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**AGENDA ITEM NO 4**

**Horfield and Lockleaze  
Neighbourhood Partnership Annual General Meeting  
6.00 pm on Thursday 25 June 2015**

**Present:**

**Ward Councillors**

Horfield Councillors – Claire Hiscott and Olly Mead

Lockleaze Councillors – Gill Kirk and Estella Tincknell

**Partners**

Representatives of people who live and work in the Neighbourhoods of Horfield and Lockleaze

Anna George - Horfield Resident & Chair of Manor Farm Community Hub and of the Environment Group

Alderman Bill Martin – Horfield Resident

Steve Barrett – Horfield Resident

Fiona Deas – Horfield Resident

Martyn Chinn – Lockleaze Resident

Robert Hall – Lockleaze Resident

**Other Interested parties:**

Steve England

Alderman Arthur Massey

Cllr Brenda Massey

Akilah Tye Comrie

Stoke Park Action Group Member

Horfield Resident

Horfield Resident

Upper Horfield Community Trust

David Jepson	Governor for Filton Avenue Children's Centre
Robert Farrow	Learning Partnership West
Duncan James	Learning Partnership West
Jayne Whittlestone	United Communities Housing Association
Inspector Mark Runacres	Avon and Somerset Police
Becky Prior	Young Bristol
Faye Joines	Young Bristol

**Also in attendance:**

Gemma Dando	BCC, Service Manager Neighbourhood Management
Caroline Hollies	BCC, Neighbourhood Partnership Co-ordinator
Shana Johnson	BCC, Democratic Services
Sarah Tyler	BCC, Parks Service, Client & Operations Co-ordinator

**1. Welcome and introductions**

The Democratic Services Manager opened the meeting and asked people present to introduce themselves.

**2. Apologies for absence**

Joy Langley and Frances Robertson Chair of the Traffic Sub Group

**3. Election of Neighbourhood Committee Chair**

It was moved by Cllr Hiscott, seconded by Cllr Mead and agreed:

That Councillor Kirk be elected Neighbourhood Committee Chair for the municipal year 2015/16

**4. Election of Neighbourhood Partnership Chair**

The Democratic Services Manager advised that as there had not yet been any nominations sought for NP Chair, that the Partnership should elect a Chair for the current meeting and elect a Chair for the municipal year 2015/16 at the September meeting.

It was then agreed that Fiona Deas be elected chair for the meeting.

**5. Minutes of the meetings on 4 & 25 March 2015**

The Minutes were confirmed as a correct record and signed by the Chair

**6. Action Sheet (for information)**

The following points were highlighted:-

- there had been no further progress on the Horfield/Lockleaze Railway Station. It was clarified that Assistant Mayor Cllr Simon Cook now had

- responsibility for transport in his portfolio.
- Members raised concerns about the Buzz Lockleaze Shop/Coffee Shop and the fact that it still had not opened. It was understood it would be open for the Lockleaze Festival on the 11<sup>th</sup> July.
- Concerns were also expressed about whether it would conflict with Cookies café which is a private enterprise.
- It was confirmed that both cafes would have different clientele
- It was noted that originally Buzz Lockleaze was going to be a juice bar and teach catering skills

Agreed: that a meeting with the relevant people from the two cafes be convened by the NP co-ordinator (Cllr Kirk also offered to be present)

## 7. **Declarations of interest**

Cllr Mead and Cllr Hiscott both declared an interest as Trustees of the Manor Farm Community Hub.

## 8. **Public forum**

None.

## 9. **Annual AGM Report**

1. The Neighbourhood Committee and Partnership membership was confirmed as set out below, including the recommendation to include the Chairs of **two working groups** on the Partnership (Frances Robertson and Tamsin Evans).

### **a) Councillors:**

Claire Hiscott (Horfield)  
 Olly Mead (Horfield)  
 Estella Tincknell (Lockleaze)  
 Gill Kirk (Lockleaze)

### **b) Residents:**

Anna George (Horfield)  
 Bill Martin (Horfield)  
 Fiona Deas (Horfield)  
 Stephen Barrett (Horfield)  
 Martyn Chinn (Lockleaze)  
 Joy Langley (Lockleaze)  
 Robert Hall (Lockleaze)

2. The Neighbourhood Committee and Neighbourhood Partnership Terms of Reference, Code of Conduct and financial operating framework were noted.

3. The devolved budget was noted.

4. The schedule of meetings for 2015/16, including forums and subgroups was agreed.

5. The financial statement and expenditure from 2014- 15 was noted.

The Neighbourhood Co-ordinator requested that members of the partnership sign the relevant documentation indicating that they would abide by the Code of Conduct.

## **10. Stoke Park Endowment Fund**

Sarah Tyler Client Operations Co-ordinator from Bristol Parks presented the report. Following discussion it was agreed that Steve England should withdraw from the meeting while the Committee made its decision on the Walks and Talks proposal, due to a potential personal financial interest (as project delivery partner) if the project proposals were to be agreed.

The Partnership requested a briefing paper setting out the procedure to be followed in terms of grant applicants withdrawing from the meeting when the Committee is making a decision – whether this is necessary and if so under what circumstance.

The Neighbourhood Committee resolved to:

1. Accept £30,000 from the Stoke Park Endowment Fund as part of the Neighbourhood Partnership Budget and noted that the fund will be ringfenced for activities in Stoke Park to address the priorities set out in the Stoke Park Management Plan.
2. Agree the process for awarding funds from the Fund as outlined in the report, namely that projects will be submitted to the Stoke Park Delivery Group on the Stoke Park Endowment Form application form, the Delivery Group will then make a report to the Neighbourhood Partnership and recommend projects for funding.
3. Agree £1,000 to fund 2 community events linked to Environmental Action over the summer and £2,000 to fund a programme of Walks and Talks over the summer.

## **11. Business Report**

The Partnership considered the Business Report and the following issues were highlighted:

- Concerns were expressed about membership of sub-groups and ensuring there is representation from both areas (Horfield and Lockleaze) on these groups.
- It was clarified that sub-groups can take place without members from one ward being present
- It was noted that forthcoming meetings are all on the website.

The Neighbourhood Committee resolved to:

1. **Environment** - ringfence £2,000 from the Neighbourhood Budget to the Neighbourhood Officer for project work and to approve the Terms of Reference (ToR)

2. **Traffic and Transport** – approve the ToR and agree:

- Half scheme/ feasibility study - Church Road, Horfield – parking and traffic flow, cost approximately £5,000
- Half scheme/ feasibility study - Romney Avenue, Lockleaze – parking and pedestrian improvements, cost approx. £5,000
- Minor works to upgrading the zebra crossing on Wellington Hill West – total value of £10,000, the Henleaze, Stoke Bishop and Westbury-on-Trym Neighbourhood Partnership will fund £5000. This NP will match fund £5,000.

Therefore allocate a total of £15,000 from the Neighbourhood Budget to these.

3. **Employment and Economy** - note progress

4. **Wellbeing** – approve the Terms of Reference, note the existing priorities and ringfence £20,000 from Neighbourhood Budget for the Wellbeing Fund. The following decisions were made in respect of 7 Wellbeing Grant applications:

- (i) Buzz Lockleaze – not agreed and requested further information on opening times, when the food shop will actually open and what exactly the money will be for.
- (ii) Horfield Health Centre – agreed amount requested in relation to volunteer drivers and befrienders but not in relation to the GP costs.
- (iii) Lockleaze Neighbourhood Trust – agreed £1,000 for the Love Lockleaze Festival
- (iv) Lockleaze Voice Community Group – agreed £2,000 for conservation, wildlife and education project.
- (v) Manor Farm Community Hub – agreed £1348 for publicity, meeting and start-up costs
- (vi) United Communities Housing Association – agreed £1,600 for summer activities for young people on the understanding that these will be for Horfield and

Lockleaze and there will be an evaluation report brought to the Partnership at the end of the project including where young people have come from. (Note the representatives of United Communities Housing Association withdrew from the meeting while the decision was made)

(vii) Horfield Community Association – Gardening Project not agreed. The Committee requested more detailed information if application is resubmitted.

**5. Neighbourhood Budget** – Budget noted

**6. Horfield Forum** - Noted the latest issues considered by the Forum and requested a future report on Monks Park Open Space, including the possibility of establishing a Friends Group.

**7. Lockleaze Forum** - Noted the latest issues considered by the Forum and an update on the Vench adventure playground including the fact that it will be open for the summer holidays.

## **12. Neighbourhood Partnership Progress Report**

The Partnership noted progress.

## **13. Presentation from Young Bristol**

The Partnership heard proposals from Young Bristol for a youth led project to engage in Bristol 2015 Green Capital year. The Partnership agreed that there needed to be a joined up approach with other on-going projects e.g. Horfield and Lockleaze Art project and the Filton Avenue Children's Centre.

Cllr Kirk volunteered to meet Young Bristol and take forward ideas.

**Date of Next Meeting:** 7pm, Thursday 17<sup>th</sup> September, The Vench, Romney Avenue, BS7 9TD

**The meeting ended at 9.10pm**

**(Chair)**