



Horfield and Lockleaze Neighbourhood Partnership
Thursday 25th June 2nd April 2015

AGENDA ITEM NO. 9

Title: Business Report

Report of: Caroline Hollies, Neighbourhood Partnership Coordinator

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Recommendations:

- 1- **Environment:** To approve the Terms of Reference, to ringfence £2,000 from the Neighbourhood Budget to the Neighbourhood Officer for project work and to note progress.
- 2- **Traffic and Transport:** To approve the Terms of Reference, to approve the group's recommendation for three new traffic schemes, to allocate £15,000 from the Neighbourhood Budget and to note progress.
- 3- **Employment & Economy:** To note progress.
- 4- **Wellbeing:** To approve the Terms of Reference, to ringfence £20,000 from the Neighbourhood Budget for the Wellbeing fund, to approve the recommendations of the Wellbeing Panel and to note the existing priorities.
- 5- **Neighbourhood Budget:** To note the Budget to date.
- 6- **Horfield Forum:** To note items of discussion at the Forum.
- 7- **Lockleaze Forum:** To note items of discussion at the Forum.

All working group minutes are available on the website:

1.0 Environment Group

1.1 This group met on 20th April 2015. The group have agreed their Terms of Reference and request that the Neighbourhood Partnership approves them (Appendix 1). Anna George was voted in as Chair and will represent the group on the Neighbourhood Partnership.

1.2 The group assembled a list to feed into The Noise project and put together a list of parks and open spaces for the Disabled Go access audit for Bristol. The group agreed to carry out an audit of noticeboards and benches on Horfield Common and to seek sponsorship for hanging baskets on Filton Avenue.

1.3 The group recommended that £2,000 was allocated from the Neighbourhood Budget to the Neighbourhood Officer to spend on projects set out in the Neighbourhood Partnership plan.

2.0 Traffic & Transport Group

2.1 This Group met on the 23rd May 2015. The group have agreed their Terms of Reference and request that the Neighbourhood Partnership approves them (Appendix 2). Frances Robertson is Chair and will represent the group on the Neighbourhood Partnership.

2.2 Local Traffic Schemes – the group recommend that the following half-schemes/ feasibility studies are delivered in 2015-16:

- Church Road, Horfield – parking and traffic flow, cost approximately £5,000
- Romney Avenue, Lockleaze – parking and pedestrian improvements, cost approximately £5,000

The group also recommended the following minor works:

- Upgrading the zebra crossing on Wellington Hill West – total value of these works is £10,000, the Henleaze, Stoke Bishop and Westbury-on-Trym Neighbourhood Partnership have agreed to fund 50% (£5000) and this group recommend funding the remaining £5,000.

The group request approval from the Neighbourhood Partnership to support these projects and that the Neighbourhood Committee to allocate funds to these projects to total £15,000.

2.3 The Neighbourhood Partnership is asked to support the recommendation of the group to investigate the possibility of buses laying-over in Horfield Leisure Centre car park.

2.4 The group were disappointed that there was no opening date for the Romney Avenue bus link

2.5 The group were pleased by the preliminary results of the Southmead Hospital Parking Survey and once the report has been finalised this project will be passed to the Delivery Team to resolve the parking issues by engaging with the local community. The latest update can be found here

http://www.bristol.gov.uk/sites/default/files/documents/community_and_safety/neighbourhood_partnerships/Southmead%20Hospital%20Travel%20Working%20Group%20May%2015%20update.pdf

3.0 Employment and Economy

3.1 This group met on the 21st April 2015. The group are pleased to note that the Buzz Lockleaze shop will be open at the end of May and that food co-operative is already functioning. The group discussed the various job clubs operating throughout the area and the positive work that Lockleaze Neighbourhood Trust are engaged in. The group discussed organising a public information meeting to inform residents about Universal Credit and advise them how they might be affected.

4.0 Grants Panel

4.1 The Panel met on the 3rd June 2015. The group have agreed their Terms of Reference and request that the Neighbourhood Partnership approves them (Appendix 3). Tamsin Evans is the Chair and will represent the group on the Neighbourhood Partnership.

4.2 The Wellbeing Panel ask that the Neighbourhood Committee ringfence £20,000 from the Neighbourhood Budget for the Wellbeing, so the total amount available for the Wellbeing Fund will be £20,000 for the 2015/16 financial year.

4.3 The Grant Panel recommend that the priorities for the Wellbeing fund stay as they are:

- Employment and economy
- Provision for young people
- Equalities and community cohesion
- Improving the health of local residents including access to local services
- Communication and engagement
- Domestic abuse

4.4 Seven applications were received and the Panel's recommendations on each are shown below. The Neighbourhood Committee are asked to approve these recommendations:

Name of group	Description of works	Amount £ requested	Approved	Conditions
	2015/16 Wellbeing Grant available			£20,000
Buzz Lockleaze	Buzz Community Food Shop	£2000	Yes up to £2,000	Work with UWE to run the workshops to reduce costs
Horfield Health Centre	Volunteer Drivers and Befrienders	£1464	Yes £1464	A detailed breakdown of the costs for the time for the lead GP

				Why are RSVP and not other volunteer providers used? What is the end date for the project and how will it be funded after this point?
Lockleaze Neighbourhood Trust	Love Lockleaze Festival	£1000	Yes £1000	
Lockleaze Voice Community Group	Conservation, wildlife and education project	£2000		This will be tabled at the Neighbourhood Partnership meeting
Manor Farm Community Hub	Publicity, meeting and start-up costs	£1348	Yes £1348	
United Communities Housing Association	Summer activities for young people	£1600	Yes £1600	A breakdown of the costs for the girls' session, equipment and goods Information about how the project will target young people in Horfield.
Horfield Community Association	Gardening project	£500	No	
Total		£9912	£7412	£12,588

5.0 Neighbourhood Budget

5.1 Full council meeting on Tuesday 17th Feb 2015 approved the 2015/16 City Council Budget. This means from 1st April 2015, the Horfield and Lockleaze Neighbourhood Partnership will receive a total devolved Neighbourhood Budget of £46,441.00 for 2015/16 (this budget will be confirmed once the Highways carry-over figures are received). This is in addition to CIL and Section 106 funds. £5,000 of this has already been ringfenced for the Young People's Grant Panel at the 4th March 2015 meeting

5.2 The table shown below shows the 2015/16 Neighbourhood Budget, updated with the proposals for funding as requested in this document.

2015/16 Neighbourhood Budget Amount			* £49,123
Project	Description	Amount ringfenced £	Running amount
Young People's Grant Panel	Agreed at the Neighbourhood Partnership meeting on 4 th March 2015. This funding will be devolved to Charlene Richardson to administer.	£5,000	£44,123
Clean and Green	The Environment group recommend in allocating funds to the Neighbourhood Officer to deliver minor project in line with the NP Plan (Section 1.3)	£2,000 (to be approved)	£42,123
Local Traffic Schemes	The Traffic and Transport group recommend allocating funds to specific projects (Section 2.2 above)	£15,000 (to be approved)	£27,123

Wellbeing Grant	This was informally agreed at the Neighbourhood Partnership meeting on the 25 th March 2015 and needs to be ratified at this meeting in line with democratic procedures (Section 4.2 above).	£20,000 (to be approved)	£7,123
Remaining Neighbourhood Budget to allocate 2015/16			£7,123

* The Neighbourhood Budget will be confirmed once Highways carry-over figures are received.

The Forum reports can be found here <http://www.bristol.gov.uk/page/council-and-democracy/horfield-and-lockleaze-neighbourhood-forums>

6.0 Horfield Forum

The Forum was held on the 1st of June, 22 residents attended. The Forum heard:

- Police priorities in the last quarter had been road safety and ASB
- An amazing tale from a former client and current volunteer from the Bristol ROADS Developing Independence Scheme which supports recovery from drug and alcohol dependency.
- Information about the Playing Out scheme who have employed local “activators” to help set up road closures with local residents to allow informal (supervised) play on the streets
- The freshly constituted Manor Farm Community Hub will be holding a public meeting with local residents to discuss what they want from a community centre on 8th August 2015
- There is a litter picking action day at Stoke Park on Saturday 6th June 2015

7.0 Lockleaze Forum

The Forum was held on the 4th of June, 22 residents attended. The Forum heard:

- Police priorities in the last quarter had been illegal driving manoeuvres and rough sleeping in the abandoned tunnel near Glenfrome Road
- An amazing tale from a former client and current volunteer from the Bristol ROADS Developing Independence Scheme which supports recovery from drug and alcohol dependency.
- A presentation about ASB – what is it, how to report it, what happens when you do and what to do if you are not happy with the outcome. More information can be found with the Forum report as above
- Fairfield School are continuing to enact the planning permission granted in 1996 to build football pitches on Purdown Open Space, starting on site this October. Local residents and councillors are campaigning for Bristol City Council to review this decision. There is more information on the Save Purdown Facebook page.
- About the inspiring work of Steve England in the local area, mainly focussed on Stoke Park
- Tours were offered around The Vench adventure playground with an update on the situation (see Neighbourhood Partnership Plan Update, Agenda Item 10)
- Suggestion to look at Children’s and Young People’s Services at the next Forum



Horfield and Lockleaze Neighbourhood Partnership Appendix 1

Environment Group - Terms of Reference June 2015

1. Aims

To preserve and enhance the appearance of our area, its green spaces, trees and street scene, for the benefit of the community of Horfield and Lockleaze.

2. Remit

- To work with Bristol City Council and other relevant statutory service providers to make recommendations to the Neighbourhood Partnership regarding devolved budgets, including use of Section 106 monies.
- Report findings and make recommendations, including financial, to the Neighbourhood Partnership in a formal report, produced by the Neighbourhood Partnership Coordinator. Reports should include options considered and the reasoning behind those recommendations put forward and those not. Final decisions will be taken by the Neighbourhood Partnership.
- To deliver and influence the Neighbourhood Partnership Plan.
- Gather information from residents, using forums, public events and meetings, and by other forms of public consultation as appropriate.
- Design and carry out consultation activity.
- Work with Council Officers and other organisations as needed.
- To influence additional environmental issues as agreed by the Neighbourhood Partnership and negotiate relevant activity from citywide and other budgets.

3. Membership

- The Chair will be elected annually in the group meeting prior to the Neighbourhood Partnership AGM. The Chair will become a Neighbourhood Partnership Member, lead the group, chair the meetings and liaise with the BCC staff.
- Members can be anyone who lives, works or plays in the NP area.
- Members must abide by the Neighbourhood Partnership Code of Conduct.
- Quorum: The quorum for a meeting is 3 residents present in person at the meeting. Residents from both wards must have an input into the meeting. Input could include presence in person, written or verbal feedback to the Neighbourhood Officer.

5. Officers

This group is a sub group of the Horfield and Lockleaze Neighbourhood Partnership and as such there will be no officers of this group. The Neighbourhood Officer will:

- Facilitate and co-ordinate the group's activities.
- Where necessary, act as the point of contact for the group.
- Ensure that the Neighbourhood Partnership are advised of the group's activities.

6. Meetings

- Held quarterly – prior to the Neighbourhood Partnership meetings.
- Additional meetings may be called on a needs basis.



Horfield and Lockleaze Neighbourhood Partnership Appendix 2

Traffic & Transport Group Terms of Reference – June 2015

1. Aims

- To research, collate, monitor and report traffic and transport related issues in the wards of Horfield and Lockleaze.
- To work with Bristol City Council Traffic Management and other relevant statutory service providers to make recommendations to the Neighbourhood Partnership to spend devolved budgets, including use of Section 106 monies.
- To influence the allocation of resources to solve other traffic and transport related issues.

2. Remit

- Report findings and submit recommendations to the Neighbourhood Partnership in a formal report, produced by the Neighbourhood Partnership Coordinator and BCC Traffic Management. Final decisions will be taken by the Neighbourhood Partnership.
- Gather information from residents, using forums, public events and meetings, and by other forms of public consultation as appropriate.

4. Membership

- The Chair will be elected annually in the group meeting prior to the Neighbourhood Partnership AGM. The Chair will become a Neighbourhood Partnership Member, lead the group, chair the meetings and liaise with BCC staff.
- Members can be anyone who lives, works or plays in the NP area.
- Members must abide by the Neighbourhood Partnership Code of Conduct.
- Quorum: The quorum for a meeting is 3 residents present in person at the meeting. Residents from both wards must have an input into the meeting. Input could include presence in person, written or verbal feedback on the applications to the Neighbourhood Partnership Coordinator.

5. Officers

This group is a sub group of the Horfield and Lockleaze Neighbourhood Partnership and will be supported by the Neighbourhood Partnership Coordinator who will:

- Facilitate and co-ordinate the group's activities
- Where necessary, act as the point of contact for the group
- Advise the Neighbourhood Partnership of the group's activities.

6. Meetings

- Held quarterly, prior to the Neighbourhood Partnership Meetings.
- Additional meetings may be called on a needs basis.



Horfield & Lockleaze Neighbourhood Partnership Appendix 3 Wellbeing Grants Assessment Panel Terms of Reference – June 2015

1. Aims

To assess the wellbeing fund applications submitted to the Horfield and Lockleaze Neighbourhood Partnership Wellbeing Fund.

2. Remit

- Applications will be received and eligible applications will be sent out by the Neighbourhood Partnership Coordinator at least 5 working days before the Panel meet.
- Panel members must declare any conflict of interest in any applications being assessed.
- Applications will be scored against criteria as set out on the Appraisal form. Panel members with a conflict of interest will not be able to score any applications.
- Applications will be given an overall score and need to meet a minimum of 50% of the total in order to be eligible to be considered for funding.
- The results of the scoring will then influence discussion on how to allocate the available funding. Panel members with a conflict of interest can clarify any points raised during this discussion but cannot influence the decision; this will be managed by the Chair.
- Final recommendations of the group will be collated into a report written by the Neighbourhood Partnership Coordinator for the next NP meeting.
- Applicants are not normally invited to attend panel meetings however, the Panel are entitled to ask organisations for additional information which may require attendance at a meeting. All requests for additional information should be made by the Neighbourhood Partnership Coordinator.

3. Membership

- The Chair will be elected annually in the group meeting prior to the Neighbourhood Partnership AGM. The Chair will become a Neighbourhood Partnership Member, lead the group, chair the meetings and liaise with BCC staff.
- Members can be anyone who lives, works or plays in the NP area.
- Members must abide by the Neighbourhood Partnership Code of Conduct.
- Quorum: The quorum for an Assessment Panel is 3 residents must be present in person at the meeting. Residents from both wards must have an input into the meeting. Input could include presence in person, written or verbal feedback on the applications to the Neighbourhood Partnership Coordinator.

4. Officers

This group is a sub group of the Horfield and Lockleaze Neighbourhood Partnership and as such there will be no officers of this group. The Neighbourhood Partnership Coordinator will;

- Facilitate and co-ordinate the group's activities
- Where necessary, act as the point of contact for the group
- Ensure that the Neighbourhood Partnership are advised of the group's activities.

5. Panel Meetings

- Held quarterly to correspond with the Neighbourhood Partnership Meetings and Wellbeing application deadline dates