

## **DISCLAIMER**

**The attached minutes are DRAFT minutes. Whilst every effort has been made to ensure the accuracy of the information, statements and decisions recorded in them, their status will remain that of a draft until such time as they are confirmed as a correct record at the subsequent meeting.**



**Filwood, Knowle and Windmill Hill  
Neighbourhood Partnership  
6.00 p.m. on 12<sup>th</sup> January 2016  
at Knowle West Media Centre, Leinster Avenue  
Bristol BS4 1NL**

**Present:**

**Ward Councillors:**

Councillors Chris Jackson and Jeff Lovell – Filwood Ward

Councillors Chris Davies (part) - Knowle Ward

Councillors Sam Mongon and Deborah Joffe - Windmill Hill Ward

**Other members of the Partnership:**

Denise Britt	– Filwood
Bob Franks	- Filwood
Ken Jones	– Filwood
Ann Smith	– Filwood
Les Bowen	– Knowle
Natasha Clark	– Knowle
Maggie Stringer	– Knowle
Glenn Vowles	– Knowle
Mark Bailey	– Windmill Hill
Carlton Bodkin	– Windmill Hill
Nancy Carlton	– Windmill Hill
James Smith	– Tree Champion

**Other Resident Attendees**

Carol Casey

Barbara Hemtonford

Rhianan Lowes

Kate Richardson

**Also Present:**

Claudette Campbell	Democratic Services, Bristol City Council (BCC)
Andrew Mclean	Neighbourhood Partnership Coordinator (BCC)

**Item No:**

**1. Welcome and Introductions**

Cllr Chris Jackson (Chair of the meeting) welcomed everyone to the meeting and led introductions. The partnership agreed to allow a late submission for Public Forum and for it to be taken as an item under Chairs Business.

**2. Apologies for Absence**

Apologies from Les Bowen, Maggie Stringer and Glenn Vowles.

**3. Minutes of the Meeting of the Neighbourhood Partnership held on 22<sup>nd</sup> September 2015**

That the minutes of the meeting held on the 22<sup>nd</sup> September 2016 are agreed as a correct record and the above are noted and signed by the Chair.

**Matters Arising:**

**a. Libraries Consultation**

The partnership were provided with a copy of the email letter from Kate Murray, Head of Library Service, received in reply to the partnership's letter. The issue concerned unscheduled changes to opening and closing times of local libraries without prior notice. An excel spreadsheet accompanied the email plotting unplanned closures for the period 2015/16.

The partnership requested that a representative from the Library Consultation team attend a partnership meeting to explain the next phase.

**Action:** Andrew McLean(AMc) to liaise and arrange

**b. Partnership Membership**

AMc reported back that any member can resign by sending a letter indicating their intention to do so to the Neighbourhood Co-ordinator. That letter should then be read to the partnership at the next scheduled meeting. Good practice deems that a letter of thanks should be sent to the exiting member.

**Action:** AMc - The process for resignation to be included in Terms Of Reference of the NP.

**Agreed:** That the partnership would accept the letter from John Scott as his notice of resignation.

**Action:** AMc to arrange a letter of thanks to John Scott

### **c. Novers Park**

Cllr Jackson reported that a meeting had taken place with members of the parks team on site. The funding requirement for updating the park to be finalised. When completed they are to be provided to Andrew McLean to enable an assessment of the additional funding approval required from the partnership.

### **d. Highways**

Ken Jones, updated the partnership in relation to the outstanding issue on Throgmorton Road. Matters are still ongoing and further contact to be made to the team to chase for the agreed site visit.

### **e. Drug Strategy**

The partnership shared continuing concern about the policing of those engaging in drug misuse. A request made that at the upcoming drug strategy meeting that local concern about the open and public activity of drug pushers would be shared.

The reporting of incidents had become more difficult due to the change in operation practices and without any feedback to residents on successes in apprehending criminals there would continue to be a general reluctance to report this kind of criminal activity.

Councillors confirmed that a special request had been made to Sue Mountstevens and Andy Marsh Chief Constable for Avon & Somerset Police to visit the area. The partnership to be kept up date in respect of the request.

### **f. Inns Court Centre**

Partnership advised that the proposed Community Asset Transfer for this property was no longer taking place.

### **g. Totterdown Methodist Church**

The costing for the drop kerb at this location to be circulated.

## **4. Declarations of Interest**

Members noted that they worked with a number of associations listed in the grant allocation but had non-pecuniary interest in these organisations. It was noted that with 4 councillors present the vote on allocation would not be conflicted.

## **5. Public Forum/resolutions**

### **a. Kate Richardson Head of School Greenfield E-Act Academy**

The Partnership received a presentation from the head of the Academy located at Novers Lane, Knowle BS4 1QW, located in the partnership area. The pupils, staff and parents supported the request being made for the placing of a zebra crossing outside the school.

In recent months there had been major incidents resulting in injury to two pupils as a result of road traffic incidents. The partnership received pictures from the pupils of the schools, offered in support of the request.

The Chair advised that two thirds of the funding had been found and the request to the partnership was for the scheme to be made a priority.

**Chair moved** and Cllr Lovell seconded the proposal and carried unanimous by vote.

**Action:** AMc to arrange a letter to Neil Terry, Highways Manager to advise.

### **Neighbourhood Partnership Resolved:**

- i. To support the request for a crossing outside Greenfield E-Act Academy.**

## **6. New Neighbourhood Partnership resident members – Andrew McLean**

The partnership was advised that the changes in ward boundaries would result in a number of streets moving into different wards. Local Councillors confirmed that pre-work had been done to communicate this change to residents. Residents moving wards had received letters from Councillors.

The local publication The Knowledge would be used to carry the message to residents of the changes.

The partnership had received a request for Bob Franks to join the partnership as a representative for the Filwood Ward.

### **The Neighbourhood Partnership Resolved:**

- i. That Bob Franks be accepted as Filwood Representative.

## 7. Community Safety Report

Inspector Nigel Colston sent his apologies and his colleague David Deakin spoke to the report taking questions from the partnership.

- a. The Partnership appreciated the report but asked that future statistics included comparison figures and the number of crimes reported that had been resolved.
- b. Filwood Councillors advised that the variation in crime figures was linked to the work done to encourage the reporting of crime.
- c. There was general concern about the operation of the 101 telephone line. Residents reported that they had encountered difficulties when trying to contact the police via this service. The length of time callers waited before the call was answered was the major issue.
- d. Service delivery had been impacted by the number of vacancies and a change in the operating model to accommodate a reduction in resource available to deliver the service.
- e. The change involved the Operator completing a crime report where Officer attendance was not required. The average time involved to complete a crime report with a caller deemed to be approximately seventeen minutes causing longer waiting time.
- f. The result of the new operating model was that telephone inquiries were properly triaged and the Incident Crime Unit was no longer the drop off point for all telephone inquiries.
- g. Work would be done to communicate the changes to the service in an attempt to recover community confidence.
- h. The police website was seen as a good source of information about crimes in the area but the use of the online reporting mechanism was seen as cumbersome and possibly off putting to those who had limited use of the internet.
- i. Councillors were concerned about the decrease in community intelligence as a consequence of the changes in police operation. It was suggested that police operation successes should be more widely shared to encourage the reporting of crime and known criminal activity.
- j. Councillors requested information on the plan for promoting community intelligence. **Action: Police to report back on how they will increase**

**community intelligence, particularly in respect of drug enforcement activities.**

- k. Bon Fire Night – the Partnership wanted to acknowledge the positive outcomes from events on that evening. Work had been done prior to the evening within the community to promote a positive attitude towards the night. The result was an overall improvement in the celebratory atmosphere of the parties that were held. First Bus had not issued any complaints and the evening was viewed as a success.

## **8. Neighbourhood Watch – Les Bowen**

Andrew McLean referred the partnership to the overarching action plan 2015-16 document attached to the papers and agreement sought that Les Bowen become the representative for the partnership on the Neighbourhood and Home Watch network.

### **Neighbourhood Partnership Resolved:**

- i. **That Les Bowen be the official representative on the Neighbourhood and Home Watch Network.**

## **9. Knowle West Regeneration Framework Update – Emily Price**

The Partnership were requested to note the update on the progress on the Framework.

- a. **Filwood Green Business Park** – Councillors expressed concern about the inability of local business to secure a unit in the Park for failing to meet the Green criteria.
- Councillors requested an adjusted to the terms of references to open the way for local business to apply for tenancies.
  - The increase in the marketing of the business park.
  - Feedback on the performance of Blue Orchid who were originally commission to undertake marketing initiatives.
- b. **Supermarket**
- Work being done to site a supermarket on the former site of Filwood Swimming Baths.
  - Cllr Lovell requested that local ward councillors are kept up to date on all activities relating to the area. They were unaware of recent agreement to use the site as the Metrobus contractor's compound
- c. **New Housing** – Barrett Homes had been chosen as the developer. Details about the start date to follow.

### **d. Schools**

- Councillors expressed concern about the marketing of Oasis Marksbury Road Academy by the Admission Authority and Oasis. Concern was expressed about the number of families from Totterdown and Windmill Hill area being offered places at Oasis Connaught Melvin Square in place of the Marksbury Road campus. Marksbury Road had failed to meet its published admission number and had limited its intake to 30 instead of 60.
- Councillors agreed that a letter would be sent to School Admission seeking assurances that Oasis Marksbury Road would be marketed to local residents.

**Action: AMc** to draft a letter to School Admission Authority.

### **Neighbourhood Partnership Resolved to Note the Report.**

#### **10. Traffic Safety Novers Lane – Cllr Jackson**

Discussed as Public Forum Item.

#### **11. Highways Update**

Andrew McLean, Neighbourhood Coordinator advised the Partnership that there would be a change in the way the update would be provided.

- a. The update would be provided based on information available from the Traffic Choices Website. Although Neil Terry had attended to report on schemes progress and provide guidance and advice this was no longer possible. Updates would be compiled from the website, by the Coordinator for consideration by the Highway sub-group.
- b. There was general concern about the quality of the information appearing on the website. The information provided should be quality assured, up to date and accurate. **Action: AMc to report to Neil Terry about concerns about the quality of information available.**
- c. Highways Sub-group – concern about the such group managing the number of ongoing schemes across the 3 wards. The role of the group would include considering the requests and to compile a priority list of schemes to be considered.
- d. Cotswold Road Traffic Calming – Issues had arisen in a recent forum meeting where local residents voiced concerns about the proposal. There were differing opinions demonstrating that there was not an agreed consensus for any action. The consultation results would be available in February for further review. Lloyd Allen would be working with residents on the known projects to bring cohesion.

#### **12. Business Activities Report – Andrew McLean**



## **a. Wellbeing Applications –**

- **The Neighbourhood Committee** – Councillors, Jackson, Lovell, Joffe & Mongon on agreement of the Partnership approved the following grants.

### **Neighbourhood Committee Resolved:**

#### **Filwood**

- 1) Imperial Knowle West Karate Club - £160
  - Teaching of Karate in a controlled environment
- 2) Filwood Tea Dance Club - £250
  - Christmas celebrating and a year of dancing
- 3) Read Easy South Bristol - £175
  - Read Easy South Bristol Reading Resources
- 4) Volunteering Matters - £nil
  - Healthy play
- 5) The Cookery School & Kitchen - £nil
  - Knowle West Lunch Club
- 6) Knowle West Media Centre - £200
  - Silver Screen

#### **Knowle**

- 7) Windmill Hill City Farm - £350
  - Workshops in Redcatch Park

#### **Windmill Hill**

- 8) TRESA - £1000
  - Support and celebrate our multicultural community with a multicultural storybook
- 9) Windmill Hill City Farm £650
  - 40<sup>th</sup> Year Celebrations
- 10) Windmill Hill Community Orchard Association - £820
  - Orchard Summer Fete

## **b. Section 106 & Community Infrastructure Levy – the Partnership Resolved to agree the process for future allocation of S106/CIL Funds proposed by the task group. The Details are as follows:**

1. Publicise the availability of development monies and the collection of ideas from the public, community groups etc. This process will run on a continuous basis.
2. The Neighbourhood Partnership webpage and future social media platforms will promote information on the process and will also include information on the cost of items Neighbourhood Partnerships have funded in the past. For example, installation of park benches, purchasing of street planters etc.
3. The closing date for the receipt of proposals will be three months prior to the Neighbourhood Partnership meeting where recommended ideas/proposals will be agreed by the Neighbourhood Committee.
4. A S106/CIL panel from the Neighbourhood Partnership will oversee the 'sifting' process to whittle down the received proposals. The 'sifting' will be carried out in two phases. The first phase will involve removing impractical proposals and proposals that are not in line with current Neighbourhood Partnership priorities. The second phase will involve proposals that are too expensive – ball park/headline costings will be required for all proposals that go forward as recommendations to the Neighbourhood Partnership meeting.
5. Proposals are submitted to the Neighbourhood Partnership for Neighbourhood Committee approval.

c. **Future Dates** - the meeting dates listed in the report for future Partnership and Forum meetings were considered.

- Councillors requested that the forum dates given for Filwood on 4<sup>th</sup> May and Windmill Hill 11<sup>th</sup> May are reconsidered. Mayoral & Police Commissioner & Local Election are due to be held on the 5<sup>th</sup> May with all ward councillors standing for election the 4<sup>th</sup> May still in the 'pre-election period'. Sometime during the week beginning 8<sup>th</sup> May newly elected Ward Councillors will be Sworn-in and may not be in a position to participate in meetings immediately after appointment.
- Knowle Forum meeting date should be 24<sup>th</sup> May not 24<sup>th</sup> June.

d. **Community Asset Transfer – CAT**

- The Partnership received an update on the proposed new lease for Filwood Community Centre, Barnstaple Road Filwood and the Springfield Allotment Site at Andover Road, BS4 1AL to Knowle West Health Association. The partnership had no objections to the proposed CATs.

e. **Tree Champion update**

- The Partnership received an update from James Smith, Tree Champion.
- Agreed the funding for the replacement of the diseased Horse Chestnut and the information to be provided on the type of trees to be planted as replacement.

f. **Neighbourhood Forum and other resident engagement**

- The Partnership received an update from Lloyd Allen, Neighbourhood Officer on his work across the three ward forums.
- A request was made for wider participation from residents in the forum meetings.
- **Action: Lloyd Allen to email out to mailing group asking for participants.**

g. **Neighbourhood Sub Groups.**

- The partnership noted the update on the Environment sub group and the proposed date for the meeting of the Highways sub group.

h. **Marksbury Road Library Community Event**

- The partnership noted the update from Magdalena Kowalik-Malcolm, Community Development Officer.

i. **Neighbourhood Partnership's Communication Strategy**

- The partnership requested the strategy be shared with members of local working groups. **Action: AMc**
- The NP App to be promoted at the forthcoming Love Filwood Event.

**Neighbourhood Partnership Resolved:**

- **Noted the report**

13. Neighbourhood Budget Report

The Partnership noted the contents of the report.

**Date of Next Meeting – 6pm Tuesday 29<sup>th</sup> March, Knowle Community Centre,  
The Square Bristol BS4 2SS**

(The meeting ended at 20:10hrs)

CHAIR