



AGENDA ITEM NO. 2

Dundry View Neighbourhood Partnership 29 June 2015

Title: Annual Report 2015

Report of: Emily Smith

RECOMMENDATIONS

1. To confirm the NP membership and chairing.
2. To confirm the NC and NP terms of ref and the NC financial operating framework.
3. To set aside £30,000 for the small grants/wellbeing budget.
4. Nominations for small working group to look at Dundry View Terms of Reference and Tool Kit.
5. To note the devolved Neighbourhood Budget.
6. To agree a delegated budget for Highways minor works.
7. To agree a delegated budget for the Neighbourhood Officer.
8. To agree the meeting schedule including subgroups and forums.
9. To note the financial statement and expenditure from 2014-15.

1. Membership and chairing arrangements

- 1.1 The Neighbourhood Partnership is asked to continue with its current membership for 2015 and to put in place a revised membership for 2016 in the light of new ward boundaries suggested for 2016.
- 1.2 A proposal will be brought to the December meeting for consideration.
- 1.3 Each neighbourhood partnership comprises
 - (a) The Neighbourhood Committee of councillors for each of the wards which make up the Partnership (who serve for their term of elected office)
 - (b) Local resident representatives who are chosen by election/nomination/volunteering
 - (c) Representatives of local organisations and services

1.4 The membership of the Dundry View Neighbourhood Partnership is:

a) Councillors:

Kevin Quartley (Bishopsworth)
Richard Eddy (Bishopsworth)
Mark Brain (Hartcliffe)
Naomi Rylatt (Hartcliffe)
Helen Holland (Whitchurch Park)
Timothy Kent (Whitchurch Park)

b) Partnership and local resident representatives:

There are currently 9 members of the partnership who are as follows:

Local resident and agency representatives:

Diana Porter: Bishopsworth resident.
Bob Giles: Hartcliffe resident.
Lorraine Horgan: Hartcliffe resident.
Geoff Woodburn: Whitchurch Park resident.
Inspector Nigel Colston: Avon and Somerset Constabulary
Carolyn Purcell: Voluntary and Community Sector
Mike Knight: Local Business
Pete de Boer: Senior Practitioner BCC Youth Links
Gill Brookman: Health Improvement Projects Manager

Well Being Panel members:

ALL ward councillors
Diana Porter
Bob Giles
Lorraine Horgan
Geoff Woodburn
George Denford

1.5 The charring arrangements for the Dundry View NP will be confirmed at the AGM meeting

1.6 The Committee Chair – Councillors will be asked to nominate the Committee Chair, if there are more than one nomination then the Councillors will vote at the meeting to appoint the Committee Chair

2. Terms of Reference, Code of Conduct and Financial Operating Framework

2.1 The Neighbourhood Committee and Neighbourhood Partnership terms of reference are currently being reviewed this year. Therefore, the NC

and NP terms of reference currently the same and are available at <http://www.dundryview.org.uk/>

2.2 The financial operating framework for the NC remains the same as 2014-15 and is available on the council website: http://www.bristol.gov.uk/sites/default/files/documents/community_and_safety/neighbourhood_partnerships/NP%20financial%20operating%20framework.pdf

2.3 Code of Conduct

The Code of Conduct is common to all of the Neighbourhood Partnerships (Appendix 2a)

2.4 A small working group is sought from the Neighbourhood Partnership membership to develop and work on the Terms of Reference and tool kit for the Neighbourhood Partnership.

3. Devolved Neighbourhood Budgets

3.1 The Dundry View NP devolved Neighbourhood budgets are:

Budget	2015-16 budget	Amount carried forward (unallocated)	Total
Neighbourhood budget <i>(suggest reserving £30,000 to use for small grants/wellbeing)</i> One off allocation from the old Narrow estate budget	£61,243 £11,697	£34,137 Highways £2,096.02 Wellbeing £100 Clean and Green	£109,293.02 Highways figure does not take into account the allocation made for 3 year program
Parks S106 budget	*0.00	£1810.26	£1810.26
Transport S106 budget	*0.00	£94,572.51	£94,572.51
Other S106	*0.00	0.00	0
Community Infrastructure Levy	£510.27	£1890	£2400.27

(see appendix 2b agreed Highways Allocation July 2015)

3.2 Devolved powers

The Partnership is asked to note that the following powers are devolved to Councillors for decision, following discussion at a partnership meeting and taking account of the views expressed:

- Expenditure Neighbourhood budget; including ring-fencing funds for specific issues (eg environmental work, small grant scheme)
- Decisions relating to council-owned community centres and buildings;
- Spending locally, money paid to the Council under Section 106

agreements / Community Infrastructure Levy and prioritising site specific schemes to be funded from that source.

3.3 Delegated Budgets

The Partnership is asked to consider delegation of monies to lead officers for small works which progress the neighbourhood plan. The budgets suggested are:

Highways minor works	£5,000
Neighbourhood Officer small works budget	£3,000

The delegated budget holder will be required to email the relevant councillors for permission to proceed with work or purchases associated with the Neighbourhood priorities and progress the Neighbourhood Plan.

4. Meeting Schedule 2015-16

The proposed meeting schedule for the Dundry View NP, including NP meetings, Pre meetings, forums and subgroups and other meetings is as follows:

4.1 Neighbourhood Partnership Meetings

Monday 29th June 2015
28th September 2015
14th Dec 2015
21st March 2016

4.2 Neighbourhood Partnership 'Pre-meetings'

Councillors

23rd June 2015	5pm	Brunel House
21st September 2015	4.30pm	Brunel House
7th December 2015	4.30pm	Brunel House
14th March 2016	4.30pm	Brunel House

Members

22nd June 2015	3pm	@Symes
21 st September 2015	2pm	@Symes
7 th December 2015	2pm	@Symes
14 th March 2016	2pm	@Symes

4.3 Neighbourhood Forums

Bishopsworth	04 June 2015
Hartcliffe	02 June 2015
Whitchurch Park	01 June 2015
Bishopsworth	09 September 2015

Hartcliffe	07 September 2015
Whitchurch Park	wc 7th September 2015 tbc
Bishopsworth	18 November 2015
Hartcliffe	17 November 2015
Whitchurch Park	16 November 2015
Bishopsworth	wc 22nd Feb 2016
Hartcliffe	wc 22nd Feb 2016
Whitchurch Park	wc 22nd Feb 2016

4.4 **Pride of Place**

Monday 13 July 2015	@Symes
Monday 14 September 2015	@Symes
Monday 12 October 2015	@Symes
Monday 09 November 2015	@Symes
Monday 14 December 2015	@Symes
Monday 11 January 2016	@Symes
Monday 08 February 2016	@Symes
Monday 14 March 2016	@Symes

4.5 **Highways and Transport**

Wednesday 20 May 2015	@Symes
Wednesday 15 July 2015	@Symes
Wednesday 16 September 2015	@Symes
Wednesday 18 November 2015	@Symes
Wednesday 20 January 2016	@Symes
Wednesday 17 March 2016	@Symes

4.6 **Health and Wellbeing**

Thursday 4 th June 2015	@Symes
Thursday 2nd July	@Symes
Thursday 6th August	@Symes
Thursday 3rd September	@Symes
Thursday 1st October	@Symes
Thursday 5th November	@Symes

4.7 **Wellbeing Grants deadline dates**

Deadline 6th May

Deadline 12th August

Deadline 4th November

Final decisions are made at the Neighbourhood Partnership meetings after the deadline.

5 **Financial Statement 2014-15**

Please see appendix 2c for the full financial statement for 2014-15 expenditure of the NP.

6 Neighbourhood Partnership Plan

The Dundry View Neighbourhood Partnership agreed the NP Plan on 16th March 2015 and will be working to progress this over the next 12 months

Appendix 2a

Neighbourhood Partnership Code of Conduct

<p>1. Values</p>	<p>All members of the Neighbourhood Partnership (NP) must abide by the following fundamental values, that underpin all the activity of the NP:</p> <p>Accountability – Every decision and action undertaken by the NP will be able to stand the test of scrutiny by residents, Bristol City Council (BCC) (councillors and officers), service providers, the media, and any other interested party.</p> <p>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.</p> <p>Transparency – The NP will maintain a practice of openness and will ensure that as much as possible of its work is available to public scrutiny.</p> <p>Equality - All members of the NP agree to eliminate discrimination, harassment, victimisation, and advance equality of opportunity between people from different groups and foster good relations between people from different groups in the NP</p> <p>Councillors Code of Conduct for Members. This is currently set out in item 6 of the Neighbourhood Committee Terms of Reference:</p> <p>6. Code of Conduct</p> <p>6.1 Neighbourhood Partnership councillors shall comply with the Bristol City Council Elected Members’ Code of Conduct and any other code of conduct or protocol relating to the conduct of councillors which may be adopted by the council (eg. officer member protocol).</p> <p>Full code of conduct can be found: http://www.bristol.gov.uk/sites/default/files/documents/council_and_democracy/councillors/cs-constitution-part5-code-of-conduct-for-members.pdf</p>
<p>2. General Conduct at all Neighbourhood Partnership-related meetings and events</p>	<p>Anyone attending NP-related meetings and events should – :</p> <ul style="list-style-type: none"> • 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 • Keep to the subject being discussed • Follow the guidance of the Chair in the conduct of the meeting <p>Personal attacks, harassment, bullying, offensive and abusive comments are not acceptable. Substantial breach of any of these points will result in the offender being asked to leave the meeting by the Chair or NPC.</p>
<p>3. NP</p>	<p>NP and subgroup members agree to:</p>

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<p>Members and members of NP sub-groups - Conduct at meetings</p>	<ul style="list-style-type: none"> • Abide by agreed governance procedures and practices • Support the person chairing the meeting to do their job and respect their role as meeting leader • Keep to the subject being discussed • Engage in debate and/or voting in meetings according to procedure, maintaining a respectful and courteous attitude toward the opinions of others • Not bully or intimidate any other member of the NP. • Accept a councillor vote on devolved budgets as decisive and final
<p>4. NP Members and members of NP sub-groups - Conflicts of Interest</p>	<p>Conflicts of interest:</p> <ul style="list-style-type: none"> • All members of the NP will 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 judgement 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.
<p>5. NP members - Protecting the reputation of the NP</p>	<p>Protecting the reputation of the NP – members:</p> <ul style="list-style-type: none"> • 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). • Must strive to uphold the reputation of the NP when speaking as a private citizen • Must respect organisational and individual confidentiality. • Must own decisions made by the NP, and do not publicly criticise other NP members. • Must refer any enquiries via the Chair and Neighbourhood Partnership Coordinator should an enquiry occur outside of a NP meeting
<p>6. Email and Social media</p>	<p>When using email or social media, all of the above codes of conduct apply</p> <p>All communications should be simple, factual and formal, and not emotive, defensive or accusing. Direct communications to the appropriate person and avoid multiple 'copies to'. Remember that email is a formal method of communication and avoid sending emails in haste or in anger.</p>

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	<p>You must not use emails or social media to:</p> <ol style="list-style-type: none"> 1. Defame or disparage the NP or any person 2. Harass, bully or unlawfully discriminate against any person 1. Make false or misleading statements; or impersonate anyone 2. You must not express opinions on behalf of the NP using emails or social media, unless expressly authorised by the NP in a public meeting 3. You must not post comments of a sensitive nature, 4. You must not reveal any confidential information
<p>7. NP members – Good Practice</p>	<p>Good practice. NP members should:</p> <ul style="list-style-type: none"> • Strive to attend all NP meetings, giving apologies ahead of time to the chairperson (or NP contact officer) if unable to attend • Study the agenda and read all NP papers sent prior to meetings and be prepared to debate and/or vote on agenda items during the meeting • Continually seek ways to improve good practice at meetings • 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 an NP member • Inform the chairperson in advance, in writing, if they wish to resign from the NP • Participate in NP training and development
<p>8. In the event of a Breach to this Code of Conduct.</p>	<p>Breaching the Code of Conduct</p> <ul style="list-style-type: none"> • If a member of the NP breaches the Code of Conduct at a meeting the Chair or the relevant Bristol City Council Officer will intervene and may ask the member to leave the meeting. • If a member of the NP should know of, or become aware of, any breach of this Code of Conduct by another member they should notify the Chair or the NPC. • Breaches of the Code of Conduct may also be brought to the attention of NP by others who are not members of NP. • Any breach of the Code of Conduct brought to the attention of the NP, or of which NP becomes aware, will be considered under the NP Complaints and Grievances process <p>Complaints and Grievances Process. NP Members</p> <ul style="list-style-type: none"> • Complaints and grievances relating to conduct can be raised with the Chair of the NP, the Neighbourhood Partnership Coordinator (NPC) and/or the Area Neighbourhood Manager (ANM).

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- Complaints and grievances will be considered and investigated by the NP Chair, the NPC and/or the Area Neighbourhood Manager. Investigation will include exploration with all relevant parties.
- If the complaint is about the Chair, they may be asked to stand down for the duration of the investigation.
- The party who the complaint is against will then be sent details of the alleged breach in writing and will be given 14 days to respond to the NP.
- The NP shall meet after this time to consider the breach and decide whether the member should stand down.

Subgroup/working members

- If the complaint is regarding a subgroup/working group member's behaviour the Chair of that meeting together with the Neighbourhood Partnership Coordinator will investigate and hold a three way meeting with the person whom the complaint is about. Every effort will be made to reach a satisfactory resolution but if this is not possible they may be required to resign from the subgroup/working group.

Councillors

- If the complaint is regarding a Councillor then the BCC complaints procedure will need to be followed this can be found at
- <http://www.bristol.gov.uk/page/council-and-democracy/mayorcouncillors-how-complain-or-comment>
- All complaints raised and their resolution should be reported at a subsequent NP meeting

Appendix 2b

July 2014 Highways Allocation

Table 1 – 3 year work programme

Details	Type	Cost
2014/15 (Budget £49,387)		
Measures to regulate parking - Longway Avenue, Rookery Way and Grassmeers Drive	Preliminary design and consultation	£5,000
Parking and pedestrian facilities - Elm Tree Corner	Preliminary design	£5,000
Minor Signs and Lines	Implementation	£2,250
Minor Works	Implementation	£3,000
Total		£15,250
2015/16 (Budget £25,714 assumed + carry forward)		
Longway Avenue	Detail design, TRO and implementation	£15,000
Elm Tree Corner	Consultation, detail design and some implementation	£20,000
Minor Signs and Lines	Implementation	£2,250
Minor Works	Implementation	£3,000
Total		£40,250
2016/17 (Budget £25,714 assumed + any carry forward)		
Elm Tree Corner	Ongoing implementation	£30,000
Minor Signs and Lines	Implementation	£2,250
Minor Works	Implementation	£3,000
Total		£35,250
Total budget committed		£90,750
Total budget available		£100,815
£ uncommitted		£10,065

Appendix 2c – Dundry View NP 2014-15 financial statement.

	2014-15 budget (including money carried forward from previous years)	2014-15 allocation / expenditure	Unallocated budget being carried forward	Notes
Carriageway surfacing-dressing	120,250	Awaiting figures from Highways		No longer devolved to NP
Footways maintenance		Awaiting figures from Highways		No longer devolved to NP
Minor lines and signs	49,387	1269.64	980.36	
Minor Works		0	3,000.00	
Local traffic schemes		10,000.00		See Appendix 2b
Wellbeing	30,000	27,903.98	2096.02	C/fwd amount moved to neighbourhood budget
Green Capital (2015)	0	25,000.00	0	One off grant pot
Clean and Green	1,500	1,400.00	100.00	C/fwd amount moved to neighbourhood budget
Section 106	95,973.62	0.00	96,462.51	Interest added
CIL (Community Infrastructure Levy)	1,890	0	1,890	

Appendix 2d: Community Infrastructure Levy monies - May 2015

DUNDRY VIEW NEIGHBOURHOOD PARTNERSHIP

CIL monies held - 31 May 2015

Monies to be spent on measures to support the development of the Neighbourhood Partnership's area, by funding:

a) the provision, improvement, replacement, operation or maintenance of infrastructure; or

b) anything else that is concerned with addressing the demands that development places on an area

Date Received	Application	Site Address	Amount
07/03/14	13/04512	93 Tanorth Road, Whitchurch Park	£712.50
19/06/14	13/01283	49 Mellent Avenue, Hartcliffe	£502.50
10/11/14	12/04826	25 to 27 Highridge Road, Bishopsworth	£675.00
21/05/15	15/00181	42 Murford Avenue, Hartcliffe	£510.27
		Total	£2,400.27

Appendix 2e

Dundry View Neighbourhood Partnership				
Devolved Section 106 monies held as at 31 May 2015				
Permission / Site / S106 Code	Contact Officer	Current Contribution Value	Date to be Spent / Committed by	Purpose of Contribution
Parks				
09/03863 / 63 Turtlegate Avenue, Witherwood / ZCD...902	Richard Fletcher (Parks Operations Manager)	£621.93	No Limit	The provision of improvements to Parks and Open Spaces within one mile of 63 Turtlegate Avenue
09/03840 / Witherwood Methodist Church, Four Acres, Witherwood / ZCD...903	Richard Fletcher (Parks Operations Manager)	£1,145.84	No Limit	The provision of improvements to Parks and Open Spaces within one mile of the former Witherwood Methodist Church
07/00966 / Redhouse, Queens Road, Bishopsworth / ZCD...746	Richard Fletcher (Parks Operations Manager)	£13,921.61	No Limit	The provision of improvements to Parks and Open Spaces within one mile of the former Redhouse site
06/05299 / Maynard Road, Hartcliffe / ZCD...580	Richard Fletcher (Parks Operations Manager)	£3,201.94	No Limit	The provision of improvements to Parks and Open Spaces within one mile of Maynard Road
09/00197 / 51 Mowcroft Road, Hartcliffe / ZCD...851	Richard Fletcher (Parks Operations Manager)	£10,341.40	No Limit	The provision of improvements to Parks and Open Spaces within one mile of 51 Mowcroft Road

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10/05270 / Coleshill Drive, Hartcliffe / ZCD...A31	Richard Fletcher (Parks Operations Manager)	£8,430.44	19 Nov 16	The provision of improvements to Parks and Open Spaces within one mile of Coleshill Drive
04/04297 / 106 Bedminster Down Road, Bishopsworth / ...SC01	Richard Fletcher (Parks Operations Manager)	£9,242.21	No Limit	The provision of improvements to Parks and Open Spaces within one mile of 106 Bedminster Down Road
Transport				
04/00307 / Pizza Hut, Imperial Park, Hartcliffe Way, Hartcliffe / ZCD...434	Ed Plowden (Sustainable Transport Manager)	£48,901.17	No Limit	The provision of public transport benefits and / or other sustainable transport benefits to serve the Imperial Park retail park. (Approx £36,000 of this sum to be drawn down over the next two financial years ending in 2016/17 to support the No 52 Bus Service)
05/00599 / Morrisons, Symes Avenue, Hartcliffe / ZCD...573	Gareth Vaughan-Williams (Highway Services Manager)	£37,311.65	6 Aug 12	The provision of traffic measures to control road speeds and enhance road safety along the length of Hollisters Drive, Hartcliffe (Scheme completed and remaining funding to be returned to developer)
05/00599 / Morrisons, Symes Avenue, Hartcliffe / ZCD...572	Gareth Vaughan-Williams (Highway Services Manager)	£59,052.00	6 Aug 12	The provision of traffic measures to improve road safety on Bishport Avenue, Hartcliffe (Scheme committed and due to be implemented in spring 2014)
Please Note				

Appendix 2e

<p>The following contribution could not be spent due to the Lakeshore development being constructed on land that the path would have been located on. There were no direct alternatives due to the steepness of the gradient between the east side of Crox Bottom and Imperial Park. I propose to contact the developer to ascertain whether they would be prepared to allow us to use the contribution on other walking and cycling facilities in the vicinity of Imperial Park. If they consent to this the contribution will be devolved.</p>				
02/02526 / Imperial Park, Hartcliffe / ZCD...347	Gareth Vaughan- Williams (Highway Services Manager)	£94,572.51	20 May 10	The provision of a footpath / cycleway link across Crox Bottom to provide a link from the Headley Park Residential Area to the western edge of Imperial Park (adjacent to Big W) at a point to be agreed with the site owner.