

DISCLAIMER

The attached minutes are DRAFT minutes. Whilst every effort has been made to ensure the accuracy of the information, statements and decisions recorded in them, their status will remain that of a draft until such time as they are confirmed as a correct record at the subsequent meeting.



**MEETING OF THE
ST GEORGE NEIGHBOURHOOD PARTNERSHIP
HELD AT 7.00 p.m. ON 16th APRIL 2013
AT SUMMERHILL METHODIST CHURCH HALL,
5 AIR BALLOON ROAD, ST. GEORGE, BRISTOL BS5 8LB**

PRESENT:

MEMBERS OF THE PARTNERSHIP

P	Councillor Ron Stone	St George West ward
P	Councillor Peter Hammond	St George West ward
P	Councillor Fabian Breckels	St George East ward
A	Councillor Alex Pearce	St George East ward
P	Laura Gosling	Resident St George East
P	Philip Bird	Resident St George West
A	Pete Franklin	Resident St George West
P	Judith Price	Resident St George East
P	Michael Deadman	Resident St George East
A	Margaret Gray	Bristol Equalities Representative
P	Rob Acton-Campbell	Friends of Troopers Hill
P	Susan Acton-Campbell	St George West Community First Panel
P	Grenville Johnson	Kensington Rd Residents Association & NW
P	Fiona Russell	Secretary, Meadow Vale Community Assoc
P	Richard Curtis	Church Rd Action Group
A	Alex Wingrove	Youth Representative
A	Vicky Holmes	Friends of St George Park

OFFICERS:

P	Abdulrazak Dahir	BCC, Area Co-ordinator
P	Ruth Quantock	BCC, Democratic Services
P	Sergeant Darren Warr	Avon & Somerset Police
P	Inspector Oliver Cosgrove	Avon & Somerset Police
P	Denise James	BCC, Clean and Green
P	Shaun Taylor	BCC, Highways

OTHER ATTENDEES:

P	Jo Curtis	Church Rd Action Group
P	Keiron Coles	Youth Representative (sub for Alex Wingrove)
P	Len Hynam	Resident
P	Halina Pasiecznik	Vivid Regeneration
P	Tamsin Harcourt	
P	Kate Francis	

1. CHAIRING ARRANGEMENTS

Grenville Johnson was the Neighbourhood Partnership Chair (items 1 - 5 and 12 - 13).

Cllr Ron Stone was the Neighbourhood Committee Chair (items 6 – 11)

2. WELCOME, INTRODUCTIONS & APOLOGIES FOR ABSENCE

Attendees were welcomed and introductions were made.

Apologies for absence were received from Cllr Alex Pearce, Pete Franklin, Alex Wingrove and Sandy Hore-Ruthven (for item 5)

The following Membership changes were approved/noted:-

New Members

Fiona Russell – Meadowvale Community Association
 Laura Gosling – Resident, St George East.

Resignations

Ann Radnedge
 Jon Usher
 James Billinghamurst

It was agreed that letters of thanks would be sent on behalf of the Partnership.
Action AD/GJ

3. MINUTES OF PARTNERSHIP MEETING HELD ON 11TH DECEMBER 2012
(agenda item 4)

RESOLVED: that the minutes of the meeting held on 11th December 2012 be confirmed as a correct record, subject to a couple of minor amendments which were noted.

Matters arising

Action Tracker. The latest action tracker was attached to the minutes of the last meeting. The NP agreed that the actions marked 'Complete' were indeed complete and could therefore be removed from the list before the next meeting.
Action RQ/AD

4. BRISTOL YOUTH LINKS

The Area Co-ordinator (AC) explained that unfortunately due to unforeseeable circumstances Sandy Hore-Ruthven, CEO Creative Youth Network had given his apologies at short notice, however his presentation had been circulated to the NP for comments.

The following key issues were noted during the discussion that took place:-

- Concerns were raised about the lack of commitment to continue to deliver youth provision from the Kingsway Youth Centre and the delivery programme for the Bristol East area. The contract focuses less on open access and more on targeted work. It was clarified that this was something that the council had decided to put in its contract, not Creative Youth Network.
- Concerns were raised that the NP through its wellbeing budget had invested around £21k for outreach work in respect of youth provision in the NP area and so far had seen little return on its investment.
- Concerns were raised that issues emerging from the consultation process had been ignored by the council (retention of Kingsway Youth Centre, use of Meadowvale Community Centre, general lack of youth provision in the NP area).
- An urgent meeting was requested between NP representatives, Rose Richards, Sandy Hore-Ruthven, Jimmy Taylor and Les Compton from Youth Services. It was agreed that this should take place as soon as possible after the Council Elections on 2nd May. **Action AD**

Philip Bird circulated a statement which he had prepared to summaries what he felt were the key issues and suggested it be sent to George Ferguson (Mayor

of Bristol) and Cllr Alastair Watson (Executive Member for Children and Young People) for a response. A number of amendments proposed by Cllr Hammond were noted and it was agreed that the revised statement would be sent by the NP Chair on behalf of the Partnership to George Ferguson and Cllr Alastair Watson for a response. **Action Cllr PH/RQ/GJ.**

The Neighbourhood Partnership AGREED that :

- 1) An urgent meeting be arranged between NP representatives, Creative Youth Network and BCC Youth Services**
- 2) The revised Statement be sent by the NP Chair on behalf of the Partnership to George Ferguson and Cllr Alastair Watson for a response.**

Neighbourhood Committee items:

4. DECLARATIONS OF INTEREST
(agenda item 6)

Cllr Stone and Richard Curtis declared an interest in Agenda item 7 Wellbeing Report relating to the application from Meadow Vale Community Association and Church Road Action Group respectively.

Philip Bird declared an interest in Agenda item 10 Devolved Services Report and item 13 Public Forum.

5. WELLBEING BUDGET REPORT

The Neighbourhood Partnership considered a report from the Area Co-ordinator (agenda item no. 7) setting out the financial position to date, and recommendations from the Wellbeing Subgroup relating to current applications and the current fast track process.

Review of Fast track process

The following key issues were noted during the discussion that took place:-

- The original process agreed in June and September 2010 was not being followed as details of the applications were not being circulated to all NP members, just the Councillors.
- It was recognised that there needed to be a mechanism in place to deal with urgent requests that could not wait until the next meeting of the NP. However, the granting of a wellbeing application via a fast track process was only to be considered in truly exceptional circumstances, otherwise organisations applying through the due process could as a consequence be deprived of funding.

- Concerns were raised that the revised process which had been proposed by the Wellbeing sub-group was more long winded than the existing one. The NP was keen to re-instate confidence that it could be compassionate in times of financial hardship and respond quickly.
- It was agreed that the existing fast track process be referred back to the Wellbeing sub-group for recommendations on a more streamlined process to be considered by the NP at the next meeting. In the meantime the original process agreed in June and September 2010 would be strictly adhered to.
- It was pointed out that the changes to the existing process proposed by the Wellbeing sub-group had been emailed out to all Partners for comment prior to this meeting – no comments had been received. Partners were urged to respond next time they were circulated for comments.

Current applications

The Appraisal Top Sheet relating to the application from St George Pre-School had been updated and was tabled at the meeting.

Church Road Action Group. In response to a concern about the cost of the baskets and whether there were more deserved causes, it was clarified that the cost of the hanging baskets included the cost of watering and maintenance during the season. The aim of the project is to improve the look and feel of the area in order for people to enjoy shopping locally. The NP Chair fully supported this application indicating that improving the environment encouraged community pride, reduced crime and boosted the local economy. The project also complimented the wider Britain in Bloom and It's Your Neighbourhood Campaign in which Bristol had received awards in 2012 at City and neighbourhood levels. It was noted that for an additional £10, the number of lampposts with hanging baskets could be increased from 5 to 6. The Neighbourhood Committee agreed to increase the funding to £1260.

The Neighbourhood Committee RESOLVED that:

- 1. the financial report for 2012/13 be noted.**
- 2. the amount committed by the Neighbourhood Committee but not yet paid be noted.**
- 3. the applications supported from contingency be noted.**
- 4. the existing fast track process be referred back to the Wellbeing sub-group for recommendations on a more streamlined process to deal with urgent applications to be considered by the NP at the next meeting.**

5. the Wellbeing Panel summary appraisal sheets be noted.

6. the Wellbeing applications received since December 2012 be approved as follows:-

- Wesley Memorial Methodist - £1000
- Redfest - £2640
- St George Pre-school - £3330.91
- Church Road Action Group - £1260

6. DEVOLVED TRANSPORT SCHEMES 2013-14

The Neighbourhood Committee considered a report from Service Director, Transport Services (agenda item no. 8) setting out devolved transport schemes for 2013/14.

Shaun Taylor explained that prior to devolution, the traffic management teams delivered 12-15 schemes per year. Since devolution, NPs have chosen 40-50 schemes per year to be delivered by traffic management. No additional staff were available to deliver these schemes and recently 5-6 officers have left the teams which has added to the remaining officers' workload. At the same time, additional work to deliver the highways infrastructure investment of £1m has been created for the teams. Inevitably, this has resulted in a backlog in delivering local traffic schemes in neighbourhoods resulting in this report going to all NPs in this round to request a pause in decision-making in 2013/14 to enable all the outstanding work to be finished

The following key issues were noted during the discussion that took place:-

1. Carriageway surface dressing

- It was clarified that the surface dressing for Hillside Road was for the whole length of the carriageway in St George East and St George West.
- It was explained that the Upper Conham Vale scheme had not yet been delivered due to technical problems in getting the equipment in and out the cul-de-sac. Negotiations were ongoing with the new contractor in order to get best value for money but it was anticipated that this scheme would be delivered in this year.

2. Local Traffic schemes

- Cllr Breckels referred to a previous request for a Parking/Loading Bay in vicinity of Rose Harris Florist, Two mile Hill Road. It was suggested that FB email the relevant officer, Andrew Spicer for an update.

Cllr Hammond raised concerns about the delay in new traffic schemes for NPs citywide. He acknowledged that unspent devolved funding will be carried forward for potentially bigger schemes in 2014 but was concerned that in view of the current staffing levels and ongoing public sector budget cuts, that there would be enough staff in place to deliver these schemes.

The Neighbourhood Committee RESOLVED that:-

- 1) the 2013/14 work programmes for carriageway surface dressings be agreed**
- 2) it be noted that the footway schemes are delayed until later in the year;**
- 3) it be noted that a pause in decision making of 12 months is needed in order to deliver this year's work programme with the exception of Minor Signing and Aligning budget;**
- 4) it be noted that the team are committed to using the pause to delivery all outstanding schemes in the area and that devolved funding will be carried forward, and identification of new schemes will start in late 2013; and**
- 5) the sum of £1,125 be delegated to officers for Minor Signing and Aligning works.**

7. COMMUNITY INFRASTRUCTURE LEVY (CIL) REPORT

The Neighbourhood Committee considered a report of Jim Cliffe, Planning Obligations Manager, (agenda item no. 9) relating to the Community Infrastructure Levy (CIL) report.

The Neighbourhood Committee RESOLVED that it be agreed that from 1st January 2013 St George Neighbourhood Committee accepts responsibility for decisions over the spending of devolved Community Infrastructure Levy (CIL) receipts that are received from development taking place within the Neighbourhood Partnership area.

8. DEVOLVED SERVICES REPORT

The Neighbourhood Partnership considered a report from the Area Co-ordinator which provided an update on Devolved Services (agenda item no. 10).

The Neighbourhood Committee RESOLVED that:

1. Highways schemes:

(1.1) the progress of schemes carried over from 2010/11 be noted.

(1.2) the progress of schemes carried over from 2011/12 be noted.

(1.3) the progress of the carriage and footway schemes for 2012/13 be noted.

(1.4) the progress of the devolved traffic S106 schemes for 2012/13 be noted.

(1.5) the progress of other schemes be noted

2. Clean and Green:

(2.1) the progress of 2011/12 schemes be noted (supported from the bid for £29k from the Clean and Green central pot).

(2.2) approval be given to the allocation of £1,640 to the schemes identified in section 2.2 of the report from the 2012/13 devolved Clean and Green budget.

(2.3) the proposed 2012/13 schemes submitted to the (£19k) Clean and Green central pot be noted.

3. Parks S106:

(3.1) the progress of the 2011/12 S106 funded projects be noted.

(3.2) the progress of the 2012/13 S106 funded projects be noted.

9. PARKS INVESTMENT PLAN, S106 FUNDING RELEASE REQUEST

The Neighbourhood Partnership considered a report from the Area Environment Officer, Environment and Leisure (agenda item no. 11) requesting agreement of the proposed projects to be funded through S106.

The Neighbourhood Committee RESOLVED that:

- 1. the proposed projects, funded through S106, as identified by the Environment sub-group on 27th February 2013 be agreed, and that £4,500 be allocated to these projects (appendix 1 to the report refers).**
- 2. that it be noted that the costs are approximate; and**
- 3. it be noted that the proposed projects, once approved by the Neighbourhood Committee, will then be progressed by the relevant parks officers.**

Neighbourhood Partnership items:

10. ST GEORGE NEIGHBOURHOOD PARTNERSHIP REPORT

The Neighbourhood Partnership considered a report from the NP members

(agenda item no. 12) which provided an update from the Neighbourhood Partnership sub-groups.

The following key issues were noted during the discussion that took place:-

Operations Sub-group

Operations sub-group review. In light of the ongoing Citywide NP review which might have an impact on current procedures, the sub-group had recommended suspending the review of the St George structure and Operation sub-group terms of reference.

Environment Sub-group

Tree Planting in Parks. The Neighbourhood Partnership agreed the Tree Planting options presented in appendix 3 of the report.

St George Park Toilets. The fact that the toilets are closed on Sundays, has been raised at a Neighbourhood Forum. The Environment Sub-group felt it was unacceptable for the toilets to be closed on what can be the park's busiest day, especially now that there is a kiosk run by the council. It was suggested that the contractor using the kiosk could open and close the toilet for the time it operated on a Sunday. DJ indicated that maintenance and cleaning might be an issue on a Sunday. It was explained that due to health and safety it was not possible to have the toilet facilities open 24/7. Cllr Stone indicated that he was currently facilitating a petition to get the toilets opened on a Sunday.

Wellbeing Sub-group.

Terms of Reference. Proposed changes to the ToR were shown in Appendix 5 of the report and were accepted by the Neighbourhood Partnership.

NP Citywide Review. The sub-groups have been invited to comment on the consultation documents produced by the council on the NP review. Appendix 6 to the report provided a summary of their responses. The notes from East Bristol Consultation event held on 20th March 2013 were also circulated. The Neighbourhood Partnership agreed that Appendix 6 be submitted as the formal response from the Partnership. **Action AD**

Mayor's visit to the St George NP area

The date set is Tuesday 9th July from 1.00 pm – 6.00 pm. The AC is putting together an itinerary and all ideas are welcomed (eg visiting community groups that have benefited from the wellbeing grant). **Action: ALL**

Draft St George NP Community Engagement Plan

The draft Plan was attached at Appendix 7 of the report. Partners were invited to make comments or suggestions to the Neighbourhood Development Officer

ahead of the next meeting in June (Annual Meeting) when it will be approved by the Partnership. **Action: ALL**

The Neighbourhood Partnership AGREED that:

- 1. the recommendations of the Operation sub-group be approved.**
- 2. A Tree Planting Plan be developed for Plummers Hill Open Space in 2013/14.**
- 3. the changes to the terms of reference for the Wellbeing Sub-group highlighted in Appendix 5 of the report be approved**
- 4. Appendix 6 to the report be submitted as this NP's formal response to the NP citywide review consultation.**

11. PUBLIC FORUM

1) Public Forum carried forward from the meeting held on 11th December 2012

Members of the NP had received the following public forum statements in advance of the meeting held on 11th December and some more copies had been tabled as a reminder. (A copy of the Public Forum submissions are held in the Minute Book).

- Update: Our Online Presence

It was noted that this update from the 'WebTeam' of St George NP had been superseded by the latest update which was included in Item 12 St George NP report, Appendix 4.

- Update on the work of St George West Community First Plan
- Update on the Community First Plan
- Request for additional support for the Operations Sub-group. Members of the Operations Sub-group were concerned that this statement had been raised without any prior consultation with the Members involved in the group. It was noted that although there had not been many meetings, much of the business had been dealt with by email or over the phone. It was felt by the sub-group that no additional support was required, however as the TOR catered for a further 3 Members anyone wishing to join was most welcome. It was noted that if there were any expressions of interest this could be dealt with at the next meeting in June 2013, which was also the AGM.

2) Public Forum 16th April 2013

Members of the NP had received the following public forum statement in

advance of the meeting. (A copy of the public forum statement is held in the Minute Book)

- Code of Conduct

In light of the number and content of emails one Councillor and some members of the NP had received following the abandoned meeting on Tuesday 26th March, the Operations Sub-group members wished to remind all NP members of the Code of Conduct which they had signed up to when joining the NP. A copy was circulated at the meeting and is attached to the minutes. It was felt by the Sub-group that a statement about the meeting on 26th March which had been posted on the partnerships website, together with the link to a newspaper article on the subject was potentially damaging to the name and reputation of the Partnership. It was also noted that those named in the statement had not been informed of the intention to publish an article on the website with their names included.

Members of the NP webteam were concerned that they had not been notified in advance of this statement being circulated which was about the management of the website.

It was agreed that a protocol for the management of the Partnership Website be drawn up by the webteam to address the issues raised in the statement and be brought back to the next meeting for approval by the NP.

DATE OF NEXT MEETING : Tuesday 25th June 2013 at 7.00 p.m. at Summerhill Methodist Church, 5 Air Balloon Road, Bristol BS5 8LB.

(The meeting ended at 9.35 pm)

CHAIR



St George Neighbourhood Partnership

Code of Conduct

Everyone attending a Neighbourhood Partnership meeting must agree to the following five points:

- Be courteous to all others during the meeting and allow each other the opportunity to speak
- Speak through the Chair
- Personal attacks, harassment, bullying, offensive and abusive comments are not acceptable. Substantial breach of any of these points may result in their removal from the meeting.
- Keep to the subject being discussed
- Follow the guidance of the Chair in the conduct of the meeting

Neighbourhood Partnership Members

All members of the *Neighbourhood Partnership* (NP) must abide by the following fundamental values, that underpin all the activity of the NP:

Accountability – Every decision and action undertaken by the NP will be able to stand the test of scrutiny by residents, BCC (councillors and officers), service providers, the media, and any other interested party.

Integrity and honesty – 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.

Transparency – In order to promote confidence among residents, BCC (councillors and officers), service providers, the media, and any other interested party, the NP will maintain a practice of openness and will ensure that as much as possible of its work is available to public scrutiny.

Equality – All members should abide by equalities good practice and legislation, and should seek to promote fair and equal treatment of all those who are involved with and/or affected by the work of the NP.

Additionally, all members must agree to abide by the following:

Conflicts of interest:

- All members of the NP will always strive to act in the best interests of the NP
- 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
- All members will submit to the judgment of the NP and do as it requires regarding potential conflicts of interest
- NP members must not personally gain, materially or financially, from their role as member of the NP

Protecting the reputation of the NP:

- Members of the NP 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).
- When speaking as a private citizen NP members must strive to uphold the reputation of the NP
- All NP members must respect organisational and individual confidentiality. Disclosure of confidential information may only be acceptable when: it is a legal requirement; in the public interest; or undertaken in good faith
- As stated in the *Values* above, it is the intention to make the work of the NP as transparent to public scrutiny as possible
- Members of the NP sub-committee refer any enquiries via the Chair and Co ordinator should an enquiry occur outside of a panel meeting

Members:

- Must abide by agreed governance procedures and practices
- Must strive to attend all NP meetings and subgroup meetings they are involved in, giving apologies ahead of time to the chairperson (or NP contact officer) if unable to attend

- Should study the agenda and other information sent prior to meetings and be prepared to debate and/or vote on agenda items during the meeting
- Must honour the authority of the chairperson and respect their role as meeting leader
- Should engage in debate and/or voting in meetings according to procedure, maintaining a respectful and courteous attitude toward the opinions of others
- Must not bully or intimidate any other member of the NP
- Must accept a councillor vote on devolved budgets as decisive and final
- Must observe email “hidden rules”, eg writing in capital letters or copy emails to others without any obvious reason or proper explanation, ☺,etc.
- Must accept decisions reached by the majority
- Must accept constructive criticism.

Good practice. NP members should:

- Participate in induction, training and development activities for NP members, where possible
- Continually seek ways to improve good practice at meetings
- Not go against organisational policies and agreements
- 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 NP member
- Understand that substantial breach of any part of this code of conduct may result in their removal from the NP
- Inform the chairperson in advance, in writing, if they wish to resign from the NP
- Abide by the specific Roles and Responsibilities of the organisation they are representing on the NP. For example, Equalities Reps must abide by the Roles and Responsibilities of the Equalities Action Group

February 2011