



**MY NEIGHBOURHOOD**

## **Agenda Item No. 8**

### **Greater Fishponds Neighbourhood Partnership Thursday 2<sup>nd</sup> July 2015**

**Report of:** Subgroup Champions, Neighbourhood Co-ordinator.

**Title: NP Activities- Business Report**

#### **Recommendation:**

- 1- **Narrow Estate Roads Budget:** NP members to note additional funds from the Narrow Estate Roads budget, which will be added to the Neighbourhood Budget.
- 2- **Co-ordinating Subgroup:** NP members to note progress.
- 3- **Environment:** NP members to note progress and NC to approve requested contingency funds for the East Park Play and Environment Budget proposal.
- 4- **Traffic and Transport:** NP members to note progress.
- 5- **Wellbeing:** NC is asked to approve Wellbeing applications received since April 2015.
- 6- **Citywide Code of Conduct:** NP members to consider Citywide Code of Conduct.
- 7- **Part 7: NP Plan short leaflet:** NP to comment on draft proposed NP Plan leaflet.

## **Part 1: Narrow Estate Roads Budget:**

- 1- Narrow Estate Roads Budget was part of the Devolved Highways Budget. Highways agreed to amalgamate it as part of the Neighbourhood Budgets.
- 2- The Greater Fishponds NP will get a one-off of £15,725 to add to their 2015/16 Neighbourhood Budget, making it £72,939 for this financial year. Thereafter the NP will receive additional £4,029 to add to their Neighbourhood Budget making.
- 3- Hence from 2016/17 financial year the Neighbourhood Budget will increase from previously report £57,214 to £61,243.

## **Part 2: Co-ordinating subgroup**

- 4- The Co-ordinating subgroup met on Thursday 11<sup>th</sup> June 2015. The group agreed to take on monitoring the NP Plan themes with no subgroups.
- 5- The next phase of the NP Plan is to start delivering NP Plan priorities. The group acknowledge that the council does not have the capacity to deliver everything in one go and that this is a three year NP Plan. The next stage requires careful negotiations between the NP via Subgroup members and BCC Service managers.
- 6- The group expressed concerns about the level of budget cuts within the Police and BCC and the impact this is having in delivering the NP Plan priorities. The group requested to invite someone from the Vice Team to the next NP meeting, see agenda item 5.
- 7- The group were sorry to hear about Tony Locke's health. Tony is the NP chairman and the vice chair position is currently vacant. Phil Hanby agreed to chair the next NP meeting if Tony Locke is not well enough to comeback to chair the NP meeting.
- 8- Bristol's First elected Mayor George Ferguson is visiting the Greater Fishponds NP area on Thursday 23<sup>rd</sup> July 2015, the group agreed draft programme for his visit to the NP area. This year the group agreed the visit to focus on three main locations, East Park Estate and the issue around vice, Stapleton Rd in Eastville with

issues of flytipping and Cycle Path in relation to community safety issues after the three locations to follow up with a meeting at the Bristol 5 community centre.

- 9- The group acknowledged a letter from Bristol TreeForum, which explained Bristol University Tree Planting Project. As part of Bristol's European Green Capital Year legacy work, the University of Bristol committed to sponsor street tree planting for the next four years across the city. See appendix 1 for copy of the letter.

### **Part 3: Environment**

- 10- The Environment Sub-Group met on Wednesday 27<sup>th</sup> May.
- 11- The meeting focused on the Love Saves the Day event, which took place over the bank holiday weekend in May at Eastville Park. Overall the group welcomed the way organisers managed the event, however concerns were expressed around the loss of play facility for young people during half-term break, people camping in the park, faeces and urination in the woods and vomiting in the M32 underpass.
- 12- The group requested community debrief, which was subsequently organised for Subgroup and local community representatives on Tuesday 16<sup>th</sup> June 2015. Main areas of discussion were as follows:
- A full wildlife/ environmental impact assessment on the location (reports must sight research studies)
  - Clear communications channels both with the council and the organisers.
    - Licensing
    - Finance
  - Signage and sign posting from Temple meads to be arranged by organisers.
  - Clearer and wider consultation with the community not just neighbouring properties.
  - Graffiti and flyposting litter – a clean-up process needs to be sorted and residents request that the organisers do this.
  - Telephone lines to report issues to event organisers need to be more robust as the line went down for 2 hours of the event.
- 13- The group were also updated about the East Park Children Play project. The final schedule of works have been agreed and if all goes well, it is hoped works will begin on site by end of Sept or first part of October 2015.

14- As previously discussed the project is on tight budget and the site is on slope, which pose challenges. The Project Team are therefore concerned about the lack of contingency for the project and have requested some contingency fund be made available in order to avoid delays. Any underspend will be paid back to the Neighbourhood Partnership.

15- The Neighbourhood Committee is hereby asked to approve the recommendation summarised below.

<b><u>2015/16 Neighbourhood Budget available</u></b>			<b><u>£52,084.82</u></b>
<b>NP Plan Priority Ref: Families, Young and Older</b>	<b>Activity/Description of works</b>	<b>Amount £</b>	<b>Running Balance £</b>
<b>P3 Activity 2</b>	It is recommended that £5,000 contingency is made available to East Park Children Play facility.	£5,000	£47,084.82
<b>Remaining Neighbourhood Budget</b>			<b>£47,084.82</b>

16- Based on last year's environment enhancements for the NP area, draft schedule for 2015/16 Environment Budget have been put together.

17- The Neighbourhood Committee is hereby asked to approve the draft schedule for 2015/16 Environment Budget expenditure proposal. For full breakdown of the costs see appendix 2.

<b><u>2015/16 Environment Budget available</u></b>			<b><u>£5,000</u></b>
<b>NP Plan Priority: Ref: Area is Clean, Tidy and Well Maintained</b>	<b>Activity/Description of works</b>	<b>Amount £</b>	<b>Running Balance £</b>
<b>P3 Activity 2</b>	It is recommended that £5,000 of Environment budget allocated enhancing various locations of the NP area.	£5,000	£5,000
<b>Remaining Neighbourhood Budget</b>			<b>£0.00</b>

#### Part 4: Traffic & Transport:

- 18- The Traffic and Transport subgroup met on Wednesday 3<sup>rd</sup> June 2015.
- 19- The meeting focused on the junction 2 roundabout feasibility study funded by the NP. For more information see NP Plan update. Highways will consider comments they received from subgroup members and will produce proposal for the next Traffic and Transport subgroup, with costings.
- 20- The group were also updated on other ongoing schemes including the railings at the crossing of Manor Rd and Fishponds Rd, which has now been completed.

#### Part 5: Wellbeing Grant:

- 21- The Wellbeing subgroup met on Monday 8<sup>th</sup> of June 2015.
- 22- At present the total amount of Wellbeing Grant available for the remainder of 2015/16 financial year is £8,758.55. The total value of the Wellbeing Grant applications received is £12,340.99.
- 23- Bearing in mind that this is the second NP meeting within this financial year. The Panel members recommend that the Neighbourhood committee tops up additional £5,000 in the amount of funding ringfenced for Wellbeing Grants.
- 24- The Neighbourhood Committee is hereby asked to approve the recommendation summarised below.

<b>2015/16 Neighbourhood Budget available</b>			<b>£47,084.82</b>
<b>NP Plan Priority Ref: Families, Young and Older</b>	<b>Activity/Description of works</b>	<b>Amount £</b>	<b>Running Balance £</b>
<b>P1 Activity 2</b>	The Wellbeing Panel recommends allocating further £5,000 to top up the Wellbeing Grant from £25,000 a year to £30,000 a year.	£5,000	£42,084.82
<b>Remaining Neighbourhood Budget</b>			<b>£42,084.82</b>

- 25- The subgroup considered a request, from Hillfields Community Trust (HCT), which explained how critical the rental revenue removed from their Wellbeing application is to the rest of the funded project approved at the NP meeting on 2<sup>nd</sup> April 2015. At the last subgroup meeting panel members were split, however in light of the HCT's request letter, the panel reconsidered their previous recommendation to the Neighbourhood Committee. The panel recommends up to £1,300 of Wellbeing budget provided to the group, subject to the group clarifying exact proportion linked to the community events.
- 26- In addition to above request, five applications were received since April 2015. The group's recommendation is summarised in the table shown below "Funding Appraisal Top Sheet" four applications were assessed by the panel and an application from Planning subgroup was withdrawn as they secured funding from First Steps Programme.
- 27- The NC is asked to approve recommendation on Wellbeing Grant applications summarised in the table shown below.

<b>Greater Fishponds NP Wellbeing Sub-group: Funding appraisal Top sheet 8/06/15</b>				
<b>Name of organisation</b>	<b>What's the funding for? Brief summary of project</b>	<b>Amount requested</b>	<b>Amount recommended</b>	<b>Conditions</b>
The Care Forum	The group has been piloting Ways to Wellbeing Project for 9 months. The funding for this project came to an end Dec 2014. The Care Forum is determined to continue the project and is financing it in the short-term from the charity reserves. Total cost of the project is £23,266. The group is seeking match funding from the NP to fund Volunteer recruitment advertisement, volunteer expenses, training, etc.	£3,615	£3,615	To promote the project as widely as possible and ensure housing providers are aware.
Crofts End Church	The group is celebrating its 120 year anniversary. They will do this by organising street party for all ages together with an exhibition of the history of the immediate vicinity. The event will also be used as an opportunity to raise awareness about Croft End Church & Community Hub. Funds will be used to pay Children's bouncy castle, stage hire, PA hire Road closure barriers and signage. Total project cost is £1,800. The group is seeking £900 from the St George NP Wellbeing Grant.	£900	£900	N/A
Little Hayes, Hillfields Early years and Family Centre	The group is seeking to involve parents, children and immediate community adjacent to Gill Avenue in planting a wildlife garden in the Community Orchard. The money will be spent on mainly artist and cost of materials.	£2,500	£1,800	Ensure the families are involved in the design and production and panel members to visit once the project is completed.
Bristol Muslim Cultural Society (BMCS).	This is a free community event aiming to celebrate diversity and bringing together people from different back grounds.	£4,325.99	£1,000	N/A
Hillfields Community Trust (HCT)	The group would like venue hire, which is integral part of their funded project be funded. Without it would jeopardise HCT's ability to deliver the project.	£1,000	£1,000	N/A

28- The following table sets out the principal benefits to Equalities groups and groups with protected characteristics as described in Section D of the application form.

PROJECT	CONTRIBUTION TO EQUALITIES
The Care Forum	<p>Women, including single mothers, post-natal mothers, unwaged women, asylum-seekers or refugees, widows and frail elderly women, are over represented in many of the project's target groups such as people who feel depressed or low; experience loneliness and social isolation, etc. Older people over 60 who live independently experience social isolation disproportionately. In an area where a quarter of the residents are BME, we will recruit BME volunteers through for example The Care Forum's voluntary sector networks. Disabled people experience mental ill health and social exclusion disproportionately more. The volunteer wellbeing supporters will respond to their disabled clients' particular needs and support them appropriately. Social isolation and depression are prevalent for LGBT people in suburban areas especially if for example they do not have access to safe, LGBT friendly or private transport to access social events at night. The Care Forum provides training for staff and volunteers in transgender identity and awareness to enable volunteers to support transgender people more effectively.</p>
Crofts End Church	<p>All participants in the equalities groups will be made welcome and fully supported with activities for children and young people, history information for older people and music within the programme for older people.</p>
Little Hayes, Hillfields Early years and Family Centre	<p>This project will target lone parents and single families, children from 2 – 11 years old. 56% of the pupils at the nursery are from Black and Minority Ethnic People. They will be encouraged to take part in the project.</p>
Bristol Muslim Cultural Society (BMCS).	<p>This project will be open to all and will make extra provision for women- with women only rest area, people with faith- there will be praying areas provided and there will be stalls and stage performances designed for young, families and older people.</p>

29- If the NC approve the Wellbeing subgroup's recommendation of £8,315, the NP will have £443.55 remain in the Wellbeing Grant

30- As part of the Wellbeing Subgroup members Mo Lewis, Scot Jacobs-Lange and Bradley Wilde assessed the Wellbeing applications. Cllr Craig Cheney was there as an observer.



## **Part 6: Citywide Code of Conduct**

- 31- A key recommendation at the Neighbourhood Partnership Conference held in February 2015 is that all NPs should adopt and operate a common Code of Conduct so that there is a shared practice throughout the City, see appendix 3.
- 32- A working group of residents has developed the NP Code of Conduct and all NPs are now being asked to include it as part of their new Terms of Reference. This will be discussed at the next Operation subgroup meeting.

## **Part 7: NP Plan short leaflet**

- 33- Each NP has been requested to produce a publicity leaflet setting out the main priorities which the NP will work to deliver over the next three years and to publicise the NP.
- 34- The NPC has produced a draft leaflet, based on the feedback from NP members. Draft version will be circulated before the NP meeting.
- 35- The NP is asked to:
  - A- Comment on the text
  - B- Approve the photographs which will be presented at the NP meeting on 2<sup>nd</sup> July for the final version of the leaflet.

Dear Greater Fishponds Neighbourhood Partnership,

Bristol University Tree Planting Project

Over the next three to four years the University of Bristol will be sponsoring street tree planting across the city, as part of their legacy work for Bristol's European Green Capital Year. The University is keen to work with communities to decide where to site these trees, and particularly wishes to work with Neighbourhood Partnerships that have prioritised tree planting. The aim is also to provide trees where these are needed most. Your NP meets both these criteria, and so I am writing to ask if you would be interested in benefiting from this scheme, and if so please nominate a contact whom the University and Council will work with. The University will cover all costs associated with the planting of these trees, which will be carried out in partnership with Bristol City Council (BCC).

The first phase of the project will be to replant trees where there are existing stumps or established tree sites. During June, some of the University's students are verifying stump locations in your NP and by the end of June we would plan to provide you (or your environmental subgroup) with these sites and will ask you to prioritise up to 12 locations from the list. We are planning to plant a maximum of 10 trees per NP, but are asking for 12 suggested locations as some may prove unsuitable following BCC checks. The prioritisation information will be needed by the end of July so the BCC can run services searches and check each location for suitability before eventual planting this winter. We will of course liaise with you once we have a final list for planting.

The University is working in partnership with the Bristol TreeForum and BCC in this initiative. I am a member of the steering group for the project, and am very happy to answer any questions, or direct you to someone at the University. There will be a social media campaign to engage communities with the project, and also further phases where trees in new sites, rather than replacements, will be planted.

I hope you are interested in having some of these trees, and if so, please send me the details of the contact person you have nominated to work with us. Thank you.

Yours faithfully,

Clive Stevens - Bristol TreeForum (Secretary)

8.06.15

Greater Fishponds: Environment & Clean & Green Budget Update

Appendix 2

		CF	£75.60	CF	£0.00
		Clean & Green	£1,500.00	ENV. Budget	£5,000
Works Requested	Location	£1,575.60	Balance	Amount	Balance
4 X Replace Street tree Stump/Install new trees	Gordon Av (To be funded from University of Bristol Project)	£0.00	£1,575.60	£0.00	£5,000
Cut back shrubs and provide planters for community	PRoW off Gordon Av	£100.00	£1,475.60	£0.00	£5,000
6 X Planters	Fishponds shopping district	£209.40	£1,266.20	£270.60	£4,729.40
6 X Hanging baskets	Fishponds shopping district	0.00	£1,266.20	£1,080	£3,649.40
2 X Half baskets on wall Public toilets	Fishponds shopping district	£180.00	£1,086.20	0.00	£3,649.40
7 X Hanging baskets	Lodge Causeway shopping district.	0.00	£1,086.20	£1,260	£2,389.40
6 X Cup and saucer planters	Lodge Causeway/Berkley Rd	£0.00	£1,086.20	£480	£1,909.40
4 X Railing planters	Lodge Causeway/Berkley Rd	£200.00	£886.20	0.00	£1,909.40
6 X Hanging baskets	Lower end of Fishponds Rd.	£0.00	£886.20	£1,080	£829.40
2 Plants for Tree pits	New Station Rd (Sticki out bus stop)	£120.00	£766.20	£0.00	£829.40
Cut back shrubs obstructing foot path	Frenchay Park Rd to Park Rd	£200.00	£566.20	£0.00	£829.40
Flower Meadows for the area	Gill Avenue; M32 J2 Eastgate; Snowdon road (expand existing); Frenchey park way; (unspent monies being spent this year)	£0.00	£566.20	£829.40	£0.00
Planters for 4 tree pits	Near junction of Fishponds Rd and Lodge Causeway	£240	£326.20	£0.00	£0.00
<b>TOTAL SPEND</b>		<b>£1,249.40</b>	<b>£326.20</b>	<b>£5,000.00</b>	<b>£0.00</b>

<p><b>1. Values</b></p>	<p><b>All members of the Neighbourhood Partnership (NP) must abide by the following fundamental values, that underpin all the activity of the NP:</b></p> <p><b>Accountability</b> – 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><b>Integrity and honesty</b> – 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><b>Transparency</b> – 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><b>Equality</b> - 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 Neighbourhood Partnership area.</p> <p><b>Councillors Code of Conduct for Members.</b> This is currently set out in item 6 of the Neighbourhood Committee Terms of Reference:</p> <p><b>6. Code of Conduct</b></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:  <a href="http://www.bristol.gov.uk/sites/default/files/documents/council_and_democracy/councillors/cs-constitution-part5-code-of-conduct-for-members.pdf">http://www.bristol.gov.uk/sites/default/files/documents/council_and_democracy/councillors/cs-constitution-part5-code-of-conduct-for-members.pdf</a></p>
<p><b>2. General Conduct at all Neighbourhood Partnership-related meetings and events</b></p>	<p><b>Anyone attending NP-related meetings and events should – :</b></p> <ul style="list-style-type: none"> <li>• Be courteous to all others during the meeting and allow each other the opportunity to speak</li> <li>• Speak through the Chair and respect their role as meeting leader</li> <li>• Keep to the subject being discussed</li> <li>• Follow the guidance of the Chair in the conduct of the meeting</li> </ul> <p><b>Personal attacks, harassment, bullying, offensive and abusive comments are not acceptable.</b> Substantial breach of any of these</p>

	points will result in the offender being asked to leave the meeting by the Chair or NPC.
<b>3. NP Members and members of NP sub-groups - Conduct at meetings</b>	<p><b>NP and subgroup members agree to:</b></p> <ul style="list-style-type: none"> <li>• Abide by agreed governance procedures and practices</li> <li>• Support the person chairing the meeting to do their job and respect their role as meeting leader</li> <li>• Keep to the subject being discussed</li> <li>• Engage in debate and/or voting in meetings according to procedure, maintaining a respectful and courteous attitude toward the opinions of others</li> <li>• Not bully or intimidate any other member of the NP.</li> <li>• Accept a councillor vote on devolved budgets as decisive and final</li> </ul>
<b>4. NP Members and members of NP sub-groups - Conflicts of Interest</b>	<p><b>Conflicts of interest:</b></p> <ul style="list-style-type: none"> <li>• All members of the NP will act in the best interests of the NP.</li> <li>• 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.</li> <li>• All members will submit to the judgement of the NP and do as it requires regarding potential conflicts of interest</li> <li>• NP members must not personally gain, materially or financially, from their role as member of the NP.</li> </ul>
<b>5. NP members - Protecting the reputation of the NP</b>	<p><b>Protecting the reputation of the NP – members:</b></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• Must strive to uphold the reputation of the NP when speaking as a private citizen</li> <li>• Must respect organisational and individual confidentiality.</li> <li>• Must own decisions made by the NP, and do not publicly criticise other NP members.</li> <li>• must refer any enquiries via the Chair and Neighbourhood Partnership Coordinator should an enquiry occur outside of a NP meeting</li> </ul>
<b>6. Email and Social media</b>	<b>When using email or social media, all of the above codes of conduct apply</b>

	<p><b>All communications</b> 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> <p>You must not use emails or social media to:</p> <ol style="list-style-type: none"> <li>1. defame or disparage the NP or any person</li> <li>2. harass, bully or unlawfully discriminate against any person</li> <li>1. make false or misleading statements; or impersonate anyone</li> <li>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</li> <li>3. You must not post comments of a sensitive nature,</li> <li>4. You must not reveal any confidential information</li> </ol>
<p><b>7. NP members – Good Practice</b></p>	<p><b>Good practice. NP members should:</b></p> <ul style="list-style-type: none"> <li>• Strive to attend all NP meetings, giving apologies ahead of time to the chairperson (or NP contact officer) if unable to attend</li> <li>• 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</li> <li>• Continually seek ways to improve good practice at meetings</li> <li>• 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</li> <li>• Inform the chairperson in advance, in writing, if they wish to resign from the NP</li> <li>• Participate in NP training and development</li> </ul>
<p><b>8. In the event of a Breach to this Code of Conduct.</b></p>	<p><b>Breaching the Code of Conduct</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Breaches of the Code of Conduct may also be brought to the attention of NP by others who are not members of NP.</li> <li>• 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</li> </ul> <p><b>Complaints and Grievances Process.</b></p>

**NP Members**

- 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).
- Complaints and grievances will be considered and investigated by the NP Chair, the NPC and/or the ANM. 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