



**FILWOOD, KNOWLE AND WINDMILL HILL
NEIGHBOURHOOD PARTNERSHIP
6.00 PM ON 11 JUNE 2013
AT STAR AND DOVE, 75 ST LUKE'S ROAD,
WINDMILL HILL, BRISTOL BS3 4RY**

PRESENT:

Ward Councillors:

Councillor Chris Jackson and Jeff Lovell	Filwood Ward
Councillors Chris Davies and Gary Hopkins	Knowle Ward
Councillors Mark Bailey and Alf Havvock	Windmill Hill Ward

Other members of the Partnership:

Les Bowen	Resident
Judith Brown	Resident
Nancy Carlton	Resident
Inspector Davey	Avon and Somerset Police
Ken Jones	Resident
Lee Reed	Equalities Representative
Ann Smith	Resident

Also Present:

Karen Blong	Democratic Services, Bristol City Council (BCC)
Gillian Douglas	Safer Bristol
Mohamed Ismail	Neighbourhood Development Officer
Kurt James	Area Coordinator, BCC
Siful Ullah	Avon and Somerset Police
Helen Wigginton	Transport Planning Officer, BCC
Peter Wood	Press Officer, BCC

Approximately 20 residents.

APOLOGIES:

John Scott and Denise Britt

Item No:

1. WELCOME AND INTRODUCTIONS

Introductions were made and members welcomed to the meeting. The Chair, Cllr Bailey noted the number of residents in attendance for the Public Forum item; residents parking scheme. The Neighbourhood Partnership (NP) Members agreed to adjust the running order of the agenda to address resident concerns first.

2. PUBLIC FORUM AND REQUESTS FOR LOCAL ACTION

a. Windmill Hill Residents Parking Scheme (RPS)

The Chair highlighted that the Ward Councillors were privy to the same information as the public. The design of the Windmill Hill RPS scheme would start in November 2013. Formal consultation would take place May 2014 with a final decision on the RPS expected June 2014.

Formal consultations normally took six weeks but in some areas only three weeks had been allowed for residents parking schemes. An e-petition against the RPS had been received by BCC triggering a debate at the Full Council meeting on Tuesday 18 June 2013.

Councillors were unable to overturn or veto a Mayoral proposal. They were hoping that the Mayor would reconsider the proposals following pressure from the public and Councillors. The deadline to submit Public Forum to Tuesday's Full Council meeting would be Monday 17 June 2013.

Cllr Hopkins noted that the original schemes in Kingsdown and Cotham were requested by residents to help solve parking problems. The Mayoral resident parking scheme seemed to focus on raising revenues.

At the recent Cabinet meeting, the Mayor had indicated boundaries could be increased.

The NP Members were invited to comment;

Judith Brown, Older Peoples Forum suggested that the consultation negatively discriminated against older people; a survey of 975 people in 2010 had shown that 68% of those aged over 75 were not using the internet and therefore could not take part in the consultation.

Nancy Carlton, Resident, referred to the Ombudsman complaint made by Westbury Park Residents related to the consultation process.

Residents were invited to comment;

Reference was made to the possible arena being built at Temple Meads and the need for a tailored resident parking scheme in the area. A strategic approach would be required and the arena could be asked to financially contribute towards a future scheme.

Traffic in Bristol was problematic and solutions should be explored. BCC were historically slow at implementing changes.

In other cities that have introduced a scheme, permits were free. In Bristol, visitor permits were only valid for one day which could be problematic. The introduction of metered spaces could result in a loss of parking spaces and more problems could be created.

The proposed parking scheme addressed commuter issues during working hours; the arena would create parking issues outside working hours.

The scheme would not ensure residents would be able to park outside their houses. Some elderly residents relied heavily on visitors. Residents would need to be correctly represented by local councillors to ensure the full scope of the issues and views were reported.

The Chair acknowledged the need for a tailored RPS which considered the effects of the arena. When previously considered, a RPS had been voted against.

The consultation period should be extended to ensure that the views of all the residents would be considered. Cllrs would represent the areas with the aim to produce a final workable scheme.

Cllr Hopkins noted that some residents who had previously supported the scheme were now against it due to the price increases.

A Mayoral decision to house thousands of BCC staff at Temple Meads would compound parking problems in this area.

The proposed RPS permits would cost £48 for the first permit, £96 for the second and £192 for the third. This approach would pose problems for shared properties, landlords and businesses.

The cost to businesses would be £240 for the first permit, £360 for the second and £500 for the third. Non car households should be able to receive visitor passes. BCC RPS implementation costs would include parking meters, enforcement, signage, and yellow lines.

To date, consultation had been limited with emails being sent and residents associations contacted. It was hoped that surveys would be completed, information delivered to all households and public meetings held.

The Mayor would be encouraged to listen to the residents before introducing an unworkable scheme. Residents highlighted that Councillors were the locally elected representatives and should lead on this.

A more co-ordinated approach would be required and resident Katie Pike volunteered to arrange an online survey. Fellow residents were invited to contact Ms Pike via email – spikeypikey2002@yahoo.co.uk.

Car parking spaces were normally available in the day but reduced in the evenings – the introduction of permits would exacerbate this problem.

The Mayor had stated that it would be unfeasible for streets to be removed from the scheme.

Residents suggested that the public transport in Bristol was inadequate and overpriced. Many people would still need to drive to work and parking would be required. The scheme would impact and penalise those people working from home and could also affect teachers and those who attend church.

The Chair asked those in attendance to vote on the residents parking scheme; 1 – For, 25 – Against, 1 – Undecided.

THE NEIGHBOURHOOD PARTNERSHIP AGREED;

That they opposed the proposed resident parking scheme in Windmill Hill in its current format.

3. MINUTES OF THE MEETING OF THE NEIGHBOURHOOD PARTNERSHIP HELD ON 12th MARCH 2013

Matters Arising

All actions were completed unless otherwise stated. The following comments were made;

a. Salcombe Road

Councillors confirmed that a statement (not motion) had been submitted to Council on the 19 March 2013.

b. Active Travel Grant Applications

The following schemes were granted funding; Cycle Parking Eldon Terrace (Windmill Hill), Connaught Road Safer Route to School (Filwood), Installation of Cycle Storage and Park Benches for Older People (Totterdown), Park Bench Installation (Filwood), Queenshill Road Safe Routes to School (Knowle) and 2 x Family Cycling Events in Filwood, Knowle and Windmill Hill.

c. Closure of Throgmorton Road for resurfacing work

A meeting with James Dowling, Principle Traffic Officer had been arranged for 19th June. Cllr Jackson had liaised with Mr Williams who was asked to investigate.

d. South Bristol Youth Service Provider Update

Cllrs Hopkins and Davies had met with Rose Richards, Service Manager Bristol Youth Links. Training for youth leaders had been taking place and work was ongoing to secure more funding for further training.

e. Community Infrastructure Levy

i. Cllr Bailey confirmed that Community Infrastructure Levy funds would only be received if building work went ahead. Should an alternative planning application be made the negotiation process would be re-started.

ii. Jim Cliffe, Planning Obligations Manager had confirmed that 15% and 25% contributions were the mandatory figures stipulated by central government.

f. Lord Mayor's Office

A request for the Deputy Lord Mayors attendance at an event should be made to the Lord Mayor's Office.

THE NEIGHBOURHOOD PARTNERSHIP AGREED –

That the minutes of the meeting held on 12 March 2013 be agreed as a correct record.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. NP MEDIA RELATIONS – BCC CORPORATE COMMUNICATIONS

The Neighbourhood Partnership considered a verbal report from Peter Wood, Media and PO Officer (agenda item no. 7 regarding media relations).

Peter Wood (PW) provided the NP with an overview of popular areas of media coverage i.e. milestones, anniversaries - information that is tangible; jobs / buildings / community gardens etc. A lot of press releases competed for media space and articles would need to stand out to be published.

Cllr Jackson noted that positive events and changes happening in Knowle, Windmill Hill and Filwood were often not reported; local Councillors found this frustrating.

PW confirmed that the BCC media office would be happy to discuss and support Councillors and Officers and a template would be created. The media should be informed of stories in advance and picture opportunities would be help raise the profile of the story.

Action – Peter Wood to send the AC a template to be used for future press releases (appendix A to the minutes).

6. 20 MPH ROLLOUT - CITYWIDE

The Neighbourhood Partnership considered a report of the Service Director, Transport Services (agenda item no. 8) relating to the proposed 20 mph rollout of speed restrictions across the city.

Helen Wigginton (HW), Transport Planning Officer was in attendance to present the report and the NP was invited to ask questions;

- It would be difficult to exclude a certain road, for example those with a school;
- Work would be done to educate drivers about 20 mph and community speed watch will be used as a deterrent with volunteers sought to support it. A change of culture would be required;
- Issues related to Broadwalk had been discussed and the majority of residents had requested that it be excluded. Further consultation would take place on the draft policy;
- Treatments could include signing and lines, for example removal of the central line, the introduction of cycle lanes and speed activated signs;
- The 20mph limit would be enforceable but the police had stated they would not be prosecuting drivers. The currently unused speed cameras could be switched back on.

Cllr Lovell confirmed that he would be against the scheme and Cllr Bailey re-iterated his scepticism.

The NP requested the following amendments to the recommendations;

- i. Broadwalk to be included in the scheme;
- ii. Novers Lane, Daventry Rd and Leinster Ave to be excluded from the scheme.

THE NEIGHBOURHOOD PARTNERSHIP AND NEIGHBOURHOOD COMMITTEE AGREED;

- 1. That the Inner South Area (phase 2) 20 mph scheme be agreed, subject to further consideration to include Broad Walk;**

2. To note that most of the 'A' and 'B' roads have been excluded from the scheme although there are some exceptions;
3. To note that some 'C' roads have been excluded from the scheme;
4. That further consideration is given to excluding Novers Lane, Daventry Rd and Leinster Ave from the scheme.

7. DEVELOPMENT OF NEW BYELAWS FOR PARKS AND GREEN SPACES

The Neighbourhood Partnership considered a report from Interim Service Director, Safer Bristol (agenda item no. 9) relating to the development of new Byelaws for parks and green spaces.

Gillian Douglas (GD) Interim Service Director, Safer Bristol introduced the report and the following comments were made;

- Issues related to dogs were not included as byelaws as these were already covered by legislation. Enforcement would need to be considered when problems were persistent;
- The Secretary of State would be responsible for making the final decision;

The NP were invited to ask questions and the following comments were made;

- GD confirmed that the Department for Communities and Local Government (DCLG) would require substantial evidence of problems from the police, residents groups and others before taking decisions on byelaws;
- The Neighbourhoods Scrutiny Committee would consider the recommendations following consultation;
- The Chair requested that a report be presented to a future NP meeting so the outcome of the consultation could be considered;
- GD noted concerns related to bad language and issues related to football games;
- The use of BBQs would be permitted in designated areas and when grass was not being damaged;
- Byelaws would be a tool kits that would only be used when nuisance was being caused.

Action – GD to present an update report to the NP meeting following completion of the consultation.

THE NEIGHBOURHOOD PARTNERSHIP AGREED;

To note the report related to the Development of New Byelaws for Parks and Green Spaces.

8. NEIGHBOURHOOD PARTNERSHIP ANNUAL GENERAL MEETING REPORT

The Area Co-ordinator (AC) presented the report and noted that recruitment of members would be a key area of his future work.

The use of sub-committees would be reviewed.

THE NEIGHBOURHOOD PARTNERSHIP AGREED –

- (1) That the membership of the Partnership and the chairing arrangements be agreed for 2013-14;**
- (2) That the terms of reference of the Partnership be noted;**
- (3) That appointments to sub-groups and other bodies be noted;**
- (4) That the devolved budgets and influence on services be noted;**
- (5) That the Neighbourhood Partnership Action Plan/priorities be noted; and**
- (6) That the following dates and times of meetings of the Neighbourhood Partnership for 2013-14 be confirmed:**
 - Tuesday, 24 September 2013;**
 - Tuesday, 7 January 2014;**
 - Tuesday, 11 March 2014.**

9. NEIGHBOURHOOD PARTNERSHIP REVIEW

The Neighbourhood Partnership considered a report of the Neighbourhood Partnership and Neighbourhood Working Service Manager.

Kurt James had been confirmed as the new temporary Neighbourhood Partnership Service Manager. Further information on how NPs could engage with the planning process would be

required. No information on recommendation three was currently available so no decision would be made on this.

THE NEIGHBOURHOOD PARTNERSHIP AGREED;

- 1. To note Mayor George Ferguson's statement about the future for NPs;**
- 2. To note the outcomes of the consultation and the proposals for the next stages of the NP reviews.**

10. AREA COORDINATOR'S REPORT

The Neighbourhood Partnership considered a report of the Area Coordinator (agenda item no. 11) regarding progress on actions undertaken.

Following Inspector Salmons retirement, Inspector Stephen Davey would be attending future NP meetings. The Chair requested that crime statistics be provided at the next meeting.

The following comments were made;

- Cllr Hopkins noted that the resident parking scheme would affect some of the Knowle Ward;
- Judith Brown referred to the Celebration of Age Festival and circulated literature;
http://www.bristol.gov.uk/sites/default/files/documents/leisure_and_culture/libraries/CAF_Programme_109176_LOW%20RES.pdf. Nominations would be required for the following categories; Sport & Physical Activity, the Caring Award, the Challenge Award, the Community Award and the Group Award;
- Cllr Lovell noted that the process to apply for the Community Asset Transfer of Eagle House had begun.

THE NEIGHBOURHOOD PARTNERSHIP AGREED;

- (1) That the Neighbourhood Partnership Action Plan be agreed;**
- (2) That the Neighbourhood Partnership Action Plan Update be noted;**
- (3) That the Forum Updates be noted;**
- (4) That the proposed Resident Parking Scheme for Windmill Hill be noted;**

- (5) That the south Bristol Youth Service Provider update be noted;**
- (6) That the Celebrating of Age Festival be noted;**
- (7) That the Mayor visit to Filwood, Knowle and Windmill Hill be noted;**
- (8) That the Neighbourhood Planning Area and Neighbourhoods Planning Forum update be noted.**

11. DEVOLVED SERVICES REPORT – AREA COORDINATOR

The Neighbourhood Partnership considered a report of the Area Coordinator (agenda item no. 12) regarding the devolved transport schemes update and the Section 106 update.

The following was noted;

- Within the 2013-14 Transport Schemes – Cotswold Avenue should read Cotswold Road. The consultation was not complete as stated.

THE NEIGHBOURHOOD COMMITTEE RESOLVED –

- (1) That the Devolved Transport Schemes 2011-12 update be noted;**
- (2) That the Section 106 Update be noted;**
- (3) That the Active Travel Fund Deadline for Bids be noted;**
- (4) That the Bristol Clean and Green Funding Bids Update be noted;**
- (5) That the Bristol Clean and Green Expenditure be Agreed;**
- (6) That the Bristol Clean and Green Community Payback Jobs be noted;**
- (7) That the Waste Action Plan update be noted;**
- (8) That the Capital Stimulus Programme Park Projects Update be noted.**

12. WELLBEING REPORT

The Neighbourhood Partnership considered a report of the Area Coordinator (agenda item no. 13) relating to the funding allocations for 2012-2013.

Cllr Bailey referred to the need for transparency and accountability of decision making to continue in the future. A protocol should be

agreed to ensure decision continued to be consistent across Wards.

Action – The AC to create a Wellbeing fund decision making protocol (Wellbeing Grants Panel Operating Guide – appendix B to the minutes).

THE NEIGHBOURHOOD COMMITTEE RESOLVED;

- (1) That the Filwood, Knowle and Windmill Hill Wellbeing Grant fund financial position as at 11 June be noted;**
- (2) That the Wellbeing Grant Fund recommendations be Agreed;**
- (3) That a protocol for Wellbeing fund decision making be created to ensure transparency.**

13. ANY OTHER BUSINESS

a. At the previous meeting it was agreed that Knowle Park Primary School would write a response to correct assertions made in a petition concerning the agreement to make space available to the school for sporting activities on Salcombe Road Recreational Ground. The NP agreed that no response would be required from itself to this matter at present.

b. Judith Brown requested that her name be included as an attendee during the Mayoral visit.

c. The NP requested that Community Health be added as a future agenda item.

14. DATE OF NEXT MEETING

It was confirmed that the date of the next meeting be at 6.00 pm on the 24 September 2013 at the Knowle West Media Centre, Leinster Avenue, Filwood, Bristol BS4 1NL

(The meeting ended at 8.15 pm)

CHAIR

Writing a press release

Keep the copy to around one side of A4

The title should state clearly what the release will be about as it will be competing with many others for the attention of a busy newsdesk and reporters.

e.g. 'Windmill Hill residents unveil plans to restore park to former glory'

Copy should consist of short paragraphs and sentences which are free of jargon and unnecessary slang so that it is easily read and understood

All acronyms should be explained first:

For example Police Community Support Officer (PCSO)

Resist the temptation to grab the reader's attention by making the copy 'wacky' or using words like 'exciting' too much, or using exclamation marks

Journalists are told when looking into a story to cover what, when, how, who and where – make sure the release covers all of these

The aim of a press release should be to do all the obvious work for a journalist

The better your press release reads, the more likely it is to be used as it is

Include a quote and make sure that the job title or role of the spokesman is included

Keep the press release tight and include any background material under 'Note to the Editor' which follows 'Ends'

Make sure you include the contact details of a designated person who can be contacted for further information

If the spokesman is only available at certain times, please make this clear

Other information

Make sure that you give the media sufficient notice – in general this should be at least a week. Picture diaries at newspapers fill up quickly and TV requires more notice because of the need to book out a cameraman. In general, the media want to hear about something which has not yet happened although sometimes they will report on something that has already happened, e.g. a picture story of residents on a clean-up of a park which includes details of the number of skips of rubbish filled, etc

Be aware that because you have sent a press release to a media outlet is no guarantee that anyone will read it. It is perfectly OK to follow up a release with a phone call to check that it has been seen. Usually this will mean either phoning the newsdesk and/or the picture desk, in the case of the Bristol Evening Post.

Pete Wood

BCC Media and PR Officer

FKW Wellbeing Grants Panel Operating Guide

- Each ward within the Neighbourhood Partnership has a £10,000 per annum Wellbeing Grant Fund to spend on agreed projects and activities in each financial year.
- All grant decisions are based on a grants panel assessing completed grant application forms submitted on or before the grant application deadline, with the panel making recommendations to the Neighbourhood Committee of the Neighbourhood Partnership who have the delegated responsibility to make the final decision on grant panel recommendations.
- Grant applications received after the grant submission deadline will not be processed and held over until the next grants round.
- Once grant applications have been received, they will be collated, numbered and checked to see whether they have met the basic grant submission criteria in that forms are filled in properly and mistakes rectified when minor.
- Each ward will hold a grants panel meeting before the Neighbourhood Partnership papers submission deadline to determine whether to recommend that applications for funding should be awarded all, some or no funding based on the application that has been submitted.
- Grants panel meetings can be formal or held virtually using email. If there are few applications for funding it is preferable to hold a virtual grants panel meeting.
- If a grant panel meets after the NP paper submission deadline then its recommendations will be carried over to the next NP decision making meeting.
- The quorum membership of each grants panel will be three drawn from councillors, local residents or representatives of local groups or VCS organisations.
- Neighbourhood Partnership officers will be advisors to and administrators of grant panel meetings and will have no voting rights. They will determine whether the grants panel meeting is quorate or not. If the meeting is deemed inquorate then it will be reconvened at a time and date convenient to panel members or held virtually.
- Grant panels will go through each grant application in an agreed order and decide, according to predetermined criteria, whether the application should be awarded all, some or no funding with clear reasons given as to why recommendations are made.
- All recommendations made by the grants panel can be subject to conditions that need to be satisfied before agreed funding is released, and it is the role of the Area Coordinator to ensure that this happens in a timely manner.
- The recommendations of each grants panel will be recorded so that this information can be shared if necessary. This record of recommendations will need to be agreed as true and accurate by the grants panel.

- Once this record of grant panel recommendations has been agreed it will be sent to the Area Coordinator so that the recommendations can be included in the Neighbourhood Partnership papers for decision by the Neighbourhood Committee.
- Once decisions to agree funding take place at Neighbourhood Partnership meetings and any agreed conditions are satisfied, funding acceptance letters are sent out. These need to be signed appropriately and returned before any funds are signed for release.

Kurt James