



MY NEIGHBOURHOOD



AGENDA ITEM NO. 10

Bishopston, Cotham, Redland NEIGHBOURHOOD PARTNERSHIP

Monday 24th June 2013

Report of: Andrew McGrath – Communities & Neighbourhoods

Title: Area Co-ordinator

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The NP is asked:

- **To note the update from the recent Our Neighbourhood Festival**
- **To note the updates from the recent 'Super Forum' held on 11th May and the Bishopston Forum held on 14th May**
- **To note the brief update on devolved services**
- **To note the latest meetings schedule and advise the AC in its updating**
- **To note the briefing paper on Byelaws and agree a process for the NP contributing its ideas via the consultation process**
- **To discuss and agree a process for the development of a parks group involving the NP's 4 independent parks groups**
- **To agree the siting of the proposed playground on Horfield Common on its present site and to agree that officers explore the option of expanding the footprint of the fenced play area.**
- **To note the**
- **To note the update from the Redland Green School Project**
- **To agree to release the remaining £3,260 from the Parks Stimulus Fund for the pond work in St Andrews Park (as per the well being application**

1. Our Neighbourhood Festival Week.

The Communications Group of the NP recently held its inaugural neighbourhood festival. The event took place over an eleven day period from 4th to the 14th May and included 35 separate events. The Communications group has yet to undertake a full debrief of how the week went but (perhaps not surprisingly) is aware that some events worked very well, others not so well.

Those aspects that the group were pleased with were the publicity materials, the involvement of the volunteers, the planning and scheduling of the week and the 'set piece' events such as the May Fair stall, the 'Super Forum' and the Bishopston Forum.

Whilst the publicity materials were excellent, the fact that some events were not so well attended needs to be explored. What can the group do to help make these events more popular next time? What additional support can those putting on the activities be given? Did the festival support the right events? These are just some of the questions to be explored in coming weeks and months. What is clear is that the group (and others) worked extremely hard to put the festival on and feel that the overall profile of the NP has been improved.

The festival has generated some new ideas and opportunities, such as the idea of more super forums, more targeted events of local interest, and significantly improved contacts with traders on the Gloucester Road.

2. Notes from the recent 'Super Forum'

Super Forum – Saturday 11th May 2013

The welcome was given by Chair of the NP, Clive Stevens. An explanation of the NP was given, with examples of what the NP has achieved. Allusion made (via the visual metaphor of a saw) to the occasional difficulty of getting BCC officers to respond to the needs of residents and the NP.

The Forum's special guest, Mayor of Bristol - George Ferguson, then gave a presentation on neighbourhoods and communities.

Points made by the Mayor:

All decisions should be as local as they are able to be. We can't get more local than NPs. We are a 'villagey' city, and each area has its unique character. Preferably only decisions important for the whole city should be made at the centre.

One example is the need to measure and improve air quality. Bristol is excellent at measuring this but has low air quality standards due to the amount of vehicle use in the city.

We need to make Bristol a greener city. The intention is to double the target of green energy by getting Bristol's use up to 40%. We are good at recycling but need to be better.

This NP is capable of making lots of its area's decisions. Councillors are the democratically elected members but the work of the NPs should be driven by residents. Councillors should champion it.

Resident Parking Schemes are not being done in isolation. They are a part of a wider strategy on transport. One size does not fit all. The RPSs will be geared to local need. But they will happen.

The importance of high streets is recognised. There are examples of where parking schemes work for traders. The shape and size of parking zones is up for grabs.

People tend to like RPSs once they are in. Were a congestion charge ever introduced (there are no plans to at the moment but we're looking at how it might work), it wouldn't stretch this far out of the city centre.

Any financial returns from a congestion charge would be re-invested.

We want Bristol to be the best, greenest city in the UK. Let's be ambitious.

Questions to the Mayor:

Can you make BCC officers better at dealing with shabby bits of the area that go untouched? NP can help here. The Mayor then gave the example of Bogotá in Columbia. They have car free days and '100 small improvements days' where the neighbourhoods come together to deal with small but important local problems such as litter, scrubby bits of land etc. There are lots of ways of improving things.

You are good at underlying values but how do you get less privileged areas to get involved? I go to people who don't come to me. I try and spend as much time as possible meeting people. I am happy to speak out on important issues such as immigration. I want more, not less.

Could parks be a bigger part of the green agenda? Yes. Currently working on trees project with children. We need to involve children more in setting our green agenda as they are more up for it than adults.

RPS schemes. What's the motivation? Money or it's good for us? Are we being mugged or are we idiots? No one's a fool. I have to lead. You elected

me to get things done. Ken Livingstone was unpopular when the congestion charge was introduced. He did it anyway because he thought it was right. We have got to be radical. Otherwise we have a less healthy city. No one has the right to park on the street but everyone should have the right to healthy air.

In Bishopston, it's mostly easy to park. Parking bays will make it worse. Why does scheme need to come so far out? We are doing central parts first. But this is part of a wider process, including park and ride, better public transport and a £400m investment in transport infrastructure. We will look at borders but an RPS won't make it harder for residents to park.

I used to live in Redland and used to spend a lot of money on Whiteladies Road. But I can't now due to limited time parking. I don't go there now. Gloucester Road will be the same. We are willing to flex the system and vary it to local circumstances. The business case is vitally important.

Do you consider local businesses to be part of the local community? Yes.

Traders will guarantee a scheme will not work. Will you still keep it? You need to hold meetings at more accessible times for traders. You cannot guarantee it will not work. This is not my meeting. I was invited. I'd be happy to meet traders at a time better suited to them. I talk to shops all the time.

The Mayor was formally thanked for attending the meeting and given a round of applause.

Open Space event held.

The topics chosen by residents were:

- how can we create small green areas/open spaces or other outdoor seating throughout the area
- Parking
- Stolen bikes
- Domestic violence

Please see the BCC NP website for the detailed. The NP Communications Sub-group will analyse the notes from these sessions and report its recommendations to the NP

Our High Streets: Two guest speakers gave their views on the problems facing local traders

Ken Simpson: We need all those on the high street to be involved in their development - schools, churches, residents.

There have been many changes in the last 20 years in retailing: out of town shopping, internet. In 2012, 7000 shops closed in Britain. But 5000 opened. But also, new markets opened, new ways of street trading. The high street is not dead. 98% of all retail is still via shops. High streets need to evolve. Traders need to work together to get bigger contracts.

Questions:

Concerned about the run down of Whiteladies Road. The key is to be attractive to locals and traders. You've just described the national scene. There is a problem with empty units.

People appreciate friendliness in shops. This should be developed. The top thing about shops is: availability, speed, service, value for money, then price. Retailers need to be more desirable.

What do we get from our MPs, MEPs, Council? S106, planning, public transport. Other support

Decisions in retail should reflect customers. Yes. Always talk to your customers.

Dan Whelan

Has been involved in the Gloucester Road Traders Association for 4 years. Problems/challenges include: Internet, recession. We have plenty of ideas for promoting the Gloucester Road: Loyalty cards, advertising, Christmas fair. We want to apply to become a Business Improvement District. This would generate funds for all the promotional ideas we have. Gloucester Road needs to be more than just for shopping.

Questions:

Could GRTA help market the Gloucester Road? Yes, a management company, via the BID, could make this happen.

Is it true that the Gloucester Road is the longest Road of independent traders in Europe? According to the Daily Telegraph.

Do you have a website? Not at the moment, but this is planned. Whiteladies Road is developing one. Each trader will have their own page.

Can you include Chandos Road in the Winning Whiteladies project? Yes.

The Whiteladies Road and Gloucester Road are very different. Need different approaches. We are surveying Whiteladies Road. So far we know that waste, promotion and empty units are the main concerns.

Bishopston Forum – Tuesday 14th May

The Bishopston Forum was held as part of the festival week. Special guest was Sue Mountstevens, Police and Crime Commissioner for Avon and Somerset

Sue Mountstevens – Police and Crime Commissioner

Became PCC in November 2012. Only 19% turnout, but large majority of this turnout voted for Sue's candidacy. Have no party allegiance. I am an independent. Don't believe people were apathetic, just puzzled by what the role of PCC is and who the candidates were.

The Avon and Somerset Policing area covers a very large area – 16 parliamentary constituencies.

The job of the PCC is to hold the budget, appoint the Chief Constable, set a 5 year policing plan and commissioning community safety initiatives. The role encompasses all aspects of the policing process including prisons, probation, courts.

The average time it takes for a crime committed to be resolved in court is 5 months. This is clearly not good enough. I intend to improve this.

I spend at least 1 day a week in communities. I have published a police and Crime Plan. This covers such a large area I have also published 6 local plans, including one for Bristol. Copies available.

These are 4 priorities:

1. Anti-social behaviour. Unlike most crime, this affects us all
2. Domestic/sexual violence. Less than 15% of people come forward to report this crime. Not good enough. People don't think they'll be believed
3. Burglary. This is significantly down but we are still prioritising it as it has such a high fear factor
4. Victims. They should be at the heart of the system. Responses to victims are not co-ordinated

The community safety grant that used to go to Community safety partnerships now comes to the PCC for spending. This is £2.4m.

Have also launched a £200k grants fund for communities. Applicants can apply for up to £5k.

Currently setting up a volunteers' complaints panel to deal with complaints against the police.

Questions:

Have experienced a lack of joined up thinking in the police system.

Different staff, different information, sometimes wrong information etc.

You have highlighted a cock-up. It is for these sorts of reasons, I have a job. Please email me the details of your case. We are piloting a victims advocate programme. This is designed to give a single point of contact to victims.

I feel that there are a large number of people who commit crimes whilst on bail. Can you tell us how many? As we know, 80% of crimes are committed by 20% of offenders. We have a scheme in Bristol called Impact that seeks to work with the worst offenders to get them to go straight. Keith Rendle: We also have a unit that watches the most likely (re)offenders.

The lack of police visible on the streets is a concern. We only seem to see police in cars. Agree that this is likely to be the case. We are using technology to help us keep officers out of the stations but, there will never be enough money to satisfy people's desire to see more police, particularly in the current climate. We need to be smarter about how we use officers. Keith: We do as much as we can, but it is limited. It is better to have police where they're needed rather than walking in areas where they're not needed. People would rather know they will get a response if needed rather than see police walking their streets.

Concerned that the majority of anti-social behaviour (noise at night etc) is actually dealt with by BCC. However, they stop after a certain time, so if there is late night noise, there's no one to deal with it as the police won't respond. Need better joined up work between the police and the council.

Yes, need to improve this. David Willingham: There are only 2 council officers who go out on calls late at night and they have to go together. It would be good to team them up with police or PCSOs to double their capacity. Liz Kew: The universities are excellent at responding to calls about noise and ASB from their students. Worth knowing their contact numbers.

What is your view on 20mph speed limits coming in? we won't be able to police this to a high degree. However, if certain problems or areas arise, we will police them. But realistically we can't police the whole city on this issue. Keith: Where there is specific engineering to reduce speeds, we can check on those. Bev Knott: Community Speedwatch is one possible way to help 'police' 20mph. The police need to encourage these schemes. Sue Mountstevens: Yes, we support CSW schemes. We are working to improve how we can help with these.

We would like to do a CSW on our road but it has not been passed by the police. Can you help with this? Yes, please email me.

Isn't it dangerous to say you won't police the 20mph limit? Surely a few arrests, charges etc will encourage drivers to stick to it? We will police hotspots. But it is a matter of priorities. Sometimes we'll police speed, othertimes, other problems. Daniella Radice: please don't forget that this isn't only about road safety. It is also about improving pollution and congestion

Who do I report cyber crime to? I have an attempt to commit a crime tried on me at least once a week online. Ring 101. We are also just about to launch AN Action Fraud-line. We take cyber crime seriously.

How can police help Gloucester Road traders to tackle shoplifting? There are no victimless crimes and shop traders suffer significantly from shoplifting. We are working on launching a Business Crime Forum. This should launch in September.

Sue Mountstevens was thanked for her attendance and a round of applause given.

Resident Parking Schemes. Terry Bullock of BCC Highways, discussed the rollout of the schemes. Most schemes are unpopular before their introduction but popular after their introduction. The schemes will happen. The Mayor is determined that these are part of his wider transport strategy. It fits with the green agenda. It will all happen within the next 2 years. It is hoped to encourage better commuter behaviour e.g encouraging more bus use.

Police update: Burglary rate is steady but still too high. 11 in February, 12 in March, 12 in April.

We are starting a new Neighbourhood Watch in Bishop Road.

Currently working with Bristol college to deal with inconsiderate parking by students.

Community Issues:

Parking is a problem in Brynland Avenue. Can someone leaflet the offending cars?

There will be a consultation, in June, on the location of the playground on the Ardagh. The NP will email the Bishopston contact list with details.

Rubbish bins at the back of the Co-op on Gloucester Road are always having their contents scattered. They should be locked.

The Mayor will make his final decision regarding RPSs at the Cabinet meeting on 29th May. Anyone can attend. If you want to submit a statement or a question, check the website for details. Probably needs to be submitted at least 2 working days before the meeting.

There is also a scrutiny meeting the day before on this matter. Again please check website on how to submit a statement or come along.

Bev: It is likely that parking permits will go up in price to £50 per annum for residents.




3. Devolved budget updates

The latest financial position of all of this NP's devolved budgets can be seen in the Annual Business Report (agenda item?).

Clean and Green The Neighbourhood Partnership has an allocation of **£1,500** per annum under this budget. The NP is asked to discuss what projects/works it would like to allocate this year's budget to. The budget is under the management of the Area Environment Officer but is a devolved budget under the control of the NP.

The **Well Being Fund** spent/allocated **£38,547.64** in £2012/13. Please see Well Being Fund requests in Jenny's attached report.

4. Meeting Schedule

	Meeting round 2 21013/14	Meeting round 3 2013/14	Meeting round 4 2013/14
Neighbourhood Partnership / Committee	7.00pm Monday 14 th October Venue tbc	7.00pm Monday 20 th January Venue tbc	7.00pm Monday 24 th March Venue tbc
Neighbourhood Partnership Pre meeting	4.00pm Monday 7 th October Venue tbc	4.00pm Monday 13 th January Venue tbc	5.00pm Monday 17 th March Venue tbc
Informal Neighbourhood Partnership meeting	5.00pm Tuesday 3 rd Sept Brunel House	7.00pm Tuesday 26 th Nov Brunel House	
			
Bishopston Forum	7.00pm Tuesday 10 th Sept Venue tbc	7.00pm Tuesday 10 th Dec Venue tbc	7.00pm Tuesday 11 th Feb
Cotham Forum	7.00pm Thursday 5 th Sept Venue tbc	7.00pm Thursday 5 th Dec Venue tbc	7.00pm Thursday 13 th Feb Venue tbc
Redland Forum	7.00pm Thursday 12 th Sept Venue tbc	7.00pm Tuesday 3 rd Dec Venue tbc	7.00pm Thursday 20 th Feb Venue tbc

5. Byelaws

Report Title: Development of New Byelaws for Parks and Green Spaces (abridged version if you would like the full version it can be found at www.bristol.gov.uk/have-your-say)

1. Context

Byelaws are local laws which are made by a statutory body, such as a local authority, under an enabling power established by an Act of Parliament. Since byelaws create criminal offences, they cannot come into effect unless they have been confirmed by the Secretary of State.

There are byelaws already in place in Bristol (from early 1900s) covering some parks and green spaces. The byelaws give the police and some council officers the power to take enforcement action against people who carry out anti-social activities that are listed in the byelaws. The penalties for non-compliance vary, but are generally dealt with by the Courts imposing a fine following summary conviction.

The aim of having byelaws would not be to stop people enjoying or having fun in parks but to be able to tackle people whose behaviour is persistent and a significant nuisance to others. Some issues are not covered by byelaws e.g. dog fouling, dogs that are not controlled but the council and police do have powers to deal with those issues under separate legislation.

2. Purpose and Scope of New Byelaws for Parks/Green Spaces

- To ensure that all citizens can access and enjoy parks and green spaces free from the effects of anti-social behaviour
- To prevent and enforce against anti-social behaviour in parks and green spaces
- To cover parks/green spaces not covered in the existing byelaws and to fill any gaps in the type of anti-social activities covered by existing byelaws i.e. achieve consistency across the city

The aim of the council and the police is not to criminalise one-off offenders but to provide the leverage where necessary to take enforcement action against persistent or repeat offenders. The approach of the agencies involved is to request that people stop the anti-social behaviour and ensure that people understand what the rules are for any given park or green space. If people choose to continue the behaviour we will take enforcement action. Enforcement usually involves a fine of a few hundred pounds in the first instance.

3. Public Consultation

The public consultation will run from 7th June to 9 August 2013, a period of 12 weeks.

4. Questions for Neighbourhood Partnerships and other interested parties

- 1) Do you agree with the issues we propose covering in the byelaws?
- 2) Which types of anti-social behaviour do you think we should not include and why? (You will find the full range of issues that can be covered by the byelaws at www.bristol.gov.uk/have-your-say)
- 3) What types of anti-social behaviour have we missed that you think we should include and what evidence do you have that these behaviours are a problem?(please give locations, a description of the behaviour/activity

and approximate date). We are interested in all types of issues including those that might not be covered by byelaws but could be covered by other legislation.

4) Do you have any questions about the implementation of the byelaws?

5) Next steps

Proposals amended in view of consultation results – September 2013

Byelaws drafted and provisional approval sought from DCLG – September 2013

The council formally resolves to adopt the byelaws at Full Council – October 2013

1 month public notice period – November 2013

Byelaws submitted to DCLG/ Secretary of State December 2013

Byelaws in place January 2014

Gillian Douglas - Interim Service Director, Safer Bristol
gillian.douglas@bristol.gov.uk Tel : 0117 914 2237

6. Parks

Parks Groups. As the NP is aware, this NP has been without an Area Environment Officer for a considerable amount of time. This has hampered its ability to pursue its wish to bring the 4 parks groups in the NP area together to work on shared issues and to develop a strategy to ensure that each park is able to take full advantage of any funding and resource opportunities that arise.

The parks groups have come together before, mainly to discuss and agree the priorities that made up the parks' priorities list as part of the Area Green Space Plans in 2011.

The NP now has an AEO. The NP is asked to discuss and agree a way forward in bringing the parks together. Mark Owen, the BCR AEO is attending this NP meeting and will discuss how we can ensure that a positive way forward is developed. Mark will also discuss what other responsibilities his post involves and how he can work with the NP in delivering its priorities.

6.1 Horfield Common Playground siting. One 5th June, a meeting was held between members of Friends of Horfield Common, the BCR Chairman and the Bishopston Councillors (and officers). This meeting was held to discuss the

options for the siting of the proposed playground on Horfield Common near to the Ardagh site. The options are to keep the new playground on its present site or to build it approximately 100 metres away on the other side of the slip road to the Ardagh car park. The meeting included a tour of the site and discussions regarding passive surveillance, view from the road, and the need for some kind of provision for teenagers.

The meeting concluded with unanimous agreement from the FoHC and the councillors (acting as sponsors for the project) that the new playground should remain on its present site, but that options for expanding the footprint of the play area should be explored. The desire is to have a large, fenced (dog-free) area that will include the play equipment but also have a larger grassed area and some extra trees.

Officers agreed that these proposals are feasible within the budget and agreed to develop plans and drawings based on this agreement. The NP is asked to agree to the provisional plans agreed at the meeting and to support officers' work in developing the details of the project. Tenders to potential play equipment providers will need to be made, as will consultation with children and young people. The project needs to be completed by the end of March 2013.

6.2. Horfield Common maintenance needs. (see **Appendix 1.**) A recent series of meetings have been held regarding the maintenance needs of Horfield Common (including the Ardagh). This work has been undertaken with Friends of Horfield Common. The NP is asked to discuss and agree the chart and discuss with the AEO the best way to make progress on undertaking some of the identified needs on the Common.

7. School Engagement Project – Redland Green

The NP will recall that it funded (£1,450) for an engagement project at Redland Green School. The work has taken much planning but has now started to be delivered. Please see below, Lynn's update report

Report on RGS young people project (Week of the 3-7th of June)

Tutor group 9.4 - 30 student start date 4.6.13

Tutor group 9.6 - 30 students start date 6.6.13

Session one

Introduction from Lynn Parfitt and Bett Norris

- Brief Explanation of what the Neighbourhood Partnership is and what issues it engages with.
- Explanation of what the end goal of the workshop is (creating a blog)
- Explanation of how the sessions will run over the next 4 sessions.
- School Technician to give information about E-Safety as students had access to I pads.

- Students break into four to six groups. Each receive a piece of paper (picked from hat) with an issue that affects young people involved in the Neighbourhood partnership area: One issue per group:
 - Recycling and litter
 - Transport and the Environment
 - Local parks and recreation
 - How young people are perceived
 - Personal Safety
 - Investigate the difference- Graffiti & street art
 - Local shops & Business
 - Anti-social behavior
- Each group starts to prepare a presentation on the selected issue, specifically looking at how it affects them. They can research on computer, conduct surveys with their peers, share their own opinions, look at the street rep guide and any other ways they can think of.
- Students will be then be given home learning
- Safer Bristol officer demonstrated the 'Looking Local app for iPhones, iPads and Androids where young people can report issues.

Second Session- both Tutor groups

6th of June and 12th June

Each group carries on preparing a presentation on their selected issue, specifically looking at how it affects them.

- Each group will have 3-5 minutes to present their work to the rest of the class.
- One group from each class to be voted to represent the class for the rest of the project. This will take place in both class groups resulting in two groups of four, eight students overall, known as the 'core group'. This group will go on to do further projects and develop the website over the next coming few weeks.

St Andrews Park. The NP will recall that last year it agreed to allocate S106 money that was on the point of passing its expenditure deadline, to the toilets project at the Ardagh. The agreement was that the Parks Capital Stimulus Fund would re-allocate the same amount to St Andrews Park projects. This was agreed in order to avoid the NP losing the S106 funding due to the deadline passing. Of the amount allocated across, **£3,260** remains. The NP is asked to **agree** to allocate this amount to the St Andrews Pond Project (as per the FoSAP well being application). This will mean the well being fund not having to fund this project.

Schedule from the meetings of 18th April 2013, second on 26th April and 29th April.

1) Services / Maintenance chart– the idea is to create a definitive list of the maintenance type services provided by BCC (and those that aren't) at the moment, the service standard, who checks it's been done e.g. Parks or FoHC/BC and how/who a service failure is reported. Note: Contract renewal 2015.

<u>Subject</u>	<u>Service standard</u>	<u>Check by</u>	<u>Report to whom?</u>
Benches and picnic tables: AEO will confirm that record logged (Parks to ensure all Are on the plan)	i) any damage report within 1 day	FoHC/BC to report	to AEO by email, "
	ii) clean and wash every April	FoHC/BC on May 1 st	to AEO by email, "
	iii) treat all wooden parts once dry	FoHC/BC on June 1 st	to AEO by email, "
Tennis Courts: (NO Blowers allowed) (The ones that are Deemed serviceable) NW one out of use (Parks to provide new nets where needed MB) (Parks to check and mend posts/fences MB) covered in a survey)	i) keep free of leaves, litter, detritus	FoHC whenever	to AEO by email, "
	ii) paint lines clearly in April	FoHC on May 1 st	to AEO by email, "
	iii) repaint lines if not clear	FoHC whenever	to AEO by email, "
	iv) keep nets serviceable	FoHC whenever	to AEO by email, "
	v) report damage to posts & fences	FoHC whenever	to AEO by email, "
	vi) keep surface well maintained	FoHC (re-surfacing recommendations)	
Bowling Green: flower beds (Cheap plants available via AEO in June) (The boundaries of this and maintenance need better definition)	i) Annual flower beds by BC	} <u>Bowling club</u> (BC) to maintain annual	BC to maintain, cutting, herbicides, repair
	ii) Bowling green by BC		
	iii) Grass cutting – pavilion lawn	} <u>BC</u> to cut (and collect grass) and trim Council maintain, cut (but not collect grass), trim edges. Report to AEO by email if not cut Council to parks standard (not p&p, not collect grass). FoHC report to AEO. Council – trip hazards? Also sweep and	
	iv) Grass cutting - surrounds		
	v) Grass cutting – pitch & put		
	vi) Pathway (paving slabs)		
clean			
Horfield Common Paths: AEO to report any reports are logged. (note Council policy not to repair trip hazards)	i) Weekly check, litter, leaves	FoHC whenever	to AEO by email,
	ii) Mould and moss Apr/May	FoHC on June 1 st	to AEO by email
	iii) Trip hazards (5cm) reported	FoHC whenever	to AEO by email
HC - Amenity Hedges: done after bird nesting season) removal of branches etc)	i) Twice/year make stable (taper)	FoHC on Nov 1 st	to AEO (note: works
	ii) Nuisance pruning (whenever)	FoHC whenever	to AEO (note:
3 x Public Toilets: ANNUAL	i) clean daily, toilet roll, soap being installed for daily sign off)	FoHC/BC whenever	to AEO (whiteboard

(2 in changing rooms & disabled outside)	includes floors, urinal, sinks & benches	Also Parks (CH) at the moment	
Tree maintenance	i) only for H&S reasons	BCC survey every 3 or 4 yrs	
<u>Subject</u>	<u>Service standard</u>	<u>Check by</u>	<u>Report to whom?</u>
Planted areas			
- bulbs around bowling grn	i) cut old leaves end of season	FoHC/BC	to AEO
- bulbs around bowling grn	ii) provide new bulbs as and when	FoHC/BC	to AEO
- herbaceous perennials	i) on different cycles 1,2 or 3 yrs	FoHC/BC	probably worth
having an annual review meeting with contractor			
- roses	i) highest standard! Weekly	FoHC/BC	the roses are getting old, improvement project to replant/different
- shrubs	i) specified standard, medium freq	FoHC/BC	winter prune and mid spring nuisance pruning, mulch
Pond (informal)	i) keep safe (fence etc) ii) clean and good for wildlife	FoHC FoHC	to AEO needs to be de-silted first (improvement project)
Ditches (x2)	i) good for wildlife, side/bottomed	FoHC	was de-silted in
2013 (grant), the Horfield Brook one done in 2011	Every 3 years		
Bins (litter / dog)	i) no more than ¾ full (daily) ii) wash bins when necessary	FoHC	to AEO

There may be one or two other requirements for maintenance – need to be identified on walk around and discussed with AEO and added to this chart.

Action: Maps and contract to be provided by Parks (CH). Also probably have a review with contractor after a few months.

2) Improvement and remedial projects (Outdoor and indoor) tracking chart. The idea is to create a master list of projects that FoHC/BC/Parks Dept think would be a good idea. Then to see if its financed, who the project manager is, issues (might lead some projects to be looked at in more detail) and finally on completion whether the new facility has been adopted by BCC (in which case the maintenance services go on to the chart above).

<u>Project</u>	<u>Finance</u> <u>Adopted by BCC?</u>	<u>Project Mgr</u>	<u>Issues</u>
Outdoor -New Bin	YES YES	NA	Now installed
RoseBeds (outside pavilion) suited to climate change	- YES	-	Roses now quiet old, not
Pond (ecology survey)	- YES	Mark Owen	Needs to be de-silted

Ardagh bins (falling apart) assessed	- YES	Mark Owen	Replacements need to be
Fir trees (too tall for courts) need to cost felling, + hedge	-	Richard Fletcher	Trim, approx £13.5k but (damaging surfaces) maybe
combine with tree planting....			
Outdoor play area and FoHC. Consider	£110k	Mark Gundry	Meet with Councillors, NP Refurbishment and whether it needs to be moved.
Tennis court flooring	-	-	Quotes already available

No other improvement projects were discussed at this stage – to be filled in at future meetings.

Ardagh Building issues:

1. Responsibility for maintenance/liability

Currently (26.4.13) Bowling Club have an (implied*) lease that covers Kitchen, Lounge Bar, Internal lobby, Store, Men's WC and Men's changing room. The rest of the Building is currently the responsibility of the Council, that means for example should there be an accident in the bowling alley any claim would probably end up with the Council even though the Bowling Club has insurance! *The lease continues from 2007 due to a provision within the L&T Act 1954.

The lease gives responsibility to the Bowling Club (clause 3(9)) keep the interior and the windows in good condition....this includes the interior walls, doors and frames...non-structural sub ceiling....the flooring but not joists....pipes wires and conduits which exclusively serve the leased out premises. (Clause3 (10)) paint the inside wood and stucco...It gives the Council responsibility to (Clause 4(c)) keep in substantial repair the main structure of the Ardagh Pavilion, including foundations, external walls, roof, pipes, sewers etc

*Actions: Council to propose licence to Bowling Club for use of other areas not covered in the lease
Council to assess costs of urgent work (and some other) that is necessary to keep the building open (and comply with the lease!)
Fire alarm doesn't communicate to anyone. Leaks plus electricity plus inadequate fire alarm = BIG RISK. This is Bowling club responsibility
Negotiations to be undertaken between Council and Bowling Club on licence and repair work done and work to be done.*

2. Longer term

It was explained that the Council can't afford to keep the Ardagh going and is looking for a community asset transfer to an appropriate organisation who can then look to expand the activities, bring in more income and thus be in a position to manage the Ardagh building and area on a sustainable long term basis. All agreed it was a good long term vision. A management plan would be needed which would need to include the expected costs of upgrade and on-going maintenance and management as well as expected revenues from the current and new activities.

Action: Council to discuss with FoHC and BC the idea of an asset transfer (meeting with Guy Poultney, FoHC on 30/4)

3. Outdoor water supply (for bowling green) – DONE

On 29/4 the roof to this outbuilding was removed (condemned) but this exposed the electricity meter to the elements so the electricity was isolated which means the automatic pump for the external water supply for the sprinklers for the bowling green has been stopped. If this is not watered it the green will be unuseable within a few days.

Action: Richard Fletcher to follow up with building services on Tuesday 30th April. RF will communicate to BC/FoHC with a plan of action.

4. Having one AEO for all Horfield Common – discussed by Group, suggested to simplify communications:

*Actions: BCR NP and HF&LL NPs to discuss how funding applications can be made easier
Richard Fletcher to consider value of one AEO (vs the current 4) to simplify communications and overall planning.*

Stevens (BCR NP Chair) 08.5.13