed that the event could be more multi-cultural and inclusive. Filton town Council to investigate this and contact them.

ACTION: Filton Town Council Office

0101. FILTON BEAT TEAM REPORT: The report was noted.

0102. SOUTH GLOUCESTERSHIRE COUNCILLORS REPORTS: The report was noted.

0103. SUBMISSIONS FROM MEMEBERS

It has been brought the councillors attention that a boundary fence on Ferndale Road may be overlapping on to Elm Park field. It was agreed that the Chair of Filton Town Council would attend the neighbouring property and assess the situation.

REPORTS FROM COMMITTEES, WORKING GROUPS AND THE TOWN CLERK:

- i) Full Council (Finance) Minutes of meeting 14th January 2020. Minutes Noted
- ii) Leisure Centre price increases. It was proposed and seconded that the Filton Leisure Centre Manager would attend the next meeting and address queries relating this. Voted 8 for 1 Abstain

ACTION Leisure Centre Manager

It was suggested that the resident prices not to increase. Filton Town Council will takeback to staffing meeting for decision.

ACTION Leisure Centre Manager

- iii) Filton Community Garden Council Members. The chair of Filton Community Garden raised an issue with the amount of representatives on outside bodies. It was felt the balance wasn't correct and they would like the number to reduce back down to 2 voting positions. It was agreed that the 3 new members would stay as working members but the existing 2 would be on the committee and able to vote.

0092. OTHER REPORTS/CONSULTATIONS:

- i) Filton Community Plan – No update
- ii) Consultation Spreadsheet – No New Consultations
- iii) Planning Applications- discussed the following

F.3684	P20/0051 1/F	586 Filton Avenue Horfield Bristol South Gloucestershire BS7 0QQ Creation of vehicular access and 1 no. parking space. OUTCOME- Application was retrospective
F.3685	P20/0079 2/F	38 Gayner Road Filton Bristol South Gloucestershire BS7 0SW Erection of two storey side and single storey side and rear extensions to provide additional living accommodation. OUTCOME- It was proposed and seconded to oppose the application due to over intensive plans, inadequate parking.
F.3686	PT18/098 8/R3F	Land at Northway Filton South Gloucestershire BS34 7QH Extension of the carriageway at North Road by approximately 220 metres and provision of a new three arm roundabout at the end of North Way, as well as the construction of a new bridge across the unnamed ordinary watercourse within the site, relocation of existing club house and changing facility OUTCOME_- FTC would like confirmation as to why the bus is unable to use under pass way on A38

Action: Town Council Office

0093. PAYMENTS FOR INFORMATION: The document was noted.

The Chair closed the meeting at 9.25pm

POLICE REPORT.

We will not be at the meeting on Tuesday next week, but do hope to be at the March meeting.

We have very little going on in the Filton area at the moment. Aside from a few regular missing young people going missing from the area (but returning) and a few isolated housing issues, we have no real crime trends at the moment.

- Reported Hate crime in Charborough Road in the last 7 days, which is linked to "Brexit" and being investigated.
- Isolated retail thefts at Abbeywood retail mostly at Asda and B&M.
-

We hope to see you at the next meeting in March.

Regards.

Sean.

PC 3937 Sean WHITE
CN213 Beat, Filton.
North East area (Avon & Somerset constabulary)

✉ sean.white@avonandsomerset.police.uk

☎ **+44 101**

📍 Avon & Somerset constabulary, Patchway police station, Patchway, BRISTOL.

Next Community Engagement forum. Monday May 4th @ Filton pavilion. 7pm

Report for Filton Town Council - February 2020

At the South Glos Budget setting meeting on 12th February 2020 the Labour Group put forward the following budget amendments, which involved no additional cash, but redirection of funding allocated by the Tory administration from their Service Investment Opportunity and Economic Development reserves. Our amendments were:

- £25k additional funding for Specialist Domestic Violence Advisors to work with men and LGBT people – this is an existing gap in provision which our proposal would have closed. This would have been funded from the Service Investment & Opportunities Reserve, and specifically by removing the £15k allocated for the Veterans Drop In Advice and reducing the budget for VE day 75th Anniversary commemoration funding by £10k from £30k to £20k. In terms of the Veterans Drop in Advice there are a number of avenues open to veterans to seek support such as Cllrs to sign post, SAFA , and the British Legion.
- A subsidy to meet the cost of Licensing for community events in South Glos, which currently is unaffordable (£700 for second events) for many community groups. The cost of this would have been £5k, which we wanted to see earmarked from the remaining VE day funding proposed by the Tories, as this could also have been used for VE day events.
- Funding of £35k to CVS South Glos to create a 1 year fixed term post to encourage, and help establish neighbourhood watch and local residents groups to address issues with litter, vandalism, graffiti and anti-social behaviour. This was to come from the £300k Economic Development Reserve allocated by the Tory administration for Supporting High Streets pilot projects across more areas aligned with the objectives for the WECA 'Love Our High Streets'.
- £50k funding for improvements to the Parade in Patchway including new street furniture and planting to create a more welcoming community space – to come from the £300k Economic Development Reserve allocated by the Tory administration for Supporting High Streets pilot projects across more areas aligned with the objectives for the WECA 'Love Our High Streets'.
- £40k Entry to Employment funding for 1 year for Pod in the Park in Filton - a cafe that offers young people who have Special Educational Needs the opportunity to work in the cafe and work towards recognised NVQs, which has recently had to close through lack of funding – to come from the £300k Economic Development Reserve allocated by the Tory administration for Supporting High Streets pilot projects across more areas aligned with the objectives for the WECA 'Love Our High Streets'.

The Tory administration, including Filton councillor Chris Wood, voted against our amendments. One small victory came with support from our Lib Dem colleagues who suggested if any VE day funding is unspent by 8th May that it is directed towards specialist Domestic Violence services – the Tory administration agreed to this, and we will make sure we keep them to it!

South Gloucestershire Councillor Adam Monk

Minutes of the meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 11th February 2020 in the **Doug Daniels Pavilion, Elm Park, Filton**

PRESENT: Cllrs: - M Chaudhry (Chair) B Mead (Vice Chair), K Briffett, D Collins, A Doyle, A Kenyon, T Mewies, A Robinson, I Scott, J Tucker, C Wood,

ALSO PRESENT: L Reuben (Town Clerk) N Gould (Town Council Support Officer) S Fessey (Leisure Centre Manager)

APOLOGIES: Cllrs: - A Johnstone, A Monk

NON ATTENDANCE:- Cllrs:-

F.075 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F.076 DECLARATION OF INTEREST: There were none.

F.077 MINUTES: The minutes of the meeting held Tuesday 14th January 2020 were approved as an accurate record, after noting that minute F.066 (MUGA) should read "It was suggested that the cycle speedway track be investigated as an alternative location for the MUGA. The Town Clerk welcomed a member of the community garden committee to sit on the project team for the MUGA project".

F.078 MATTERS OF REPORT ARISING FROM THE MINUTES NOT COVERED

ON AGENDA: Arising from minute **F.069 (MUGA)**, The Town Clerk had circulated a document updating on the MUGA Funding. After a short discussion it was proposed, seconded and **Agreed:** unanimously to make this an agenda item at the next Full Council meeting for discussion.

Action: Town Council Office

Arising from minute **F.065 (Bar Figures)** – It was asked if the information could be circulated as it had not yet been received.

Action: Town Council Office

F.079 PRICE INCREASES LEISURE CENTRE MANAGER: The Leisure Centre Manager was present at the meeting to answer any questions councillors had regarding price increases. Concerns were raised over the difference in price for pitch hire, it was noted that the charge at Filton was lower because of the current state of the football changing rooms. The Leisure Centre manager confirmed that any activities that were not comparable with other facilities just had a small increase put on. It was proposed, seconded and Agreed: unanimously to accept the price increases.

F.080 PUBLIC PARTICIPATION:

i) MUGA – A local resident and member of the community garden group, raised concerns with the council over the progress of plans for the MUGA. It was noted that project management plan had been sent to South Gloucestershire Council for an officer to look over. The Council have 3 years to finish the project, so planning was still in early stages. It was agreed that stakeholders including members of the community garden would be able to view the plans and relating documentation at the next Full Council meeting along with Councillors.

F.081 MEETING DATES 2020: The document was agreed and noted.

F.082 INTERNAL AUDIT REPORT: Councillors asked for a more detailed action plan to be brought back to the next finance meeting, outlining exactly what the administration had done to rectify points raised.

Action: Town Council Office

F.083 INCOME & EXPENDITURE REPORT: It was agreed to bring a report back to the next meeting answering the below questions;
201 Playing Fields – Income is low on that why?
909 Capital Projects – Over budget why? How is the income calculated?
It was noted that some councillors found the reports very confusing and hard to read, after a short discussion it was proposed, seconded and Agreed unanimously for the office to produce a graph that will run alongside the reports which will clearly show month on month where the budgets are sitting.
Questions were then asked on the detailed I&E reports;
1001-101 – why has no income gone in against this yet?
4002-102 – Why is there no budget allocated?
4017-102 – Why is this over budget?
1030-103 – Low against budgeted income why? It was noted that the current Machine is out of order, and the original company were no longer trading. The management team are working to get the machine fixed ASAP.
1001-203 – Why is there no income here yet?
Filton Festival – can we explain how the breakdown of income and expenditure works?
4708 (Community Budget) Questions were asked if the council were going to continue with the current provider for the new financial year. It was noted that councillors felt the current provider should only be paid for a proportion of budget as they were not providing a service for 2/3 months.
It was agreed to put the item on the next available agenda once the Town Clerk had discussed the situation with current provider.

Action: Town Clerk

It was suggested that the Town Clerk investigate the costings of South Gloucestershire Council cutting the grass at Elm Park and Millennium Green, through the new one you scheme. It was noted this report would be taken back to the next staffing committee.

Action: Town Clerk

F.084 BALANCE SHEET: The document was noted.

F.085 PAYMENTS FOR INFORMATION: The document was noted.

The Council Resolved to exclude press and public from the next part of the meeting at 8.40pm

Confidential Appendix

F.086 Minutes of the staffing committee held Tuesday 02nd January 2020: The minutes of the meeting were noted.

F.087 Leisure Centre Options Appraisal: The consultant will present his full report with proposals to Full Council Finance in March.

Cllr Mead left the meeting at 8.50pm

The Town Clerk asked Councillors if they would like to dedicate the whole March Finance meeting to discussing the consultant report? It was **Agreed:** unanimously to do this and exclude the press and public as the information being presented is commercially sensitive.

The Chair closed the meeting at 9.05pm

Action Plan

1. Submit the PMP with the two options to south glos with a view to signing the funding agreement enabling funds to be transferred across to FTC this financial year.
2. Consultation with planning officer for advice on both locations.
3. Once the funds are secured with FTC – engage with architect/surveyors to establish various models and the risk associated with both options.
4. Project Board to meet to establish best way forward (Project Board to include Community Garden Rep and stakeholders)
5. Public Consultation on preferred design
6. Tender documents to be drawn up and uploaded to Government Portal 'Contract Finder'
7. Review Tenders documents and award contract
8. Project dates to be agreed.

Update

A basic Project Management Plan was completed, the detail was kept as loose as possible to suit both options. A number of 'tbc' entries were included, just to get the application in, with the hopeful view that the funds might be released this financial year.

Funds are vital at this stage as we are not in a financial position to commit to expenditure with surveyors or architects until the funds are in our account.

The draft PMP was forward to the officer dealing with the agreement to glance over and see if any further information was needed for the release of the funds.

They have responded with a few amendments needed but made the following concern.

"The most important point is that you must decide on your final project rather than giving the two options.

The funding that you have been awarded is for the conversion of the existing courts, if you want to change the project you may have to resubmit your EOI to have the funding reallocated. One issue with changing your project will be the cost.

There is always a possibility that South Glos. councillors would not approve a change in the use of the funding. Is there any way to limit the effect of the courts on the community garden? You'll be looking at around £150-200k for a new ball court and then you will still have the two rundown/unusable tennis courts.

Please let me know how you would like to proceed."

We have received congratulations from so many of our users, local residents, clubs and even our own employees that these courts, which have been in this location for many years, are finally going to be refurbished. It would be devastating for all if these funds were lost or even delayed once again.

These are existing floodlit courts and I am awaiting confirmation from the Planning Department as to whether any additional permission is required.

My recommendation to council is that FTC work closely with the community garden to come up with a design solution that would work for option 1 and protect the garden where necessary.

Please advise on how you wish me to respond to the Officer.

**Lesley Reuben,
Town Clerk**

Project Management Plan

Document Purpose

The Project Management Plan (PMP) sets out how the project will be carried out and contains all the detailed information required to deliver the project outcomes to time and budget.

Project Name:	Multi use Games Area	Project / work package Number:	<i>If applicable</i>
Project Sponsor:	<i>Filton Town Council</i>	Linked Document(s):	
Project Manager:	Lesley Reuben	Lifecycle Phase:	Planning/Consultation

1. Project Description

Summary & Background

Option A. Conversion of outside hard surface courts to a multi-use games area.

Option B. Creation of new multi-use games area.

This project was shelved due to lack of funds available at that time and this is a great opportunity for local groups and residents of Filton for these plans to be revisited as there is a need for affordable sport facilities within the town.

Deliverables / project outputs

To provide up to date facilities that are affordable and easy to access by local people.

Project outcomes

To provide affordable physical activity in a deprived area that saturated with expensive gym and fitness facilities in the vicinity which are unaffordable to locals.

This multi-use games area will engage more children in outside exercise, giving young people something to do while reducing crime as well as improving fitness.

Filton is often classed as a deprived neighbourhood with high levels of obesity, teenage pregnancies, unemployment and crime.

It will also improve facilities in support of the summer playscheme which is free for local children and runs for 4 weeks in the summer holiday (funded by local councils)

Community cohesion bringing together different social and ethnic groups, reducing barriers relating to racism, social exclusion, culture and language.

Encourage healthier lifestyles and exercise in all ages – including walking netball and football groups which target people that need to get active either because of poor health or just want to get out and meet people.

Performance and quality measures

- Signed, sealed and delivered, within budget, delivered safety, including positive community and user feedback.
- The existing courts are an eye sore with very poor drainage. Successfully improving the drainage will mean they can be played on all year round.
- Player will be pleased and will report that this has revived the site and will bring in extra custom to our other facilities at Elm Park.
- Filton Walking Netball have played in tournaments elsewhere and these improvements will enable them to host events and will put Filton back on the map.
- Youth football teams often train on the grass pitches which is not always ideal. These new improved courts will successfully keep them outdoors and active during the wet weather.

- Customer usage figures and statistics will be recorded to monitor success.

Relevant key performance indicators;

- All surfaces will be at the specification needed for service users.
- All gender types will be consulted on their requirements for changing etc during the planning process.
- Advice to be received by the planning officer prior to going out to tender.

Project scope, assumptions and constraints

Clearly define what is within, and what is outside, the scope of the project (including any assumptions and constraints)

- The scope of the project is to increase the number of local residents of all age getting active and enjoying outdoor sport (in scope)
- Option 1 of this project is constrained by the area of land available and is adjacent to a community garden which will need to be considered and protected both during and as part of the final plans. (constraint)
- Option 2 of this project has more space and could be designed from scratch but there could be insufficient funding meaning delays possible whilst extra funds are sought (constraint)
- Since the existing floodlit courts were originally established many years ago an EPD has been built, which is adjacent to the site. Although this has never caused any problem. There needs to be consideration given to the elderly residents. (constraint)
- There will not be a need for extra changing facilities, and these are already provided for footballers of all gender and age. Although a later phase could improve these changing facilities (assumption).

Linkages and dependencies

Although this project is not linked to any other project at Elm Park it is immediately adjacent to the Award Winning, Community Garden project which always needs to be considered. Further funding will be needed particularly if option 2 is the preferred outcome. Planning will not necessarily be required for the existing courts as already in situ and floodlit.

2. Project Finance & Business Case summary

106 Funding allocated from Charlton Hayes development

Financial - capital and revenue (Still at pre-tender stage)

3. Accountabilities, Roles and Decision Making

Project Board

Role	Name	Time allocation (e.g. / week)
<i>Project Sponsor</i>	<i>Filton Town Council Reps</i>	<i>1 day</i>
<i>Project Manager</i>	<i>Lesley Reuben/possibly Prof rep.</i>	<i>2 days</i>
<i>Leisure Centre Manager</i>	<i>Scott Fessey</i>	<i>1 days</i>
<i>Grounds and Maintenance team</i>	<i>Neil Palmer/Mark Hoskins</i>	<i>1 day</i>
<i>Finance and Grants</i>	<i>Lesley Reuben Town Clerk&RFO</i>	<i>1 day</i>
<i>Community Garden Rep</i>	<i>Dave Mikkleson</i>	<i>0.5 day</i>

Decision-making and Reporting

Project Team

Identify the Project Manager, team members, their responsibilities, and their time commitment and ensure that the roles have been allocated to, and agreed by, Board members.

Project Manager: Joe Bloggs		
Team member name(s)	Role / responsibility	Time allocation (e.g. / week)
<i>Lesley Reuben</i>	<i>Town Clerk/ Administration and accounts</i>	<i>2 day</i>
<i>TBC</i>	<i>Architect</i>	<i>2.5 days</i>
<i>Steering Group</i>	<i>TBC</i>	<i>1 day</i>

Project Assurance

Filton Town Council will check that processes and procedures are being carried out efficiently and records maintained at weekly meetings with the Project Manager

The Project Board will review the user requirements of the sports teams using the existing pavilion to ensure these are correctly defined.

Draft plans will be consulted on with neighbours and users of the courts to ensure detailed feedback and further design changes before final sign off by the project Board

The Project Sponsor will ensure that the draft designs have been checked and any recommended changes enacted before asking the Project Board to sign off the final design

The Project Board will receive monthly reports on the build phase to ensure quality and cost / time key performance indicators are being met.

End of Phase Review – (needs to be completed before final send off)

4. Stakeholder Management & Communication

Overall responsibility – Filton Town Council

Representatives from local adult and youth sports groups.

Liaison with neighbouring properties including Filton Community Garden.

Consultation

Consult male and female teams both adult and youths to ensure their requirements are met.

Consult at project definition phase and at detailed design phase.

Sporting bodies – consult sporting body to ensure their requirements are taken into account, at project definition and draft design phases

Surrounding residents – consult surrounding residents and Community Garden on draft architect designs to ensure there will not be significant objections to the plans before that are submitted for planning permission

5. Key meetings

Meeting	Frequency	Attended by
Consultation with planners	tbc	tbc
Consultation with neighbours to include Community Garden reps	monthly	Reps

6. Project schedule / plan

Project Start date:	21 st Jan 2020	Project End date:	tbc
Baseline Milestones			
<i>Identify the key points during the project and the target dates when they will be reached</i>			
Milestone 1	Release of 106 funding to FTC – to earmark reserve account	asap	
Milestone 2	Appoint Architect	tbc	
Milestone 3	Seek Planning approval and consult with public	tbc	
Milestone 4	Tender documents to be drawn up	tbc	
Milestone 5	Upload tender documents to 'Contract Finder'	asap	
Milestone 6	Review tender documents and contract awarded		
Milestone 7	Project dates to be agreed		

7. Procurement

Tender/procurement documents will be uploaded to Government Portal 'Contract Finder'

8. Tolerances

Tolerances tbc during tender process

9. Risks & Issues

Risk	Impact / Probability (H / M / L)	Rating (R / A / G)	Mitigating action	Owner
Neighbours object to proposal at planning permission stage	Impact M Prob M	A	Ensure consultation is carried out with neighbours at early stage.	Project Manager in consultation

				<i>with Sponsor</i>
<i>All build tenders received exceed budget</i>	<i>Impact M Prob M</i>	A	<i>Ensure that architect works with experienced quantity surveyor when estimating costs. Value engineer design and materials to bring into budget.</i>	<i>Project Manager in consultation with Sponsor</i>
<i>Risk of buried utilities (Option 2)</i>	<i>Impact H Prob M</i>	R	<i>Ensure survey undertaken at early stage.</i>	<i>Project Manger</i>

10. Benefits Realisation

Please describe in the table below how the outputs / benefits of your project will be handed over to the users and / or facility managers so that they become part of 'business as usual' activities? Identify what actions are necessary to make this happen and who the 'owners' of each action are to ensure that this happens and the anticipated timescale for implementation?

Some examples are included in the table below:

Benefit	Action	Timescale	Owner
<i>Multi use games area for all ages</i>	<i>Inform users both new and existing of the date the new facilities will be open</i>		<i>Project Manager</i>
<i>Ensuring good quality future maintenance of new facilities</i>	<i>Update maintenance plan for the sports pavilion to include cleaning and maintenance of new courts</i>		<i>Project Manager</i>
	<i>Gather information / warranties on new appliances and equipment into accessible file and make available to centre manager manager</i>		
<i>Ensuring clean facilities</i>	<i>Brief cleaning staff on procedures to courts</i>	<i>tbc</i>	<i>Leisure Manager</i>
<i>Set pricing schedule to maximise income</i>	<i>Inform all teams of charges and keep track of future income stream</i>		<i>Leisure Manager</i>
<i>Assess whether success criteria for the project have been met</i>	<i>Gather information and data to assess whether success criteria have been met and write end of project report including photos for submission to project funders</i>	<i>tbc</i>	<i>Leisure Manager</i>

Control & Approval

Author:	Lesley Reuben RFO	Approver / Title:	Darryl Collins Chair
Document Version no:	One	Approval Date:	03 rd Feb 2020



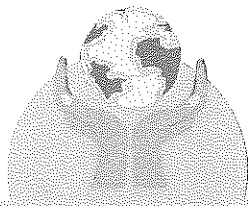
RECYCLE EVERYTHING WITH TERRACYCLE

ABOUT US

TerraCycle is an innovative recycling company and a global leader in recycling typically hard-to-recycle waste. We offer a range of free national recycling programmes in partnership with brands, manufacturers and retailers around the world to enable our collectors to recycle their hard-to-recycle waste. TerraCycle believes that instead of wasting the planet's resources, we are able to create a circular economy by recycling our commodities and together we can make an even better impact on our planet.

WHO CAN PARTICIPATE IN OUR FREE RECYCLING PROGRAMMES? EVERYONE CAN HELP TO MAKE A CHANGE!

Companies, schools, NGOs or private individuals.



HELP THE ENVIRONMENT

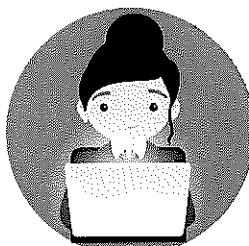
Keep the earth clean. With the help of collectors, TerraCycle is able to Eliminate the Idea of Waste. The collected waste will not end up as litter, in landfill or incineration, instead, new materials and products will be made from the hard-to-recycle waste.



DONATE TO CHARITIES

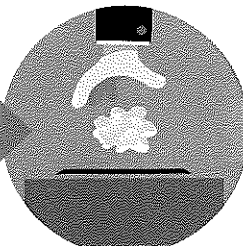
The collected waste is worth money. TerraCycle's recycling programmes give the collector an opportunity to earn points which can be redeemed into charitable donation to any school, charity or non-profit.

HOW TO START?



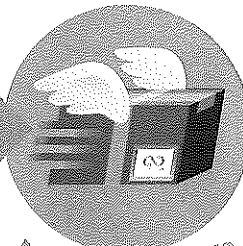
SIGN UP

Sign up for free to one or a number of our recycling programmes at www.terracecycle.co.uk.



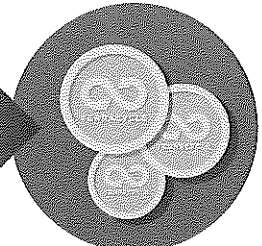
COLLECT

Start collecting the specific waste at your location using any available box.



DOWNLOAD + SHIP

When the box is full download a free shipping label and send the box to TerraCycle.



RAISE FUNDS

TerraCycle will credit you with full points which you can exchange for donations to schools, charities or non-profit organisations of your choice.

Should you need any assistance, our team is ready to help.

Please contact us on 0800 0470 984 or send an email to customersupport@terracecycle.co.uk.

Minutes of the Carbon Neutral Working Party held Tuesday 18th February 2020 in the small meeting room, Town Council Office, Elm Park, Filton

Present: - Cllr A.Johnstone, Cllr.T.Mewies, Cllr D Collins,

Also Present - C Westcott

Apologies: -Cllr A.Doyle, Cllr A.Monk

1. Electric car parking charge points.

Various possibilities discussed, costings and layout to be investigated and taken to the consultancy to see if they can be included in the future of the site. To be taken to future consultancy meeting

2. Power Generation for Filton Leisure Centre power resources such as solar panels, heat sinks and a biomass boiler were discussed as options to generate eco-friendly energy for the centre. Costing of options and a possible audit of the site to be investigated. The possibility of the consultancy to include this into future plans of the site. To be taken to future consultancy meeting

3. Eco brick Scheme. Eco friendly scheme of reducing waste, no cost to the Council. Decided to take to Full Council to start as soon as possible.

4. Terracycle Recycle Scheme. Eco friendly scheme of reducing waste, no cost to the Council. Decided to take to Full Council to start as soon as possible.

Vision ***EcoBrick*** ***Guide***

*Mobilize
Imagination and
Collaboration to
Clean & Green your
Home, School &
Community.*



✓ *Photocopy Friendly*

↓ *Free PDF Download*

* *Mobile to Mobile Transferable*

Version

3.2

7/14/2015

EcoBricks.org

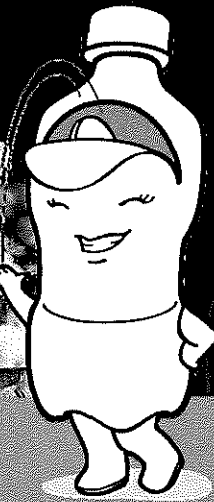


*When plastics are littered,
burned or dumped, they poison
the Earth, Air, and Water.*

*When we save, segregate and
pack plastics into bottles, we
can make building blocks that
can be reused over and over
again. Together we can build
green spaces that enrich our
community and environment.*



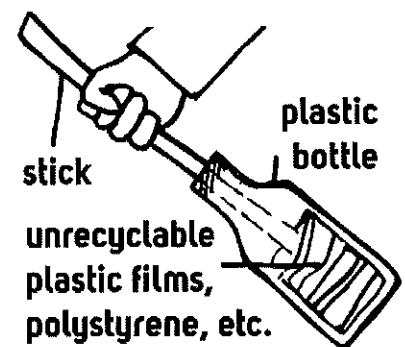
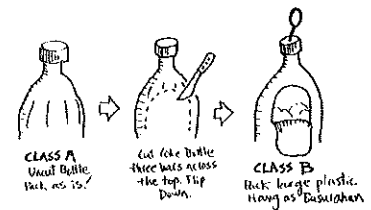
Making Ecobricks

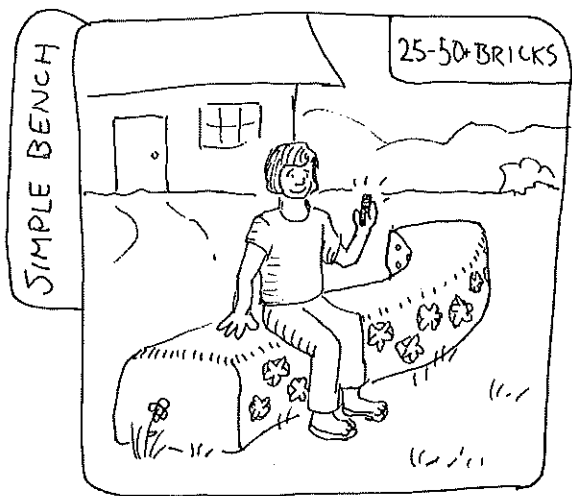


Ecobrick making is simple, but there are important guidelines. Start right—this is a long-term life-style habit that you, your student and school are beginning. It is important that students are guided and graded strictly for their first Ecobricks. Shortly, your school will be making hundreds of Ecobricks and over the next years, thousands—begin the habit with the best technique! See the handy Point Chart (p.12) that turns Ecobricking and visioning into a gradable and effective assignment.

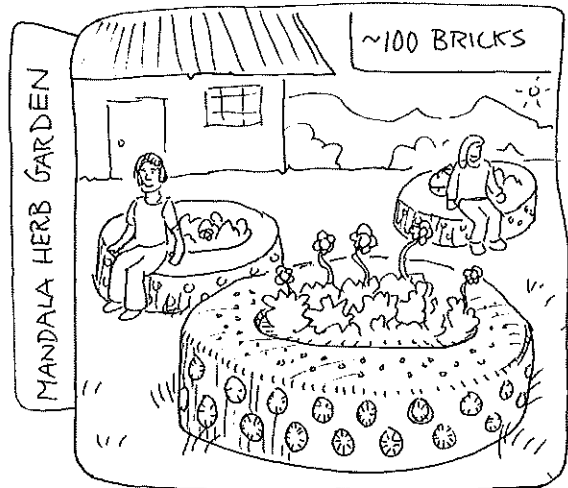
What to do with larger non-biodegradable items? Class B Ecobricks can be made by making a moon cut on the top of the bottle. If there is no place in your community to recycle toxics like batteries, fluorescent bulbs and electronics you can pack them into a Class B brick. Discharge batteries and pack plastics between them so they are not touching.

- ✓ Stuff bottles with **non-biodegradables only: all kinds of plastics, foams, packagings and cellophanes.**
- ✓ No paper, no glass and no sharp metal
- ✓ Use a stick to pack bottles as tightly as possible. Alternate stuffing, packing, stuffing, packing.
- ✓ Use a soft colored plastic to fill the bottle's bottom corners and any air pockets. This gives the ecobrick its color.
- ✓ Stick with one brand of bottles for your school. Use what is most plentiful. This will make building easier.
- ✓ Big bottles are good for maximizing volume, small for quick packing.
- ✓ Grade Ecobricks using the supplied point chart
- ✓ **Teachers:** Record submitted Ecobricks using attached log.
- ✓ **Principals:** Gather all logs and tabulate school progress. Logs will be used for generating provincial statistics.
- ✓ **Superintendents:** Brag about the amazing work of your schools and students using the tabulated statistics.





SIMPLE BENCH



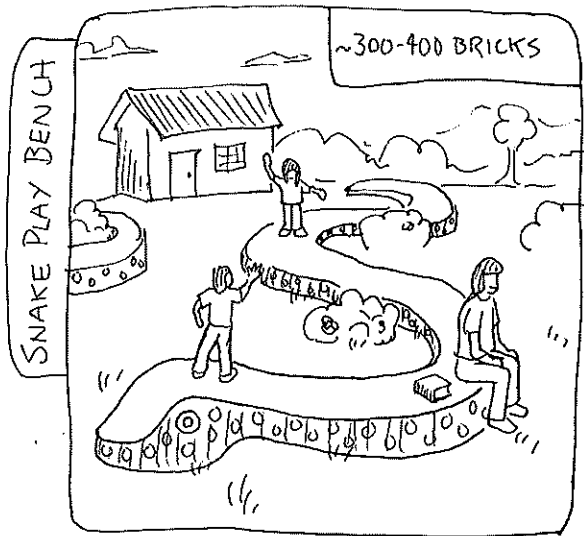
MANDALA HERB GARDEN

DESIGN BY ZELMIRA STROGAR & @MAIER
TAWANG BANTU NIS LA TRINIDAD



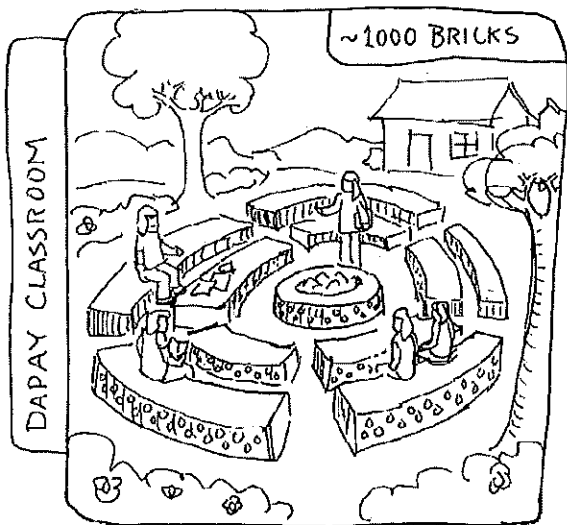
UFO COMPOSTER

DESIGN BY NIKLAUS GERBER - SAN ALFONSO HS, SADAUNGAN



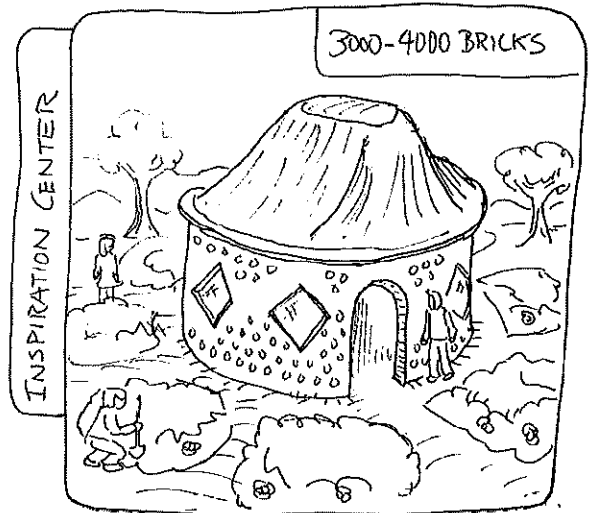
SNAKE PLAY BENCH

DESIGN BY SARAH QUEBLATIN, SOLEMA KITONG, & @MAIER
BANTOC PROVINCIAL PLAZA, IN FRONT OF MULTI PURPOSE BUILDING



DAPAY CLASSROOM

DESIGN BY KELSEY BRANNON - DELEMILLA NIS



INSPIRATION CENTER

DESIGN BY PI VILLARBA, ZELMIRA STROGAR, @MAIER
-GUINAYUND ELEMENTARY

BANK ACCOUNT-GENERAL

List of Payments made between 01/01/2020 and 31/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2020	The Great Western Brewing Comp	5209	80.40		3626-Bar stock purchase
02/01/2020	Rentokil Initial UK Ltd	5210	184.67		3622-Cleaning service Jan
02/01/2020	JTS Snack Foods	5211	295.91		3630-Bar purchase
02/01/2020	Rialtas Business Solutions Ltd	5212	70.80		3625-MTD annual support
02/01/2020	WCS Group	5213	2,607.04		3635-Qtrly contrt visit 19/20
03/01/2020	Virgin Mobile - DD	DDR	18.58		2283250633/3670/Virgin Mobile
03/01/2020	Co-Op Bank	DDR	10.00		Service charge
03/01/2020	Co-Op Bank	DDR	111.49		Bank charges
03/01/2020	Delta Card fee	DDR	0.10		Delta Card fee
08/01/2020	DL I.T. Solutions Ltd	DDR1	30.00		Purchase Ledger Payment
10/01/2020	Ricoh UK Ltd - DD	DDR2	572.97		3665-copier charge
15/01/2020	Business Gas - DD	DDR3	248.33		Purchase Ledger Payment
17/01/2020	BAR TAKINGS CASHBOOK	BC17	3,029.75		Bar Cash 17.1.20
20/01/2020	BANK ACCOUNT-IMPREST	TFR	70,000.00		Wages account
22/01/2020	Business Gas - DD	DDR4	1,236.98		251068604/3676/Business Gas -
22/01/2020	CryoService Ltd - DD	DDR5	202.17		412248296/3648/CryoService Ltd
23/01/2020	Brenntag UK Ltd	5214	821.45		47SC4712638/3710/Brenntag UK L
23/01/2020	Avon Local Councils' Associati	5215	200.00		00-43/19-20/3701/Avon Local Co
23/01/2020	Avonvale Electrics Ltd	5216	30.24		HZ137104/3646/Avonvale Electri
23/01/2020	Bristol & Avon Stocktakers	5217	100.00		14120/3674/Bristol & Avon Stoc
23/01/2020	Capital Cleaning (Kent) Ltd	5218	288.65		0000292229/3677/Capital Cleani
23/01/2020	Complete Business Solutions Gr	5219	34.46		SINV02154595/3678/Complete Bus
23/01/2020	DCK Accounting Solutions Ltd	5220	956.82		TPC8919/3649/DCK Accounting So
23/01/2020	DL I.T. Solutions Ltd	5221	576.00		20500/3651/DL I.T. Solutions L
23/01/2020	Filton Voice Ltd	5222	300.00		4594/3682/Filton Voice Ltd
23/01/2020	Gazprom Marketing & Trading Re	5223	3,210.51		INV00894683/3685/Gazprom Marke
23/01/2020	Gazprom Marketing & Trading Re	5224	708.06		INV00899596/3684/Gazprom Marke
23/01/2020	Robert Haddow	5225	140.00		RH58/3686/Robert Haddow
23/01/2020	Rentokil Initial UK Ltd	5226	187.17		Purchase Ledger Payment
23/01/2020	JAK Water Systems Ltd	5227	156.00		Purchase Ledger Payment
23/01/2020	JTS Snack Foods	5228	130.82		16079098/3690/JTS Snack Foods
23/01/2020	Lister Wilder	5229	59.43		655242/3713/Lister Wilder
23/01/2020	Loomis UK Ltd	5230	1,240.56		0363554/3691/Loomis UK Ltd
23/01/2020	Cape Meridian Ltd	5231	585.00		2019/12/037/3692/Cape Meridian
23/01/2020	Office Watercoolers SW Ltd	5232	44.82		INV0609508/3654/Office Waterco
23/01/2020	Nikki Pitkin	5233	75.00		00297/NP/3655/Nikki Pitkin
23/01/2020	RLSS UK Enterprises Ltd	5234	61.50		SI628166-1/3694/RLSS UK Enterp
23/01/2020	John Scanlan	5235	270.00		14120/3695/John Scanlan
23/01/2020	Trade UK(6331640004995809)	5236	68.97		1037619072/3657/Trade UK(63316
23/01/2020	South Gloucestershire Council	5237	1,004.00		3804273299/3697/South Gloucest
23/01/2020	Shaw & Sons Ltd	5238	195.60		0000274313/3696/Shaw & Sons Lt
23/01/2020	Southern Brooks Community Part	5239	250.00		GRANT/3579/Southern Brooks Com
23/01/2020	South Western Ambulance Servic	5240	2,160.00		668/3702/South Western Ambulan
23/01/2020	Swimrite Supplies Ltd	5241	480.12		406559/3666/Swimrite Supplies
23/01/2020	St Austell Brewery Company Ltd	5242	6,152.58		2378481/3665/St Austell Brewer
23/01/2020	ST JOHN AMBULANCE SUPPLIES	5243	44.36		1269583/3698/ST JOHN AMBULANCE
23/01/2020	Ernest Till (South West) & co	5244	360.00		00011782/3699/Ernest Till (Sou

BANK ACCOUNT-GENERAL

List of Payments made between 01/01/2020 and 31/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/01/2020	Travis Perkins Trading Co Ltd	5245	156.61		3015AOR089/3669/Travis Perkins
23/01/2020	Viridor Waste Management Ltd	5246	589.92		00003010453AB/3671/Viridor Was
23/01/2020	WCS Group	5247	525.96		138161/3700/WCS Group
23/01/2020	DL I.T. Solutions Ltd	DDR6	63.00		20531/3680/DL I.T. Solutions L
23/01/2020	Business Gas - DD	DDR7	2,748.78		983374200/3675/Business Gas -
23/01/2020	South Gloucestershire Council	Std Ord	5,124.00		Leisure Centre Rates
24/01/2020	Butcombe Brewery - DD	DDR8	90.65		PSIB064924/3647/Butcombe Brewe
27/01/2020	POOL TAKINGS CASHBOOK	PCC27	1,229.00		Pool C/Card 27.1.20
27/01/2020	Everflow Ltd	DDR9	1,387.05		448877/3681/Everflow Ltd
29/01/2020	DL I.T. Solutions Ltd	DDR	379.44		1000307/3650/DL I.T. Solutions
29/01/2020	Pitney Bowes - DD	DDR1	150.95		BH075832/3693/Pitney Bowes - D
31/01/2020	British Telecom	DDR2	210.02		M07106/3770/British Telecom
Total Payments			<u>112,246.69</u>		