



**Agenda Item No:4**

Minutes of the Avonmouth and Kingsweston  
Neighbourhood Partnership  
Wednesday 24<sup>th</sup> September 2014 at 7.00pm

Venue: St Bede's Catholic College, Long Cross

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**Councillors present:**

Councillors Wayne Harvey and Matt Melias (Avonmouth ward)  
Councillor Tim Leaman (Kingsweston Ward)

**Resident members** (representing Lawrence Weston, Sea Mills, Shirehampton and Avonmouth):

John Bees, Dave Trivitt, Mark Pepper, David Thomas, Renee Slater, Val Pospischil

**Officers:**

Keith Houghton (NP Co-ordinator), Ian Hird (Democratic Services),  
Charlene Richardson (Senior Youth & Community Worker – Bristol Youth Links)

**Other attendees:**

Angela Higgins (Team Manager, Learning Partnership West), Aisling Hurney (Oasis Academy Brighstowe), John Muse (resident), Roger Sabido (resident), Jackie Trivitt (resident), Ian Smith (resident), Mrs J M Crouch (resident), Mr M Crouch (resident), Mr P Goldsworthy (resident)

**Chairing arrangements:** At the start of the meeting, it was noted and agreed that John Bees would chair this meeting of the Partnership (see also minute no. 3 below).

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**1. Welcome and introductions**

All present introduced themselves.

## 2. Apologies for absence

Apologies were received from: Councillor Jason Budd, Andy Hollick, Gill Osman, Alv Hirst, Val Jenkins and Inspector Mark Runacres.

The NP Co-ordinator reported that Angela Abbott had informed him that she wished to resign as a resident member of the partnership due to ill health. On behalf of the partnership, the Chair asked that a letter be sent to Angela expressing members' best wishes at this time and thanking her for her contribution to the partnership. **(Action: NP Co-ordinator)**

## 3. Appointment of Chair

It was noted that a meeting of the sub-group (set up at the last meeting to review charring arrangements and related procedures) was scheduled for 2 October. It was anticipated that a firm proposal would be finalised in advance of the next partnership meeting.

## 4. Minutes of previous meetings

### a. Minutes – 1 July 2014

**The NEIGHBOURHOOD PARTNERSHIP AGREED that the minutes of the meeting held on 1 July 2014 be agreed as a correct record and signed by the Chair subject to the following amendment:**

**- Page 1, delete Jackie Trivitt from the list of “other attendees” as she had not attended this particular meeting.**

### **Matter arising:**

#### **Devolved transport budgets for 2014/15:**

In relation to the 2 reserve schemes, it was noted that these would be discussed by the Traffic Sub-Group. It had not been possible for the sub-group to meet over the summer period but a meeting would be fixed as soon as possible in the Autumn.

**(Action: NP Co-ordinator)**

### b. Minutes – 8 August 2014

**The NEIGHBOURHOOD PARTNERSHIP AGREED that the minutes of the meeting held on 8 August 2014 be agreed as a correct record and signed by the Chair subject to the following amendment:**

**- Page 1, correction: amend “John Musse” to read “John Muse.”**

## **Matter arising:**

### **Wellbeing report – Shirehampton Community Action Forum (SCAF):**

It was noted that the NP Co-ordinator would be following up the action point about liaising with SCAF to discuss alternative future funding options.

**(Action: NP Co-ordinator)**

## **5. Declarations of Interest**

None.

## **6. Public forum**

It was noted that one item of public forum business had been received, as follows:

**- Letter from Greater Bedminster Community Partnership (GBCP) concerning:**

**a. “Green walkways” - a request that the NP consider becoming involved in developing green walkways.**

**b. “Great Street” check list - a request that the NP consider using the check list to assess streets against set criteria (e.g. relating to street cleanliness, considerate behaviour, local communication and inter-action between residents).**

Copies of the letter were circulated.

In discussion, NP members indicated they were interested in and wished to lend support to both of these initiatives, noting that opportunities would be taken to utilise any available Green Capital funding to support local action within this NP area. Examples discussed included the linking of Sneyd Park through to Lamplighters Marsh. The ‘Great Streets’ checklist could be raised in neighbourhood forums. The Chair suggested it would be appropriate for the NP Co-ordinator to write back to GBCP advising them of this and to put the ‘Great Streets’ item onto the November neighbourhood forum agendas.

**(Action: NP Co-ordinator)**

## **7. Learning Partnership West (LPW) - youth and play service update**

The NP received a presentation from Angela Higgins, essentially giving an overview of the programme of events / activity with children and young people which had been co-ordinated by LPW, running from July to September.

The presentation provided detailed information about:

- The specific range of activities / play events held during this period, which included Playbus, Brazilian soccer skills, Youth bus (open access youth sessions), Lifecycle bike maintenance, cooking and healthy eating workshops, “Making science fun” workshops and mixed martial arts for beginners.
- Attendance / take-up statistics.
- Information about engagement workers and their role.

Key points raised / noted in the discussion and subsequent questioning included:

- a. Some of the targets had been exceeded to a significant extent – whilst this was welcome, the opportunity would be taken to review the targets.
- b. Some current activities (e.g. Youth bus) would need to be reviewed, as they might not be sustainable into the future in the context of available resources.
- c. There was general disappointment that it had not been possible to use facilities at the Blaise estate for activities, i.e. young people from this area had therefore had to travel to Southmead adventure playground to access some activities. It was hoped that this issue could be resolved for future events. Kingsweston House / estate was suggested as a potential venue.
- d. Whilst welcoming the statistical data provided as part of the presentation, it was noted that an accompanying “narrative” would have been helpful.  
**(Action: Following discussion on this point, Angela Higgins agreed to supply the NP Co-ordinator with some case studies which could then be circulated to the NP members.)**

The NP also received a brief presentation from Charlene Richardson outlining her role as the Senior Youth and Community Worker (Bristol Youth Links) for the area. It was noted that her role included working with the voluntary sector locally, responding directly to local community youth needs, helping to ensure young people had access to and information about democratic processes and consultations, and helping with local initiatives, e.g. local play initiatives.

**The NEIGHBOURHOOD PARTNERSHIP AGREED that the presentations and the above information be noted, and further agreed to include the presentation information with the Partnership minutes.**

## **8. Neighbourhood Partnership review update**

The NP considered a report from the Area Neighbourhood Manager providing an update and seeking the views of the NP on a range of key issues.

Key points raised / noted in the discussion included:

a. **Devolved budgets:**

- It was noted that at the 2 September Cabinet meeting, Mayor Ferguson had taken a decision that a single, consolidated budget should be created for each NP, by combining the local neighbourhood budgets for local traffic schemes, wellbeing, and clean and green projects.
- In response to questions, the NP Co-ordinator clarified that there was no intention to reduce the overall budget allocation to NPs; the key consequence of the Mayor's decision was to allow NPs greater flexibility to allocate budgets to support their locally determined priorities.
- Some concern was expressed about whether the current budget "carry forward" provisions would also be retained, i.e. whether any money not spent within these budgets would continue to be rolled forward into the next financial year. The NP Co-ordinator undertook to clarify this point.  
**(Action: NP Co-ordinator)**
- Following discussion, it was generally agreed that for the current year, for this NP, the respective budgets for local traffic schemes, wellbeing, and clean and budget projects should remain in place; later in the current financial year, careful consideration could potentially be given to re-allocating any surplus(es) under the respective budget headings as "exceptions". In the next and future years, further careful consideration could be given to allocating the budget to support the NP's priorities (once these had been determined), though it was felt that a prudent and cautious approach to this should be adopted. The NP would also expect to continue to receive officer reports, setting out officers' professional opinion (e.g. about local traffic schemes / works which should be prioritised), noting that the final decisions would always be determined by the NP / neighbourhood committee. It was noted that a new web site was also being developed which would enable NP members and residents to more easily access key highways / traffic data and related information.

b. **Equalities training:**

- NP members noted and welcomed the opportunity to participate in equalities training.
- It was agreed that it would be best to arrange this as a dedicated NP training session, with an open invitation to others in the local community who may wish to attend; if necessary, depending on take-up / availability, 2 sessions could be run.
- It was agreed that the equalities champions should be selected / confirmed after the training had taken place.

**(Action: NP Co-ordinator to explore dates with NP members)**

**The NEIGHBOURHOOD PARTNERSHIP AGREED:**

1. **To note the position in relation to the creation of consolidated budgets for NPs, also noting the comments set out in a. above.**

2. To note that a proposal to progress the consolidation and updating of the NP plan would be considered as part of the NP Co-ordinator's report (see item 13 below).
3. To note the changes to the Wellbeing process as set out in the report.
4. To note that a proposal to progress the issue of how to allocate Green Capital funding would be considered as part of the NP Co-ordinator's report (see item 13 below).
5. To note that the NP Co-ordinator will e-mail NP members with a view to identifying volunteers to represent this NP at the 15 October NP citywide planning event.
6. To note and welcome the opportunity to participate in equalities training, also noting the comments set out in b. above.

9. **Wellbeing report**

(Note: this item was determined by the Neighbourhood Committee, chaired by Cllr Melias).

The Neighbourhood Committee considered a report from the NP Co-ordinator setting out recommendations from the Wellbeing Assessment Panel.

Key points raised / noted in the discussion included:

- a. The Chair reminded the committee of its legal duties and responsibilities as set out in section 3 of the report. The committee noted this information.
- b. A document was circulated setting out additional information (as requested by the Panel) on the application from Avonmouth and Shirehampton Family Centre. Following discussion, it was agreed that this application could now be supported subject to clarification being received about where responsibility lay (i.e. either with Shirehampton Public Hall or with the Family Centre) for the insurance arrangements.
- c. In relation to the application from Avonmouth Village Community Projects (which was not currently recommended for approval by the Panel), it was noted that the NP Co-ordinator would liaise with relevant Council officers to ensure that they fed back requested information as soon as possible to this organisation to support their Community First application.  
**(Action: NP Co-ordinator)**

**The NEIGHBOURHOOD COMMITTEE RESOLVED:**

1. That the current Wellbeing financial statement / budget set out in section 1 of the report be noted.

2. That, with regard to section 2.3 of the report (and having noted the additional document referred to in b. above), approval be given to the funding of the following applications:
  - a. Avonmouth Literacy and Dyslexia Group (group for local people who have difficulties reading and writing to meet socially, get reading and writing support, and use and learn to use assistive technology) - £500
  - b. The Rock (setting up of pilot English language course aimed at teaching English to those not using English as their native language – £960 (subject to further information being provided demonstrating how this project can be sustained through connection with Learning Communities).
  - c. Tynings Field Community Group (funding for polytunnel and tools) - £500
  - d. Avonmouth and Shirehampton Family Centre (provision of activities for children from birth to 5 years to explore sensory materials, get involved in messy play, arts and crafts, and early learning activities - £800 subject to clarification being received about where responsibility lay (i.e. either with Shirehampton Public Hall or with the Family Centre) for the insurance arrangements.
3. That the legal information set out in section 3 of the report, which guides all decisions about Wellbeing funding, be noted.

## 10. Devolved services report

The NP considered an update report from the NP Co-ordinator on devolved services.

Key points raised / noted in the discussion included:

- a. Noting that a number of sub-groups had now been set up by the NP, it was suggested that these meetings should be carefully co-ordinated, to make the best use of time; where possible and practical (e.g. where the same people were involved) some sub-groups might perhaps meet consecutively on the same date. It was noted that the NP Co-ordinator would work up a proposal for managing through these meetings.  
**(Action: NP Co-ordinator)**
- b. In relation to the list of Community Infrastructure Levy (CIL) contributions, it was noted that the NP Co-ordinator would check the position in relation to the CIL contribution for Lamplighters Marsh (small sized goal posts).  
**(Action: NP Co-ordinator)**

**The NEIGHBOURHOOD PARTNERSHIP AGREED:**

- 1. To note the delivery of outstanding highways works and intended completion dates (section 1 of the report).**
- 2. To approve the recommendation to set up a specific Traffic and Transport meeting during the autumn to consider alternative schemes for years 2 and 3 (section 1d of the report). It was noted that the NP Co-ordinator would canvass dates for this meeting (noting also the points in a. above).**
- 3. To note the situation in relation to Clean and Green budget spends and to confirm the funding allocated (section 3 of the report)**
- 4. To note the updates on installation of new play areas (section 3 of the report).**
- 5. To note the latest update on S106 and CIL contributions devolved to the NP.**

**11. Henbury / Southmead loop rail letter**

This letter (included with the agenda papers) was noted.

**12. Trees letter**

This letter (included with the agenda papers) was noted.

**13. Neighbourhood Partnership Co-ordinator report**

The NP considered the NP Co-ordinator's update report.

**The NEIGHBOURHOOD PARTNERSHIP AGREED:**

- 1. To note the feedback from / update regarding the neighbourhood forums.**
- 2. To approve the proposed way forward (as set out in section 2 of the report) for delivering a local Green Capital fund programme and to develop a set of priorities to influence the grounds maintenance contract. In implementing the proposals around Green Capital funding, the NP will release application forms and guidance immediately and advertise it widely to all groups in the NP area. All groups considering the submission of an application will be strongly recommended to**



attend a meeting in October to: a. share their ideas and identify where they could deliver more effectively through working in partnership with other groups; b. consider if they can draw down further funding from the 2 larger Green Capital funds, the Small Grants Scheme and the Strategic Grants Scheme. In relation to grounds maintenance, the second half of the October meeting will be focused on exploring the grounds maintenance budget, with a view to a further meeting being held in November to identify the priority changes that can start to be delivered from February 2015, and to log the longer term changes for future negotiation once the contract starts.

3. To approve the proposed way forward (as set out in section 3 of the report) for creating the 3 year NP Plan to bring to the NP for approval in March 2015. Under this proposal, a sub-group will be set up (comprising John Bees, John Muse, David Trivitt plus other interested local people - to be recruited by the NP Co-ordinator, mindful of gender balance; the 4 local councillors to also have a “standing” invitation to attend the sub-group).
4. To note the information about the Boundary review and opportunities for local people to influence the process (section 4 of the report).
5. To note Mayor Ferguson’s recent visit to the area on 5 September (section 5 of the report).
6. To note the information about the continuing work on the Port pollution problems (section 6 of the report).

#### **14. Date of next meeting**

It was noted that the next NP meeting would be held from 7.00 – 9.00 pm on Monday 8 December at Shirehampton Public Hall.

The meeting finished at 9.15 p.m.



**Action Sheet – Avonmouth & Kingsweston NP – 24 09 14**

Minute No.	Title of Report/ Description	Action and Deadline	Responsible officer	Action taken and date completed
2	Apologies for absence	Letter to be sent asap to Angela Abbott, expressing best wishes following her resignation, and thanking her for her contribution to the partnership.	Keith Houghton	Letter sent November 2014
3	Appointment of Chair	Sub-Group to meet on 2 October to develop a firm proposal.	Keith Houghton	Group met on 2 <sup>nd</sup> Oct – paper to Dec NP meeting
4	Matter arising from minutes – devolved transport budgets for 2014-15	Meeting of sub-group to be fixed during the autumn.	Keith Houghton	Date being set for January 2015 meeting - see NP Co-ordinator's report
4	Matter arising from minutes – Shirehampton Community Action Forum (SCAF)	NP Co-ordinator to follow up on liaising with SCAF to discuss alternative funding options. Timescale: Oct/Nov	Keith Houghton	Meeting still to be set up
6	Public forum	NP Co-ordinator to write back to GBCP indicating that A&K NP support the 'green walkways' and 'great streets' initiatives; the 'great streets' initiative to be put on the agenda for the neighbourhood forums. Timescale: Oct/Nov	Keith Houghton	Completed November 2014
7	Learning	Angela Higgins to provide some case	Angela Higgins /	Case studies supplied –included in

Minute No.	Title of Report/ Description	Action and Deadline	Responsible officer	Action taken and date completed
	Partnership West – youth and play service update	studies to the NP Co-ordinator, so they can be included with the minutes. Timescale: Oct	Keith Houghton / Pat Jones	December papers
8	NP review update – devolved budgets	NP Co-ordinator to clarify whether the current budget “carry forward” provisions would be retained. Timescale: Oct	Keith Houghton	To confirm at December NP meeting
8	NP review update – equalities training	NP Co-ordinator to explore dates with NP members Timescale: Oct	Keith Houghton	At NP meeting – propose January date.
8	NP review update – 15 October citywide event	NP Co-ordinator to email NP members with a view to identifying volunteers to attend the 15 Oct event.	Keith Houghton	Apologies – see NP Co-ordinator’s report: City Wide Neighbourhood Partnership Event 7th February 2015
9	Wellbeing report	a. The following grants, as awarded, to be implemented: Avon Literacy & Dyslexia Group - £500; The Rock - £960; Tynings Field Community Group - £500. Avonmouth & Shirehampton family centre - £800 – subject to clarification on insurance arrangements.  b. Avonmouth Village Community Projects – NP Co-ordinator to liaise with relevant Council officers to ensure they feed back requested information asap to support their Community First application.	Keith Houghton	All grants decisions administered
10	Devolved services report – setting up	Given the number of sub-groups, the NP Co-ordinator to work up a	Keith Houghton	To Dec NP meeting: see NP Co-ordinator’s report:

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	of sub-groups	proposal for managing through these meetings. Timescale: Oct		
10	Devolved services report – CIL contributions	NP Co-ordinator to check the position re: the CIL contribution for Lamplighters Marsh (small sized goal posts). Timescale: Oct	Keith Houghton	To Dec NP meeting
13	NP Co-ordinator report – Green Capital fund programme	Proposal as agreed to be implemented. Meeting to be arranged in October. Subsequent meeting to be held in November on grounds maintenance priorities.	Keith Houghton	Both meetings set up and took place in October & November
13	NP Co-ordinator report – NP plan	Sub-group to be set up.	Keith Houghton	Two dates proposed: see NP Co-ordinator's report