



Filwood, Knowle and Windmill Hill Neighbourhood Partnership Agenda

Date: Wednesday, 22 June 2016
Time: 6.00 pm - 8.00 pm
Place: Windmill Hill Community Association, Vivian Street, Bristol BS3 4LW

- 1. Welcome and introductions** 6.00 pm
- 2. Apologies for absence** 6.05 pm
- 3. Minutes of previous meeting (Pages 4 - 11)** 6.10 pm
To agree the minutes of the 29 March 2016 meeting as a correct record.
- 4. Declarations of interest** 6.20 pm
To note any declarations of interest from the Councillors. They are asked to indicate the relevant agenda item, the nature of the interest and in particular whether it is a **disclosable pecuniary interest**.

Any declarations of interest made at the meeting which is not on the register of interests should be notified to the Monitoring Officer for inclusion.
- 5. Public forum** 6.25 pm
Up to 30 minutes is allowed for this item.

Any member of the public or Councillor may participate in Public Forum. The detailed arrangements for so doing are set out in the Public Information Sheet at the back of this agenda. Public Forum items should be emailed to democratic.services@bristol.gov.uk and please note that the following deadlines will apply in relation to this meeting:-

Questions - Written questions must be received 3 clear working days prior to the meeting. For this meeting, this means that your question(s) must be received in this office at the latest by 5.00 pm on 16 June 2016.

Petitions and Statements - Petitions and statements must be received on the working day prior to the meeting. For this meeting this means that your submission must be received in this office at the latest by 12.00 noon on 21 June 2016.

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|------------|---|---------|
| 6. | Equalities monitoring (Pages 12 - 13) | 6.30 pm |
| 7. | Community safety report (Pages 14 - 16) | 6.35 pm |
| 8. | Neighbourhood partnership plan and engagement plan
(Pages 17 - 38) | 6.45 pm |
| 9. | Neighbourhood Partnership AGM report (Pages 39 - 66) <ul style="list-style-type: none">- Nominations of resident members- AGM report- Business activities report- Neighbourhood budget report | 7.05 pm |
| 10. | Sale of Salcombe Road recreational ground (Pages 67 - 78) | 7.20 pm |
| 11. | Highways update (Pages 79 - 80) | 7.40 pm |
| 12. | Any other business | 7.50 pm |
| 13. | Date of next meeting and close of meeting | 7.55 pm |
- 6.00 pm, Wednesday 21 September 2016 at Knowle West Media Centre, Leinster Avenue.

Date of Next Meeting: 6.00 pm, Wednesday, 21 September 2016, Knowle West Media Centre, Leinster Ave, BS4 1NL

Contact – The local Neighbourhood Partnership (NP) Coordinator is:

Andrew McLean

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The Democratic Services Officer of the meeting is

Claudette Campbell

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What is a Neighbourhood Partnership?

Neighbourhood Partnerships are the route to influence and improve services in the neighbourhood for residents, community organisations, service partners, and where local councillors make decisions about Bristol City Council business

How do I get involved?

Anyone who lives or works in the area can get involved in this Neighbourhood Partnership by:

- **Attending this meeting and commenting on any item of business on the agenda.** Everyone is welcome to attend this meeting and contribute.
- **Submit a Public Forum statement** to the clerk to the meeting (contact details above) **no later than noon on the working day before the meeting.** The statement will, where possible, be sent directly to members of the Partnership, and be printed and circulated at the meeting.

The Openness of Local Government Bodies Regulations 2014

Any person attending a meeting must, so far as is practicable, be afforded reasonable facilities for reporting. This includes filming, photographing or making an audio recording of the proceedings.

Members of the public should therefore be aware that they may be filmed by others attending the meeting and that this is not within the authority's control. Oral commentary is not permitted during the meeting as this would be disruptive.



**Filwood, Knowle and Windmill Hill
Neighbourhood Partnership
6.00 p.m. on 29th March 2016
at Knowle Community Centre, The Square, Bristol BS4 2SS**

Present:

Ward Councillors:

Councillors Jeff Lovell – Filwood Ward

Councillors Chris Davies and Gary Hopkins - Knowle Ward

Councillors Sam Mongon and Deborah Joffe - Windmill Hill Ward

Other members of the Partnership:

Denise Britt – Filwood - Apologies
Bob Franks - Filwood - Apologies
Ken Jones – Filwood - Apologies
Ann Smith – Filwood – Apologies
Les Bowen – Knowle
Natasha Clark – Knowle - Apologies
Maggie Stringer – Knowle
Glenn Vowles – Knowle - Apologies
Mark Bailey – Windmill Hill
Carlton Bodkin – Windmill Hill
Nancy Carlton – Windmill Hill - Apologies
Lee Reed – Equalities Champion - Apologies
James Smith – Tree Champion

Other Resident Attendees

John Scott – Friends of Redcatch Park

Susan Davies – Friends of Redcatch Park Chair

Paul Breeden

Ceri Evans

Annie Johansen

Also Present:

Claudette Campbell	Democratic Services, Bristol City Council (BCC)
Andrew Mclean	Neighbourhood Area Coordinator (BCC)
Kal Dale	Library Manager – South (BCC)
Francesca Rolle	Library Development Officer (BCC)
James Coleman	Project Officer – Traffic (BCC)
Inspector Nigel Colston	– Avon & Somerset Police

Item No:

1. Welcome and Introductions

Cllr Gary Hopkins (Chair of the meeting) welcomed everyone to the meeting and led introductions.

2. Apologies for Absence

Apologies Cllr Jackson also from Glenn Vowles.

3. Minutes of the Meeting of the Neighbourhood Partnership held on 22nd September 2015

That the minutes of the meeting held on the 12 January 2016 are agreed as a correct record and the above are noted and signed by the Chair.

Matters Arising:

- a. **Filwood Business Park** – Emily Price had provided the information requested but further information is still outstanding on a number of issues particularly statistics on occupancy of the park.
- b. Greenfield E-Act School – the scheme for a crossing was now in place.
- c. Highway Sub-group – their role to manage the many requests to Highways in respect of proposed road traffic schemes, to sift through the requests and programme them into a forward plan. The current plan now needs to consider activity spanning years 4 & 5. The group would also consider schemes outstanding that were not money dependent. The sub-group would be balanced reflecting the three wards.

Action: All to note that volunteers are required for the sub-group

- a. Marksbury Road School – Councillors and partnership members agreed to extend an invitation to Ian Bell the Place Manager and the Academy Head. All agreed that the reply received in respect of recent enquiries fell short failing to address ongoing school places allocation issue being experienced by parents of children of primary school age in the Totterdown and Windmill Hill area.

Action: AMc to extend an invitation as above.

4. **Declarations of Interest**

Members noted that they worked with a number of associations listed in the grant allocation but had non-pecuniary interest in these organisations. It was noted that with 5 councillors present the vote on allocation would not be conflicted.

Knowle Ward Councillors Hopkins & Davies declared an interest in Friends of Redcatch Park.

5. **Public Forum/resolutions**

- a. Improvements to Holroyd House Land – Alex Little
Action – Andrew McLean to obtain from Mark Bailey the history on the scheme for improvement to allow for consideration by the partnership.

6. **Libraries for the future**

The partnership received a verbal update from Francesco Rolle, (Library Development Officer) about the development of Libraries and Kal Dale, Bristol Library South Manager who extended apologies from Kate Murray, Head of Libraries.

The following points were noted from the discussion that followed:

- a. Concerns were expressed about the signage and the windows at Knowle Library. Assurances were given that the issue had been raised with BCC property services to ensure that improvements would be on the scheme for repair.
- b. Although ward Councillors expressed concerns about the move of Knowle library, the partnership were advised that the decision would not be reversed.
- c. The partnership were given the impression that the customer service point would return to the library. FR advised that there were no plans to reinstate the CSP. The partnership viewed the decision as contrary to the ethos of moving library spaces to multi-function use.
- d. The opportunity for community groups to work to develop the library space to provide a wider offering was being pursued by the library development team.
- e. Filwood Library now had a Financial Advice service established as part of

its offering.

- f. The development team would be promoting the 'Friends of' in the similar fashion of the Friends of Knowle Library group, which regrettably ceased operating. The vision would be to promote a network of friends of a library. The project will be developed covering joint communications and share the support available for groups.
- g. The development team continued to have conversations with such organisations as NHS Wellbeing Dementia team and would welcome hearing from local community groups.
- h. The partnership suggested that the NP group should in future include a Library representative working in the same way as the Tree Champion, feeding information between the service and the partnership.
- i. **Action: FR** would look to establish a process for a representative to share information.

The Neighbourhood Partnership Agreed:

- i. **To note the presentation.**

7. Filwood Quietway - James Coleman

James Coleman, (Project Officer) gave a verbal report and shared maps on the establishment of a cycling and walking route starting from the centre and crossing into South Bristol, Hengrove via Filwood. The Cycle Ambition Fund would support the development and improvement of existing routes and the revitalising of streets, looking to lift barriers to cycling and walking.

The following comments were raised by the partnership:

- a. Consultation events would be held to share the plans that are located on the Travelwest website www.travelwest/info
<https://bristol.commonplace.is> details the Filwood Quietway project.
- b. Knowle ward Councillors were concerned that the draft plan failed to include the Knowle area. Believing that the Broadwalk Road would be a viable option to link the proposed routes.
- c. JC advised that the funding obtained from the Department of Transport was based on the plan that would best deliver the objects maintaining value for money.
- d. Plans continue to be developed on a crossing for the 'cut' and options would be developed should an additional bridge crossing be deemed

unfeasible.

- e. The development team intend to encourage local groups, i.e Northern Slope and others to feed into the consultation process.

The Neighbourhood Partnership Agreed:

- i. **To note the presentation.**

8. Salcombe Road Development

In the absence of a report and the relevant Officer present there was a discussion led by the Chair on the anticipated funds to be received from the sale of Salcombe Road to Knightstone Housing Association. It was anticipated that 2/3 of the funds realised would be allocated to the NP in the ward. The potential funding pot could stand at excess of £513,240.

- a. The Chair shared a letter dated 10th November 2014 from the City Director that confirmed that the funds realised from the Parks & Green Space initiative would be provided to the partnership. 65.8% to the partnership and 34.2% to Parks/Capital budget less the repayment of £224,325, given to the partnership in anticipation of receipt of these proceeds.
- b. The Neighbourhood Co-ordinator had received and shared by email, from the Friends of Redcatch Park a proposal seeking funds for improvements to the park to be funded from the receipts from Salcombe Road disposal.
- c. The partnership discussed how this potential fund would be managed and the Clerk gave direction that no decisions could be made during the pre-election period on pre-allocation to any applicant seeking assistance for projects from the fund without a full report. The Clerk advised that a process and application criteria should be established similar to the principles operating for CIL/s106 monies.
- d. **Neighbourhood Partnership Agreed** that Andrew McLean would
 - **Obtain information from the relevant Officer about the completion of the sale and the proceeds realised.**
 - **Draft, for approval at the next NP meeting the Terms of Reference for the use and allocation of the fund, in a full Report that outlines the Fund available and the position with the off-set repayment for works done in Parrett's Park.**
 - **The report to clearly set out the application criteria and process.**

- **To investigate and report on whether any sums would be realised from the Parks & Green Space sale on Bath Road.**
- e. **Action:** NP members to inform local groups of the potential funds available for distribution in the coming months to ensure a fair and transparent process that is open to all.
 - f. **The Neighbourhood Partnership agreed** not to take forward the proposal shared by email by Andrew McLean at 15:53 that day agreeing to await the full Report.

9. **Community Safety Update**

Inspector Nigel Colston spoke to the report provided to the NP.

The partnership noted the contents of the report:

- a. That one police team covered the Knowle & Filwood area.
- b. The potential restructuring of the Neighbouring Policing team to realign PC's across the ward areas.
- c. Resources have changed to reflect the movement of 3/4 PCSO's moving into the regulars.
- d. The partnership Neighbourhood Watch Representative requested that newly appointed PC/PCSO to liaise with the NW contact for the Wards.

The Neighbourhood Partnership Agreed:

- i. **To note the report.**

10. **Highways Update**

In the absence of a Highway Officer, Andrew McLean requested that the NP note the current position of the Local Traffic, Section 106 and Grant Funded Highway improvement schemes in Filwood, Knowle and Windmill Hill.

- a. The NP noted the details of the five outstanding traffic schemes and progress summary.
- b. NP queried the quality of the work around Axbridge Road and the need for bollards and road markings to enhance the work already completed.

The Neighbourhood Partnership Agreed:

- i. **To note the report.**

11. Neighbourhood Budget Report

Andrew McLean, Neighbourhood Coordinator advised the Partnership that there would be a change in the way the update would be provided.

- a. The NP were requested to note the Clean & Green fund update.
- b. That there had been no change to the section 106 & CiL funds.
- c. A correction was required to CIL report to align Torpoint Rd & Kingswear Rd to Filwood in place of Knowle West.

The Neighbourhood Partnership Agreed:

- i. To note the report.

12. Business Activities Report – Andrew McLean

a. Wellbeing Applications –

- The Neighbourhood Committee – Councillors, Hopkins, Davies, Lovell, Joffe & Mongon on agreement of the Partnership approved the following grants.

Neighbourhood Committee Resolved:

Knowle

- i. BS4 Good Gardens £Nil
 - BS4 Good Gardens
- ii. 134th Bristol Guides £Nil
 - 134th Bristol Guides
- iii. Friends of Redcatch Park £300
 - Friends of Redcatch Park
- iv. Bramble Farm £264
 - Bramble Farm
- v. Knowle Cricket Club £ 450
 - Knowle Cricket Club
- vi. 50+ Club St Gerald Majella £350
 - 50+ Club St Gerald Majella

Windmill Hill

- vii. 134th Bristol Guides £1000
 - Wristbands International Guide Camp
- viii. Bramble Farm £300
 - Bramble Farm community days
- ix. GoodGym Bristol £Nil
 - GoodGym Bristol
- x. TRESA £Nil
 - Totterdown: Our multicultural community
- xi. Windmill Hill Community Open Association £820

- Purchase of plastic tracking for the orchard
- xii. Totterdown Methodist Lunch Club £550
 - Coach outing to the Gower Peninsula for members and helpers
- xiii. Victoria Park Bristol Bowling Club £1000
 - Bricking up boarded window openings
- xiv. TRESA £950
 - Metal Tree Sculptures

a. The remainder of the report was noted due to meeting running out of time. The following was drawn to everyone's attention.

- Bye Laws consultation – The newly formed Environment Sub Group commented on the consultation on behalf of the partnership.
- Neighbourhood Partnership Plan – Volunteers, Mark Bailey and Les Bowen and any other persons to work on the review of the Plan.
- Tree Champion – Cllr Davies to share the tree plan that he drew up as an example for others to use.

Neighbourhood Partnership Agreed:

- **Noted the report**

Date of Next Meeting – 6pm Tuesday 22nd June 2016, Knowle Community Centre, The Square Bristol BS4 2SS

(The meeting ended at 20:10hrs)

CHAIR

Working together to
improve our Neighbourhoods



Equalities Monitoring – why is this important?

We want everyone to have the choice to participate freely, to feel welcome and to know that their concerns and priorities will be taken seriously. It is important the work of Neighbourhood Partnerships reflects the communities they serve. To do this well we need to understand who's involved and who isn't.

To improve our work and to meet our legal obligations we are going to conduct focused monitoring in April, May and June each year. We will ask you to complete equalities monitoring at every meeting you attend linked to the Neighbourhood Partnership work (including all working groups, Neighbourhood Forums, and other events and activities) during this period. Please bear with us and use the time given within each meeting to complete the form as this will inform our engagement plans for the coming year and link into the equalities work within Neighbourhood Plans.

Information provided will be treated confidentially and in accordance with the Data Protection Act 1998 and only used to ensure that everyone is treated fairly.

1 What is your age group?

15 or under () 16 to 24 () 25 to 49 () 50 to 64 ()
65 to 74 () 75 and over () Prefer not to say ()

2 What is your gender?

Female () Male () Prefer not to say ()

3 Are you transgender?

(Is your gender identity different from the gender you were assigned at birth?)

Yes () No () Prefer not to say ()

4 Please say how you would you usually describe your sexual orientation?

Lesbian () Gay () Bisexual ()
Heterosexual [straight] () Prefer not to say ()

5 How would you describe your ethnic origin? (Please tick)

- White British ()
- Other white background ()
- Asian / Asian British ()
- Black / African / Caribbean / Black British ()
- Other ethnic groups ()
- Prefer not to say ()

5b Please give us more information about how you would describe your ethnic origin.

6 Do you consider yourself to be a disabled person?

- Yes ()
- No ()
- Prefer not to say ()

7. Do you have a religion or belief?

- Yes ()
- No ()
- Prefer not to say ()

8. What Neighbourhood Partnership do you live in? (please tick)

Avonmouth and Lawrence Weston		Ashley Easton and Lawrence hill	
Bishopston Cotham and Redland		Cabot , Clifton and Clifton East	
Dundry View		Filwood, Knowle & Windmill Hill	
Greater Bedminster		Greater Brislington	
Greater Fishponds		Henbury, Brentry and Southmead	
Henleaze, Stoke Bishop, W-o-T		Horfield and Lockleaze	
St George		Stockwood, Hengrove and Whitchurch	

9. What is the activity you are taking part in today?

- Meeting ()
- Social media activity ()
- Consultation ()
- Environmental action ()
- Community Event ()
- Other ()

If other please state

Thank you for taking the time to complete this form.

*Working together to
improve our Neighbourhoods*





**Filwood / Knowle / Windmill Hill NEIGHBOURHOOD PARTNERSHIP
22 JUNE 2016
Community Safety Report**

Report of: Inspector 2302 Nigel Colston
Officer presenting report:

Recommendation:

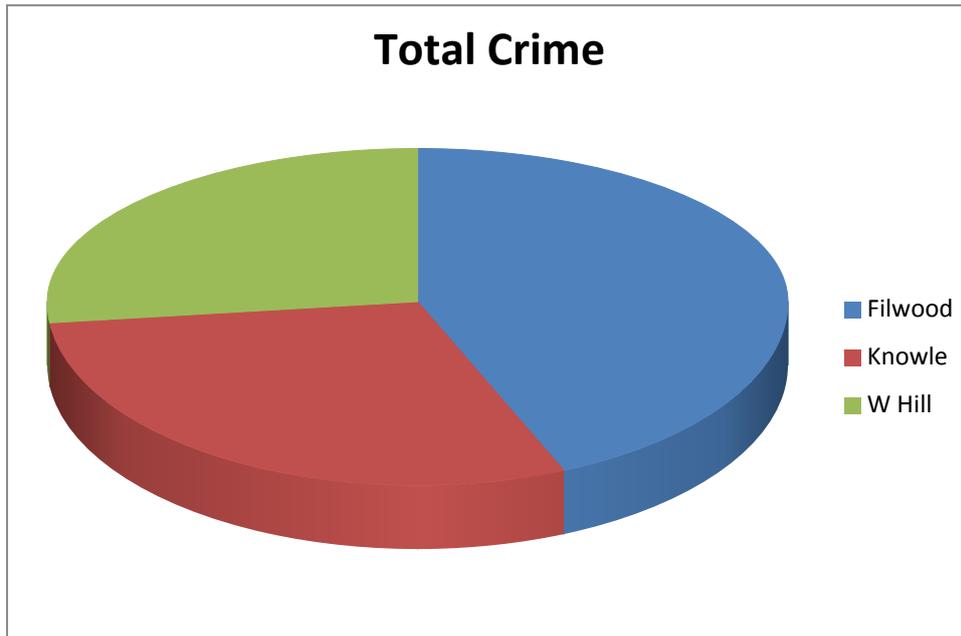
a) To **note** contents of the report.

Crime & ASB

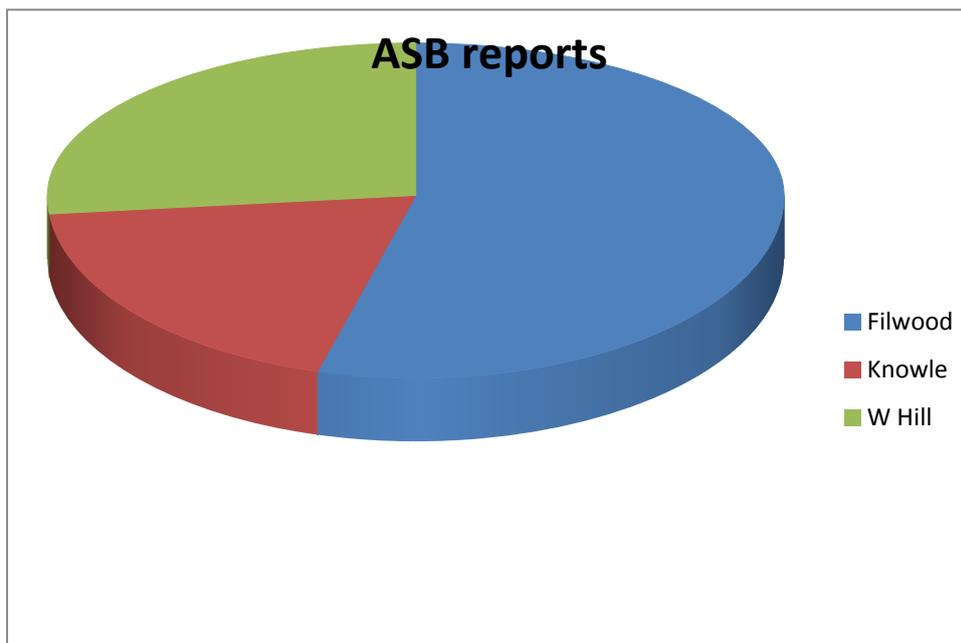
	Filwood	Knowle	W Hill	Neighbourhood Partnership area	Bristol South	Bristol Total
Criminal Damage	275	117	111	503	1898	4741
Burglary	55	45	46	146	673	2120
Non dwelling burglary	36	38	51	125	598	2014
Racially or religiously aggravated	41	13	12	66	149	638
Robbery	14	9	20	43	128	532
Violence against the person	725	369	382	1476	5559	14050
Total Crime	1476	990	903	3369	14553	42881
ASB reports	499	183	263	945	3930	14919

The above table documents some of the key crime and ASB figures on a rolling 12 month basis at the end of May 2016. The first three columns are by individual ward. Column 4 shows the figures for the combined neighbourhood partnership area. Column 5 represents figures for the 5 neighbourhood partnership areas covering Bristol South, and lastly column 6 details corresponding figures for Bristol as a whole.

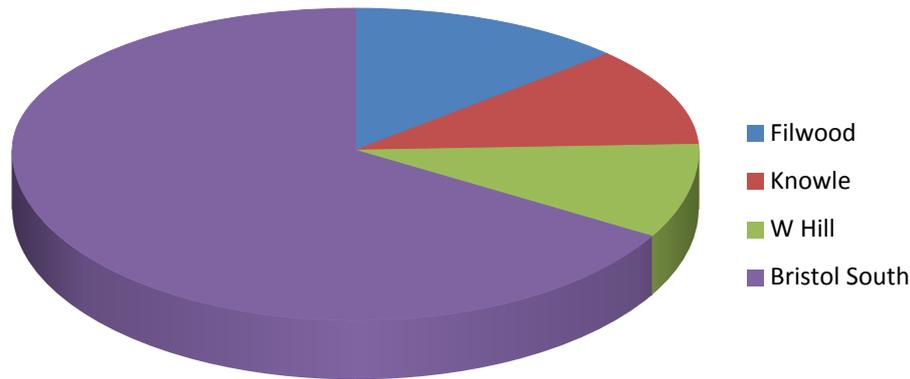
In terms of total crime, Filwood (44%) continues to hold the lions share across the neighbourhood partnership area with Knowle (30%) second;



As before, Filwood also accounts for the greater proportion of ASB reports (52%).



Total Crime per Ward vs S Bristol



Neighbourhood team news

There have been a couple of changes to make you aware of. The Windmill Hill ward will move, for policing purposes only, from the Filwood & Knowle area. It will now form part of our Bristol South West team, which comprises the wards of Greater Bedminster, Bishopsworth & Windmill Hill. Caroline Crane is the new sergeant for that area, and your beat managers / PCSOs remain as before.

In relation to Filwood & Knowle, these wards are now combined with the Hartcliffe wards (again, strictly for policing purposes) to form the Bristol South Central team. This combines the two areas of strategic high demand (Hartcliffe & Filwood), which will now have three sergeants.

Pc Rog Ibrahim is currently undertaking an attachment to the Investigations team (previously known as CID). PCSO Amy Snell has left to pursue a full-time career with the Catch 22 team. Two new PCSOs arrive in late August, and further will arrive by the end of the year.

Filwood, Knowle and Windmill Hill Neighbourhood Partnership Plan

2016/17 - 2017/18

Our vision - The Neighbourhood Partnership will be places where residents are engaged and involved in decisions that affect them, are living a better quality of life in a pleasant environment, and have improved educational and employment opportunities for all residents.

Summary of themes and priorities

Environment – Global Green Capital						
The Neighbourhood Partnership’s objective is to have safe, clean and well managed parks, roads, pavements and open spaces						
Clean and tidy streets and pavements		Clean and efficient environment - desirable and well managed Parks, Green Spaces and Environment			A healthy bio diversity across the area	
Streets and pavements clean and tidy	Clear and clean gullies across the Partnership area	Increase energy efficiency across the NP area Delivery of the Area Green Space Plan and support for the Northern Slopes	Improve Air Quality across the Partnership area	Delivery of the Area Green Space Plan and support for the Northern Slopes	Increase the number and diversity of trees across the NP area	Increase in wild life and wild flowers

Traffic and transport – Keep Bristol Moving		
The Neighbourhood Partnership’s objective is to improve the highways, traffic and transport across the Partnership		
Well maintained and managed roads and pavements	A Public and Community Transport service that meets the needs of local neighbourhoods and communities	Safe and well managed traffic
Reduce obstructive and dangerous parking	Improved public and community transport services across the Partnership	Implement agreed Traffic Schemes

Crime and Community Safety – Building successful places						
The Neighbourhood Partnership’s objective is to keep residents safe, and make them feel safe						
Reduction in Crime and the fear of crime				Increased community confidence		Reduce anti-social behaviour
Maintain levels of / reduce anti-social street drinking within the No Drinking Zones across the Partnership area	Reduce the number of alcohol and drug related incidents	Tackle domestic burglaries and car crime	Tackle domestic violence and Hate related crimes	Increase resident awareness of partner activities	Improved detection and rates of prosecutions	Increased confidence of people to report issues and problems

Families, younger & older people - Vibrant Bristol			
The Neighbourhood Partnership’s objective is to improve the life experiences of families, younger and older people			
Well supported older people	Well supported younger people		Well supported families
Tackling older people social isolation	Enable young people to voice their concerns, hopes and the skills they have to offer	Reduce the number of young people in Filwood who are NEETS (Not in education employment or training)	Effective support for vulnerable families and those experiencing difficulties accessing services

Employment, training and economic development - Vibrant Bristol and Building successful places			
The Neighbourhood Partnership’s objective is to increase employment opportunities, the growth of enterprises and the development of individuals			
Improved education outcomes for young people and adults		Increased employment opportunities	
Improve Key Stage 2 & 4 attainment	Improve adult literacy	Address low levels of employment in Filwood	

Community buildings and facilities – Building Successful Places

The Neighbourhood Partnership’s objective is to ensure local community buildings are supported to benefit the local communities and neighbourhoods

Community assets that meet the needs of local neighbourhoods and communities

The sustainability of community buildings to meet the needs of local communities

Community organisations that meet the needs of local neighbourhoods and communities

Neighbourhood Partnership structures that meet the needs of local groups and organisations

Health and Wellbeing – Healthy and Caring Bristol

The Neighbourhood Partnership’s objective is to improve health and wellbeing across the Partnership

Improved health outcomes for local neighbourhoods and communities

Delivery of health improvement activities

Healthy lifestyles for all residents

Create effective opportunities for all residents to have a healthy lifestyle

Addressing inequality and Active Citizenship

The Neighbourhood Partnership’s objective is to work towards all members of the community having an opportunity to fulfil their potential

Respect and equality in our neighbourhoods

Promotion of respect, equality and diversity in the work of the Neighbourhood partnership

Active Citizens in our neighbourhoods

Increased citizen involvement in Neighbourhood Partnership decision making

Increased involvement from the community and voluntary sector in Neighbourhood Partnership

Housing, Planning and major projects - Building Successful Places

The Neighbourhood Partnership’s objective is to ensure housing, planning and major projects reflect the needs of current and future residents

Regeneration of Knowle West

All housing and major developments to reflect neighbourhood, residents and tenants needs

Ensure the Knowle West Regeneration Framework is completed

Ensure the land on Filwood Broadway is put on the market to start the regeneration of Filwood Broadway.

Effective Kingswear and Torpoint developments

Effective resident involvement in the Regeneration Framework as it moves forward

Neighbourhood Partnership structures support resident involvement and participation

Key

NP – Neighbourhood Partnership	PCSO – Police Community Support Officer	F - Fund	SBAVA - South Bristol Against Violence and Abuse	KWMC – Knowle West Media Centre
NPC – Neighbourhood Partnership Coordinator	ANM - Area Neighbourhood Manager	I - Influence	ASB – Anti-Social Behaviour	BCC – Bristol City Council
NO – Neighbourhood Officer	D - Deliver	SARI – Stand Against Racism and Inequality	NEET – Neither in Education Employment or Training	BAB – Bristol Ageing Better
CSC – Customer Service Centre	TBC – To be confirmed	KW – Knowle West		

Environment  Global Green Capital

Theme	Priority (what we want)	by doing - local priority	evidence of need (and base line if known)	activity/project detail	Order of priority	type of intervention	funds required	Resources needed	Lead	timescale (year and month)	performance measure	
Environment  Global Green Capital	Clean and tidy streets and pavements	Streets and pavements clean and tidy Clear and clean gullies across the Partnership area	Reported incidents via NO, online & CSC Quality of Life Survey 2014: % of respondents who say street litter is a problem – Filwood 89% Knowle 77% Windmill Hill 76% Bristol average 77.1% Six reported incidents to the Neighbourhood Forums of need for gully cleansing	Waste and Street Scene Services are managed and delivered effectively, are responsive to local issues (particularly around fly-tipping and graffiti), and that the NP receives regular performance updates. NP Environment sub group to provide a strategic partnership point of contact and to agree working priorities on annual basis.	2 1 5	I D D	None None None	NPC & NO liaison NPC & NO Waste and Street Scene /NO/Highways	NPC NO NO	March 2017 July 2015on going January 2016	May Gurney performance reports delivered 25 September 2012, 8 January 2013 and 12 March 2013 1 MG Community Steward Sub group establishedTBC 1 gully cleansing plan produced	
		Reduce the number of dog fouling incidents	Neighbourhood Forum (reports) Quality of Life Survey 2014: % of respondents who feel dog fouling is a problem – “Filwood experienced the biggest problem (92%)” Quality of Life Survey 2014: % of people satisfied with the quality of their Parks and Green Spaces – Filwood 75% Knowle 84% Windmill Hill 89% Bristol average 84.1%	NP to find dog fouling hot spots and to work with relevant agencies to take appropriate action	3	I	None	Dog Wardens/NO/PCSO	NO	September 2016	Recommend initial 2/3 hotspot areas Number of messes highlighted, Number of Fixed Penalty Notices Number of owners spoken to, Number of positive comments	
				Review dog fouling notices across Partnership area	4	I	Potential clean & Green for signage	Dog Wardens/NO	NO	September 2016	Review completed and recommendations to December 2016 NP meeting	
		Clean and efficient environment - desirable and well managed Parks, Green Spaces and Environment	Improve Air Quality across the Partnership area	“Filwood experienced the biggest problem (92%)” Quality of Life Survey 2014: % of people satisfied with the quality of their Parks and Green Spaces – Filwood 75% Knowle 84% Windmill Hill 89% Bristol average 84.1%	Circulate information on air pollution to increase residents’ understanding of local & city air quality	1	D I	None	NO/Sub Group/BCC Air Quality team	NO	On going	Information in online, The Knowledge and local publications
					Support for increased cycle routes and initiatives to reduce the number of cars on local roads.	2			NO/Sub Group/Highways/NPC			
					Raise awareness of energy efficiency and the different schemes available to residents and owners of buildings.	3			NO/Sub Group			
	Increase energy efficiency across the NP area		NP to work with partners to enable greater scrutiny of planning applications for new and developed buildings		4							
			Improvements to parks Environment sub group to identify improvements for Parks across the Partnership and to document in an Improvement Plan. The Plan to reflect existing priorities for Victoria Park Perretts Park and Knowle Park.			D		NO / Parks	NO	March 2016on going	Improvement Plan developed and agreed by NP	
	Delivery of the Area Green Space Plan and support for the Northern Slopes	Support the development of Tree Plans for the three wards	2	D	None	Parks/Sub group members/NO	NO	December 2016	Tree plans developed			

Theme	Priority (what we want)	by doing - local priority	evidence of need (and base line if known)	activity/project detail	Order of priority	type of intervention	funds required	Resources needed	Lead	timescale (year and month)	performance measure
A healthy bio diversity across the area		Increase the number and diversity of trees across the NP area		Support for the replacing of existing and the planting of new street trees	4	D	TBC	Parks/local groups/NO/sub group members	To be confirmed	On going	No decrease in the number of street trees
				Support & promotion for the benefit of the NP area city wide tree initiatives, such as Bristol University	3						Promotional materials shared across NP networks
		Increase in wild life and wild flowers		To draw up a plan to increase bio diversity							A plan adopted by the environment sub group and shared with the Partnership
				To explore the use of online resources to improve bio diversity, and to make this available to individuals, parks/community groups							Resources identified and shared with stakeholders
				To support and ensure the development of green and wildlife corridors							Updates at sub group meetings
				To campaign for crossings and pathways to support the movement of wildlife							At least one campaign delivered

Theme	Priority (what we want)	by doing - local priority	evidence of need (and base line if known)	activity/project detail	Order of priority	type of intervention	funds required	Resources needed	lead Person	timescale (year and month)	performance measure
Traffic and transport – Keep Bristol Moving	Well maintained and managed roads and pavements	Reduce obstructive and dangerous parking	Neighbourhood Forum Traffic Choices website audit – 42 issues reported	Develop with Parking Services to reduce obstructive and dangerous parking. Actions to focus on: <ul style="list-style-type: none"> signage enforcement car owner engagement 	1	D		NPC/NO/High ways/Parking Services/Police	Parking Services	December 2016	Parking Service enforcement updates shared with NP

Theme	Priority (what we want)	by doing - local priority	evidence of need (and base line if known)	activity/project detail	Order of priority	type of intervention	funds required	Resources needed	lead Person	timescale (year and month)	performance measure
Page 22	A Public and Community Transport Service that meets the needs of local neighbourhoods and communities	Improved public and community transport services across the Partnership	Neighbourhood Partnership & Forum resident views Quality of Life Survey: % who go to work by car – Filwood 51%, Knowle 53%, Windmill Hill 45%, Bristol average 48.9% Bus Shelter replacement programme data	Review bus shelter information and condition and make necessary recommendations	3	D	None	NCP/NO	NP	January 2017	Review and recommendation reported to NP via sub group
				Ensure Metro Bus routes are well publicised	4	I	None	NPC/Transport Services	Transport Services	December 2016	Publicity available across the NP area
	Safe and well managed traffic	Implement agreed Traffic Schemes	Traffic Choices website - 42 issues reported NP Traffic scheme priorities	Delivery of agreed and outstanding traffic schemes.	1	F	Highways	Highways	Neil Terry	March 2018	Traffic schemes delivered

Theme	Priority (what we want)	by doing - local priority	evidence of need (and base line if known)	activity/project detail	Order of priority	type of intervention	funds required	Resources needed	lead Person	timescale (year and month)	performance measure
Crime and Community Safety – Building successful places	Reduction in crime and the fear of crime	Maintain levels of / reduce anti-social street drinking within the No Drinking Zones across the Partnership area	Police data as at end of January 2015 Incidents of: Burglaries 143 Robbery 24 Theft of vehicle 230 Sexual offences 45 Hate Crimes 56 Anti-Social Behaviour 1724	Monitor and enforce the No Public Drinking Zone (now a Public Space Protection Order) for Filwood (includes Melvin Square, Marshall Walk, Inns Court, Filwood Broadway, Newquay Rd, Leinster Ave.)	1	I	None	Police / NO	Police	On going	Problem drinking identified, enforcement carried out and reported to Filwood Liveability and Neighbourhood Forums etc. (AM) Record of - Interactions - Alcohol seizures - Prosecutions
		Reduce the number of alcohol and drug related incidents	Quality of Life Survey 2014 % of respondents who have been a victim of	Continue to increase number of intelligence reports	2	I	None	Police	Police	On going	Police to report on partnership efforts to reduce crime, including lower levels of crime, tackling ASB and the Drugs market Report shared with NP at each NP meeting, and at Neighbourhood Forums

Theme	Priority (what we want)	by doing - local priority	evidence of need (and base line if known)	activity/project detail	Order of priority	type of intervention	funds required	Resources needed	lead Person	timescale (year and month)	performance measure
Page 23			crime in the last 12 months: Filwood 15% Knowle 9% Windmill Hill 14% Bristol average 11.6%	Promotion and engagement with Victim Support – through 'Lighthouse' Police resource	3	I	None	NO / Police / Victim Support	Police	December 2015	Engagement evidence shared with NP
				Improved awareness and promotion of relevant alcohol and drug services support agencies	1	I	None	NO / Police	NO	April 2017	Article from the Police in the Knowledge
				Bristol City Council Licensing support for enforcement of breaches of licence (sale of alcohol to underage drinkers)	4	I	None	BCC Licensing / Police	Police	On going	Police reports to NP with examples of support from Bristol Licensing
		Tackle domestic burglaries	% respondents who say personal safety is a problem in their neighbourhood: Filwood 29% Knowle 21% Windmill Hill 16% Bristol 21.9%	Make properties more difficult to break into if they have been a victim of a break in. Resources used based on which properties are more at risk and who is most in need.	1	I	None	Police	Police	On going	- No. of addresses receiving target hardening
				NP to establish links with support agencies to assist in the promotion and the targeting of services for victims of domestic abuse	1	I	None	NPC / NO / Police /Victim Support / NextLink / SURVIVE	Police	On going	Evidence of at least one initiative supported and/or promoted
		Tackle domestic violence and Hate related crimes	% respondents who feel locally, anti-social behaviour is a problem: Filwood 60% Knowle 22% Windmill 27% Bristol 28.7%	NP to work with partners to reduce Race Hate in Filwood.	2	I	None	NPC / NO / Police / Victim Support / SARI	NPC	On going	Funding and support provided
				NP to support a community cohesion event in the summer of 2016 to celebrate cultural diversity in the Filwood ward.	3	D F	Yes	NPC / NO / Police /Victim Support / SARI / VCS	NPC	September 2016	NP promotion and involvement in the planning and delivery of the festival
				Good news stories published in newspaper / local media articles / social media 'Keep me informed' Police networks	1	I		NPC / Police / NO	NPC / Police	On going	No. of articles / stories published.
		Increase Community confidence	Improved detection and rates of positive disposals (this could be a criminal prosecution, or a community order – some form of successful outcome that doesn't just include prison time)	Review the roles of Police Community Support Officers (PCSOs) to target their presence and work in hotspot areas	1	D	None	NPC/NO/Police	Police	On going	Recommendations brought to future NP meeting
				Weekly (or regular) multi-agency group to progress highest risk cases.	2	I	None	Police / Youth Services / Mental Health / Housing	Police	On going	No. of single or inter-agency actions initiated Satisfaction reports
	Advertising methods and avenues to report ASB			1	I	None	Police / NO / Housing	Police	On going	Reporting ASB avenues publicised in NP Office, the Knowledge and circulated to groups on NP distribution list.	
	Reduce Anti-social behaviour(ASB)	Increased confidence of people to report issues and problems	Updating positive actions taken from reports of ASB	2	I	None	Police	Police	On going	Successful 'exits' from ASB multi-agency process, e.g. - victims are no longer considered to be at risk from further incidents - perpetrators have had action taken against them and/or have stopped their behaviour, - hot spot locations of anti-social behaviour have less or no further reports of ASB)	
			Delivery of the Newquay Road Problem Solving Plan				Multi agency	Police	On going	Reduction in ASB & increased reporting	

Families, younger & older people - Vibrant Bristol

Theme	Priority (what we want)	by doing - local priority	evidence of need (and base line if known)	activity/project detail	Order of priority	type of intervention	funds required	Resources needed	lead Person	timescale (year and month)	performance measure	
Families, younger & older people - Vibrant Bristol	Well supported older people	Tackling older people social isolation	Marmot (2010) Fair Society Healthy Lives Final Report (BCC funded) estimate 10% of Older People in Bristol experience social isolation Joint Strategic Needs Assessment 2012 – “As well as living longer, more people are living with long-term conditions such as dementia and/or other chronic health problems or disabilities. Older people (over 65) make up close to two-thirds of adult social care clients.	NP to ensure Bristol Ageing Better information is circulated in the Partnership area. Circulation through the Knowledge and other communication channels.	1	I	None	NPC	NPC	December 2016	Information communicated through the Knowledge and at least one other communication channel	
	Well supported younger people	Enable young people to voice their concerns, hopes and the skills they have to offer	No NP representative is a young person	NP to explore links with Youth Moves to scope out positive outcomes and opportunities for young people’s involvement in local decision making and to produce a delivery plan	2	ID	None	NPC/LPW/YM	Youth Moves	December 2016	Production of delivery Plan presented to the NP	
		Reduce the number of young people in Filwood who are NEETS (Not in education employment or training)	Learning Partnership West data set – December 2014 91 young people who are NEET	NP to support the range of offered interventions primarily in Filwood but also for the approximately 40 NEETs across Knowle and Windmill Hill. Support to consist of: <ul style="list-style-type: none"> • sign posting to external funding • support for match funding from the NP • providing for a for the sharing of good practice and partnership working 	1	IF	None	NPC/LPW	Learning Partnership West	March 217	Regular reports to the NP on progress and NP support	
	Well supported families	Effective support for vulnerable families and those experiencing difficulties accessing services	Filwood Children Centre performance management data set April 2014 Filwood Ward profile: 0-4yrs 7.9% Bristol 6.9% HM Revenue and Customs - % of children aged 0-19 in low income families (2011) Filwood 42.1%, Bristol 24.9%	NP to explore links with the Early Years and child care service particularly for the support of: <ul style="list-style-type: none"> • Lone parents • Teenage mothers • Children living in workless households • BME & Disabled children • Fathers 	1	I	None	NPC/ Early Years and child care service	Early Years and child care service	March 2016	Links established and reported back to the NP	

				Family Interventions Team to engage with families that meet relevant criteria for engagement	2	I	None	Police/FIT	The Police	March 2017	Number of families engaged
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Theme	Priority (what we want)	by doing - local priority	evidence of need (and base line if known)	activity/project detail	Order of priority	type of intervention	funds required	Resources needed	lead Person	timescale (year and month)	performance measure
Employment, training and economic development - Vibrant Bristol and Building successful places	Improved education outcomes for young people and adults	Improve Key Stage 2 & 4 attainment	Key Stage 2 : Knowle Park 28.5 Christ the king 28.7 Illminster E-Act 27.0 Knowle DGE 16.3 Hill Crest 29.5 Victoria park 28.2	Explore future Raising Aspirations work with local primary schools in Filwood	2	I	None	Primary school reps/NPC	NPC	March 2017	Project outline shared with NP
		Improve adult literacy	Guardian Article in 2007 about Knowle West media Centre: "Knowle West has very high rates of low literacy with 26% of residents termed as having 'very low literacy skills'" The Department for Business, Innovation and Skills '2011 Skills for Life Survey' research findings -16 per cent, or 5.2 million adults in England, can be described as "functionally illiterate".	Share the outcomes and successes of the Read Easy Project with the NP and wider community. Future promotion of The Read Easy Project	1	F		NPC/Bristol Read Easy	Bristol Read Easy	March 2017	Project promoted, supported and performance reports shared with NP and wider community.
	Increased employment opportunities	Address low levels of employment in Filwood	Consultation with the local community started in September 2009 at the Knowle West Futures Conference and regular meetings with the Knowle West Residents Planning Group, which carried on into July 2012. Quality of Life Survey 2013 - % of respondents in receipt of means tested benefits (Filwood) 31% Bristol average 13.5%	NP to develop links with employment related agencies via structures such as Knowle West Together.	1	D	None	NPC/NO	NPC	March 2017	Knowle West Together group to include at least one employment related agency/organisation in its membership
				Work with neighbouring Partnerships and agencies to promote and support job fairs, and business support initiatives.	3	I	None	Job Centre Plus/NPC	Job Centre Plus	May 2017	At least one jobs fair or business initiative supported/promoted

Theme	Priority (what we want)	by doing - local priority	evidence of need (and base line if known)	activity/project detail	Order of priority	type of intervention	funds required	Resources needed	lead Person	timescale (year and month)	performance measure
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Community buildings and facilities – Building Successful Places

Community assets that meet the needs of local neighbourhoods and communities	The sustainability of community buildings to meet the needs of local communities	Resident feedback via Neighbourhood Forums Knowle West Regeneration Framework consultation exercise 2009 – 12	Support future Community Asset Transfers that impact on the NP area.	2	I	none	NP/NPC/Property Services	NPC	September 2017	Organisations supported and involved in the NP NPC report back to NP
Community organisations that meet the needs of local neighbourhoods and communities	Neighbourhood Partnership structures that meet the needs of local groups and organisations	Only one NP opportunity for groups in Filwood to network and support each other. No NP opportunity in Knowle and Windmill Hill.	NP to provide effective fora for local groups and organisations to network, share successes and to explore their challenges	1	I	None	NP	NPC	March 2017	Groups and organisations participating in NP, meetings, Forums, sub groups and other activities

Theme	Priority (what we want)	by doing - local priority	evidence of need (and base line if known)	activity/project detail	Order of priority	type of intervention	funds required	Resources needed	lead Person	timescale (year and month)	performance measure
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Health and Wellbeing – Healthy and Caring Bristol

Improved health outcomes for local neighbourhoods and communities	Delivery of health improvement activities	<p>“Concentrated and persistent areas of deprivation in South Bristol. Half the areas are more deprived than the national average and the health of South Bristol is generally worse than the Bristol average. For Filwood ward there are poor health outcomes on most indicators. South Bristol has areas of persistent worklessness, high numbers of children with Special Educational Needs and high numbers of disabled people. Premature mortality due to cancer is also highest in the South.”</p> <p>Joint Strategic Health Assessment Summary 2012.</p> <p>Quality of Life 2014: % of respondents who are obese – Filwood 41% Knowle 14% Windmill Hill 10% Bristol 17.8%</p>	<p>Data is currently being collated to inform future work</p> <p>KW health sub group to continue to be supported.</p> <p>A greater emphasis on involving volunteers from the community. Including supporting the ‘Love Filwood conversations’ and training more health champions.</p> <p>When a new member of staff is appointed:</p> <p>More collaboration and joint planning for health improvement to be supported. Including working with the GP practices.</p> <p>To continue to support specific projects to help to reduce social isolation.</p> <p>To run, with health champions a health zone at Knowle West Fest</p>	1	I I F	To be agreed	Knowle West Together	Public Health	On going	Updates provided to appropriate NP meetings, health sub group and KW2
	Healthy lifestyles for all residents									

Theme	Priority (what we want)	by doing - local priority	evidence of need (and base line if known)	activity/project detail	Order of priority	type of intervention	funds required	Resources needed	lead Person	timescale (year and month)	performance measure
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Addressing inequality and Active Citizenship

Respect and equality in our neighbourhoods	Promotion of respect, equality and diversity in the work of the Neighbourhood partnership	Police recorded incidents/data: Hate Crimes 56 incidents	NP support for the Filwood Fest 2016	2	D I	None	Knowle West Together/NO C	NPC	July 2016	Festival taking place
		Sexual offences 45								
		Quality of Life 2014 % of respondents who agree people from different backgrounds get on well together – Filwood 57% Knowle 65% Windmill Hill 74% Bristol 62.2%								
		% respondents who agree people treat each other people with respect in their neighbourhood – Filwood 44% Knowle 73% Windmill Hill 70% Bristol 69%								
			Support the Knowledge Newsletter to reflect the changing make up of the Partnership area	7	I	None	KWMC/NPC	KWMC	March 2017	Visible difference in the photos and articles appearing in the newsletter
			NP to ensure greater diversity in the individuals participating in NP business	1	D I	None	NPC/NP Repts	NPC	March 2017	NP reps from a range of different backgrounds with different protected characteristics
			Deliver the resident engagement elements of the Newquay Road problem solving plan		D	None	NPC/NO	NO	December 2016	20 Residents engaged
Active Citizen Opportunities	Increased citizen involvement in Neighbourhood Partnership decision making	Quality of Life 2014 % respondents who feel they can influence decisions – Filwood 22% Knowle 24% Windmill Hill 31% Bristol 26.9	Delivery of Neighbourhood Partnership engagement Plan	1	I	None	NP/NO/NPC/ANM	NO	March 2017	Engagement Plan agreed by NP
		% of respondents who volunteer for charity or their local community at least three times per year – Filwood 21% Knowle 24% Windmill Hill 28 % Bristol 27.9%	Develop Neighbourhood Forums to be flexible, innovative, creative opportunities for residents to get involved with the NP and the resolve the neighbourhood issues important to them.	2	I	None	NP/NO/NPC/Police	NO	December 2017	Improved resident feedback
	Increased involvement from the community and voluntary sector in Neighbourhood Partnership	Development of NP sub and task groups with the community and voluntary sector as key contributors	1	I	None	NP/NO/NPC	NPC	On going	Improved feedback	

Theme	Priority (what we want)	by doing - local priority	evidence of need (and base line if known)	activity/project detail	Order of priority	type of intervention	funds required	Resources needed	lead person	timescale (year and month)	performance measure
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Housing, Planning and major projects - Building Successful Places

Theme	Priority (what we want)	by doing - local priority	evidence of need (and base line if known)	activity/project detail	Order of priority	type of intervention	funds required	Resources needed	lead person	timescale (year and month)	performance measure
Housing, Planning and major projects - Building Successful Places	Regeneration of Knowle West	Work to support the delivery of the Knowle West Regeneration Framework	Regeneration Framework consultation exercise 2009 – 12 Neighbourhood Partnership/Forum feedback	NP to receive regular update report at NP meetings	.3	I	None	NPC/Major Projects	NPC	March 2018	The latest version of the Regeneration Framework presented to the NP
	All housing and major developments to reflect neighbourhood, residents and tenants needs	Neighbourhood Partnership structures support resident involvement and participation	April 2014 December 2014: 92 different engagement meetings 6758 Leaflets/Newsletters distributed 916 Residents engaged through different meetings or via different communication channels	Work with BCC Planning Department, Knowle west Futures, and Windmill Hill & Malago Community planning Group to ensure effective resident engagement in pre applications	1	D	None	NO/NPC	NPC	September 2017	Links established and updates shared with the NP.



Filwood Knowle and Windmill Hill Neighbourhood Partnership – engagement plan 2016-17

The purpose of this engagement plan is to set out the strategy for increasing resident involvement in the Filwood, Knowle and Windmill Hill (FKW) Neighbourhood Partnership (NP) during 2016-17, through the priorities set out in the FKW NP Plan. The FKW NP provides residents an opportunity to understand and influence Council decisions and resource allocations and ultimately shape and improve local services. This plan explains how the FKW NP will engage **1600** residents as part of decision-making or local action which progresses the priorities with the NP Plan. **How do we get more people involved and carry out the priorities of the NP Plan...? This plan highlights engagement work as part of the priorities from the NP plan during 2016-17.**

The FKW NP plan was agreed by the NP meeting in 2015 and the plan was updated in 2016. As part of the NP plan, there are a number of priorities. Within these priorities there are some planned activities, some of which will have a focus or an element around community engagement. The following objectives set out how engagement will feature as part of these planned activities, primarily involving work led by or contributed to by the Neighbourhood Officer for the NP.

Priorities/activities that run through the whole plan, and tasks that will be relevant to multiple parts of this plan

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- Developing a community and residents groups' directory
- Establish channels of communication for use with disseminating messages
- Attempt to meet with a group or take part in an opportunity to engage each week (average of one per week)
- Seeking to make use of each engagement opportunity to encourage residents (particularly underrepresented groups) from underrepresented groups to engage with the NP

Key

NP	Neighbourhood Partnership	KW Fest	'Knowle West Fest' (taking place Sept 2015 in Filwood)
NF	Neighbourhood Forum	ICRA	Inns Court Residents Association
FKW	Filwood, Knowle and Windmill Hill (wards within Bristol)	PCSO	Police Community Support Officer
NHW	Neighbourhood Watch	KWMC	Knowle West Media Centre
YP	Young People	(12)	Number in brackets = target number of people engaged

Environment – Global Green Capital

NP's objective: to have safe, clean and well managed parks, roads, pavements and open spaces

Clean and tidy streets and pavements

What	Whom target groups	When	How engagement and promotional activity	Outputs	Outcomes	Evidence	Lead officer other officers involved
<p>Street Champions: Use of the existing resource (assuming that the FKW NP will agree that the scheme should be used in the NP area).</p>	<p>Residents of any streets in Filwood, Knowle and Windmill Hill. Not just targeting worst affected streets - starting with Newquay Road work, but using resource anywhere if appropriate.</p>	<p>June 2016 onwards</p>	<ul style="list-style-type: none"> - Prioritise use in the Newquay Road problem solving plan area. - If successful, then publicise scheme and encourage sign ups at all opportunities <ul style="list-style-type: none"> o Neighbourhood Forums and all community group meetings o Knowledge Magazines o Explore linking with Neighbourhood Watch (NHW) schemes. Check with beat team where the NHW groups are and how they can be contacted. o Work with Knowle West Media Centre – how do we tell the story? 	<ul style="list-style-type: none"> - 10 Street champions signed up or reengaged in Newquay Road - Supply copies of Neighbourhood Charter as the guide containing all info that would be needed 	<ul style="list-style-type: none"> - Cleaner and tidier streets (less fly-tipping, less litter) - Increase in reporting of waste and street scene issues 	<p>Signups of Street Champions</p>	<p>Lloyd Allen</p>
<p>Why? If residents can be engaged as eyes and ears to report issues, then hopefully this will improve the look of areas and in turn encourage others to keep their area tidy and sign up to become street champions themselves. If people have this role, this can result in residents feeling that they have more ownership of their neighbourhood.</p>							
<p>Walkabouts in Inns Court, Filwood</p>	<p>Residents of the Inns Court</p>	<p>On-going (frequency TBC during 2016-17)</p>	<ul style="list-style-type: none"> - Take part in walkabouts, encouraging residents to report the issues that they find directly. 	<ul style="list-style-type: none"> - 30 Residents engaged over the year 	<ul style="list-style-type: none"> - Cleaner and tidier streets (less fly-tipping, less litter) - Increase in reporting of 	<p>Record of reports from walkabouts</p>	<p>Lloyd Allen Overall lead is: Lorena Alvarez</p>

Environment – Global Green Capital

NP's objective: to have safe, clean and well managed parks, roads, pavements and open spaces

Clean and tidy streets and pavements

What	Whom target groups	When	How engagement and promotional activity	Outputs	Outcomes	Evidence	Lead officer other officers involved
					waste and street scene issues		

Why? If fly tipping is left to accumulate it attracts more and more fly tipping. There is also a need to monitor the grounds and ensure they are being maintained properly. ICRA were monitoring the Inns Court estate for many years. They led it and we support it, booking in clearance where needed. Now, new support needed in Inns Court.

Clean and efficient environment, desirable and well managed parks, green spaces and environment

What	Whom target groups	When	How engagement and promotional activity	Outputs	Outcomes	Evidence	Lead officer other officers involved
Keep Knowle West Tidy 2016' campaign	Any interested residents and groups across Filwood (incl. NP members, Filwood Neighbourhood Meeting) Linking in with the problem solving work round Newquay Road.	July-October 2016	Campaign featuring: Door-knocking front gardens in untidiest streets (front gardens and littered streets) in conjunction with StreetScene Enforcement action	90% of doors on target streets knocked (150)	- Visually cleaner and tidier streets in Filwood - Number of reports decreased (or perhaps increased showing more are taking an interest?) - Increased resident awareness of how to tackle local environmental	- Evaluation of campaign	Lloyd Allen <i>Also involved:</i> Andrew McLean Tim Bird
			Waste doctors – deployed to properties where there is evidence that they are not using recycling properly	Advice given, recycling boxes handed out (15)			
			Recruit new Street Champions (using Neighbourhood Charter resource)	New Street Champions (5)			
			Publicity in local press and online	1 Article / press release			

Clean and efficient environment, desirable and well managed parks, green spaces and environment

What	Whom target groups	When	How engagement and promotional activity	Outputs	Outcomes	Evidence	Lead officer other officers involved
			Talk to residents at the 2016 Knowle West Fest	10 residents spoken to at KW Fest	issues		
			Community Payback involved in specific litter picking and clearance jobs	2 organised litter picks / clearance			

Why? Often, build-up of waste and fly tipping is tolerated and no action is taken - people do not necessarily know how to report it or take action. Empowering people to be able to take some action will hopefully result in a cleaner street, and put pressure on to keep it that way. Also sits within 'Clean and tidy streets and pavements' priority.

<p>Inns Court – resident engagement</p> <p>Page 33</p>	All residents of Inns Court	May 2016 - March 2017	<ul style="list-style-type: none"> - Family fun days to encourage the community of Inns Court, and see what comes from it (whether it's residents to take on the running of the existing IVRA group or whether it's something different, e.g. street champions) - Support A&S Police beat team as they continue to pursue the installation of CCTV in the play area. - Take part in walkabouts, encouraging residents to report the issues that they find directly. 	<ul style="list-style-type: none"> - Door knock and letter drop about opening event - Knowledge magazine article - Residents engaged through events (200) - Residents engaged through walkabouts (as above) 	<ul style="list-style-type: none"> - Residents involved in family fun day events - Residents taking an interest in being part of community in Inns Court 	<ul style="list-style-type: none"> - Numbers of residents engaged through fun days, walkabouts - Word of mouth feedback from residents 	<p>Lloyd Allen</p> <p>Overall lead is: Lorena Alvarez</p> <p><i>Also involved:</i> PCSOs</p>
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Notes ICRA is currently not functioning, and it would be good to see residents taking ownership of their community again, in whatever form they wish to do so.

Clean and efficient environment, desirable and well managed parks, green spaces and environment

What	Whom target groups	When	How engagement and promotional activity	Outputs	Outcomes	Evidence	Lead officer other officers involved
<p>Improvements to parks Environment sub group to identify improvements for Parks across the Partnership and to document in an Improvement Plan. The Plan to reflect existing priorities for Victoria Park Perretts Park and Knowle Park.</p>	<p>All residents of FKW, whether they already sit on the NP or not</p>	<p>May 2016 - March 2017</p>	<ul style="list-style-type: none"> - Improvement plan developed and agreed by NP - Opportunities advertised to local groups (including social media) 	<ul style="list-style-type: none"> - Environment sub group meetings (30) - Articles in local newsletters - Residents and groups applying (20) 	<ul style="list-style-type: none"> - Improvements to parks and green spaces in Knowle and Windmill Hill wards 	<ul style="list-style-type: none"> - Improvements scheduled / completed 	<p>Lloyd Allen <i>Also involved:</i> NP Environment sub group</p>
<p>Why? Salcombe Road site sale will release funds for use within parts of the NP area.</p>							

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Crime and Community Safety

NP's objective: to keep residents safe, and make them feel safe

Reduce Anti-social behaviour (ASB)

What	Whom target groups	When	How engagement and promotional activity	Outputs	Outcomes	Evidence	Lead officer other officers involved
Delivery of the Newquay Road Problem Solving Plan	- Residents of a section of Newquay Road and sections of surrounding streets	June 2016 - March 2017	<ul style="list-style-type: none"> - Co-ordinate and conduct (with local PCSOs) a follow up survey to determine which issues are more prominent compared to last year - Attend local groups to engage local residents in being part of a network of street champions, or potentially a residents group - Explore Friends of Newquay Road play area group 	<ul style="list-style-type: none"> - 100 residents surveyed - 200 engagements with residents - 20 engagements for Friends of group 	<ul style="list-style-type: none"> - Street Champions established - Increase in reporting 	- No. of sign ups, number of residents engaged.	Lloyd Allen

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Why? Significant multi-agency problem solving plan currently underway for this area. Part of this work to engage and involve local residents to increase resilience.

Community buildings and facilities – Building Successful Places

NP's objective: to ensure local community buildings are supported to benefit the local communities and neighbourhoods

Community organisations that meet the needs of local neighbourhoods and communities

What	Whom target groups	When	How engagement and promotional activity	Outputs	Outcomes	Evidence	Lead officer other officers involved
<p>NP to provide effective fora for residents, local groups and organisations to network, share successes and to explore their challenges</p>	All FKW residents	On-going	<ul style="list-style-type: none"> - Regular engagement visit to: <ul style="list-style-type: none"> - a local group - Eagle House over 50s - Eagle House womens group - Eagle House coffee morning - Novers social group (Wednesday 2-4pm) - Trewint Gardens coffee morning (Thursdays) - Illminster Avenue school coffee morning - a pop-up engagement in a high footfall location <ul style="list-style-type: none"> - Victoria Park - Broadwalk shopping centre (outside) - Take opportunities to engage groups (not necessarily targeted work, but grab opportunities as they happen) e.g. residents that visit the NP office on Filwood Broadway - Be prepared with publicity on hand to signpost - Discussions and polls on Facebook 	<ul style="list-style-type: none"> - regular visit to local groups (300) - Pop-up engagement at busy footfall location (150) - Conversations with local residents (unscheduled) (40) - Info passed out - Social media discussion (50) 	Useful interactions and information given out	Residents have engaged with / joined NP	<p>Lloyd Allen</p> <p>Also involved: Andrew McLean</p>

Why? Engaging more people with the NP is the main purpose of this engagement work

Addressing inequality and Active Citizenship

NP's objective: to work towards all members of the community having an opportunity to fulfil their potential

Respect and equality in our neighbourhoods

What	Whom target groups	When	How engagement and promotional activity	Outputs	Outcomes	Evidence	Lead officer other officers involved
NP support for the Knowle West Fest 2016	All residents, particularly BME residents and YP	Between now and August 2016	<ul style="list-style-type: none"> - Take opportunities to advertise event to groups - Be prepared with publicity on hand to invite 	Face-to-face conversations at event (20)	Useful interactions and information given out	Residents have engaged with / joined NP	Lloyd Allen Overall lead is: Andrew McLean

Why? 13-14% of the Filwood population is BME. There is no BME resident representation on the NP (correct?). There are issues of hate crime and hate incidents in the ward (among the worst affected areas in Bristol).

Deliver the resident engagement elements of the Newquay Road problem solving plan			See 'Crime and Community Safety' section				Lloyd Allen
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Why? Part of Newquay Road problem solving plan

Signposting by PCSOs	- Victims of crime and people they meet	May 2015 – March 2016	Signpost people they spend time with to the NP (signpost to Neighbourhood Officer) to see if they want to influence	Victims of crime given opportunity to engage with NP	Useful interactions and information given out	Residents have engaged with / joined NP	Lloyd Allen Overall lead is: PCSOs
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Why? PCSOs engage with some of the hard to reach groups, often those groups who might not even consider engaging with their local NP. Potentially there are opportunities to use the interactions that PCSOs have to signpost residents to the NP to encourage further involvement.

Addressing inequality and Active Citizenship

NP's objective: to work towards all members of the community having an opportunity to fulfil their potential

Active Citizen Opportunities

What	Whom target groups	When	How engagement and promotional activity	Outputs	Outcomes	Evidence	Lead officer other officers involved
<p>Develop Neighbourhood Forums to be flexible, innovative, creative opportunities for residents to get involved with the NP and the resolve the neighbourhood issues important to them.</p>	All FKW residents	By April 2017	<p>Continuing the development of FKW Neighbourhood Forums (following the 2015 stock take). Including:</p> <p>Windmill Hill:</p> <ul style="list-style-type: none"> - Engage with groups, rather than try to draw groups in. - Increase publicity of the NFs; ensure that posters are going up in original agreed list of locations, also parks notice boards and social media - Continue with thematic meetings rather than just standard meetings. - Outdoor 'drop in events' in the summer (July-Sept 2016); Marksbury area, Totterdown and Victoria Park (tying in with existing events) - Look at opportunities to experiment with engagement forms for 2017-18 <p>Filwood:</p> <ul style="list-style-type: none"> - Publicise the Filwood Neighbourhood Meeting (formerly Filwood Liveability Group) together with the Neighbourhood Forums 	<ul style="list-style-type: none"> - Windmill Hill summer 'drop in' events (30) - Take part in outdoor or other summer events (80) - Neighbourhood Forums (100) - Knowle West together meetings (10) - 8 Filwood Neighbourhood meetings (30) 	<p>Increase in effective for a in FKW</p> <p>Increased resident involvement in FKW</p>	<p>Increased feedback and through the NF reports</p> <p>Info from NP meetings as to who is involved with and engaging with the NP</p>	<p>Lloyd Allen</p> <p>Andrew McLean</p>

Why? The Neighbourhood Forums stock take was carried out in January 2015. A number of concerns were raised about the lack of involvement by residents in the Windmill Hill ward. There were concerns and suggested improvements for Filwood and Knowle wards too, but Windmill Hill was the most important area for change.



**Filwood Knowle and Windmill Hill
Neighbourhood Partnership
22 June 2016**

Title: NP AGM Report

Report of: Andrew McLean – Neighbourhood Partnership Coordinator

RECOMMENDATIONS

1. To confirm the Neighbourhood Partnership membership and chairing
2. To note and confirm the Neighbourhood Committee, Neighbourhood Partnership Terms of Reference, Neighbourhood Committee financial operating framework and the Code of Conduct.
3. To note the devolved Neighbourhood Budget
4. To agree the meeting schedule including subgroups and forums
5. To note the financial statement and expenditure from 2015-16

1. Membership and chairing arrangements

- 1.2 The Neighbourhood Partnership comprises:
 - (a) The Neighbourhood Committee of councillors for each of the wards which make up the Partnership (who serve for their term of elected office)
 - (b) Local resident representatives who are chosen by nomination

The membership of the NP is:

- a) Councillors:**
Christopher Jackson
Jeff Lovell
Christopher Davies
Gary Hopkins
Lucy Whittle
Jon Wellington

b) Residents:

Lee Reed Equalities Champion
James Smith Tree Champion
Denise Britt Filwood Resident
Ken Jones Filwood Resident
Ann Smith Filwood Resident
Bob Franks Filwood Resident
Les Bowen Knowle Resident
John Scott Knowle Resident
Natasha Clark Knowle Resident
Glenn Vowles Knowle Resident
Maggie Stringer Knowle Resident
Nancy Carlton Windmill Hill Resident
Carlton Bodkin Windmill Hill Resident

1.3 The charring arrangement for Filwood, Knowle and Windmill Hill Neighbourhood Partnership is on a Ward Councillor rotational basis.

2. Terms of Reference, Code of Conduct and Financial Operating Framework

2.1a The Neighbourhood Partnership is asked to note The Neighbourhood Committee Terms of Reference. Please see appendix 1.

21b The Neighbourhood Partnership is asked to approve The Neighbourhood Partnership Terms of Reference. Please see appendix 2.

2.2 The financial operating framework for the NC remains the same as 2015-16 and is available on the council website

2.3 The Neighbourhood Partnership is asked to note the Code of Conduct. Please see appendix 3.

3. Devolved Neighbourhood Budgets

3.1 The Filwood Knowle and Windmill NP devolved Neighbourhood Budget is:

Budget	2016-17 budget	Amount carried forward (unallocated)	Total
Neighbourhood budget	£84,336.15	All	£84,336.15

Parks S106 budget	£1,821.68	All	£1,821.68
Transport S106 budget	£152,249.89	All	£152,249.89
Community Infrastructure Levy	£13,924	All	£13,924

3.2 Devolved powers

The Partnership is asked to note that the following powers are devolved to Councillors for decision, following discussion at a partnership meeting and taking account of the views expressed:

- a) Expenditure Neighbourhood budget; including ring-fencing funds for specific issues (eg environmental work, small grant scheme)
- b) Decisions relating to council-owned community centres and buildings;
- c) Spending locally, money paid to the Council under Section 106 Agreements/Community Infrastructure Levy and prioritising site specific schemes to be funded from that source.

4. Meeting Schedule 2016-17

The proposed meeting schedule for the NP, including NP meetings and forums is as follows:

Neighbourhood Partnership Meetings

- Wednesday 21 September 2016, 6pm to 8pm Knowle West Media Centre, Leinster Avenue, Bristol BS4 1NL
- Wednesday 7 Dec 2016 6pm to 8pm Knowle Community Centre, The Square, Bristol, Avon BS4 2SS
- Wednesday 8 Mar 2017 6pm to 8pm, Victoria Park Baptist Church, Sylvia Ave, BS3 5DA

Neighbourhood Forums

Filwood Neighbourhood Forum, meeting dates:

- Wednesday 3 August 2016, 7pm to 8.30pm at 1 Marshall Walk, Inns Court, Knowle, Bristol, BS4 1TR
- Wednesday 9 November 2016 , 7pm to 8.30pm at Filwood Community Centre, Barnstaple Road, Filwood, BS4 1JP
- Wednesday 1 February 2017 (date to be confirmed), 7pm to 8.30pm at Eagle House, Newquay Road, Bristol, BS4 1EF

Knowle Neighbourhood Forum, meeting dates

- Friday 16 September 2016, 7pm to 8.30pm at Redcatch Community Centre, Redcatch Road, Knowle, BS4 2EP
- Friday 25 November 2016, 7pm to 8.30pm at Redcatch Community Centre, Redcatch Road, Knowle, BS4 2EP
- Tuesday 28 February 2017, 7pm to 8.30pm at Knowle Community

Centre, Crossways Road, Knowle, BS4 2SS

Windmill Hill Neighbourhood Forum, meeting dates

- Wednesday 7 September 2016, 7pm to 8.30pm at Victoria Park Bowls Club, Nutgrove Avenue, Windmill Hill, BS3 4QF
- Wednesday 16 November 2016, 7pm to 8.30pm at Victoria Park Baptist Church, Sylvia Ave, BS3 5DA
- Wednesday 22 February 2017, 7pm to 8.30pm at Victoria Park Baptist Church, Sylvia Ave, BS3 5DA

5. Financial Statement 2015-16

Please see Appendix 4 for the full financial statement for 2015-16 expenditure of the Neighbourhood Partnership.

NEIGHBOURHOOD COMMITTEE TERMS OF REFERENCE version 13 subject to the Mayor's delegations, to be confirmed.

1. Overview

- 1.1 There is a Neighbourhood Partnership (NP) for each of the following 14 areas (each to be known as a "Neighbourhood"):
- Avonmouth and Lawrence Weston wards
 - Henbury and Brentry, and Southmead wards
 - Westbury-on-Trym and Henleaze, and Stoke Bishop wards
 - Horfield and Lockleaze wards
 - Redland, Cotham and Bishopston and Ashley Down wards
 - Frome Vale, Hillfields and Eastville wards
 - Central, Clifton, Clifton Down, Clifton East Hotwells and Harbourside wards
 - Ashley, Easton and Lawrence Hill wards
 - St George Central, St George Troopers Hill and St George West wards
 - Brislington East and Brislington West wards
 - Bedminster and Southville wards
 - Knowle, Filwood and Windmill Hill wards
 - Hengrove and Whitchurch Park, and Stockwood wards
 - Hartcliffe and Withywood, Bishopsworth wards
- 1.2 The councillors elected to serve the wards in a Neighbourhood are members of the corresponding NP, along with other individuals who live and work in the Neighbourhood (see NP terms of reference for more details). For the purposes of the council constitution, all of the councillors on a NP comprise a council committee known as a "Neighbourhood Committee" and have delegated power to take certain local decisions on behalf of the council.ⁱ
- 1.3 This committee of councillors sits within the Neighbourhood Partnership and is expected to take its decisions as part of a meeting of the NP. When taking decisions, the NP councillors should take into account the Neighbourhood Partnership plan and any relevant views expressed by other members of the Neighbourhood Partnership.
- 1.4 Non-councillor members of NPs do not have delegated authority to make decisions on behalf of the council. Council decisions include decisions to spend council monies, award a grant or contract on behalf of the council, or determine the materials or methods to be used by the council or its contractors in carrying out works (this is not an exhaustive list). Non-councillor members of an NP may consider such matters and express a view to its councillors, the Cabinet or council officers in relation to decisions that are relevant to their Neighbourhood. For example, they may identify priorities for service delivery in their area, or agree how to respond to a consultation.ⁱⁱ

2. Functions delegated to councillors in Neighbourhood Partnerships (Neighbourhood Committees)

2.1 Executive functions

The Elected Mayor of the Council shall determine from time to time the executive functions

that may be exercised by NP councillors and will set out these functions in the Leader's Scheme of Delegation (LINK).

2.3 Non-executive functions

Full council has not yet delegated any non-executive functions to NP councillors. (Non-executive functions include regulatory functions such as planning decisions and licensing as well as nominations to outside bodies.)

3. **Membership**

- 3.1 The membership of each Neighbourhood Partnership will include all councillors who have been elected for wards in the Neighbourhood and no other councillors. All NP councillors for a Neighbourhood will constitute the Neighbourhood Committee for that Neighbourhood. It is expected that all NP councillors will attend each meeting of their respective Neighbourhood Partnership.

4. **Procedure rules**

Meeting arrangements

- 4.1 Neighbourhood Partnership meetings will normally be held quarterly. The expectation is that Neighbourhood Committees will make their decisions within Neighbourhood Partnership meetings. Meetings will be chaired by the NP Chair until the councillors are required to take a vote on a delegated council decision. At this point, unless the NP Chair and Councillor Chair is the same person, the role of chair will be assumed by the Councillor Chair. Once the councillor decision has been taken, the NP Chair will resume the role of chair.

Election of Councillor Chair

- 4.2 A Councillor Chair will be elected by NP councillors at the first NP meeting of the Municipal Year.ⁱⁱⁱ
- 4.3 The Councillor Chair will be elected by overall majority. Where there is no overall majority of votes, the Councillor Chair shall be either: a member of the political group with the most councillors on the Neighbourhood Partnership; or where there is no such largest group, a member of whichever political group represented on the Neighbourhood Partnership, is the largest group on the council. Alternatively the Committee might prefer to rotate the chairing responsibilities.

Quorum

- 4.4 The quorum for the NP councillors to take a delegated council decision is 50% of councillors in the NP.

Voting

- 4.5 Only elected councillors are entitled to vote on delegated council decisions taken by Neighbourhood Partnerships.
- 4.6 In the event of an equality of votes the Councillor Chair will have a second, or casting vote.

Substitute arrangements

4.7 NP councillors cannot be substituted.

Agenda

4.8 A model agenda is set out in the notes to this document.^{iv} Each agenda must include Declarations of Interests of councillor members.

Minutes of meetings

4.9 The meeting of Neighbourhood Partnerships shall be minuted and such minutes will be made available to the public in accordance with the Access to Information Procedure Rules (in part 4 of the council's constitution).

Right to submit statements

4.10 Members of the public may submit a one page statement that relate to issues that are on the agenda for the meeting or any other issues, provided sufficient advance notice is given.^v

Statements may be submitted by e-mail to:

democratic.sevices@bristol.gov.uk or

Post to: Bristol City Council, Democratic Services Section, PO box 3176, Bristol SB3 95S or fax:01179222146

5. Access to Information Rules

Neighbourhood Committees will comply with the Access to Information Rules contained in part 4 of the council's constitution, which means, among other things, that:

- Meetings must be held in public
- 5 days' notice of meetings must be given
- Agendas and reports must be published 5 days in advance of meetings
- Minutes and records of decisions with reasons must be published.

6. Code of Conduct

6.1 Neighbourhood Partnership councillors shall comply with the 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 (e.g. officer member protocol).

7. Reports to full Council

7.1 The Councillor Chair, on behalf of the Neighbourhood Partnership, may bring a report to full Council on the work of their Neighbourhood Partnership. Full Council will normally only receive one such report at each of its meetings (unless otherwise agreed by the Lord Mayor).

8. Decision making

8.1 Neighbourhood Committees must make decisions:

- in accordance with the council's budget and policy framework;
- in accordance with the approved neighbourhood budget for its area
- in accordance with the approved budget for its area for the relevant function in the case of S106 funds.

- After due regard to the Neighbourhood Partnership Plan
- In accordance with the Council's Equalities Duties
- ;
- in accordance with all relevant procedure rules within the constitution including -
 - financial regulations
 - contract procedure regulations
 - procurement regulations;
- in accordance with any other council policy, plan or criteria approved by cabinet and with any relevant contractual arrangements; and
- in a meeting following consideration of a report from a strategic director or his/her nominee.

8.2 A Neighbourhood Committee may only exercise a function in so far as the function impacts on its own area.

8.3 Neighbourhood Committees may not make a decision which impacts in a significant way on another Neighbourhood without first consulting with the committee for that area. If they cannot secure the agreement of that neighbouring committee, then the matter should be referred to either the relevant strategic director or cabinet for decision.

8.4 A Neighbourhood Committee, or two or more Neighbourhood Committees jointly, may refer a matter to either the relevant strategic director or cabinet for a decision.

8.5 The Elected Mayor may require a matter in relation to an executive function due to be considered by a Neighbourhood Committee to be determined by himself, cabinet or the relevant strategic director.

8.6 Where the Monitoring Officer or Chief Finance Officer is of the opinion that a proposal, decision, or omission of a Neighbourhood Committee is or if made would be:

- (a) outside its terms of reference; or
- (b) outside its approved budget; or
- (c) outside any relevant policy, plan or criteria approved by cabinet or
- (d) with any relevant contractual arrangements; or
- (e) outside the budget and policy framework; or
- (f) not in accordance with any relevant procedure rules,

the Monitoring Officer or Chief Finance Officer shall refer the matter to cabinet if an executive function or full Council if a non-executive function as appropriate for consideration at the next available meeting.

8.7 Where a matter has been referred to cabinet or full Council under this section, the implementation of the proposal or decision shall be suspended until the matter is considered by cabinet and/or full Council.

Where a matter has been referred to cabinet under 6.9 (a) (b) or (c) cabinet may:

- (a) decide the matter itself; or
- (b) endorse any decision already made; or
- (c) refer the matter back to the Neighbourhood Committee for determination; and/or

(d) make any other decision it considers appropriate.

8.8 Where a matter has been referred to cabinet under 6.9 (d) or (e), then Cabinet may:

- (a) refer the matter to full Council for consideration; or
- (b) decide the matter within the budget and policy framework or in accordance with the procedure rules; or
- (c) refer the matter back to the Neighbourhood Committee for determination within the budget and policy framework, or in accordance with the procedure rules.

a. Before deciding any matter in accordance with this rule, cabinet will consider a report from a statutory officer or strategic director.

ⁱ The Neighbourhood Committees are established pursuant to regulation 6 of the Local Authorities (Arrangements for the Discharge of Functions (England) Regulations 2012 and are “area committees” as defined by s.18 Local Government Act 2000.

ⁱⁱ Councillors will be expected to work closely together with other members of their Neighbourhood Partnership to promote their area and help in the improvement of services in the area. Non-councillor NP members will have the opportunity to put their comments/recommendations/views in relation to decisions to be made to the Councillors. Whilst Councillors will be expected to take into account these, this should not compromise their independence as Councillors and not constrain them from making decisions that they deem to be in the interests of the wider community.

ⁱⁱⁱ The NP councillors may decide to appoint Councillor Chairs on a rotating, or other temporary basis, in which case the Councillor Chair appointed at one meeting holds office until another Councillor Chair assumes the role at a subsequent meeting.

^{iv} Agendas of meetings will normally include the following items:

- a) Apologies for absence
- b) Approval of minutes from previous meeting.
- c) Declarations of Interest (of councillors)
- d) Chair’s announcements
- e) Public Forum statements (maximum time of 30 minutes)
- f) Reports on proposed decisions for councillors and on other matters to be considered by the Neighbourhood Partnership (to include a report from the Area Coordinator)
- g) Consider matters that the Chair of the Neighbourhood Partnership has agreed are urgent

Sometime prior to the public meeting the NP Chair, Councillor Chair and other interested parties as appropriate, may meet with relevant officers in private to plan and agree what business is to be transacted during the coming and future meetings.

^v The statements should be normally be no longer than one side of A4 paper.

Members of the public may then address the meeting (the chair may wish to set a time limit, e.g. a maximum of three minutes). Anyone wishing to submit a statement is expected to contact the Democratic Services Officer named on the agenda and submit their statement by no later than 12.00 noon the working day before the meeting. The Chair has the discretion to allow any member of the public, whether or not they have submitted a written statement, to speak during the meeting.

Neighbourhood Partnerships in Bristol

Terms of Reference

March 2016

Introduction:

The 14 Neighbourhood Partnerships in Bristol are each unique, having developed in response to local needs, in different ways and at different rates. The distinctiveness of Neighbourhood Partnerships is acknowledged and this document seeks to provide a stronger foundation for this distinctiveness to grow and develop.

1. Name

The name of the Neighbourhood Partnership shall be **Filwood, Knowle and Windmill Hill Neighbourhood Partnership** and it will cover the wards of

- a) Filwood
- b) Knowle
- c) Windmill Hill

known as “the Neighbourhood”.

2. Purpose

The Filwood, Knowle and Windmill Hill Neighbourhood Partnership (hereafter “the Partnership”) aims to improve the quality of life for residents in the neighbourhood so that satisfaction levels increase, and also increase civic pride, community cohesion and community involvement by:

- a) Managing a locally developed Neighbourhood Partnership Plan
- b) Developing local solutions to local problems wherever possible
- c) Encouraging public, private and community and voluntary organisations to work together to deliver improvements for residents’ quality of life.
- d) Tackling deprivation and discrimination in the neighbourhood, and promoting equality of opportunity for all those living or working there.
- e) Considering proposed decisions of the Neighbourhood Committee and influencing such so as to use resources to best meet the needs of the neighbourhood.
- f) Receiving reports from service delivery bodies and influencing service priorities within the neighbourhood in accordance with identified needs and priorities
- g) Actively engaging with local people across the neighbourhood, seeking their views and active participation in improving their quality of life. This includes seeking the views and participation of residents that are hard to reach.

3. We Value:

- a) **Accountability** – 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.
- b) **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.
- c) **Transparency** – The NP will maintain a practice of openness and will ensure that as much as possible of its work is available to public scrutiny.
- d) **Equality** - 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.

4. Membership of the Neighbourhood Partnership

- a) All Members of the NP, except elected councillors, will be expected to live or work in the neighbourhood concerned.
- b) Membership of the NP is agreed and recorded at the Annual General Meeting. Voting members of the NP shall total no more than 30. This figure reflects 6 ward councillors and no more than 24 resident members.
- c) Residents can become members of the NP by attending the NP Annual General Meeting to request membership of the NP. Throughout the year, residents can become co-opted members of the NP, as long as the total number of existing members is less than 30.
- d) Voluntary, business and arts sector representatives can become voting members of the NP, if their organisation is based or working Filwood, Knowle or Windmill Hill. The sector representative should attend the NP Annual General Meeting to request membership of the NP. Throughout the year, sector representatives can become co-opted members of the NP, as long as the total number of existing members is less than 30.
- e) The Partnership may co-opt up to four non-voting members during the year to provide specialist expertise from the time of the appointment to the next Annual meeting.
- f) The quorum for meetings of the Neighbourhood Partnership will be one half of voting members, to include at least two ward councillors and two other resident members.
- g) Observers are always welcome at Neighbourhood Partnership meetings, which are public and open meetings.

5. Officers of Statutory Bodies

The following officers are expected to attend all meetings of the Neighbourhood Partnership in a non voting capacity to provide support and assistance as required:

- a) Bristol City Council Neighbourhood Partnership Coordinator or their representative
- b) The Neighbourhood Police Inspector (or their representative)
- c) Officers of other bodies (e.g. Environment Agency, Registered Social Landlords) or from other departments within Bristol City Council may choose to attend Neighbourhood Partnership meetings if aspects of the agenda are relevant to them, or if invited by the Neighbourhood Partnership.

6. Role of NP Resident Members

Role of the NP Resident Member is to:

- a) Attend and fully participate in at least one NP meeting per year (average time 2-3 hours per quarter). Failure to attend at least one NP meeting by the end of the year (June to June) shall be taken as a resignation from the role.
- b) Ensure they carry out activities/ tasks agreed to within meetings

- c) Ensure the views of the group or residents from the area represented by the Resident NP Member are fed into NP meetings as appropriate
- d) Ensure that equalities are central to all discussion and decisions made by the NP
- e) Abide by the code of conduct
- f) Send apologies if unable to attend NP meetings or events
- g) Where a NP Resident Member represents a group they will report back information to that group
- h) Help promote and encourage wider participation in NP activities
- i) NP Resident Members will also be expected to be an active member of at least one Working Group and a Funding Panel.

7. Neighbourhood Committees

Neighbourhood Committees are committees of Bristol City Council. They comprise the councillors elected to serve the wards within the Neighbourhood.

Neighbourhood Committee meetings will normally take place jointly with meetings of the Neighbourhood Partnership. All Neighbourhood Committee members will also be members of the Neighbourhood Partnership.

Neighbourhood Committees have delegated power to take a range of council decisions relating to their respective Neighbourhoods (eg. expenditure of certain council budgets). Neighbourhood Partnerships may consider matters that are to be decided by its Neighbourhood Committee and may seek to influence the Neighbourhood Committee as to how it exercises its powers. The Neighbourhood Committee must take into account any relevant views of the Neighbourhood Partnership, but the final decision is taken by the councillors in the Neighbourhood Committee.

8. Working arrangements

- a) The Neighbourhood Partnership will meet in public at least four times per year, but may of course choose to meet more frequently.
- b) One of these meetings will include an Annual Meeting, for which the quorum shall be at least 50% of voting members.
- c) The Partnership will elect a Chair and Vice Chair or a process for appointing Chairs of NP meetings, from its membership at the Annual meeting, by simple majority of those present and eligible to vote. (In the event of a tie, each shall take each office for 6 months.)
- d) The Partnership may elect other officers as it decides are required (eg treasurer, secretary etc.)
- e) The Partnership may establish sub groups, task groups etc as required and not limited to Neighbourhood Partnership members only.
- f) Funding panels will be established by the Partnership and organised by the Neighbourhood Partnership Coordinator. The NP may decide to organise ward specific panels and joint NP funding panels to manage cross/joint Partnership (non ward specific) funding applications. Funding Panels will make recommendations to the Neighbourhood Partnership for the allocation of funding. Membership of the joint funding panels will be open to any voting NP member. Membership of ward specific funding panels will be open to any voting NP member working or living in the respective political ward.
- g) Minutes of the meetings will be taken by Bristol City Council officers and made public on the NP website within six weeks of the Partnership meeting.
- h) An agenda showing time and place of the meeting will be published (as above) at least two weeks prior to the Partnership meeting.
- i) All meetings will be open to the public, unless there is a specific reason (such as data protection) and formal vote to allow closed session is taken. This will be avoided wherever possible.

- j) Any resident member can resign as a Neighbourhood Partnership representative by sending a letter indicating their intention to do so to the Neighbourhood Partnership Co-ordinator. The letter should be shared with all members of the Neighbourhood Partnership at the next available Partnership meeting. A letter of thanks from the Neighbourhood Partnership should be sent to the exiting member.

9. Complaints

- In the first instance complaints and grievances relating to conduct can be raised with both the Chair of the NP and/or the Neighbourhood Partnership Coordinator
- Complaints and grievances will be considered and investigated by the NP Chair. Investigation will include exploration with all relevant parties
- Every effort will be made to reach a satisfactory resolution but if this is not possible the NP member may be required to resign from the NP by the NP Chair
- If the conduct complaint concerns the NP Chair or the Neighbourhood Partnership Coordinator it should be made in the first instance with the Democratic Services Officer responsible for the NP for investigation and resolution
- 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.
- 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/complaints-and-feedback>
- All complaints raised and their resolution should be reported at a subsequent NP meeting

NP Code of Conduct

<p>1. Values</p>	<p>All members of the Neighbourhood Partnership (NP) must abide by the following fundamental values, that underpin all the activity of the NP:</p> <p>Accountability – 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>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.</p> <p>Transparency – 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>Equality - 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>Councillors Code of Conduct for Members. This is currently set out in item 6 of the Neighbourhood Committee Terms of Reference:</p> <p>6. Code of Conduct</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: http://www.bristol.gov.uk/sites/default/files/documents/council_and_democracy/councillors/cs-constitution-part5-code-of-conduct-for-members.pdf</p>
<p>2. General Conduct at all Neighbourhood Partnership-related</p>	<p>Anyone attending NP-related meetings and events should – :</p> <ul style="list-style-type: none"> • Be courteous to all others during the meeting and allow each other the opportunity to speak • Speak through the Chair and respect their role as meeting leader • Keep to the subject being discussed

<p>meetings and events</p>	<ul style="list-style-type: none"> Follow the guidance of the Chair in the conduct of the meeting <p>Personal attacks, harassment, bullying, offensive and abusive comments are not acceptable. Substantial breach of any of these points will result in the offender being asked to leave the meeting by the Chair or NPC.</p>
<p>3. NP Members and members of NP sub-groups - Conduct at meetings</p>	<p>NP and subgroup members agree to:</p> <ul style="list-style-type: none"> Abide by agreed governance procedures and practices Support the person chairing the meeting to do their job and respect their role as meeting leader Keep to the subject being discussed Engage in debate and/or voting in meetings according to procedure, maintaining a respectful and courteous attitude toward the opinions of others Not bully or intimidate any other member of the NP. Accept a councillor vote on devolved budgets as decisive and final
<p>4. NP Members and members of NP sub-groups - Conflicts of Interest</p>	<p>Conflicts of interest:</p> <ul style="list-style-type: none"> All members of the NP will 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 judgement 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.
<p>5. NP members - Protecting the reputation of the NP</p>	<p>Protecting the reputation of the NP – members:</p> <ul style="list-style-type: none"> 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). Must strive to uphold the reputation of the NP when speaking as a private citizen Must respect organisational and individual confidentiality. Must own decisions made by the NP, and do not publicly criticise other NP members. must refer any enquiries via the Chair and Neighbourhood Partnership Coordinator should an enquiry occur outside of a NP

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

- 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

Complaints and Grievances Process.

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

Neighbourhood Partnership 2015-16 financial statement

Appendix 4

	2015-16 budget (including money carried forward from previous years)	2015-16 allocation / expenditure	Unallocated budget being carried forward	Notes
Local traffic schemes	£51, 428	£51, 428	N/A	Detailed information on the Highways financial position will be available before September 2016
Wellbeing	£31,300	£30,616.85	£683.15	Three rounds of applications
Clean and Green	£1,500	£775	£725	Expenditure: Filwood - £275 Knowle - £500 Windmill Hill - £0
Section 106	£165,256.97	£11,185.40	£154,071.57	Tree planting
CIL (Community Infrastructure Levy)	£8,586.03	N/A	£13,924	



MY NEIGHBOURHOOD

**Filwood Knowle and Windmill Hill Neighbourhood Partnership
Wednesday 22 June 2016**

**Report of: Andrew McLean
Title: Business Activities Report**

Recommendation:

- 1. Wellbeing applications:** The Neighbourhood Committee is asked to approve Wellbeing applications received since March 2016
- 2. Traffic Choices website & resident highways/transport requests**

For information:

- 3. NP City Wide event**
- 4. Tree Champion update**
- 5. Neighbourhood Partnership sub group updates**
- 6. Neighbourhood Forums update**

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**1. Wellbeing Applications:
Balance of Wellbeing funding**

The Neighbourhood Partnership is asked to approve the round 4 recommendations. See below summary applications along with panel recommendations.

Filwood

Organisation	Purpose of Application	Recommendation	Amount Requested
Bristol Biennial Arts CIC	Performance for Pets: A Workshop for Humans	£500.00	£597.00
CIPKW	Feel Good Friday Community Event	£500.00	£500.00
Knowle West Arts Promotion	Mixer deck and speaker leads	£500.00	£500.00
Knowle West Health Park CIC	Man Alive – Big Breakfast	£500.00	£500.00
Oasis Academy Connaught	PTA Summer Fair	£350.00	£350.00
The Cookery School & Kitchen CIC	Back in the Kitchen/Lunch Club	£1000.00	£1980.00
Trewint Garden Residents Group	Coach trip and lunch	£500.00	£500.00
The Knowle West Children's Centre	The Sprint Community Bus	£795.00	£795.00
Bedminster Winter Lanterns	Bedminster Winter Lanterns Parade 2016	£450.00	£450.00
Total		£5095.00	£6172.00

Knowle

Organisation	Purpose of Application	Recommendation	Amount Requested
Arnos Vale Cemetery Trust	Key Transport Management Plan	£0.00	£1000.00
Entertaining Local Knowle	Arts in the Park Fest 2016	£1400.00	£1400.00
Knowle Senior Moments	Senior Club Guest Speakers	£300.00	£300.00
Knowle Townswomen Guild	Public speakers for monthly meetings	£500.00	£500.00
Priory Volunteer Drivers Group	Volunteer Driving Group	£150.00	£150.00
Redcatch Shortmat Bowling Club	Bowls, Trophies and Club Lunch	£300.00	£700.00
St Martins Community Hall	Community Hall Roof Repairs	£1000.00	£1000.00
The Park Knowle Football Club	2016 season football match travel	£500.00	£500.00
Total		£4150.00	£5550.00

Windmill Hill

Organisation	Purpose of Application	Recommendation	Amount Requested
Bedminster Winter Lanterns	Bedminster Winter Lanterns Parade 2016	£450.00	£450.00
St Michaels Church, WH Scouts & Art on The Hill	Community mosaic	£1000.00	£1000.00
Windmill Hill City Farm	The Human Sundial to commemorate the 40 th anniversary of the farm	£1000.00	£1000.00
Total		£2450.00	£2450.00

2. Traffic Choices website & resident highways/transport requests

There have been three meetings of the Highways Sub Group since it first started. Unfortunately the group have failed to attract the necessary stakeholders to make the sub group effective and sustainable in its current format.

At the most recent meeting of the sub group it was agreed that a proposal be put to the Neighbourhood Partnership that the management of the [Traffic Choices](#) website content and the collection of resident requests be made by the ward specific Neighbourhood Forums.

The Neighbourhood Partnership is asked to approve the following future activity:

- Individual wards to use their respective and existing Neighbourhood Forums to agree future traffic Scheme recommendations
- Two Neighbourhood Forum meetings will be used to prioritise highways/traffic issues. The first meeting will agree a shortlist of no more than four issues. The Highways department will be given three months to check the feasibility and cost for a Highways scheme to tackle the identified issue. At the second meeting of the Forum, a decision will be made for the proposed recommendation to the next Neighbourhood Partnership meeting.
- Tracker Cribb Sheet (Appendix 1) highlights the steps to be taken for the above process. Please note the Tracker Cribb Sheet has been developed for Highways Sub Groups, therefore, apply this process to the Forum for the ward.
- It is requested that the Neighbourhood Partnership allow sufficient flexibility for the council officers to 'tweak' the process if there is a genuine need. For example, having three Neighbourhood Forums instead of two.

3. NP City Wide event

You are all invited to the next city-wide Neighbourhood Partnership meeting on:

Wednesday 20th July 2016 at
Central Library
6.30-8.30pm.

There will be a discussion about the parks investment programme, to celebrate the work of the Neighbourhood Partnerships towards delivering their Neighbourhood Partnership plans and to discuss the City-Wide Neighbourhood Priorities, which are Community Resources, Hate Crime & Cohesion, Employment, Environment, Health, Highways and Transport, Parks and Young People.

The Neighbourhood Partnership is asked to nominate attendees and decide if they want a 15 min slot to share key pieces of work linked to the NP plan or any of the City-Wide priorities please contact hayley.ash@bristol.gov.uk

4. Tree Champion update (Jim Smith)

I have been asked by Andrew McLean to compile a Filwood Ward Tree Plan. I am in the process of doing this - any help/advice in compiling this plan will be gratefully accepted.

The `Environment sub group` are keen to include trees in our Green Space Plan. I fully support this. Any suggestions for trees in this plan can be included.

The trees, removed for the new Metro bus stop, will be replaced, in an area to be decided by the tree officer.

At a recent NP meeting it was agreed to fund the replacement of Innes Court Horse Chestnut trees. These are diseased trees that need to be removed, on the recommendation by the tree officer, Tim Brandram. I will notify what trees, and when they will be planted, to NP, for approval.

A Willow Tunnel has been planted in Victoria Park. Willows have been donated by a local resident and planted by volunteers.

It has been suggested to me, to plant a Community Orchard near Filwood Broadway play area. Will the NP please support this proposal?

I was appointed Tree Champion Coordinator at a recent Tree Forum meeting. If anybody wishes to be a Tree Champion in your Ward, please let me know, and I can help you. There can be more than one Tree Champion in each area.

5. Neighbourhood Partnership Environment Sub Group update

Main agenda of this group is to further the environment and waste parts of the NP plan. Since the last meeting, Bob Franks, Jim Smith and Natasha Clarke have put themselves forward to co-chair the meeting, which is great!

Recently the group discussed the criteria and process for which groups could apply for funds from the sale of the Salcombe Road land. This group will:

- recommend to the NP the criteria for applications and the application form that they will use
- promote the availability of this fund
- encourage applications from any group in the area for parks, play areas, open and green spaces in within the NP area, (excluding any area contained within the Knowle West regeneration framework area),
- consider all applications; and
- Make recommendations to the NP for final decisions on which groups application(s) are accepted.

The group will be looking at how to further key priorities from the environment sections of the NP plan, one at a time. At the next meeting, the main focus will again be around the sale of Salcombe Road funding. If there is time, then dog fouling has been requested to be the first priority to be looked at.

A range of other matters were discussed including current work taking place and proposals for 'clean and green' funds in each ward:

Current work taking place:

Trees plan for the whole NP area. Cllr Chris Davies has carried out a wish list map for Knowle. Jim Smith is going something similar for Filwood. A member of the group Windmill Hill has expressed an interest to make a start on Windmill Hill. Jim Smith (Filwood Tree Champion) has liaised with him already. Those producing the wish list maps will then met with a Trees officer to determine suitability, available types of trees etc. This plan will then be ready for whenever suitable becomes available for Trees in each ward.

Fly tipping in parks: update on the recent work that has reduced the fly tipping in the Northern Slopes, although it still remains an issue

Novers open space: Jim Smith is due to meet up with someone from Parks to discuss his ideas for the land

Clean and green funding proposals for 2016-17:

Filwood (£500): £300 towards front gardens competition as part of 'Keep Knowle West Tidy 2016' (supported by group). £200 Bulbs on Melvin Square (supported by group).

Windmill Hill (£500): (£1000 St Johns Burial Ground trees work for 2015-16 was carried forward because of delays from Parks in giving the all clear for the work – hope to go ahead later this summer. Potential applications to be considered from the £500 2016-17 fund: tree for a plot on Wells Road, Victoria Park Butterfly farm, Polden House grounds project. No decisions taken yet.

Next meetings

The group has met twice since the last NP meeting. An extra meeting was held on 1 June 2016 after more time was needed at the meeting on 18 May 2016 to develop the process for groups to apply for the sale of Salcombe road funds, and to review the environment sections of the NP plan.

Next meeting is Wednesday 24 August 2016, 19:00-20:30 at Victoria Park Baptist Church, Sylvia Ave, Bristol, BS3 5DA. Contact Lloyd Allen (Lloyd.allen@bristol.gov.uk).

Meeting dates and last notes can be found here:

<https://www.bristol.gov.uk/filwood-knowle-and-windmill-hill-neighbourhood-partnership-sub-groups>

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Neighbourhood Forums update

It would be fantastic if the Neighbourhood Forums in our NP could be more owned by residents for residents. As part of the NP, if you would be interested in helping out or otherwise know someone who else who might, either practically on the day of the meetings, or helping with ideas around publicising or setting the agenda, or whether you have ideas about how to encourage more residents to get involved with the NP, please contact Lloyd Allen (Lloyd.allen@bristol.gov.uk).

Filwood: a well-attended and lively meeting on 27 April 2016. There was discussion around local issues such as the anti-social behaviour and environment & waste issues in and around Newquay Road, as well as speeding and nuisance vehicles – Leinster Avenue. There was good support for, and some great ideas put forward for a front gardens competition for parts of Knowle west later this year. A few residents have volunteered to take part in judging which is great.

Knowle: at the recent meeting in May, residents were introduced to Bristol Energy and had the chance to quiz an officer about the new company and what advantages it will have for Bristol. There was also a good

discussion around the reinvigoration of Police support for Neighbourhood Watch Schemes in the area. There was some updates from Highways and the chance to discuss other current issues which were mainly Highways as well as anti-social behaviour at Charlies Bar on the Wells Road.

Windmill Hill: After two years of trying, we were able to receive an officer from Network Rail to come and speak with residents regarding ongoing concerns of tagging and graffiti of the Windmill Hill Railway Bridge. They were only able to answer a few questions, but there was the promise for an officer to return to the next meeting. Also there was a good discussion between residents and PC Sue Coates around the current setup of the local Police beat team and local policing matters. Also, Agata Palmer from Knowle West Health Park came to share some information and offer residents the opportunity to discuss mental health.

Meeting dates and notes from the last meeting for each ward are here:

<https://www.bristol.gov.uk/people-communities/filwood-knowle-and-windmill-hill-neighbourhood-forums>

TRACKER CRIB SHEET

Issues raised during the year **C** **E**

Issues which are brought to the attention of Bristol City Council through any channel.

These issues are recorded on the Tracker by the team who receives the issue.

To be completed by:

C Co-ordinator

E Engineer

As an example, assume 38 issues were raised during the year

Transport Subgroup 1 - "Prioritisation" **C**

The Transport Subgroup discuss the issues raised. An Engineer is not expected to attend this subgroup.

The Subgroup choose 2 to 4 issues for the Engineer to briefly assess for further discussion.

The Subgroup provide a brief justification for choosing these issues – this is recorded in the Tracker.

The Subgroup Committee must be encouraged to drop issues they would never sanction, or would realistically never achieve.

The Subgroup chose issue numbers 17, 24 and 36

Engineer's Report **E**

The Engineer briefly assesses the issues chosen by the partnership. This might involve a quick site visit.

The Engineer adds their findings to the Tracker system.

Transport Subgroup 2 - "Solutions" **E**

The Subgroup discuss the Engineer's findings with the Engineer, and propose potential solutions for each issue.

The Engineer may attend the meeting with some recommended solutions in mind already. Engineer attendance is expected.

The Subgroup agrees 1 to 3 potential solutions for each issue.

The Engineer enters the agreed solutions into the Tracker (either at the meeting, or after the meeting)

In this instance, the Subgroup dropped issue 17 because the Engineer could find no effective solution. Issue 24 had only one workable solution, and issue 36 had three possible solutions which could all be effective.

Costs entered **E**

The Engineer calculates an estimated cost for each solution, and adds this to the Tracker

Neighbourhood Partnership meeting **C**

The Co-ordinator records which solution / scheme was chosen by Councillors for this year

The Partnership chose one solution for issue 36

Workpages **E**

The Engineer adds monthly updates to the Tracker to keep the Partnership up to speed with progress

Additional
information
overleaf

Subgroups and Meetings

Timing

- The Subgroups and the Neighbourhood Partnership meeting must take place at least three months apart in order to allow the Engineer enough time to complete tasks between these meetings

Number of Subgroups

- This process only requires two Transport Subgroups a year as a minimum: Subgroup 1 and Subgroup 2.
- Partnerships may wish to hold more subgroups. For example, Subgroup 1 could be spread over two physical meetings, where Subgroup members consider half of the issues at each meeting.
- The precise number of Subgroup meetings is for the Co-ordinator and Subgroup members to decide, however it is not usually necessary to hold more than 3 or 4 Subgroups as year.

Engineer attendance at subgroups and meetings

- The Engineer is not expected to attend Subgroup 1 meetings to prioritise issues, unless there is another specific item to address
- The Engineer is expected to attend one Subgroup 2 meeting a year
- The Engineer does not need to attend the Neighbourhood Partnership meeting if Councillors indicate they are happy to proceed with the recommendation made at Subgroup 2. Otherwise, the Engineer should attend the Neighbourhood Partnership meeting where guidance and advice is required.

Meeting dates must be added

- Co-ordinators must add their Subgroup and Neighbourhood Partnership meetings into the Tracker

Recording information

Both teams will add issues

- If the Neighbourhood Co-ordinator receives an issue or request directly, or through any of the channels they oversee, they will add this issue to the Tracker
- Likewise, if the Engineer receives an issue, they will add the issue to the Tracker
- There is an exception for S106 and LSTF grants, where Co-ordinators must input the former, and Engineers the latter

Issue title

- In a concise manner, the title must include what the issue is, and its location
- For example; "Difficulty crossing the road at Bay View Ave, near Sea View St", or "Speeding vehicle traffic near Bay View School"
- Titles must avoid jumping straight to a possible solution, for example; "Puffin crossing needed near Bay View School"

Include plenty of detail

- Officers must record as much detail as practicably possible about an issue
- Officers must also include enough detail when an issue progresses through the Tracker
- Plenty of detail should reduce the number of future enquiries, including any risk of confusion

Comments add extra information

- Use Comments to explain an unusual circumstance or delay, e.g. "On hold pending Southmead Hospital Parking review"
- Can also be used to add further detail, or provide Officer steer or input between meetings. Comments can be edited.

Using the Tracker at public meetings

The Tracker can improve the effectiveness of Transport Subgroups

- Updating information in the Tracker while a meeting takes place means that minutes are no longer necessary. The group can agree how the Tracker is updated as the meeting progresses.
- The Tracker will help to structure meetings towards prioritising issues, and agreeing possible solutions

Paper copies can still be used, if necessary

- Officers can print off information from the Tracker using the Report function, and update the Tracker after the meeting

Working together to
improve our Neighbourhoods



Filwood / Knowle / Windmill Hill NEIGHBOURHOOD PARTNERSHIP

Tuesday 22 June 2016

Report: Sale of Salcombe Road Recreational Ground

Officer presenting report: Andrew McLean

Recommendation:

- a) To **note** contents of the report
- b) To agree the process for allocating Neighbourhood Partnership capital receipts from the sale of the Salcombe Road Recreational Ground site



Background

On 21 March 2016 Bristol City Council sold the recreational ground site on Salcombe Road in Knowle. Approximately two thirds of the funds raised from the sale of the land can be used by the Neighbourhood Partnership to carry out improvements to parks and open spaces in the political wards of Knowle and Windmill Hill.

The Salcombe Road site was sold for £787,450 to Knightstone Housing Association (HA) who will be developing thirty five homes on the site. It is likely that the capital development will start in the latter part of 2016.

Financial background

The total revenue raised from the sale of the land is £787,450. It has been agreed that the funds will be split 33.2% (£261,433) for the Capital Parks Programme and 65.8% (£518,142) for the Filwood Knowle and Windmill Hill Neighbourhood Partnership.

On completion of the sale in March 2016 the sum of £107,550 was retained by Knightstone HA pending any claims for additional costs associated with the purchasing of the land.

Knightstone HA has now produced documentation and proof of additional costs associated with the purchasing of the land and therefore, the Housing Association has retained the sum of £107,550. This sum will not be added to the sale price of the land and therefore, will not be added to the Capital Parks Programme or the Neighbourhood Partnership.

The additional incurred costs exceeded the retained amount and are as follows:

- New electricity substation £65,000
- On site drainage works £50,750
- Off-site drainage £8,614
- Raised slab levels for gravity drainage £2,850
- Additional Service Costs (beyond Site Boundary) £6,000
- Ecological Enhancements £3,790

Historical financial information

On 4 July 2012 a Bristol City Council Cabinet report agreed a series of capital works for a number of parks in the Neighbourhood Partnership area. The Cabinet report detailed the use of the then Capital Stimulus Programme and proposed match funding from the future sale of the Salcombe Road site, for a series of improvements. The match funding from the land sale, was effectively an advance of monies, with the understanding that the land will be sold in the very near future.

The match funding amounts from the sale of the Salcombe Road site was as follows:

- Redcatch park (improvements to the playground and path around the park) £43,125
- Salcombe Road Recreational ground (school playing field development) £50,000
- Marksbury Road (new children's playground) £55,000
- Northern Slopes (access and noticeboard improvements) £1,200

- Perretts Park (new footpath) £75,000

Current financial position

The Neighbourhood Partnership used an advance amount of money to carry out developments to:

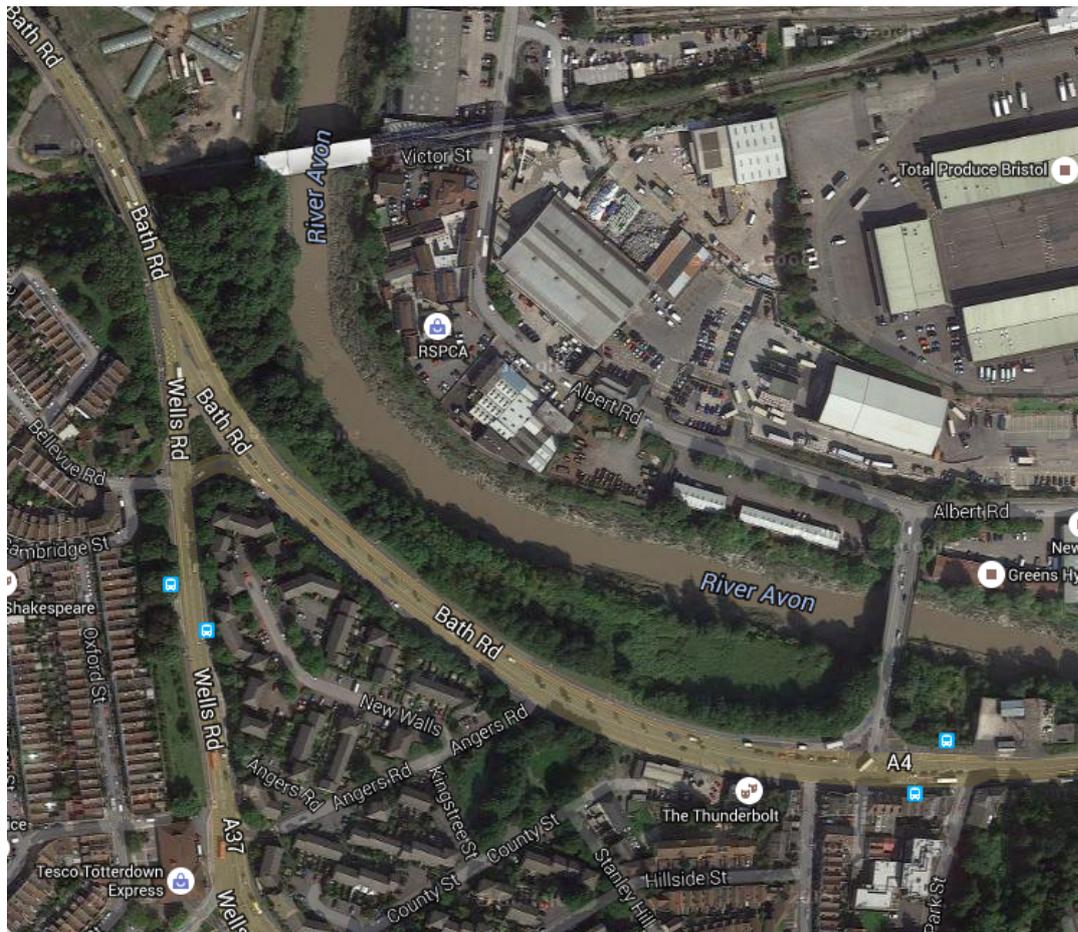
Perrett's Park
 Redcatch Park
 Salcombe Road Recreational ground
 Marksbury Road Open Space
 Northern Slopes

The current financial position is made up of the following components:

- A 65.8% share of the land sale - £518,142
- Funds spent as an advance for the above parks' developments - £224,325
- A commitment has been made to install a new playground on the Salcombe Road site, once the thirty five homes have been built. This is estimated to cost £80,000

The Neighbourhood Partnership has access to £213,817 to allocate for improvements to parks and open spaces in the political wards of Knowle and Windmill Hill.

Additional funds from the sale of land on the Bath Road (Three Lamps)



Neighbourhood Partnership allocation process

The Neighbourhood Partnership will use the following process to allocate the parks and green open spaces funds.

- **Publicise the process** – Neighbourhood Partnership staff/members and Environment sub group members will promote the opportunity online, through existing networks, and communication channels. For example, through parks and community groups, and publications such as South Bristol Voice, local newsletters etc.
- **Timescales** – the opportunity will be open to any individual living or working in the area of benefit to use the process to make the suggestion for an improvement to a park or open space.
- **Parks and green open spaces improvement form** – see appendix 1. The Improvement Form will be the only way an individual can make a suggestion to the Neighbourhood Partnership.
- **Appraisal, recommendation and approval process** – the Neighbourhood Partnership will accept Improvement suggestions from the public up to **Friday 5 August 2016**. The Neighbourhood Officer will receive all submitted forms and present these to the Neighbourhood Partnership Environment Sub Group who will appraise each form and make a recommendation to the 21 September 2016 Neighbourhood Partnership meeting. The sub group will use the Environment Priorities within the form to help appraise each of the suggestions from the public. The Neighbourhood Partnership meeting in September will consider the recommendations from the sub group, and the Neighbourhood Committee will make the decision whether to approve or reject the recommendations.



Filwood Knowle and Windmill Hill Neighbourhood Partnership

Parks & Green Spaces Improvements Form

Please send completed forms to lloyd.allen@bristol.gov.uk

What park in Knowle or Windmill Hill needs improving?
(Please note that the space must be a park or green open space)

Section A - Contact Details

Your name:

Name of your group or organisation (if applicable):

Contact Address:

Post code:

Telephone number:

E-mail address:

Section B - Details of the improvement

1.

Please use the space below to tell us about the idea/suggestion for improving the park.

Please highlight why it is needed and who will benefit from the improvement.

2. Impact of the improvement

Please tell us how the proposed improvement will benefit current and/or future park/green space users.

Please demonstrate how the proposed improvement will meet and help to deliver one or more of the Partnership priorities.

Priority	How does the improvement address this priority? What positive change will it make to the area?
Maintaining/sustaining parks and green spaces for the future	
Creating new or improving existing accessible facilities in our parks and green spaces	
The planting and nurturing of trees & other plant life in our parks and green spaces	
Parks and green spaces with diverse plants and animals.	
Parks/green spaces that promote understanding of the local environment and heritage.	
Parks and Green spaces that are accessible and encourage physical activity	
Parks and green spaces benefit a large number of people	
Parks & open space developments that lever in match funding	
Parks & open space developments that	

benefit Salcombe Road residents	
Parks/green spaces that possess groups/bodies that have a credible track record and plan to support park/green space developments	
Support for parks & green spaces that have received little or no financial investment	

3. Please use the space below to highlight how equalities groups may benefit from the improvement in the open space / park

Equalities Groups	Tell us if and how the improvement will benefit any of the following equalities groups
Women	
Young people	
Older people	
Black and minority ethnic people	
Disabled people	
Lesbian, gay, bisexual people,	
transgender people	
People with religion or belief	

Section C – Financial information

Please use the space below to provide any relevant financial information related to the improvement. In the majority of cases the work will be carried out by Bristol City Council Parks Department staff, or approved third party suppliers. Please liaise with the Neighbourhood Officer and/or the Parks Department to assist with this section of the form.

Please note, you can still submit the Improvement Form without all the related financial information.

Section D – Submitting the form

Conflict of interest

Do you or any member of your groups' committee have any financial, property or other interests, which will benefit as a result of this improvement being carried by Bristol City Council?

Yes/No

If yes, please list the names and contact details of the individuals in the space provided:

Signature:

Name:

Date:

Please return to:

Neighbourhood Management Service
1st Floor, St Annes House
St. Annes Road,
At Annes
Bristol
BS4 4AB

Or email to: lloyd.allen@bristol.gov.uk

Filwood Knowle & Windmill Hill Neighbourhood Partnership Parks Improvement Form – Guidance notes

The process

The Environment Sub Group of the Filwood Knowle & Windmill Hill Partnership collects the improvement forms, and will assess each form against a set of partnership priorities. Once the assessment is completed recommendations will be submitted to the Neighbourhood partnership for approval or rejection.

When a decision has been made, Bristol City Council officers will deliver the work on behalf of the Neighbourhood Partnership.

This is not a direct funding pot of money, the Improvement form is designed to enable you or a group to register an improvement idea, help develop a project and to allow delivery through Bristol City Council departments.

Priorities

The Environment Sub Group has developed a number of priorities that it will use to assess proposals and for it to make recommendations to the Neighbourhood Partnership. It is not expected that proposals should address all priorities. The Improvement Form should demonstrate how the idea will deliver against one or more of the priorities detailed below:

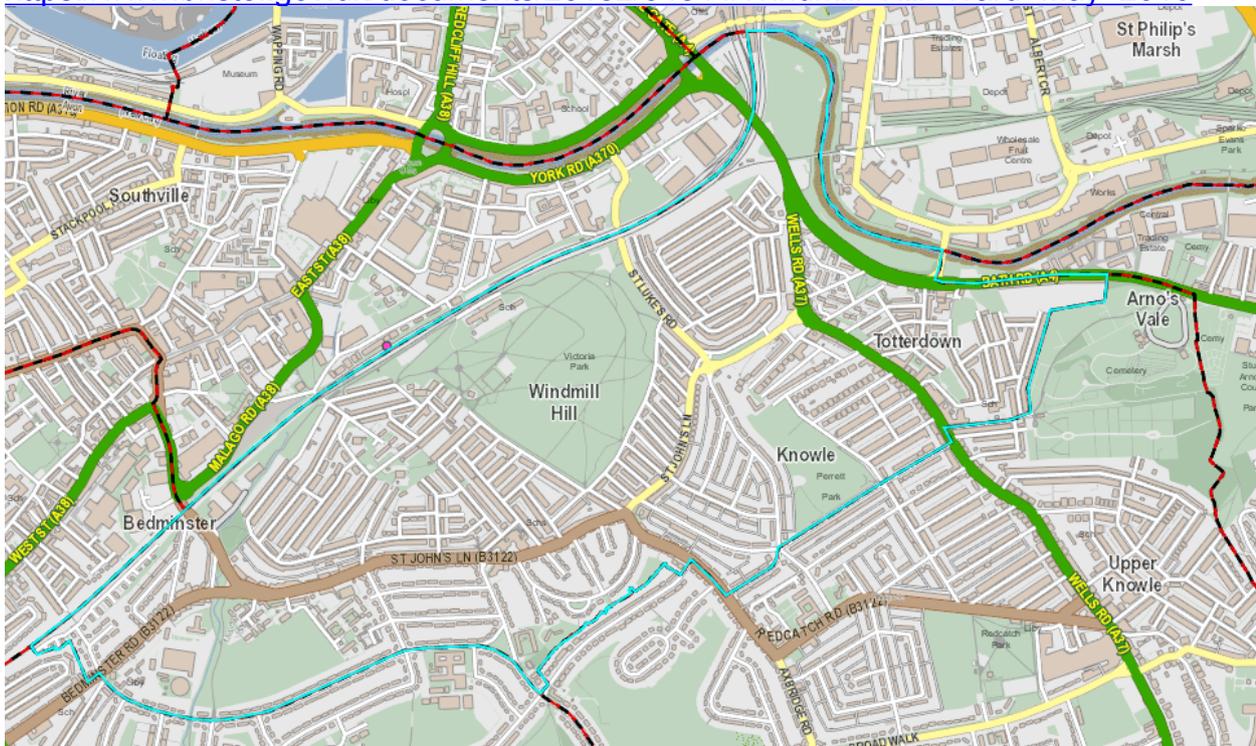
- **Maintaining/sustaining parks and green spaces for the future**
- **Creating new or improving existing accessible facilities in our parks and green spaces**
- **The planting and nurturing of trees & other plant life in our parks and green spaces**
- **Parks and green spaces with diverse plants and animals.**
- **Parks/green spaces that promote understanding of the local environment and heritage.**
- **Parks and Green spaces that are accessible and encourage physical activity**
- **Parks and green spaces benefit a large number of people**
- **Parks & open space developments that lever in match funding**
- **Parks & open space developments that benefit Salcombe Road residents**
- **Parks/green spaces that possess groups/bodies that have a credible track record and plan to support park/green space developments**
- **Support for parks & green spaces that have received little or no financial investment**

Eligibility

You are eligible to put forward an idea for an improvement if you are a resident, part of a Friends of/Community Group, or a Park user based in the wards of Knowle or Windmill Hill.

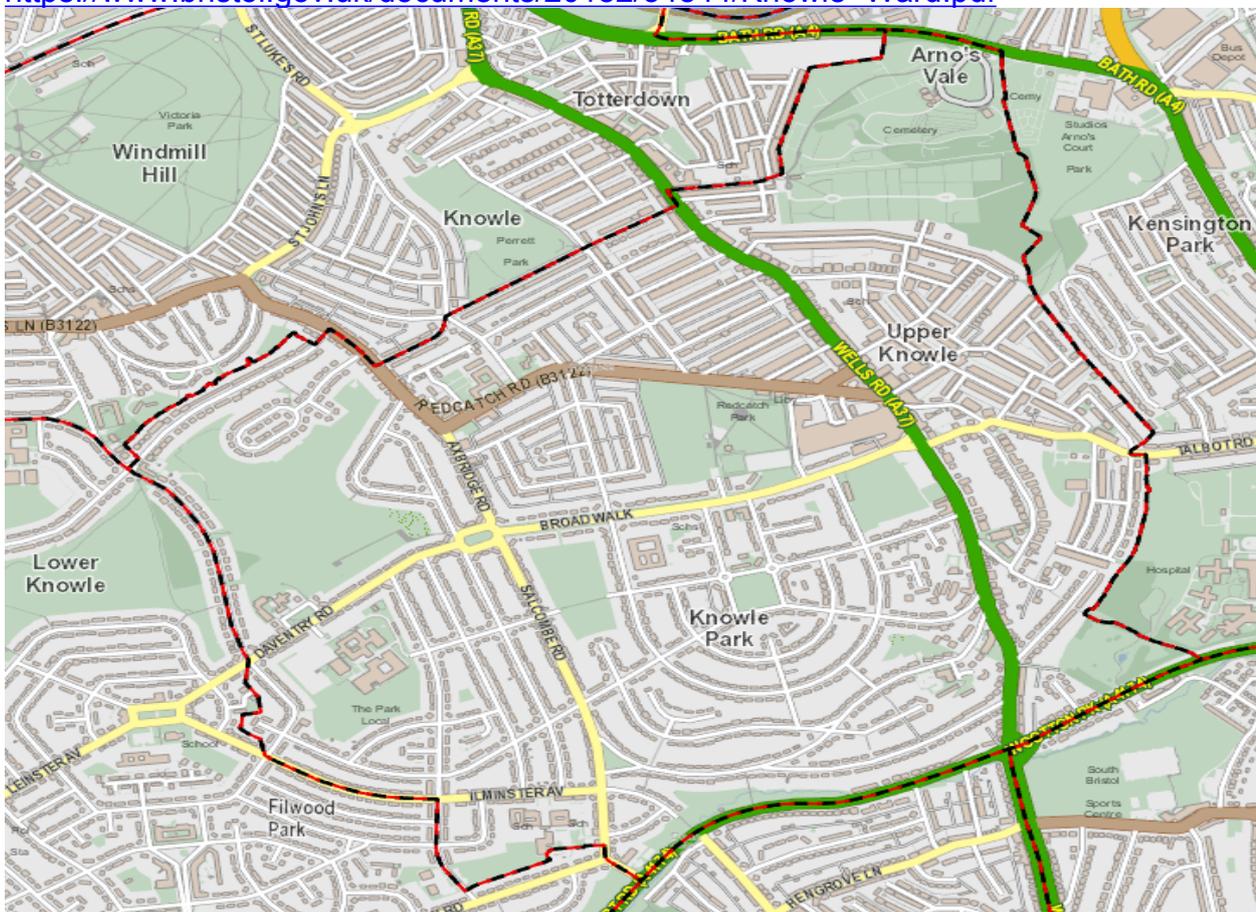
Map of the Windmill Hill ward

<https://www.bristol.gov.uk/documents/20182/34844/Windmill+Hill+Ward+May+2016>



Map of the Knowle ward

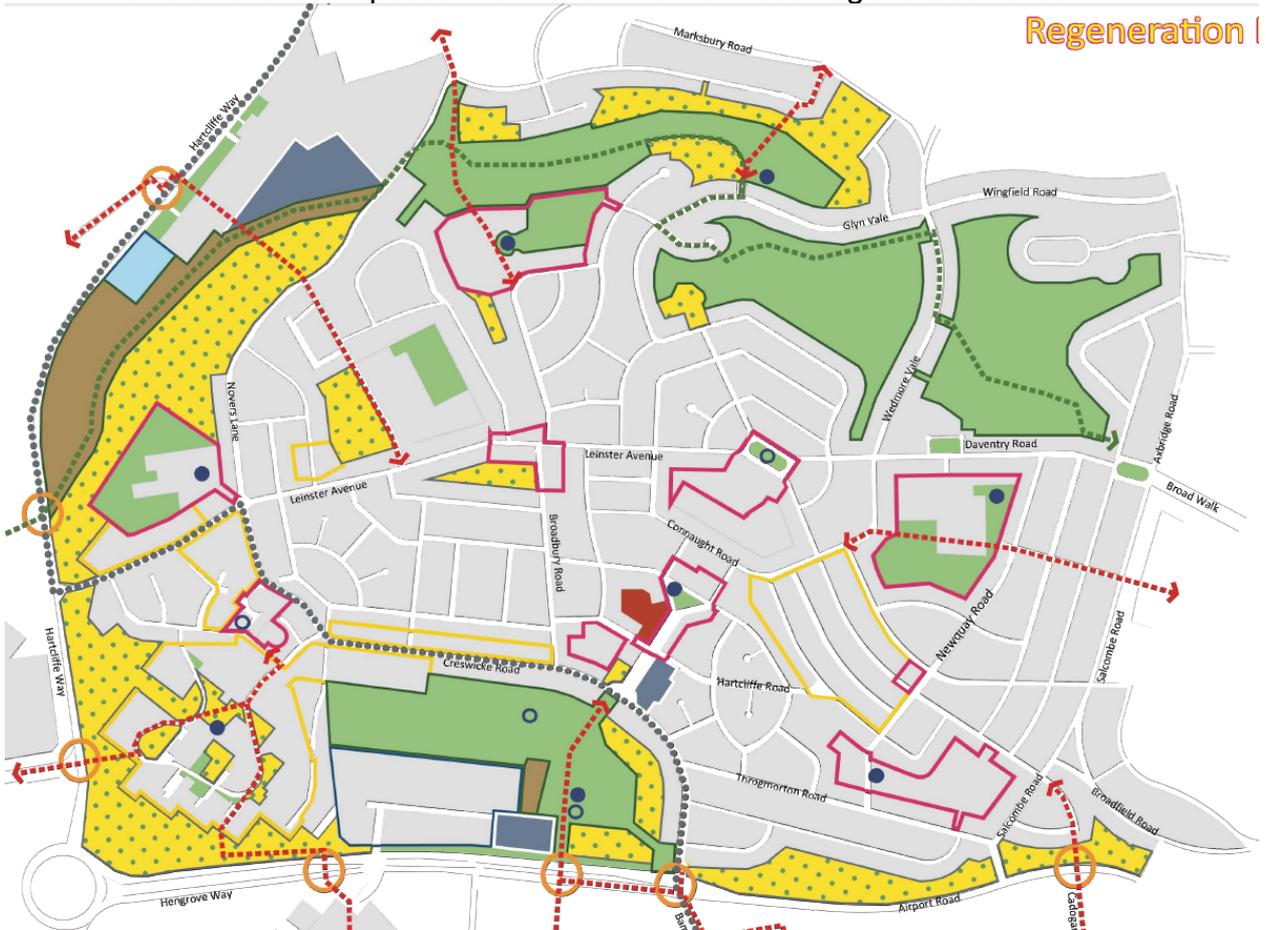
<https://www.bristol.gov.uk/documents/20182/34844/Knowle+Ward.pdf>



Non-eligibility

The following are not eligible:

- Parks and Green spaces within the Knowle West Regeneration area.



- Organisations seeking to put forward a proposal to promote particular political parties or religious beliefs
- Individuals or organisations seeking to use the funds for the advancement of particular private business interests
- To replace the core costs of the organisation (such as rent and heating)
- Replacement of statutory funding
- Organisations or groups seeking funds to carry out improvements without the consent of Bristol City Council.

Financial information

Purpose of the Improvement form

- To enable the tracking of submitted ideas
- To provide a structure and transparent decision making process that is fair to all

Decisions

- Final decisions will be made by the Neighbourhood Partnership.
- After the final ideas are chosen, the Neighbourhood Partnership will work with the Parks Department on the final costs for each submitted idea



**FILWOOD, KNOWLE AND WINDMILL HILL
NEIGHBOURHOOD PARTNERSHIP**

22 June 2016

Title: Highways update

Report author: Andrew McLean – Neighbourhood Partnership Coordinator

RECOMMENDATION

That the Partnership note the current position of the Local Traffic, Section 106 and Grant Funded highway improvement schemes in Filwood, Knowle and Windmill Hill.

1. The Partnerships has five outstanding traffic schemes from the current and previous financial years:
 - Pedestrian crossing facilities and environmental enhancements in Axbridge Road;
 - Measures to deter through traffic from the Cotswold Road area.
 - Measures to assist pedestrians in Ilminster Avenue (adjacent to the school), funded through Section 106 developer contributions;
 - Measures to assist pedestrians and reduce vehicle speeds at the St. Johns Lane, Park Avenue and Redcatch Road junction, funded through the Investing in Bristol's Future Fund (IBFF) initiative;
 - Measures to deter through traffic between Bath Road and Wells Road (Stanley Street area), funded through Section 106 developer contributions;
 - Parking issues in the vicinity of Knowle Park Primary School

2. At its meeting in June 2015 and January 2016, the Partnership agreed that the following two schemes would be progressed concurrently through 2016 and 2017:
 - Measures to reduce vehicle speeds and manage access in Redcatch Road and Woodbridge Road;

- Provision of a Zebra Crossing on Novers Lane. This replaces the previous scheme to reduce vehicle speeds in Wedmore Vale and Glyn Vale.

Scheme Progress

Scheme name	Axbridge Road
Measures	Pedestrian crossing facilities and footway improvements
Progress	On site works are now substantially complete.

Scheme name	Iminster Avenue Primary School
Measures	Measures to assist pedestrians
Progress	Legal Notice period has now concluded and detailed design work and construction drawings are complete. Awaiting approval from Wessex Water for new connection points and then will go on the programme of works for construction.

Scheme name	St. Johns Lane, Park Avenue and Redcatch Road junction
Measures	Measures to assist pedestrians and reduce vehicle speeds
Progress	Informal consultation is complete and detailed design work is being undertaken

Scheme name	Bath Road / Wells Road (Stanley Hill area)
Measures	Measures to deter through traffic and regulate parking
Progress	The surveys for the Stanley Hill scheme have now been completed. Highways are currently analysing the results before making a decision on how best to proceed

Scheme name	Cotswold Road area
Measures	Measures to deter through traffic
Progress	The Highways Service has discussed the outcome of the recent informal public consultation with the local Ward Councillors, and it has been concluded that the current proposals to deter through traffic in the Windmill Hill area should be abandoned in its current format. We are now encouraging suggestions for other means of influencing driver behaviour in the area without unduly inconveniencing local residents.

Scheme name	Redcatch Road / Woodbridge Road
Measures	Measures to reduce vehicle speeds and manage access
Progress	Preliminary design work is being undertaken