

**Minutes of the Annual General meeting of the  
Henleaze, Stoke Bishop & Westbury-on-Trym  
Neighbourhood Partnership held at  
Portway Rugby Development Centre,  
Portway, Sea Mills, Bristol BS9 2HS  
15 June 2015 at 7 pm**

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## **Members**

### **Ward Councillors**

Henleaze - Clare Champion-Smith (A), Glenise Morgan (P)  
Stoke Bishop - Peter Abraham (P), John Goulandris (A)  
Westbury-on-Trym - Geoff Gollop (P), Alastair Watson (P)

### **Neighbourhood Partnership Ward Members**

Henleaze - Valerie Bishop (P), Maggie Clarke (A), Helen Furber (P),  
Vacancy (A)  
Stoke Bishop - Gay Huggins (P), Alan Preece (P), Peter Robottom (P)  
Peter Weeks (P)  
Westbury-on-Trym - Alan Aburrow (P), Sue Boyd (A), David Mayer (P),  
Vacancy (A)

**Other representatives:** Jenny Hodges (Equalities) (A), Stephanie French (Tree Champion) (P), Graham Donald (Co-opted) (P), Wendy Hull (Neighbourhood Watch) (A), Mark Runacres (Police) (P)

Also present: Andrew McGrath-Neighbourhood Co-ordinator, Steve Gregory-Clerk to the Neighbourhood Partnership.

### **1. Welcome and introductions, apologies for absence.**

Apologies were received from Maggie Clarke, Jenny Hodges, Councillor Champion-Smith and Councillor Goulandris.

New ward members Peter Robottom and Peter Weeks were welcomed to the Partnership.

Sincere thanks were given to former ward members Simon Tomlinson and Wendy Hull who had stood down.

The Chair raised a matter arising from the Governance meeting regarding co-opted members. It was proposed that all co-opted members would be reviewed annually and that a new position of Neighbourhood Watch representative be created.

This proposal was AGREED by the Partnership.

A further proposal to only appoint co-opted members who live in the Ward they represent was considered. After discussion it was AGREED to give further consideration to this and come back to a future meeting of the Partnership for decision.

## **2. Neighbourhood Partnership annual meeting report**

The Partnership considered a report of the Neighbourhood Co-ordinator (agenda item no. 2) regarding the Neighbourhood Partnership's annual business for 2015/16.

**Resolved –**

- 1. That the Neighbourhood Partnership membership and chairing arrangements for 2015/16 be confirmed as below –**
  - (i) Neighbourhood Partnership Chair David Mayer and Vice Chair Alan Aburrow;**
  - (ii) Neighbourhood Committee Chair Councillor Goulandris and Vice Chair Councillor Morgan;**
- 2. That the Neighbourhood Partnership and Neighbourhood Committee terms of reference and financial operating framework be confirmed and that a draft Code of Conduct (circulated at the meeting) be considered and brought back to the next meeting of the Neighbourhood Partnership for approval;**
- 3. That the devolved Neighbourhood Budget be noted including additional reallocated money for the general fund of £4,029 pa and a one off backlog sum of £11,697 and that the Environment Working Group be responsible for allocation of the additional reallocated money, including Wellbeing applications;**
- 4. That the meeting schedule including subgroups and forums be agreed in principle and detail confirmed at agenda item 8;**
- 5. That the financial statement and expenditure from 2014-15 be noted.**

### **3. Minutes of the meeting of the Neighbourhood Partnership held on 9 March 2015**

The Minutes of the meeting held on 9 March 2015 were confirmed as a correct record and signed by the Chair subject to the following minor amendments –

Page 1 – Graham Donald had given apologies;  
Page 11 – reference to WoTSoc should read WotBA;

Matter arising –

Page 12 – Alan Aburrow reported that the £500k for transport schemes included resources for staff costs and was over an 18 month period. It was not clear how the money would be apportioned.

### **4. Declarations of interest**

None declared.

### **5. Public forum**

<b>Subject</b>	<b>Name</b>	<b>Number</b>
Publicity about Neighbourhood Partnerships and Ward Forums	Stephanie French	1

The Partnership received a statement about a missed opportunity by the City Council following its City Wide Neighbourhood Partnership event, and the subsequent publication of 'Our City', to pro-actively publicise the work of Neighbourhood Partnerships and Neighbourhood Forums and promote inclusivity of local residents.

The Neighbourhood Partnership expressed strong feeling about this and after discussion about how to address this. It was AGREED that the Statement be sent directly to the Mayor and that before this was done the elected Councillors on the Neighbourhood Partnership speak separately to the Mayor advising of their concerns.

### **6. Wellbeing**

The Partnership received a report of the Neighbourhood Co-ordinator (agenda item no. 6) regarding the allocation and recommendations of the Wellbeing Panel.

The Neighbourhood Committee Members present voted on the recommendations as set out in the report.

On being put to the vote it was unanimously –

**Resolved - to note the current Well Being allocation and approve funding allocation as recommended by the Wellbeing Panel, as set out below -**

Name	How much Requested £	Discussion and Recommendation
<b>Flamingo Chicks</b>	<b>£966</b>	<p>Whilst the panel thought the proposed expansion of the service is ambitious, it believes the service being delivered deserving of support</p> <p>7 votes in favour, 0 against</p> <p><b>Recommendation:</b></p> <p><b><u>Fund Fully</u></b></p>
<b>W-o-T Primary Care Centre</b>	<b>£2,250</b>	<p>Panel thought this is a well-funded organisation. There is also a planning requirement that the surgery maintain the garden.</p> <p>0 votes in favour, 7 against</p> <p><b>Recommendation:</b></p> <p><b><u>Do not fund</u></b></p>
<b>North Bristol Choir</b>	<b>£500</b>	<p>This is the 3<sup>rd</sup> time this application has come before the panel. The panel feels that as 60% of the choir attendees come from the NP area, it will fund 60% of the request.</p> <p>7 votes in favour of this amendment, 0 against</p> <p><b>Recommendation:</b></p> <p><b><u>Fund £300 of request</u></b></p> <p><u>Subject to the money being</u></p>

Name	How much Requested £	Discussion and Recommendation
		<u>used for the purchase cost of music only and not for the copy of music or for rental fees</u>

## 7. Feedback from Working Groups (agenda item no. 7)

### (i) Environment report (including Tree report)

Report noted.

A fund request for £500 from the Partnership's CIL fund was **AGREED** unanimously by the Neighbourhood Committee toward the cost of a new tree replacement project in Kewstoke Road, Stoke Bishop subject to the residents raising the remaining £283 toward the cost of the project.

The Neighbourhood Partnership supported the principle of funding signage at the Sea Mills Roman ruins site subject to the Bristol Museum first producing a suitably designed placard for the site.

Tree report noted, a particular area of concern was prices for Street Trees funded by S106 money rising to £765 per tree. Stephanie French to find out more about why this was happening and report back.

### (ii) Transport

The Partnership noted the latest position of the issues as detailed in the report. Concerns were expressed about not having confirmation of the underspend going forward. The Partnerships view was that this should not hold back the allocation of funds for Minor Works and Minor Signing and Lining to be done in the current financial year.

Also noted –

(i) the lack of progress with publishing the results of the traffic survey that was a prelude to the possible removal of the remaining section of bus lane on the approach to the White Tree roundabout, or to justify its retention;

(ii) the current lack of any major Stakeholder involvement with proposals to mitigate the potential impact of additional traffic volumes on the A4018, arising from the Cribbs/Patchway New Neighbourhood (CPNN).

**(iii) Older people**

The report was noted.

**(iv) Communication**

The report was noted.

Also noted that a flyer in BS9 to inform residents about NP elections had been circulated after the election date. Next year it was suggested that the Flyer be put in the April edition or possibly use the free press.

Correspondence with Peter Mann (point 7) - Councillor Abraham felt that this was misleading in that it inferred that the NP was in favour of 20mph zones and parking on the Downs when it was not. Councillor Abraham asked members to let him know if further letters similar to these were circulated in the future.

**8. Neighbourhood Co-ordinator's report**

The Partnership considered a report of the Neighbourhood Co-ordinator (agenda item no. 8) updating on various issues and for decision.

Key points raised –

- Bristol libraries consultation – 2,700 responses received 877 of which were from Westbury-on-Trym residents, more were expected to be received despite some residents feeling that the survey was complex to use. It was noted that the Cabinet meeting on 4 August would make a final decision on the future of libraries;
- Meeting schedule – some changes were made, Henleaze Forum date changed from 5<sup>th</sup> to 12<sup>th</sup> November, Communication WG all to start at 6 pm except 20 July which would start at 2 pm and 9 January date should be 19 January. An Older People WG to be included for 17 September @ 2 pm;
- NP publicity leaflet – the NP agreed to delegate design of the leaflet to the Communication Working Group and decide delivery process at a later date;
- NP Plan updates – the Neighbourhood Coordinator agreed to circulate a working template as soon as possible.

Policing – Mark Runacres gave a brief update on policing issues in the NP area. It was noted that Mark would be leaving his current position for a new post on 7 September 2015. The NP thanked Mark for his work and support to the NP and congratulated him on his promotion.

**Resolved – that having regard to the above :**

- 1. That the updates from the last forums be noted;**
- 2. That the latest update on the Bristol Libraries consultation be noted;**
- 3. That the meeting schedule and dates of Working Groups, Forums and Neighbourhood Partnership meetings in 2015/16, as set out in the report and as amended, be agreed;**
- 4. That the updates on this Neighbourhood Partnership's devolved budgets and the non-devolved S106 funding allocated to this Neighbourhood Partnership area be noted;**
- 5. That the update on the Neighbourhood Partnership's publicity leaflet be noted and that completion of the leaflet be delegated to the Neighbourhood Partnership's Communications Working Group;**
- 6. That the intention to provide Neighbourhood Partnership Plan updates only on those priorities that have progressed, be noted.**

**9. Any other business**

- (i) Regarding closure of Portway and cycling events on the Downs, concern was expressed about bikes being ridden on the grass and it was queried if bye laws preventing this could be invoked. It was noted that these events were of limited number (a few days a year) and damage was negligible. It was noted that the Downs Committee was looking into a long term strategy for these types of events and welcomed comments and input from the public and it was suggested that NP members do this if they had particular concerns;
- (ii) The Chair asked if the NP would sponsor a defibrillator being placed near Venue 35 at Stoke Lane following a recent incident in the area. The NP agreed to this subject to the proposal being considered by the Wellbeing Panel at the appropriate time.

(The meeting ended at 9.35 pm)

CHAIR