



## AGENDA ITEM NO:12

### AVONMOUTH AND KINGSWESTON NEIGHBOURHOOD PARTNERSHIP

8<sup>th</sup> December 2014

**Title:** Neighbourhood Partnership Co-ordinator Report

**Officer presenting report:** Keith Houghton – NP Co-ordinator

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#### RECOMMENDATION

1. To note the summary of November Neighbourhood Forum delivery and to approve the amended Code of Conduct (**Item 1 & Appendix 1**)
2. To note the work undertaken around Green Capital and Grounds Maintenance and the delay to the Grounds Maintenance priority setting (**Item 2**)
3. To note the extension of Air Quality monitoring to a year in Avonmouth and the work being taken to report back to the community on results (**Item 3**)
4. To note the proposed development process for the NP Plan and the draft Meeting Schedule requested by the NP. Also the potential future support to Avonmouth ward as a legacy of the Community First Programme (**item 4**)
5. To choose a date in January 2015 for the NP Equalities training (**item 5**)
6. To note the second consultation on the Boundary Commission proposals which starts on 9th December (**Item 6**)
7. To select a date or month for an NP Mayoral visit (**Item 7**)
8. To note the date of the City-wide NP Conference (7<sup>th</sup> Feb 2015) and to agree who will take part in the Planning note the information about the Boundary review and opportunities for local people to influence the process (**Item 8**)
9. To note the resignation of Andy Hollick and to approve the request to change some meeting dates in 2015 (**Items 9 & 10**)
10. To formally approve the Henbury Loop letter from H&S NP (**Item 11**)

## 1. Neighbourhood Forums feedback

1.1 The Neighbourhood Forums took place on 3<sup>rd</sup> November in Avonmouth; on 11<sup>th</sup> November in Sea Mills; on 20<sup>th</sup> November in Lawrence Weston.

1.2 Attendance was as follows:

Avonmouth: 41.

Sea Mills: 28.

Lawrence Weston: 14

1.3 The specific issues raised at these Forums are as follows:

**Avonmouth:** Waste/fly-tipping operation locally; on-going concerns about pollution impacts of cumulative bio-fuel industrial developments and impending planning decision; Avonmouth Christmas Tree event; local issues and aim to create a Planning Group

**Sea Mills:** Libraries conversation; some ASB on new play area; ASB/vandalism from some young people;

**Lawrence Weston:** Library conversation; motorbike reckless riding and burn-out; new 41 bus service and need for additional bus stops along St Andrews Road

1.4 General issues/overview:

- Attendance at Avonmouth is healthy – date of February Forum will be changed to Thursday so we can meet in the hall as Forum needs more space. Currently chaired by NP Co-ordinator because of the high-profile on-going pollution issues in Avonmouth
- Sea Mills and Lawrence Weston attendance stable. Currently chaired by Neighbourhood Officer
- New Neighbourhood Officer (Tracy Edwards-Brown) is now focused on improving publicity. Currently chaired by NP Co-ordinator because of the high-profile on-going pollution issues in Avonmouth
- Feedback being taken at each Forum – majority reporting they find Forums either Very Useful or Quite Useful
- Chairing of all BCC forums at present is by BCC officers from the Neighbourhood Management team. We'd like to recruit resident chairs for all the Forums over the next year.
- Avonmouth Forum feedback raised issues of some residents dominating discussion and being aggressive.

**Recommendation:** to help N Forums manage behaviour the NP Co-ordinator recommends amending the existing Code of Conduct agreed

by the NP in June 2013 to extend the General Behaviour code to cover ALL NP-related meetings, including Forums. The current version only relates to NP meetings. **(See Appendix 1)**

## 2. Green Capital Funding and Parks Grounds Maintenance influencing

2.1 As agreed at the 24<sup>th</sup> September NP meeting we have held two meetings to explore potential Green Capital work and to explore how our NP area might want to influence delivery of Grounds Maintenance by the City Council from February 2015 (22<sup>nd</sup> October & 13<sup>th</sup> November)

2.2 At the same time the Neighbourhood Officer has distributed a questionnaire asking residents to identify the key issues for them in how Parks/Green spaces are maintained. **152** of these have been completed by the end of October 2014.

2.3 Environment and Leisure issued the following statement on 14<sup>th</sup> November:

“Brief update on Grounds Maintenance service:

We had hoped we would be in a position by now to work with you to influence the grounds maintenance service for 2015. But getting our staff team up to strength since we restructured has taken longer than we anticipated. So we are not yet ready to have the conversation with you. We need to focus on bringing the contract inside the council and once we have done that we would like to come back to you in March 15 to agree how you can influence the new service moving forward. We’re sorry that the timing hasn’t worked out but we will make sure we keep and build on all the great input you have given us so far.

– Tracey Morgan, Service Director Environment & Leisure”

2.4 Further work on taking forward the priorities identified by residents will take place in Spring 2015.

2.5 Green Capital applications were sought, as agreed at the September NP and an Assessment Panel has made recommendations.

## 3. Avonmouth Air Quality Monitoring to continue for next year

3.1 This is a key issue for Avonmouth village communities. Tracey Morgan issued the following statement on 4<sup>th</sup> November:

“We have agreed to continue with the air quality monitoring for a year and review it after 6 months. This means there will be one site being monitored all year and the Environment Agency are also monitoring one

site for 3 months and they will review that after they get the results. We have agreed with our public health colleague that they will fund the additional 9 months.”

3.2 The results of initial air quality monitoring will become available in the New Year. The NP Co-ordinator is working with Public Health and Pollution Control to explore how these results can be communicated clearly and any implications they might have for the public.

3.3 We're looking at an improved written update and probably a public meeting. The date is still to be set.

#### 4. Avonmouth and Kingsweston Action Plan Development

4.1 The Neighbourhood Partnership Plan is being developed as follows:

4.2. An initial draft has been created. A meeting is being set up with the NP members who volunteered to act as an NP Plan sub-group in the week beginning 15<sup>th</sup> December. A second meeting to pull the Plan together will take place in February 2015.

4.3 The NP Co-ordinator proposes to develop the plan as follows:

- Lawrence Weston – to meet with Ambition Lawrence Weston to agree what elements of the LW Community Plan should be supported by the NP over the next three years and the resources the plan needs
- Avonmouth – to hold a community event in February to identify key priorities for Avonmouth Village
- Shirehampton – to meet with SCAF to review key community priorities
- Sea Mills – to meet with Sea Mills Together and use the February Forum to identify key community priorities

4.4 Meeting Schedule: The September NP asked the co-ordinator to schedule in the various sub-group meeting coming up. An initial draft schedule is attached **Appendix 2**

4.5 Avonmouth Ward has been in receipt of Community First funding, which comes to an end in March 2015. The Community Development Foundation, which has run the programme, has offered the following:

“As a Community First panel member, I wanted you to be amongst the first to hear about support that the Government is planning to provide to communities like yours from March 2015.

It is designed to help your community to take greater control, plan for the future and have a real say on how local services are run.

Looking at the proposals, we see this as a natural extension of the Community First plans that you have already developed, providing you with a unique opportunity to fully develop these plans and make a real difference to your community. There would be direct funding and support available to help you progress these plans but please note that this new support would not give community groups grant money to spend.”

4.6 The NP Co-ordinator has put in an expression of interest in this potential support for the Avonmouth ward as a potentially helpful contribution to strengthening community development.

4.7 We'll report back to the NP as more information about the nature of this support and whether Avonmouth ward is able to draw it down as it emerges

## 5. NP Equalities Training

5.1 The Partnership is asked to select a date in the weeks beginning w/b 12th Jan or 19th Jan 2015 for a two hour Equalities session.

5.2 The actual training will take place for an hour and a half with the remaining 30 minutes to enable to NP members to reflect on how they want to create a 'Vision Statement' which can accompany the emerging Neighbourhood Plan.

**Recommendation: that the NP selects a day/date/time in January 2015 for its Equalities Training session**

## 6. Bristol Boundary Review

6.1 The Boundary Commission is about to make its recommendations for new Ward Boundaries in Bristol.

6.2 This Review is likely to result in changed ward boundaries and/or different allocation of councillor representation to existing wards in Avonmouth and Kingsweston

6.3 The consultation period on these proposals is: **9th December 2014 to 16th February 2015**

6.4 The Bristol page on the Boundary Commission website is located here: <http://www.lgbce.org.uk/current-reviews/south-west/bristol/bristol>

## 7. NP Mayor's Visit to Avonmouth and Kingsweston: selection of a date

7.1 The Mayor, George Ferguson, visited the NP area on 5<sup>th</sup> September on his own initiative

7.2 All NPs are now being offered a Mayoral visit in the coming year

7.3 Avonmouth & Kingsweston NP can select dates from the following range:

### 2015

22 <sup>nd</sup> Jan	1-5 pm	Insert NP Name
13 <sup>th</sup> Feb	9-1 pm	Insert NP Name
19 <sup>th</sup> Mar	9-1 pm	Insert NP Name
17 <sup>th</sup> Apr	9-1 pm	Insert NP Name
08 <sup>th</sup> May	1-5 pm	Insert NP Name

### 2015

Jun	Insert NP Name
Jul	Insert NP Name
Aug	Insert NP Name
Sep	Insert NP Name
Oct	Insert NP Name
Nov	Insert NP Name
Dec	Insert NP Name

### 2016

Jan	Insert NP Name
Feb	Insert NP Name
Mar	Insert NP Name

7.4 The NP might also want to identify some key issues and projects/groups etc that they want to include in a conversation with the Mayor

**Recommendation: that the NP selects a date or month for a Mayoral visit**

## 8. City-wide NP Conference: **7th February 2015**

8.1 Hayley Ash, Neighbourhood Area Manager, North, has produced the following update:

On the 15th October the Citywide Event Working group, discussed and agreed the following:

The Citywide NP event will:

- take place on Saturday 7th February 10am – until 4pm (lunch will be provided)
- be limited to people involved in NPs and NP working groups, with approximately 150 spaces offered on a first come first service basis
- be held at Circomedia, St Pauls Church, Portland Square
- Be strategic in nature and will be made up of several workshops/discussion forums, such as planning, CIL, communications and marketing NPs , transport planning, sharing best practice.
- participants will be able to take part in several different discussions/workshops throughout the day and the Mayor has been invited to take part in part of the day.

### **Working Group**

The working group will be meeting several times before Christmas to firm up the agenda and finalise the activities, and your representative on the working group will be communicating with you to keep you in the loop at all times. Avonmouth and Kingsweston and Henbury Brentry and Southmead have not put anyone forward as yet so could you please:

1. agree up to 2 people to take part in the Planning
2. suggest any additional agenda items that would be of interest to your NPs
3. let your NPC know what best practice you would want to share at the event

If you are interested in attending the event on the 7th please pencil in the date, and your Neighbourhood Partnership Coordinator will be sending you the link to book your ticket in mid-December.

**Recommendation: that the NP agrees one or two members to take part in the Planning Group for this event**

## 9. NP member changes

9.1 Andy Hollick has advised the NP Co-ordinator that he has moved house from the Avonmouth and Kingsweston NP area and that he is therefore resigning from the NP

9.2 Happily for Henbury and Southmead he has moved to Brentry!

## 10. Proposed date changes

10.1 The NP Co-ordinator would like to recommend the following date changes for consideration by the NP:

Date of Meeting	Type of Meeting	Reason for change
From Monday 2 February 2015 to <b>Thurs 12<sup>th</sup> Feb</b>	Avonmouth Forum	Because the Forum is too big for the space available on Mondays.
Tuesday 17 <sup>th</sup> February 2015	Sea Mills Forum	
Thursday 19 <sup>th</sup> February 2015	Lawrence Weston Forum	
From Tuesday 24 <sup>th</sup> February 2015, 6.30pm to <b>Monday 23<sup>rd</sup> February</b>	NP Pre-meeting	Because 24 <sup>th</sup> is too late for the recommended 10 day publication deadline
Wednesday 11 <sup>th</sup> March 2015, 7pm	Neighbourhood Partnership	

## 11. Henbury Loop Letter from Henbury & Southmead NP

11.1 At the September NP meeting the Henbury Loop letter was noted in the minutes. But Henbury & Southmead NP was asking the NP to support the letter formally.

### **Appendix 3**

**Recommendation:** that the NP decides if it wants to support the content of the Henbury Loop letter drawn up by Henbury & Southmead NP



## Appendix 1

### Avonmouth and Kingsweston Neighbourhood Partnership

#### Code of Conduct

##### Delete:

~~Everyone attending a Neighbourhood Partnership meeting must agree to the following five points:~~

- ~~• Be courteous to all others during the meeting and allow each other the opportunity to speak~~
- ~~• Speak through the Chair and respect their role as meeting leader~~
- ~~• Personal attacks, harassment, bullying, offensive and abusive comments are not acceptable. Substantial breach of any of these points may result in their removal from the meeting.~~
- ~~• Keep to the subject being discussed~~
- ~~• Follow the guidance of the Chair in the conduct of the meeting~~

##### Replace with:

#### General Conduct at all Neighbourhood Partnership-related meetings and events

**Anyone attending NP-related meetings and events should – :**

- Be courteous to all others during the meeting and allow each other the opportunity to speak
- Speak through the Chair and respect their role as meeting leader
- Personal attacks, harassment, bullying, offensive and abusive comments are not acceptable. Substantial breach of any of these points will result in being asked to leave the meeting.
- Keep to the subject being discussed
- Follow the guidance of the Chair in the conduct of the meeting

#### Neighbourhood Partnership Members

**All members of the *Neighbourhood Partnership* (NP) must abide by the following fundamental values that underpin all the activity of the NP:**

**Accountability** – Every decision and action undertaken by the NP will be able to stand the test of scrutiny by residents, BCC (councilors and officers), service providers, the media, and any other interested party.

**Integrity and honesty** – All members of the NP are expected to undertake all duties (within the NP and externally) with integrity and honesty, and to always act within the law.

**Transparency** – In order to promote confidence among residents, BCC (councilors and officers), service providers, the media, and any other interested party, the NP will maintain a practice of openness and will ensure that as much as possible of its work is available to public scrutiny.

**Equality** – All members should abide by equalities good practice and legislation, and should seek to promote fair and equal treatment of all those who are involved with and/or affected by the work of the NP.

**Additionally, all members must agree to abide by the following:**

**Conflicts of interest:**

- All members of the NP will always strive to act in the best interests of the NP
- All members of the NP will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises
- All members will submit to the judgment of the NP and do as it requires regarding potential conflicts of interest
- NP members must not personally gain, materially or financially, from their role as member of the NP

**Protecting the reputation of the NP:**

- Members of the NP shall not misrepresent the decisions and discussions of the NP. Where a decision requires clarification, it shall be provided by the chairperson. Where a member's statement or position is unclear or disputed, that member must be consulted for clarification through the chairperson before any other member discusses it with any public forum (including the media).
- When speaking as a private citizen NP members must strive to uphold the reputation of the NP

- All NP members must respect organisational and individual confidentiality. Disclosure of confidential information may only be acceptable when: it is a legal requirement; in the public interest; or undertaken in good faith
- As stated in the *Values* above, it is the intention to make the work of the NP as transparent to public scrutiny as possible
- Members of the NP sub-committee refer any enquiries via the Chair and Co coordinator should an enquiry occur outside of a panel meeting

#### **At NP meetings members:**

- Must abide by agreed governance procedures and practices
- Must strive to attend all NP meetings, giving apologies ahead of time to the chairperson (or NP contact officer) if unable to attend
- Should study the agenda and other information sent prior to meetings and be prepared to debate and/or vote on agenda items during the meeting
- Must honour the authority of the chairperson and respect their role as meeting leader
- Should engage in debate and/or voting in meetings according to procedure, maintaining a respectful and courteous attitude toward the opinions of others
- Must not bully or intimidate any other member of the NP
- Must accept a councilor vote on devolved budgets as decisive and final

#### **Good practice. NP members should:**

- Participate in induction, training and development activities for NP members, where possible
- Continually seek ways to improve good practice at meetings
- Not go against organisational policies and agreements
- Strive to establish respectful and courteous relationships with all people (internal and external to the NP) they come into contact with in their role as NP member
- Understand that substantial breach of any part of this code of conduct may result in their removal from the NP
- Inform the chairperson in advance, in writing, if they wish to resign from the NP
- Abide by the specific Roles and Responsibilities of the organisation they are representing on the NP. For example, Equalities Reps must abide by the Roles and Responsibilities of the Equalities Action Group

May 2013

Amendment proposed 08/12/2014

## Avonmouth &amp; Kingsweston Meetings Schedule – Draft v1.00

NP Group/Activity	December 2014	January 2015	February 2015	March 2015
NP Action Plan	15 <sup>th</sup> or 16 <sup>th</sup> Dec		w/b 9 <sup>th</sup> Feb	
N'hood Forums				
Avonmouth			Thu 12 <sup>th</sup> Feb	
Sea Mills			Tue 17 <sup>th</sup> Feb	
Lawrence Weston			Thu 19 <sup>th</sup> Feb	
NP Equalities Training		Evening – w/b 12 <sup>th</sup> Jan or 19 <sup>th</sup> Jan		
Traffic & Transport Group		Evening – w/b 26 Jan		
NP pre-meeting (Wellbeing & Green Capital)			? Monday 23 <sup>rd</sup> ? or Tuesday 24 <sup>th</sup> February	
Neighbourhood Partnership Meeting				Wednesday 11 <sup>th</sup> March

**We, the neighbourhood partnership for Henbury, Brentry and Southmead wish to make plain our support for the Metrowest proposals and furthermore express our aspiration to see the Henbury opened as a loop.**

As such we:

- Fully support the opening of a Henbury Loop in North Bristol, with new Stations at Ashley Down, Horfield, Filton North and Henbury and believes that an additional stop at Charlton should be explored.
- Urge the Mayor to contact the Local Enterprise Partnership and demand that the SEP reflects all party support for the Loop, and that the future population and business growth is reflected in their business model that justifies this.
- To lobby Government for a 10 year transport funding allocation from the national Major Transport Scheme Budget to enable delivery of the Greater Bristol Metro in its entirety. At present the budget is split into one six year and a further four year allocation. This is a barrier for the early delivery of the entire Metrowest scheme.
- Wishes to prioritise improvements to our existing station network. In February the Council unanimously agreed to support a £1.5m tier 2 capital scheme to expand on the Rail Stations Improvement Programme. This is a priority for this Council and our City. Plans should be expedited and work commenced as soon as possible.
- Requests the Mayor contacts the Leader of South Gloucestershire to explore ways in which developer contributions from the new Cribbs/Patchway New Neighbourhood can be used to cover the construction costs of at least two stations in North Bristol. In addition a further contribution is secured towards the engineering work required to upgrade the track.

We would like the Mayor to respond to each of these proposals and use them as a blueprint to pursue the early delivery of the loop.

Yours sincerely,

Henbury, Brentry and Southmead Neighbourhood Partnership