



Stoke Bishop, Westbury-on-Trym and Henleaze Neighbourhood Partnership Agenda

Date: Monday, 5 December 2016
Time: 7.00 pm - 9.00 pm
Place: Henleaze Junior School, Park Grove, Bristol BS9 4LG

1. Welcome, Introductions and Safety Information (Pages 5 - 7)

2. Declarations of Interest

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.

3. Minutes of Previous Meeting (Pages 8 - 14)

To agree the Minutes of the previous meeting as a correct record.

4. Public Forum

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 pm on 29 November 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 2 December 2016.

5. **Police update**
6. **Wellbeing (for decision) (including UWE domestic abuse application discussion) (Pages 15 - 18)**
7. **Reports from working groups**
 - a. **Environment & Tree Champion report (Pages 19 - 26)**
 - b. **Transport (Pages 27 - 36)**
 - c. **Older People (Pages 37 - 40)**
 - d. **Communication (Pages 41 - 42)**
8. **Neighbourhood Coordinator's report (Pages 43 - 54)**

Date of Next Meeting: 7.00 pm, Monday, 6 March 2017, Portway Rugby Centre, Portway, Sea Mills, BS9 2HS

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

Andrew Mc Grath

Telephone : 0117 90 36436

e-mail : andrew.mcgrath@bristol.gov.uk

The Democratic Services Officer of the meeting is

Steve Gregory

Telephone : 0117 92 24357

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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.

Stoke Bishop, Henleaze and Westbury-On-Trym Membership Details

Ward Councillors

Westbury - on - Trym and Henleaze - Clare Champion-Smith, Geoff Gollop, Liz Radford;

Stoke Bishop - Peter Abraham, John Goulandris;

Neighbourhood Partnership Ward Members

Stoke Bishop - Ella Davies, Graham Donald, Roger Gamlin, Peter Robottom, Peter Weeks;

Westbury-on-Trym and Henleaze - Alan Aburrow, Valerie Bishop, Helen Furber, David Mayer, Robert Murphy, Vacancy;

Other representatives - Paul Bolton-Jones (Police Neighbourhood Manager), Jenny Hodges (Equalities representative) Vacancy (Neighbourhood Watch representative) Stephanie French (Tree representative);

Neighbourhood Partnerships

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

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

Integrity and honesty – All members of the NP are expected to undertake all duties (within the NP and externally) with integrity and honesty, and to always act within the law.

Transparency – The NP will maintain a practice of openness and will ensure that as much as possible of its work is available to public scrutiny.

Equality - All members 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 NP

Councillors Code of Conduct for Members.

This is currently set out in item 6 of the Neighbourhood Committee Terms of Reference:

6.1 Neighbourhood Partnership Councillors shall comply with the Bristol City Council Elected Members' Code of Conduct and any other code of conduct of councilors which may be adopted by the council (eg. Officer member protocol).

Anyone attending NP-related meetings and events should – :

- 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
- Follow the guidance of the Chair in the conduct of the meeting

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.

The Neighbourhood Committee made up of the ward elected members make decisions on the funding and spend within each Neighbourhood Partnership, they can consider recommendations from the floor, sub groups and partners but they alone make the final decision

Public Sector Equality Duty

Before making any decision, section 149 Equality Act 2010 requires the Neighbourhood Partnership to consider the need to promote equality for persons with the following “relevant protected characteristics”: **age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation.**

The Neighbourhood Partnership must, therefore, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between different groups who share a relevant protected characteristic and those who do not share it.
- Foster good relations between different groups who share a relevant protected characteristic and those who do not share it.

The duty to have due regard to the need to eliminate discrimination in the area of employment, also covers marriage and civil partnership

**Minutes of the meeting of the
Stoke Bishop, Westbury-on-Trym and Henleaze
Neighbourhood Partnership held at
Henleaze Junior School, Park Grove, Bristol BS9 4LG
26 September 2016 at 7 pm**

Members

Ward Councillors

Westbury - on - Trym and Henleaze - Clare Campion-Smith, Geoff Gollop, Liz Radford;

Stoke Bishop - Peter Abraham, John Goulandris;

Neighbourhood Partnership Ward Members

Stoke Bishop - Ella Davies, Graham Donald, Roger Gamlin, Peter Robottom, Peter Weeks;

Westbury-on-Trym and Henleaze - Alan Aburrow, Valerie Bishop, Helen Furber, David Mayer, Vacancy x 2;

Other representatives - Paul Bolton-Jones (Police Neighbourhood Manager), Jenny Hodges (Equalities representative), Vacancy (Neighbourhood Watch representative), Stephanie French (Tree representative);

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

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

Apologies were received from Councillor Clare Campion-Smith, Councillor Geoff Gollop and Ella Davies. Jenny Hodges was not present.

NP noted that Robert Murphy (WoT & Henleaze Ward representative) had resigned. The NP expressed its thanks to Robert for his input. Noted that there were now two vacancies for the WoT & Henleaze Ward.

2. **Declarations of interest**

Councillor Liz Radford expressed an interest as a member of St. Peter's Church and Westbury Park Church in respect of grant applications.

3. **Minutes of the meeting of the Neighbourhood Partnership held on 13 June 2016**

The Minutes of the meeting held on 13 June 2016 were confirmed as a correct record and signed by the Chair.

4. **Public forum**

Subject	Name	Number
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Student parking issues following the major expansion of the Stoke Bishop Halls of Residence	Andy Nairn	1
Management of the Downs	Alan Preece	2
Public Transport service reduction in Bristol/Bath city region	South West Transport Network, TSSA and Director of Bus Users (UK)	3
Comprehensive review of the Canford Park Management Plan 2012 - 2017	Mike Blundell	4
Planning Enforcement	Ella Davies	5
Library Swipe Card	Paul Walker	6

Comments on public forum statements –

a. Student parking – NP welcomed Joni Lloyd Community Liaison officer for University of Bristol, suggested that Joni attend the next Stoke Bishop Neighbourhood Forum on 1st November and the next Transport Working Group on 31 October 2016. Concern was expressed that the Vice Chancellor had disregarded previous correspondence about the parking issues caused by students not using on-site parking facilities at the University. NP advised by Joni that students could not be told not to bring their vehicles. NP members felt that this was incorrect as other universities did apply that as a policy. The NP acknowledged it had limited control over this issue and that the only option open to it was to maintain the pressure on the University to amend its approach. Councillor Abraham offered to meet the Vice Chancellor directly to discuss possible options to mitigate the problem of, student related, on street parking and discuss other concerns raised about noise and behaviour.

b. Concern about inappropriate use of the Downs and lack of any meaningful consultation. The NP acknowledged that the Downs were controlled by the Downs Act 1861 and that there was no provision in the Act for public consultation. In respect of a burger van licence the NP was informed that Bristol City Council lawyers had advised that the Downs Act had precedence, not the Licensing Sub-Committee regarding permission to use the Downs for this purpose.

It was understood that the Downs Committee was reviewing its procedures and was recommending that in future pre-approval would be sought from council officers and if appropriate Development Control (Planning) prior to any application going ahead. In the meantime the Chair undertook to liaise with Councillor Abraham and Alan Preece and compose a letter to Head of Legal Services, Bristol City Council in order to pursue this matter further.

c. Statement was noted.

d. Agreed that the Chair write to Bristol City Council to request that an appropriate representative of the Council give a presentation to the Westbury on Trym Forum of 2 November 2016 in respect of the Canford Park Management Plan 2012 -2017 and how Parks and Estates would deliver the comprehensive review.

- e. Non enforcement issue in Stoke Bishop area, agreed to refer to the Planning Sub-Committee of the Stoke Bishop Neighbourhood Forum and invite local residents and a member of the Council's planning and enforcement team.
- f. Paul Walker Library Development Officer attended to advise on swipe card scheme being implemented, late in the autumn, to allow access to libraries outside normal opening hours. NP advised that there would be a community meeting on 25 October at 7 pm at Westbury Library to explain to public how it would work. The Chair also asked Paul to attend Stoke Bishop Neighbourhood Forum, WoT Neighbourhood Forum and Henleaze Neighbourhood Forum on 1st, 2nd, 3rd November respectively.

St Mary's Church - meeting on 4 October – this was an additional issue raised during public forum but no statement was received – about looking at issues regarding the Massive Attack concert held on the Downs in September. Andrew (Neighbourhood Co-ordinator) undertook to find out more and let NP members know details.

5. Police

Paul Bolton-Jones (Police Neighbourhood Manager), updated the NP on issues in the area –

- a. Alleged drug issue at Massive Attack concert on Downs, Police not aware of this but advised that policing was only provided for the external area, with internal security being provided by the organisers. Paul undertook to provide feedback for future license applications on the Downs;
- b. Unit Beat policing areas had now been matched to the recent ward boundary changes with effect from September;
- c. Policing statistics for the area were explained, for future report a brief narrative be provided to summarise trends would be provided;
- d. A spate of 'Nottingham Knockers' (gangs of doorstep sellers) had occurred in the Stoke Bishop area, NP advised to call 999 in cases of criminal activities/threatening behaviour or 111 for other reasons;
- e. Incidents of burglaries in the NP area were very low.

6. Representative from UWE (Wellbeing application discussion)

The NP discussed the merits of funding a Wellbeing application from the UWE regarding the funding of an Intervention Initiative to tackle domestic violence. The Application had been considered by the Wellbeing Panel, which acknowledged the need to tackle domestic abuse but expressed considerable concern about the content of the application and its proposed methods of operation.

The NP questioned whether it should fund this type of activity and advised that the Applicant's be made aware that this type of funding could possibly be achieved from other more appropriate sources such as charities or research organisations.

Having regard to the time scale it was agreed that the Application should be deferred until the NP's December meeting to enable more information to be obtained about it.

7. Wellbeing

The Partnership received a report of the Neighbourhood Co-ordinator regarding the allocation and recommendations of the Wellbeing Panel.

The Neighbourhood Committee voted unanimously and

Resolved - to note the current Well Being allocation and approve/defer funding allocation as set out below -

Applicant	Amount requested	Decision
North Bristol Parent Carers Support Group	£376.60	Fund £500
St Peter's Henleaze parochial Church	£516	The Application had been withdrawn
U.W.E	£1,209.40	Application deferred pending more information about how the proposal would work and the Applicant being advised of possible alternative sources of funding
St Ursula's PTFA playground project	£3,000 (£3,913.64)	Fund in full

8. Feedback from Working Groups

(a) Environment and Tree Champion's report

The Neighbourhood Partnership noted the report. With regard to Channel 4 TV obtaining permission from Coombe Dingle Sports Hub to use Stoke Lodge Parkland as an HGV park and car park it was suggested that the NP write to Coombe Dingle Sports Hub to tell them that they should not have done it.

The Neighbourhood Committee then considered the decisions that were required to be taken as set out in the recommendations in the report. On being put to the vote it was unanimously –

Resolved –

- 1. That funding of £4,745, from the NP's S106 Hiatt Baker funds, to undertake clearance work on the Stoke Lodge sensory garden area be approved;**
- 2. That funding of £3,150, from the NP's CIL funds, to undertake the design work detailed in the report be approved;**

Consideration of the third recommendation, in respect of improving kitchen premises at the Church in Westbury Park, was deferred until the next meeting

of the NP due to the Neighbourhood Committee becoming inquorate following a formal declaration of interest by one of the three members present.

(b) Transport

The Neighbourhood Partnership/Committee noted the report and the decisions that were required to be taken.

CPNN Traffic Mitigation Proposals for the A4018 Corridor

Alan Aburrow read out information he had obtained regarding the Timescale for completion of the Traffic Modelling from Oliver Coltman, City Transport's Strategic Projects Team Manager, as follows –

“The preparation of the traffic model for the A4018 is progressing well and we will soon be meeting with the consultants to view a demonstration and confirm the corridor options to be tested. The results of the study are expected in November; the date will be confirmed with the consultants when we meet. I will also find out at what point we will have information that can be shared with the NP. It is my intention to organise a meeting for Councillors and NP reps at which the results of the study will be presented and discussed. This will be when the study is completed, probably towards the end of November.”

The Neighbourhood Partnership and Neighbourhood Committee then considered the recommendations in the report and on being put to the vote unanimously –

Neighbourhood Partnership

Agreed

- 1. That the Transport Working Group's revised Terms of Reference, following their review at the Group's recent AGM be approved;**
- 2. That the continuing lack of progress with publishing the results of the traffic survey that was a prelude to the possible removal of the remaining section of bus lane on the approach to the White Tree roundabout, or to justify its retention, be noted;**
- 3. That it be noted that Bristol City Council's Transport Development Team was unlikely to publish any proposals for mitigating the potential impact of additional traffic volumes on the A4018, arising from the Cribbs/Patchway New Neighbourhood, before the end of this year;**
- 4. That the NP's current balance of £38,026 in its devolved Minor Traffic Schemes budget, be noted;**
- 5. That the progress of the Minor Traffic Schemes and Minor Works Projects previously sanctioned by the NP, be noted;**
- 6. That the current 22 requests to fund Minor Traffic Schemes across the NP, including the provision of seven new Zebra Crossings, be noted and that Neighbourhood Forums debate and choose schemes to prioritise;**

Neighbourhood Committee

Resolved -

7. **That the allocation of £3k from the NP's devolved budget to cover routine Minor Signing & Lining requests during 2016/17, be approved;**
8. **That expenditure totalling £24k to cover the increased cost (£5k) necessary to deliver the previously-sanctioned Shirehampton Road Zebra Crossing and also include upgrading the Druid Hill mini-roundabout (£19k) within the same scheme be approved.**

(c) Older people

The report was noted. The NP congratulated Valerie Bishop who won the Happy Community Award at the Celebrating Age Festival. The award was for a person who was really making a difference to other people's lives.

(d) Communication

The report was noted.

(e) Governance

The report was noted and the following agreed -

1. That the report and discussion held on governance issues relating to the NP, be noted;
2. That the quorum for the Working Group be at least two Henleaze and Westbury-on-Trym representatives and one Stoke Bishop representative;
3. That the statement regarding the NP's ownership of all information relating to its operation, be approved;
4. That Alan Preece be the Chair of the Environment Working Group and it be noted that Alan would also now become a member of the NP.

9. Neighbourhood Co-ordinator's report

The Partnership considered a report of the Neighbourhood Co-ordinator updating on various issues.

The NP considered the issue of the recent event of a television production crew parking its vans and lorries on the Stoke Lodge site. It was noted that Bristol City Council Legal Services had confirmed that Coombe Dingle Management had given permission to park on the land but had not consulted the leaseholders Cotham School or the landowner, Bristol City Council.

Matt Birch Director of Sport for University of Bristol said he was happy to receive any direction from Bristol City Council Legal Services regarding any behavioural issues but did not have any information about the financial points referred to in the report.

After further discussion the NP felt that Bristol City Council Legal Services should be asked to write to Cotham School and University of Bristol to reinforce the terms of

the lease to avoid this happening again.

Resolved – that

- 1. The dates for the next forums be noted;**
- 2. The current NP budget be noted;**
- 3. The meeting schedule and dates be noted subject to venue for the Wellbeing Working Group being changed to allow public access;**
- 4. The updates on the NP's devolved budgets and the update on non-devolved S106 funding allocated to the NP, be noted;**
- 5. The brief reference to the citywide NP event that took place in July be noted;**
- 6. The update regarding the recent equalities review be noted and that the matter be referred to the Communication Working Group;**
- 7. The update regarding the 90th (W-o-T) Bristol Scout Group's attempts to find a new home for the troupe, be noted;**
- 8. The concerns raised by local residents regarding the recent episode of a television production crew parking its vans and lorries on Stoke Lodge be noted and that Bristol City Council Legal Services be asked to write to Cotham School and University of Bristol to reinforce the terms of the lease to avoid this happening again.**

(The meeting ended at 9.10 pm)

CHAIR



**Henleaze, Stoke Bishop and Westbury on Trym
NEIGHBOURHOOD PARTNERSHIP
Monday 5th December 2016**

Report of: Andrew McGrath – Communities & Neighbourhoods

Title: Well Being Report

Contact Telephone Number: 0117 9036436

- RECOMMENDATIONS:**
- The NP to note the current Well Being allocation
 - The NP to discuss and agree the Well Being Panel recommendations as set out in Table 1
 - To discuss and decide if the NP wishes to support the UWE domestic abuse project application and to decide any conditions on the funding, if awarded
 - To accept £5000 Transformer’s Youth Fund and administer through the Wellbeing Process as per the conditions within the report. Decisions to be agreed by the whole Neighbourhood Partnership

1. Well Being Funding 2016/17

The Well Being panel met on Monday 26th September 2016. Its recommendations are set out in table 1 below.

This was the third panel meeting of the 206/17 financial year.

Well Being funds available at the start of the year: **£30,000**

At the June 2016 NP meeting the NP agreed funding of: **£7,316.24**

At the September 2016 NP meeting the NP agreed funding of: **£3,500.00**

This leaves the following amount available for funding this year **£19,183.76**

2. Well Being Panel recommendations

Table 1

Name	What they do	What is application for?	How much Requested £	Discussion and Recommendation
Bristol Noise	Christian day of action and fun	Event in Sea Mills	£500	Need to be re-assured that the event isn't promoting religious practice Recommendation: £500
Queens Gate Neighbourhood Watch	NW for the Queens Gate Estate	Painting of railings and kissing gate	£360	Recommendation: £360
St Alban's Players	Theatre Group	Build a new stage 'apron' to enable larger productions	£3,000	Consider applying to BCR. Need two more quotes Recommendation: £3,000
Westbury Library Users' Group	Friends of Westbury Library	Provide a notice board outside the library	Up to £1,500	Panel wants the applicant to decide what specifications it wishes for the notice board. <u>Afternote (14th Nov 2016):</u> Following investigation of a variety of sizes and fixtures, the applicant has agreed the following price for a single sided notice board attached to the railings: Board and header: £465 Installation & delivery £149 <u>Total= £614</u> Recommendation: £614

3. UWE Domestic Abuse application

The NP will recall that at the last NP meeting an application from the University of the West of England was considered. The project proposed running a conference and a subsequent training programme for volunteers to help 'intervene' in domestic dispute incidence. The amount requested was **£1,209.40**

There was considerable concern about the content of this application. Whilst the panel was supportive of the need to tackle domestic abuse, it wasn't convinced the proposed methods would work. It had particular concern regarding the intervention element of the project. Intervening in domestic dispute situations was seen as potentially risky and inflammatory.

The applicant had applied to all five north Bristol NPs for broadly similar amounts. All five applications needed to be successful for the project to be financially feasible.

It subsequently became apparent that the other NPs had similar concerns to this NP. Rather than abandon the project, all five NPs agreed to a follow-up meeting with the applicants at which they could find out more detail regarding those aspects of the application causing concern.

This meeting took place on Monday 14th November at Westbury Library. Graham Donald and Roger Gamlin attended on behalf of this NP.

A memo was sent to the NP a week ago outlining the main points raised at the meeting. The two NP members also gave their opinion regarding their thoughts on whether they support the project. **The Neighbourhood Committee is asked to agree or reject the application** based on the original application, the notes arising from the north Bristol NPs' meeting and the powerpoint presentation given by the applicants at the meeting. The **Neighbourhood Committee is also asked to clarify any conditions** it has should it agree to fund the application

4. Transformers Youth Fund

Avon and Somerset Police Community Trust has been managing the Transformers Fund, a small grant aimed at working with young people and delivering youth activities. The Trust has found that it has been difficult to attract enough projects and has agreed to devolve £5000 of the fund to each of Bristol's Neighbourhood Partnerships. **The NP is asked to accept the £5,000 Transformers Youth Funding and abide by the funding conditions below**

The fund would be administered through the NP Well Being Small Grants Process, and can be allocated from September this year. All funds must be allocated by March 2017 and all projects must be finished by February 2018. Monitoring must be submitted by applicants one month after the end of their project the last monitoring should be received no later than 20th March 2018.

In addition to the Well Being Small Grants criteria the following additional criteria must be adhered to:

- Applicant should be working with identified group of young people
- Applicant should identify a priority from the relevant Neighbourhood Partnership Plan
- Outcomes should benefit young people in their local Neighbourhood Partnership Area
- Where possible outcomes should benefit youth provision
- That projects should be celebrated/showcased as part of other NP events, for example at NP led community events/as part of the NP meeting/other celebratory activities.
- The Avon and Somerset Police Community Trust want to see copies of all monitoring information after projects have been delivered.

5. Public Sector Equalities Duty

Before making a decision, section 149 Equality Act 2010 requires the Neighbourhood Partnership to consider the need to promote equality for persons with the following “relevant protected characteristics”: **age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation**. The Neighbourhood Partnership must, therefore, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between different groups who share a relevant protected characteristic and those who do not share it.
- Foster good relations between different groups who share a relevant protected characteristic and those who do not share it.

The duty to have due regard to the need to eliminate discrimination in the area of employment, also covers marriage and civil partnership

Insert a note below on how the public sector equality duty is relevant to the proposals and how the duty has been taken into account in developing the proposals.

This funding is to be spent on youth peoples activities. The wellbeing small grants application form requires applicants to think about the wider equalities duties and projects will be assessed on this.

**Stoke Bishop, Westbury-on-Trym
Neighbourhood Partnership**

Title: Notes of Environment Working Group and Tree Sub group

Report of: Environment Working Group and Tree Sub Group

Contact details: 9036436 andrew.mcgrath@bristol.gov.uk

Recommendations:

1. The **Neighbourhood Committee is requested to agree to fund £7,646.59** to undertake the work detailed in the request in 1 (5.2) below. The funding is to be released from the NP's S106 fund relating to 99 Devonshire Road.
2. The Neighbourhood Committee is requested to agree to a change of funding source for the Old Quarry Sensory Garden Project. The work agreed at the previous NP meeting is not eligible for CIL funding. Please see afternote in 2.2 below for details. The **Neighbourhood Committee is requested to agree** that the funding for this project now comes from the NP's general budget.
3. The **Neighbourhood Committee is requested to agree** to the release of the remaining Hiatt Baker S106 funds (£13,844.69) towards the completion of the Stoke Lodge Sensory Garden Project

Present: Alan Preece (Chair), Helen Furber, Jenny Hodges, Stephanie French, Mildred Miller, Sheila Preece, Eileen Poad, Roger Gamlin, Ella Davies, Claire Milne, Val Bishop, Gill Brown, David Mayer

Apologies: Andrew McGrath, Sue Mayer, Alan Aburrow, Claire Champion-Smith, Hilary Long, Lucy Wallis-Smith, Graham Donald

Prior to the main agenda Alan informed the meeting of the deaths of Gerry Arnold and Sylvia Kelly

Meeting Chaired by Alan Preece –

1. Matters arising from notes of 28th July 2016 meeting:

1.5 Trymside. Gary confirmed that the thorn apple plants had been removed.

1.6 Parks Champion. Gill who had previously expressed an interest said that she would prefer to leave it in abeyance for the time being.

2.1 and 2.5 Stoke Lodge and Old Quarry Park Sensory Gardens. See *Item 2 in main Agenda.*

4.0 Trymside. "Walkabout" with Gary took place on 30th August. Ella said that Don Alexander is interested in promoting otters which have been seen in an area quite close. There now seem to be enough people interested in improvements. Volunteers needed - gather names and ask them to present at the NP Forum. (Perhaps communicate this to Don Alexander?)

5.2 99 Devonshire Road. The NP Committee was not able to approve the EWG request for £7649.59 for undertaking work on the development at 99 Devonshire Road from the S106 fund relating to that address because the meeting was not quorate when one person declared an interest. This has been carried forward to the next meeting. The NP indicated its support for this project at the September meeting.

6.0 Community Payback. Untidy remnants of wood etc have been removed from around the tree sculpture in Stoke Lodge. Stephanie will try to identify where the deep holes are that need filling as they are dangerous. It was commented that some bushes that have grown up on the site need vigorous pruning beforehand. David suggested that Jenny Wilkes might perhaps be able to get a contractor's quote for clearing.

8.4 Ebenezer Lane. Response received from Duncan Venison on 17th August concerning the extra unauthorised strimming 2 weeks after the July cut. He was "frankly dismayed" and was going to suggest to the contractors that the Sept. cut would no longer be necessary. On 19th Oct. Alan wrote to inform him that yet another cut had been done. DV has now forwarded this information to the Highways Maintenance Manager and will forward to us any "substantive response". Mary Wright and DV will review instructions each right of way for March 2017 when retendering for new contracts is due.

8.5 Overhanging growth over pavements. Jenny was very happy with what had been done to trim back hanging brambles and shrubs on Druids Hill. Various other roads were mentioned where certain householders allow their hedges and shrubs to grow massively out over the pavements. A suggestion was made that a leaflet could be produced to be put through letter box of premises where the situation was particularly bad. NB. Stoke Road in the notes should read 'Stoke Hill.'

2. Sensory Gardens in Stoke Lodge and Quarry Park

2.1 Stoke Lodge: The NP Committee approved the EWG request for £4745 from Hiatt Baker S106 funds for Stoke Lodge clearance work.

Gary confirmed that the preliminary ground works have been completed. The space is now useable. Mature trees pruned, fences repaired, the huge overgrown laurel hedge cut down to 1m. He complimented the gardening team on an excellent job. Gary said that Alex Frasier wants to involve himself in the garden. His son who is an adolescence psychiatrist would be happy to give his services. Jenny Wilks will be involved in decisions on how the garden will be maintained.

2.2 Old Quarry Park: The NP Committee has approved the EWG request for £3150 for design work from CIL funds.

Gary has fed back to Alex Frasier the general ideas of what the garden should look like. The design is still very basic and AF will now draw up more details on materials and different usages. Eileen expressed an interest in having input when progress has been made in the designs. AF will try to keep both SL and QP gardens in parallel.

Afternote: It has become clear since the last NP meeting that the Old Quarry Sensory Garden design/sketch work is not eligible under CIL funding. At most, 10% of a single project can include design costs. Even this amount is only eligible if the design/sketches used are agreed and progress to full implementation. Therefore, the **Neighbourhood Committee is requested to agree** a change to the source of the funding for the design/sketches of this project to now come from the NP's general budget.

2.3 David expressed thanks to Gary for masterminding the progress on both gardens. He reminded the group that £20k of Hiatt Baker money was earmarked for the two gardens. We need to firm up and ring-fence the money a.s.a.p. On the basis of the fact that the quote for QP work was between £5k and £10k and could be financed by CIL funds, the **Neighbourhood Committee is requested to agree** that the remaining **£13,844.69** of Hiatt Baker S106 money is spent on up to £5k for SL design and the remainder for SL works.

A motion was carried to push things forward as soon as possible.

Afternote: The Neighbourhood Coordinator and Neighbourhood Officer will need to check with the relevant BCC officers that any agreed work is eligible under the CIL and S106 regulations.

3. Walkabout in Sea Mills

3.1 It was noted that the **tennis courts** at Dingle Close were in bad condition with weeds and one missing and one broken net. The surrounding fence was still fine. A query was made about transfer of courts to Community Assets. Alan reported that courts at Redcatch were quoted at the Parks Forum where Sport England would provide funds (and not the LTA) and would then leave organisation to locals. **Action:** Gary will consult the Tennis Officer for information about the status and process of community acquisition.

3.2 At the **Sea Mills Rec** it was noted that the condition of the path is not good .

4. Sea Mills Rec development ideas

4.1 Ella reported that Lucy wants to see a community orchard planted possibly from the 'one tree per child' programme. Lucy is investigating.

4.2 **Bins:** Gary said that there were currently 2 dog bins in the rec. which could be replaced by general rubbish bins with notices on them to inform people that they could be used for dog waste. The 2 dog bins there could be recycled elsewhere. **Action:** Gary to investigate possibility and costs.

4.3 Other development ideas could be discussed at a later date.

5. BCC Corporate Strategy 2017-2022

5.1 David reminded the Group briefly that BCC has to do a balanced budget and therefore has to find £34 million in savings in this year. A plan of potential savings has been

circulated and 4 public meetings have been scheduled to explain options. The Neighbourhood Partnerships is one item under discussion and also the idea of 'parish councils'. The Mayor will be holding four meetings to take public views. One relevant to BS9 is:

[Tuesday 15 November 2016 at Henbury School, Station Road, Bristol, BS10 7QH](#)

for which you will need to register. The above link will take you to the registration page.

5.2 Alan reported that Gemma Dando is advertising for Head of Parks and is restructuring teams so as to be more efficient and for all be present to discuss things together at meetings. She hopes to go out to view what other Councils are doing e.g. Sheffield

6. Trees

6.1 Stephanie's report enclosed as **appendix 1**. She showed photos of various sites. She reported frustration at not getting replies to emails nor action from BCC officers.

6.2 Her request for 25 replacement trees costing £7375 was approved unanimously.

6.3 Because of lack of action on BCC's part with regard to trees: **Action:** Gary to look at cost of replanting in this NP by outside contractors.

6.4 David wanted clarification concerning works required for replacement of dead trees/ planting funded ones.

6.5 Action: Alan to send letter to Richard Ennion, copied to Gemma Dando and Teresa Crichton (Area Environment Officer) expressing concern about lack of information on trees (paid-for ones, replacement for dead ones, trees already with finance earmarked etc) . Also, lack of action by Highways in surveying areas proposed for trees (e.g. in Westbury Road) to investigate possible underground services that would prevent a tree being planted.

6.6 Action: Clare will write to Alan with details of work on local nature reserves and 4 further creations already designated. Old Sneed Nature was going to be adopted but nothing has happened.

7. Other identified issues and AOB

7.1 **Tesco's** proposed car wash was turned down again.

7.2 **Red telephone boxes** Consultation ends on 7th Dec.

Sea Mills Square : the locals would like to keep the box for an exhibition of local history. Sea Mills Together are investigating.

Bell Barn Road: proposed defibrillator - doubts expressed about cost (insurance, type of defibrillator) and possible vandalism. The idea was referred to the NP Forum for consideration.

7.3 **Sevenside Community Rail Partnership** GWR are keen on improving stations (this may be discussed at the NP Transport Group also). Sea Mills station needs upkeep. Looking for community involvement. Will be discussed at Stoke Bishop Forum. Possibilities

of people from the nearby allotments being interested in helping e.g. planting flowers, weeding etc

Heather Cullimore (from SCRP) has been invited to the Forum.

7.4 David reported that the footpath between Cote Lane and Elmlea School is in poor repair. **Action:** Gary to convey the situation to the PROW team and report back.

7.5 Sue Mayer has asked for meetings not to be in half-terms.

7.5 There was a proposal to move the meetings of the EWG to a library (to save booking fee). Westbury Library would be the more central for NP3.

7.6 Gill said that work was to start soon on the gate near the rose garden in Canford Park to install a chicane. Also the LTA were no longer interested in installing lights in Canford Park.

7.7 A resident in Sea Mills had asked whether anything could be done concerning the poor condition of the white bridge over the Trym.

7.8. It was asked whether Payback could be used to trim back overhanging hedges for elderly people who cannot manage it themselves. Various organisations also do such things. **Action:** Gary is inviting a representative of one of these organisations to talk about this at one of the Forums.

8. Date of next meeting: 2pm Thursday 12th January 2017

NP Tree Report December 5th 2016

Carrying out Tree activity for and in the Partnership is a bit like waiting for a bus – nothing happens for weeks and then everything happens at once. I may have to give you an update verbally because this report has to be submitted before I might know the answers to some of the outstanding problems we are currently facing.

All summer long I have been trying to find out what is happening with regard to our Tree Wish List submitted to order on May 3rd. Some of the trees should be going in to the ground now. I'll be working with the Tree sub group and Andrew and Gary to try to get them in before March 2017. The BCC Tree Team has almost disappeared and such as remain are still very much pre-occupied with One Tree Per Child project. Neighbourhood Partnership replacement and new Street Tree planting seems to struggle to get a look in. In October we started getting some replies to enquiries and more may come just before this NP meeting. I went to the Tree Forum on November 14th and managed to speak to two (maybe the last!) Tree Officers. They were apologetic - and want yet another description of "Where we are" with our List and Planting for this year - although I have already sent in so many my typing fingers are sore - and they have promised to "deal with it". Richard Ennion seemed ashamed of the delays but the Council is in such a mess I feel truly sorry for him. Meanwhile I report upon other tree happenings which show what we can achieve by communication and exhortation.

- A resident of West Broadway Henleaze has sponsored a replacement of a tree outside her house.
- A resident of The Crescent Henleaze has sponsored a replacement tree outside his house.
- A Neighbourhood Watch in Westbury is working towards sponsoring several trees in Grange Park.
- One Tree Per Child has promised to plant some fruit trees on Sea Mills Recreation Ground - "The Rec". Thanks to Lucy Wallis (who has joined our Tree sub Group) for organising all of that.
- A Westbury resident has come forward to help with surveying of streets when required - largely because BCC mapping is inaccurate (BCC knows this and is very happy to receive corrections). Thank you Barbara Sammonds.

I like to think that this because in NP3 we do trees!

2016/2017 Planting – November 16 to March 17

It is likely that we can get the 3 trees on the central reservation of the dual carriageway in Henleaze outside Old Quarry Park planted by end of March if only we can get the payment sorted out. We have residents' sponsorship for part of one of them and this seems to have become a complication – welcome though it is.

It is likely that we can get 5 the trees in Church Road Sneyd Park planted by end of March if only we can get the payment sorted out. The SPRA has sponsored part of one of them and this seems to have become a complication – welcome though it is.

Getting the trees planted in the verges on Westbury Road opposite Majestic Wine is proving to be a nightmare. These are “new” trees and may need tree pits. Highways BCC is supposed to advise but I cannot find out if they have even been asked to do that despite the fact that we sent our request in 7 months ago. We had budgeted for 5 trees if pits are not required – and obviously fewer (maybe only 1) if pits are required.

So we shall have to keep on asking (*see opening comments*).

2017/2018 Planting - November 17 to March 18.

The Tree sub Group – charged with finding planting sites and then supervising the request for tree planting across the NP - has met twice to plan for the 17/18 season. We took a policy decision – with the support of the Environment Group – just to ask for replacement trees in existing tree sites, not new trees in new sites. (The latter is proving to be nothing but a headache.)

We have come up with a list of tree sites, all of which are on the BCC Tree Sponsorship map and have been visited by us. These choices, endorsed by the Environment Group and announced at the three Forum meetings (as recommendations, nothing definite), are as follows:

Dingle Close – 12

Sea Mills Square – 2

West Broadway – 2

Stoke Lodge Parkland - 1

Grange Park – 1

Barley Croft – 5

Oakwood Road – 2

The Tree Sub Group – supported by the Environment Group – requests the NP to set aside **£7375** for 25 tree replacements in 2017/2018.

As the years pass – and if NPs continue to exist and if they have any devolved funds – we shall make sure that the allocation of trees is spread evenly across the NP area.

Further news:

1) The previously mentioned University of Bristol 2nd phase of tree planting seems to have stalled. I am still pursuing this and will report when I know more. The Environment Group has chosen the planting site in Westbury Park as previously reported to the NP. I managed to talk to a Tree Forum member on the 14th who knows all the UoB folk involved and he is chasing it all up for us. The money has not (yet) been given to others so we are not the only ones waiting for an outcome of the deliberations.

2) A successful Tree Appeal in Church Avenue Sneyd Park;

One of the roles of your Tree Champion is to try to prevent trees already growing from being felled. I made a presentation on this subject at the public Tree Forum. This is really one of the tasks of the BCC Tree Officer in the Planning Department, but a bit of support and the encouragement of further public and Councillor comment does not go amiss. A householder in Sneyd Park wanted to fell a significant tree to build an extension. Needless

to say I commented on that application and encouraged others to do so. The Tree Officer said “No” and enforced BCS9 which says that green infrastructure, where significant and if there is space, must be maintained. The householder appealed against that decision but the independent Planning Inspector supported the Tree Officer and local opinion and dismissed the appeal.

So the score was Chain Saws 0 - Scots Pine 1.

The important point from this case was that the Inspector did not invite further comment from residents, taking only the evidence and comment already submitted on the planning website for the original application. So if you comment on an application please do make all your points first time around, you may not get another opportunity.

3) A Wellingtonia in the grounds of Southmead Police Station remains under threat. Many locals objected to the felling of this tree, feeling that there was space for the Care Home and the tree (indeed all the 3 trees). We won the case before the Development Committee North, with both Hilary Long and I attending and pleading for the tree, citing Policy BCS9 again.

But the developers have put in an appeal against that decision. We have made further statements, and there will also be a hearing before the Planning Inspector - which I shall attend if possible. Southmead Police Station has moved in to Southmead Ward, so I have brought the two Councillors and their Environment Group up to speed on that. They would have had an opportunity to comment to the Inspector before the cut-off date.

4) There have been some improvements made by Wessex Water to Trymside following their use of it as a vehicle depot during their drains improvements in BS9 in 2014. There has been some weed killing and some re-seeding. With the Chair of the Environment Group I am monitoring that. We shall ask for further work if next Spring it appears necessary.

5) Bishops Knoll is in our patch and is an important local historical site in the management now of the Woodland Trust (www.woodlandtrust.org.uk). There are some hugely important and veteran trees in it. They are being labelled and a route planned for a Tree Walk - so when that is all up and running I'll do something about it for our website so everyone can know about it.

End of report

Stephanie French, Stoke Bishop Westbury & Henleaze Tree Champion

Public Sector Equality Duty

Before making a decision, section 149 Equality Act 2010 requires the Neighbourhood Partnership to consider the need to promote equality for persons with the following “relevant protected characteristics”: **age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation**. The Neighbourhood Partnership must, therefore, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between different groups who share a relevant protected characteristic and those who do not share it.
- Foster good relations between different groups who share a relevant protected characteristic and those who do not share it.

The duty to have due regard to the need to eliminate discrimination in the area of employment, also covers marriage and civil partnership

Stoke Bishop, Westbury-on-Trym & Henleaze Neighbourhood Partnership (NP3) 5 December 2016 Report from the Transport Working Group

1. Introduction

The Working Group's last quarterly Meeting was held on 31 October at Westbury-on-Trym Academy. Notes of the Meeting have been circulated to all attendees and can also be viewed on the NP's website (www.activemp.co.uk).

2. Greater Bristol Bus Network (GBBN)

At the NP Meeting last March, the Area Manager (Highways) reported that his post-scheme Report into the efficacy of the White Tree bus lane has been written but had not yet been published. At the time of writing, the Report has still not been published. Members of the Working Group are extremely disappointed that this Report has not been published, as they feel that it indicates a lack of commitment by the Area Manager (Highways) to the Neighbourhood Partnership.

However, there was an expectation by the Transport WG that, even if the review failed to support the retention of the bus lane, it would be retained for inclusion in the bus lane that was expected to run from Cribbs Causeway to the top of Black Boy Hill - as part of any traffic mitigation proposals for the CPNN development in South Gloucestershire.

3. Cribbs/Patchway New Neighbourhood (CPNN)

BCC's Strategic Transport Team has indicated that there will be no provisional traffic mitigation proposals available to share with stakeholders until the end of this year. Whilst BCC Officers believe a Park & Ride would be a very important adjunct to the CPNN development, such a scheme is not currently included in the South Glos Plans.

The raison d'être for such a Park & Ride scheme would be to encourage commuters to use public transport rather than increasing the volume of traffic on the routes into Bristol that are already congested. Such a scheme would also relieve pressure on the increasing levels of uncontrolled parking in the residential streets of the Wards in north Bristol.

At the time of writing, there have been no updates on progress with any traffic mitigation proposals, nor confirmation of the date for any presentations, despite repeated unanswered requests to the City Transport's Strategic Projects Team Manager.

4. Devolved Budget for Minor Traffic Schemes

At the last NP Meeting in September, the NP Coordinator confirmed that there was a residual "Highways Budget" of £38,026 for 2016/17. The Neighbourhood Committee subsequently sanctioned expenditure of £27,000 at the September NP, leaving a residual budget of £11,026 for 2016/17.

The sanctioned expenditure of £27k in September included a sum of £3k for "Minor Signing & Lining" (MSL), to cover ad hoc requests for MSL work without referring each

individual small request to the NP for sanction. Any remaining balance at the year-end will be carried forward into next year.

5. Minor Traffic Schemes

Attachment 1 (“Open Highway Issues”) includes details of all the schemes that are currently in progress, as well as those schemes that could, eventually, be prioritised for funding as minor traffic schemes in our NP area but within Highways’ current diktat of one minor traffic scheme per year, per NP. The Attachment also includes details of the 12 schemes, currently on hold, which could eventually be centrally-funded as a result of the CPNN Mitigation Review.

5.1 Progress Update - Sanctioned Schemes

(1) Sea Mills Station Parking Review (S131) - This review was sanctioned by the Neighbourhood Committee at last June’s NP and includes addressing the parking issues previously raised in Hadrian Close and Roman Way (S121), Sea Mills Lane (S122A) and Branscombe Road. The first stage of the review was a local consultation that closed on 14 November. Comments received will be assessed and form the basis of a Statutory Consultation, prior to introducing any new restrictions.

(2) Shirehampton Road Zebra Crossing (S117) - This scheme was sanctioned by the Neighbourhood Committee at the June 2014 NP and has recently been completed.

(3) Upgrading Mini-roundabout at the Top of Druid Hill (S119) - This scheme was sanctioned by the Neighbourhood Committee at the last NP, as an add-on to the Zebra Crossing scheme on Shirehampton Road (S117) and has been completed.

(4) Westbury Parking Review (W136 etc) - There were 117 responses to last year’s Public Consultation and a Report, with final proposals, was issued last April. With few exceptions, residents who took the trouble to respond to the Public Consultation got what they requested. The majority of the proposed new restrictions are for “junction protection” and an attempt to reduce pavement parking – particularly near Westbury Academy (see Attachment 2). Any Objections can be raised during the Statutory Consultation, which is imminent. Estimated Scheme completion is within the current financial year.

(5) Coldharbour Road Zebra Crossing (H125) - A revised scheme is currently being worked-up, prior to publishing the final proposals. However, the scheme is now to be delivered as part of a larger *Cycling Ambition Fund* (CAF) scheme.

(6) Brecon Road (H134) - Various proposals are currently being pursued as a condition of the Planning Permission granted to St Ursula’s E-ACT Academy for the expansion of its site. This includes parking restrictions and speed tables but the work is unlikely to be completed until Easter next year.

(7) Henleaze Parking Review (H141) – A comprehensive Parking Review in Henleaze was reconfirmed by the Neighbourhood Committee at last June’s NP, to be phased over two years, 2016--18. The review will include addressing parking issues previously raised in Wanscow Walk, Henley Grove, Henleaze Road, Etloe Road (H144), Westbury Park (H136), Fallodon Way (H148) and any “knock-on” issues as a result of revisions to existing nearby Residents’ Parking Schemes which are currently being reviewed.

5.2 Progress Update - Sanctioned Minor Works Projects

Within the guidelines issued by the Area Manager (Highways), the following four projects have been classified as outside the constraints of the current city-wide diktat of “one minor traffic scheme per year, per NP” but are being funded from the NP’s devolved Minor Traffic Schemes budget:

(1) Canford Lane Verge (W147) - Work to install a new kerb and street bollards, to prevent vehicles over-running the grass verge near Merlin Close, was sanctioned by the Neighbourhood Committee at last June's NP. Work commenced at the end of October and should be completed during November.

(2) Exit From Tesco Site on Henleaze Road (H115) - Funding for the installation of two pavement bollards and additional white lining was sanctioned by the Neighbourhood Committee at last December's NP. The bollards have been installed but the additional white lining is currently outstanding.

(3) Wellington Hill West Zebra Crossing (H137) - Joint funding from NP3 and NP4 has facilitated the provision of LED halos on the Belisha Beacons (completed), plus anti-skid surfacing on the approaches to the crossing. However, scheduling the application of the anti-skid surfacing is subject to review - as a result of the 2016/17 road resurfacing programme in the area. In addition, there remains a possibility that the crossing could be upgraded as part of a city-wide scheme supported by the *Cycling Ambition Fund*.

(4) North View Bus Stop Relocation (H138) - The taxi trade have not raised any objections to the current taxi rank being removed from outside Henleaze Library and, therefore, relocation of the current in-bound North View bus stop to this site is viable, subject to funding. The Neighbourhood Committee sanctioned funding for the design and subsequent local consultation at last December's NP, prior to committing to any further funding for a bus shelter etc. A Statutory Consultation for the North View area (due to close on 16 December) includes provision for the necessary parking restrictions, should a local consultation be in favour of moving the bus stop.

5.3 Other Minor Traffic Schemes/Minor Works Projects

(1) Review of The Downs Parking Restrictions – Highways' have yet to publicise any results from their review of the "unintended consequences" of the new parking restrictions introduced last December/January. In particular, Highways will address complaints received about problems in Downleaze, Parry's Lane and Stoke Park Road.

(2) Student Parking around the Stoke Bishop Campus (S133 & W146) - Discussions with the University to address the growing problem of student parking around their Halls of Residence are progressing, albeit slowly. Local residents feel that the University have failed to honour the planning conditions attached to the original Planning Application for developing the Hyatt Baker Halls of Residence and this aspect is being investigated by BCC's Planning Enforcement Team.

(3) Parry's Lane/Cross Elms Lane Junction (S130) - There has been a history of vehicles failing to successfully negotiate the bend at this location. Following an Engineering Assessment, "bend warning" signs will be erected and targeted maintenance work will be undertaken in Spring 2017 to improve the anti-camber characteristics of the bend and resurface the road. This work will be funded from the Highways' maintenance budget – not the NP's devolved Minor Traffic Schemes budget.

(4) Bell Barn Road Junction with Shirehampton Road (S134) - During the last three years, five personal injury accidents have occurred at this junction. Also, there is no pavement adjacent to the corner outside *The Mill House* public house. Work to tighten-up the junction by way of pavement buildouts etc would not require a TRO and, therefore, fall outside the 'one scheme a year' diktat. The issue was discussed at the last Stoke Bishop Neighbourhood Forum and received unanimous support. There are sufficient funds within the NP's budget to cover the estimated cost of £10k and estimated completion would be within the current Financial Year.

Accordingly, the Neighbourhood Committee is requested to sanction the sum of £10k from the NP's devolved Minor Traffic Schemes budget.

(5) Chock Lane (W114A) - Installation of three over-runnable chicanes was completed in July last year, as part of a traffic-calming scheme. Highways have yet to report-back

to residents on any additional practical works that could be considered for funding by the NP. However, the assessment is being hampered by a lack of resources within the Highways' function.

(6) Coombe Lane Junction with Canford Lane (W134) - Although this issue has been "under review" for prioritisation for several years, a recent Planning Application (16/03833/F) has been granted to redevelop the site at 112 Coombe Lane. Planning conditions include pavement buildouts and a central pedestrian refuge at the junction. However, the final design will require approval by BCC's Transport Development Management Team before any site works commence.

(7) Westbury Hill Car Park (W148) - Various requests have been received for improving parking arrangements within the car park. Parking Services have confirmed that, for legal reasons, they do not use ANPR (automatic number plate recognition) surveillance in their municipal car parks. Also, a request for the provision of two exit lanes has been rejected by Parking Services for Health and Safety considerations. However, the provision of some "Mother & Child" parking bays will be completed shortly, funded from the NP's MSL budget.

6. Prioritisation of Future Minor Traffic Schemes

Attachment 1 ("Open Highway Issues") includes details of a total of 21 issues that are currently classified as "On Hold" or "Under Review" which could qualify as schemes for delivery from the NP's devolved Minor Traffic Schemes budget. However, subject to prioritisation, delivery of any of these schemes is constrained by Highways' current diktat of "one minor traffic scheme per year, per NP". Therefore, the earliest that any one of these schemes could be prioritised would be for delivery is 2018/19.

At October's Meeting of the Transport Working Group, it was reconfirmed that issues relevant to each of the areas covered by the NP's three Neighbourhood Forums would be taken to those Forums in November for further debate and possible consensus for prioritisation within that Forum area. That way, the Forums would decide their priorities and these would be fed back to the next Transport WG Meeting (17 January) to start an iterative process of prioritisation for delivery in 2018/19 and 2019/20.

It should be noted that of the 21 issues currently vying for prioritisation, seven of the "requests" include the provision of new Zebra Crossings: Coombe Lane (S123), Dingle Road (S127), Sea Mills Lane (S128), Canford Lane (W129), Henbury Road (W141), Kellaway Avenue (H142) and Henleaze Road (H143). The majority of these requests have come via BCC's Traffic Choices "Tracker" website facility, whereby members of the public can directly submit their proposals for traffic improvement schemes. There is, unfortunately, the possibility that those submitting their proposals via "Tracker" will have an expectation that their requests will be acted upon and executed with immediate effect!

7. Recommendations

The **Neighbourhood Partnership** is requested to:

1. **Note** the continuing lack of progress with publishing the results of the traffic survey that is a prelude to the possible removal of the remaining section of bus lane on the approach to the White Tree roundabout, or to justify its retention (Item 2, above).
2. **Note** that BCC's Transport Development Team is unlikely to publish any proposals for mitigating the potential impact of additional traffic volumes on the A4018, arising

from the Cribbs/Patchway New Neighbourhood (CPNN), before the end of this year (Item 3, above).

3. **Note** that the NP currently has a balance of £11,026 in its devolved Minor Traffic Schemes budget (Item 4, above).
4. **Note** progress of the Minor Traffic Schemes and Minor Works Projects previously sanctioned by the NP (Items 5.1, 5.2 and 5.3, above)
5. **Note** that currently there are requests to fund 21 Minor Traffic Schemes across the NP, including the provision of seven new Zebra Crossings (Item 6, above).

In addition, The **Neighbourhood Committee** is requested to:

6. **Approve** the allocation of £10k from the NP's devolved budget to cover work to tighten-up the junction at Bell Barn Road/Shirehampton Road by way of new pavement provision and pavement buildouts etc (Item 5.3 (4), above).

Alan Aburrow
Chairman, Transport Working Group
(16 November 2016)

Stoke Bishop, Westbury-on-Trym & Henleaze Neighbourhood Partnership					
Transport Working Group					
Open Highway Issues (November 2016)					
Ref	Area	Location	Details	Progress	Status
Section 1 - Minor Traffic Schemes - Stoke Bishop					
S107A	SB	Kewstoke Road junction with Stoke Hill	Pavement build-outs to be considered if recent parking restrictions (S107) are demonstrably inadequate	Requires a survey and a detailed design study, plus Consultation - this would cost approx £7 to £8k	On hold
S117	SB	Shirehampton Road	Requirement for a crossing point near Stoke Lodge entrance	Scheme sanctioned at June 2014 NP. Plans approved, site work commenced 17 Oct 2016	Complete
S118	SB	Hollybush Lane junction with Druid Hill	Inconsiderate parking on junction, reducing visibility for drivers exiting Hollybush Lane	Parking Restrictions ("yellow lines") included in S131 parking review	In progress
S119	SB	Druid Hill Mini-roundabout	Difficult for pedestrians to cross the roads at this location	Upgrading included with S117. Site work commenced 17 Oct 2016	Complete
S121	SB	Roman Way, junction with Portway and Hadrian Close	Inconsiderate parking on junction, reducing visibility for drivers exiting Portway	Parking Restrictions ("yellow lines") included in S131 parking review	In progress
S122	SB	Sea Mills Lane	Provide car park near railway station.	Possible locations currently being researched with BCC.	Under Review
S122A	SB	Sea Mills Lane	Parking provision at station end of Sea Mills Lane for allotment holders	Parking Restrictions ("yellow lines") included in S131 parking review	In progress
S123	SB	Coombe Lane	Provide a Zebra Crossing, near Rayleigh Road	Possible alternative locations to be reviewed, together with provision of central pedestrian refuge points as an alternative	Under Review
S124	SB	Stoke Hill	Paint additional "Slow" markings on road near Eastmead Lane	Will be funded from NP3 "Minor Signing & Lining" budget	In progress
S125	SB	Stoke Hill ('Tracker' ID 885)	Vehicles obstructing dropped kerbs at Stoke Hill Shops	Paint additional white lines and "Disabled" markings	In progress
S126	SB	Portway	Provide improved footway between Roman Way and Avon Wildlife Trust's nature reserve	Feasibility study required	Under Review
S127	SB	Dingle Road ('Tracker' ID 943)	Request for Zebra Crossing as there are no safe crossing facilities near the bus stops	Survey the area for possible crossing location. The location straddles 2 Neighbourhood Partnerships	Under Review
S128	SB	Sea Mills Lane ('Tracker' ID 1012)	Request for Zebra Crossing between Avon Way and Lyndale Avenue	Survey the area for possible crossing location. What local support had been identified?	Under Review
S129	SB	Stoke Park Road ('Tracker' ID 1197)	Vehicles over-running and damaging the grass verge.	Parking restrictions and/or installation of street bollards to be appraised by Highways' engineer.	Under Review
S130	SB	Parry's Lane/Cross Elms Lane junction ('Tracker' ID 1186)	Road safety issues with vehicles failing to negotiate bend, mounting pavement and demolishing boundary walls etc	"Bend warning" signs will be erected and targeted maintenance work will be undertaken in Spring 2017 to improve the anti-camber characteristics of the bend	In progress
S131	SB	Sea Mills Station Parking Review	To include, Hadrian Close, Roman Way, Branscombe Road, Sea Mills Lane etc	Parking Review sanctioned at June 2016 NP for inclusion in 2016/18 programme. Public Consultation closes 14 Nov 2016	In progress
S133	SB	Shaplads, Stoke Park Road, Ormerod Road	Obstructive parking by vehicles believed to belong to students residing at the University's Hyatt Baker site.	University deny that the problem is caused by student's vehicles and, therefore, not their problem to address (see also W146).	Under Review
S134	SB	Safety at junction of Shirehampton Road & Bell Barn Road ('Tracker' ID 1272)	Concerns over safety with accidents at this junction. Improved crossing points and built out kerbs requested.	Review accident Reports and discuss with Highways Engineer as to any possible improvements. Kerb/footway upgrade likely to cost approx £10k	Under Review

Ref	Area	Location	Details	Progress	Status
S135	SB	Parked vehicles on Stoke Park Road ('Tracker' ID 1324)	Congestion and verge damage due to parked vehicles.	Link with Highway Issue S129 (Tracker ID 1197)	Under Review
Section 2 - Minor Traffic Schemes - Westbury-on-Trym					
W114A	WoT	Chock Lane	Additional traffic-calming measures, not covered by W114	3 over-runnable chicanes and other traffic calming work completed in July 2015. Highways have yet to report-back to residents on any additional practical works that could be considered for NP funding.	Under Review
W119	WoT	Falcondale Road, near junction with Greystoke Avenue	Introduce a pedestrian crossing, across Falcondale Road	Feasibility study required. A cheaper (£15-20k) option could be to incorporate a central refuge island, without a formal crossing.	Included in CPNN mitigation review
W121	WoT	Falcondale Road/ Westbury Road junction	Current location of both Zebra Crossings is a hazard to pedestrians and vehicles	Relocation of crossing points included with signalisation of junction. S106 part-funding available from Planning Consent to expand St Ursula's Academy.	Included in CPNN mitigation review
W121A	WoT	Falcondale Road/ Westbury Road junction	Minor improvements to crossing following pedestrian accident on crossing	Erect additional warning sign (complete); review and extend zigzag markings; lay high friction surface on approaches to crossing, see W121	Included in CPNN mitigation review
W123	WoT	Falcondale Road	1 of 6 recommendations contained in a traffic signal sequencing review, previously sanctioned by the NP	Connect the lights to the Council's private fibre network (BNET) to give enhanced reliability, cost £30k-£50k.	Included in CPNN mitigation review
W124	WoT	Falcondale Road	1 of 6 recommendations contained in a traffic signal sequencing review, previously sanctioned by the NP	Install traffic cameras on the BNET system, cost approx £20k but dependant on completion of W123	Included in CPNN mitigation review
W125	WoT	Falcondale Road	1 of 6 recommendations contained in a traffic signal sequencing review, previously sanctioned by the NP	Introduce a "Clearway" during peak hours, cost £10k	Included in CPNN mitigation review
W126	WoT	Falcondale Road/ Stoke Lane junction	1 of 6 recommendations contained in a traffic signal sequencing review, previously sanctioned by the NP	Improvements to the capacity of the Stoke Lane junction, cost approx £25k	Included in CPNN mitigation review
W127	WoT	Falcondale Road/ Henbury Road junction	1 of 6 recommendations contained in a traffic signal sequencing review, previously sanctioned by the NP	Improvements to the capacity of this junction. These would cost approx £200k and be funded from the Council's capital budget, probably within the next 5 years	Included in CPNN mitigation review
W129	WoT	Canford Lane (between Canford Road and Dingle Road)	Provide Zebra Crossing and/or central pedestrian refuge(s) near entrance to Crematorium	Issue highlighted and discussed at WoT Forum (Nov 2016) and those present were supportive of a crossing	Under Review
W130	WoT	Glenwood Road	Provide double yellow lines opposite allocated parking spaces to maintain adequate access for traffic.	Parking restrictions ("yellow lines") included with Southmead Hospital Parking Statutory Consultation	In progress
W132	WoT	Eastfield Road, at Cote Lea Park junction	Difficulty for pedestrians using crossing point, due to parked vehicles restricting visibility	Will require parking restrictions if parked vehicles are to be moved further away from crossing point.	In progress
W133	WoT	Greystoke Ave, junct with Falcondale Road	A BCC Report in 2012 highlighted that existing pedestrian refuges at the junction were poorly sited and proposed that improved crossing points plus a 2-lane exit from Greystoke Ave to Falcondale Road, would benefit both pedestrians and traffic	Review recommendations and pursue options. Also to include W119. Design Study sanctioned at Dec 2013 NP, subsequently decision reversed at March 2014 NP.	Included in CPNN mitigation review

Ref	Area	Location	Details	Progress	Status
W134	WoT	Coombe Lane junction with Canford Lane	Excessive speed of traffic moving from Canford Lane into Coombe Lane and also difficult for pedestrians to cross Coombe lane at this wide junction.	Consider pavement build-outs to reduce speed of traffic and provide central pedestrian refuge. Issues addressed in Planning Application 16/03833/F for 112 Coombe Lane	Under Review
W135	WoT	Cote Lea Park junction with Pinewood Close	Inconsiderate parking on junction, reducing visibility for drivers	Parking restrictions ("yellow lines") included with W136	In progress
W136	WoT	Holmwood Gardens, Passage Road, Shipley Road and Westfield Road	Roads currently being used for all-day commuter parking with resultant visibility problems and pavement parking	Parking Review sanctioned at June 2014 NP. Public Consultation completed and scheme will progress to Statutory Consultation, prior to scheme implementation early 2017	In progress
W139	WoT	Rosery Close	Roads currently being used for all-day parking with resultant problems for residents	Parking restrictions ("yellow lines") included with W136	In progress
W140	WoT	Southdown Road and Hillsdon Road	Problems with "rat-running" to avoid Henbury Road/Falcondale Road traffic lights	Could be included with CPNN mitigation review	Included in CPNN mitigation review
W141	WoT	Section of Henbury Road near junction with Hyland Grove	Pedestrian crossing on Henbury Hill has been requested - near Northover Road	Issue discussed at WoT Forum (Nov 2016)	Under Review
W142	WoT	Falcon Close, junction with Henbury Road	Inconsiderate parking on junction, reducing visibility for drivers	Parking Restrictions ("yellow lines") to be included in next local parking review	On Hold
W144	WoT	Canford Lane, between Canford Road and Falcondale Road	Complaint of increased traffic congestion following increased number of busses using Canford Lane	Parking arrangements and possibility of one-way street could be considered as part of the CPNN mitigation review	Included in CPNN mitigation review
W146	WoT	Elmlea Avenue & Rylestone Grove ('Tracker' IDs 783 and 1165)	Obstructive parking by vehicles believed to belong to students residing at the University's Hyatt Baker site.	University deny that the problem is caused by student's vehicles and, therefore, not their problem to address (see also S131).	Under Review
W147	WoT	Canford Lane (near Merlin Close) ('Tracker' ID 1221)	Kerb to be improved/built on grass island off Canford Lane to prevent escalating damage to grass verge due to inconsiderate parking	Installation of kerb and bollards as a "minor works" project agreed by NP, June 2016. Work programmed for late 2016	In progress
W148	WoT	Westbury Hill Car Park	Requests to include larger "mother & child" parking bays and to mark-out exit lane for both left and right turners	Parking Services confirmed that marking-out two exit lanes was not viable – on safety grounds. "Mother & Child" bays to be marked-out December 2016	In Progress
Section 3 - Minor Traffic Schemes - Henleaze					
H107	Hen	Henleaze Rd/Westbury Rd	Ban right turn out of Henleaze Road	Perceived need will be monitored and, if necessary, included as part of CPNN mitigation.	Included in CPNN mitigation review
H108	Hen	Lime Trees Road to Ridgehill	Complete the missing 20m section of cycle path at the Ridgehill end	Subject to establishing ownership of the small piece of land over which the Cycle Path would be laid	In progress with PRoW Team
H115A	Hen	Henleaze Road, exit from Tesco	Safety concerns for pedestrians on pavement	Pavement bollards installed, additional white lining yet to be completed.	In progress
H124	Hen	Wellington Hill West, junction with Kellaway Avenue	Move Stop Line further down Wellington Hill West to give busses turning from Kellaway Ave more room to manoeuvre.	Road markings reviewed and changes to be introduced during next maintenance cycle.	In progress
H125	Hen	Coldharbour Road, between Cairns Road and Halsbury Road	Install pedestrian crossing.	Public consultation completed. Works now to be delivered as part of a larger Cycling Ambition Fund scheme. Estimated completion - end 2016	In progress
H127	Hen	Downs Park West, junct with Henleaze Rd	Inconsiderate parking on junction	Parking restrictions included in North View TRO Review	In progress

Ref	Area	Location	Details	Progress	Status
H130	Hen	Brean Down Ave, junction with White Tree Road	Introduce parking restrictions at junction	Parking restrictions included in North View TRO Review	In progress
H131	Hen	Eastfield junction with Eastfield Road	Introduce parking restrictions at junction	Parking restrictions included in WoT parking review	In progress
H132	Hen	Grange Park junction with Brecon Road, Waterford Road & Antrim Road	Inconsiderate parking in junction area restricting access for through traffic, in particular in Grange Park	Parking restrictions included in Brecon Road TRO Review (H134)	In progress
H134	Hen	Brecon Road	Provision of "safety features" around St Ursula's Academy, including additional parking restrictions and speed tables	Part of Planning Application to expand St Ursula's Academy and will be funded by the Academy. TRO being progressed with site work due to complete Easter 2017	In progress
H135	Hen	Downs Park East, junct with Henleaze Rd	Inconsiderate parking on junction	Parking restrictions included in North View TRO Review	In progress
H136	Hen	Westbury Park (the road)	Suggestion that the road could become a one-way street to obviate the dangers of all-day parking	Currently little support from the WP Community Association. The outcome of a post-RPZ review could influence any proposals.	On hold
H137	Hen	Wellington Hill West Zebra Crossing (near 'Beehive' PH)	"Puffin crossing" requested to make the existing crossing safer - especially for children attending Horfield school. Upgrade to a "Puffin Crossing" (+£60k) beyond the NP's budget	Belisha Beacon LED halos completed and anti-skid surfacing being progressed (part-funded with NP4). Crossing currently being considered for CAF upgrade - "QuietWay" route to Southmead Hospital	In progress
H138		North View	Relocate in-bound bus stop from North View to Northumbria Drive (outside library)	Funding for a design study and local consultation agreed by NP, December 2015	In progress
H141	Hen	Henleaze Parking Review ('Tracker' ID 860)	Various issues identified: Wanscow Walk, junct with Henleaze Road; Henley Grove junction with Henleaze Road; Henleaze Road (between Northumbria Drive and Westbury Road); Etloe Road	Revised Parking Review sanctioned at June 2016 NP for inclusion in 2016/18 programme and progress subject to availability of BCC resources	In progress
H142	Hen	Kellaway Avenue ('Tracker' ID 1014)	Request for Zebra Crossing between Kings Drive and Phoenix Grove.	The location straddles 2 Neighbourhood Partnerships. Issue raised at Henleaze Forum (November 2016) and rejected as not being required.	Under Review
H143	Hen	Henleaze Road ('Tracker' ID 1121)	Request for Zebra Crossing near Downs Park West	Survey the area for possible crossing location. What local support had been identified?	Under Review
H144	Hen	Etloe Road ('Tracker' ID 1255)	Pavement-parking near North View causing an obstruction to pedestrians and buggies	Without the presence of yellow lines, obstruction is a Police matter. Additional parking restrictions to be reviewed under H141.	In progress
H145	Hen	Harbury Road ('Tracker' ID 1273)	Vehicles over-running and damaging the grass verge.	Parking restrictions and/or installation of street bollards to be appraised by Highways' engineer.	Under Review
H146	Hen	Blandford Close ('Tracker' ID 1278)	Turning circle at end of cul-de-sac obstructed by parked vehicles	Obstruction is a Police matter. White "Keep Clear" markings to be painted.	In progress
H147	Hen	Waterford Road, junction with Henleaze Road ('Tracker' ID 1179)	Crossing in the vicinity of a junction containing 5 roads causes an issue for pedestrians, particularly the elderly.	Survey area to establish if a central pedestrian refuge is practical. Survey by Highways' engineer concluded that refuge is not feasible. Issue closed.	Closed
H148	Hen	Falldon Way ('Tracker' ID 1311)	Parked vehicles causing visibility issues for vehicles exiting Falldon Court	Additional parking restrictions to be reviewed under H141.	In progress
H149	Hen	Kellaway Avenue (Golden Hill) ('Tracker' ID 1366)	20mph speed limit plus physical calming ("speed humps") requested in the Golden Hill area plus a new Zebra Crossing.	Zebra Crossing already covered by Issue H142. Road could be assessed for practicality of 20mph limit and physical calming.	Under Review
H150	Hen	Review of Parking Bays on St. Albans Road ('Tracker' ID 1397)	A review of the 8 one-hour parking bays in order to free them up for residents	Parking restrictions to be reviewed under H141.	In progress

Working Group for Older People

Report to the Neighbourhood Partnership 5 December 2016

WGOP aims to promote the health, well being and quality of life of isolated older people within the NP3 area.

The AGM

The AGM of NP3's Working Group for Older People took place at 10am on the 5 October 2016. The Notes of the last AGM were approved. After a discussion, three minor changes were made to the final draft of the Constitution which had been circulated with the meeting agenda.. Subject to these changes, the Constitution was approved.

The AGM agenda included the Chairman's Report, the Treasurer's Report and the Election of Officers. No matters were raised in Any Other Business. The new Constitution is included in the papers submitted to the Neighbourhood Partnership meeting on 5 December 2016.

What's On Booklet

At the October meeting, the group proposed that a third edition of this popular booklet should be published. It was agreed, that the booklet should, subject to funding, be produced with the support of the Communications Group. The aim is to have a new edition by 31 March 2017.

Future Activities

It was agreed that the Group needed to reach more isolated older people and to have more regular events, in addition to the activities already on offer in the area. The What's On Booklet will endeavour to promote all activities for the over 55's in our Neighbourhood Partnership.

A possible event bringing all isolated older people together for Tea and Cake was discussed.

Insurance

it was agreed to renew the WGOP's insurance policy.

Next meeting - Wednesday 11 January 2017 at 10am

Constitution of the Working Group for Older People (WGOP)

1. Aims

1. To promote the health and well-being and improve the quality of life of older people (**those over the state retirement age**) in NP3
2. To manage, fund and co-ordinate projects that benefit older people - with particular attention to those who are isolated and/or have mobility issues
3. To research, review, monitor and report on facilities and services for older people, ensuring that the views of residents from the area are considered
4. To work with appropriate Bristol City Council (BCC) Officers and other relevant statutory and voluntary sector service providers to make recommendations to the NP regarding NP and other funds
5. To influence and contribute to discussions and decisions about older people, as agreed by the NP, and negotiate relevant funds from city-wide and other budgets

2. Actions

1. To submit funding proposals to the NP to undertake activities. These proposals are to be fully budgeted
2. To gather information from/ disseminate to residents, using Forums, public events and meetings, and by other forms of public consultation as deemed appropriate
3. To work with BCC Officers
4. To review this Constitution each year; it will be submitted to the NP for agreement
5. To maintain a bank account and provide financial details, in an agreed format, at each WGOP meeting
6. To bid for grants and raise funds

3. Management

1. The WGOP requires three designated officer roles to be elected annually. These are:
 - **Chair.** This person must be a NP rep (see footnote). They will lead the group, call meetings, chair meetings, act as spokesperson, be one of the designated cheque signatories, and liaise with BCC officers
 - **Secretary.** This person should ideally be an elected NP rep. They will liaise with the Chair in setting all meeting agendas, retain and supervise all contact databases, take and keep minutes of all meetings, be one of the designated cheque signatories, and collect and circulate any relevant information
 - **Treasurer.** This person should ideally be an elected NP rep. They will oversee the financial affairs, keep proper accounts that show all monies received and paid out by the Group and be one of the cheque signatories

4. Finance

1. All monies received shall be applied to further the aims of the WGOP
2. All accounts will be prepared to 31st March each year to coincide with BCC's financial year end
3. The annual accounts must be approved by all three officers and an Independent Examiner
4. Cheques must be signed by two of the nominated signatories (Chair, Treasurer and Secretary). Save for exceptional circumstances, the Treasurer will always be one of the two signatories
5. Reasonable out-of-pocket expenses including postage, photocopying, phone calls, printing, stationery and refreshments for trips may be paid. The mileage allowance for trips shall be the same as that for BCC staff
6. Reimbursement of out-of-pocket expenses must, wherever possible, be supported by an original receipt and must be authorised by the Treasurer or the Secretary. The Treasurer and Secretary cannot authorise their own expenses

5. Meetings

1. The WGOP will meet quarterly, in time to provide meeting notes to the subsequent NP meeting. Additional meetings can be held if deemed necessary. The Chair is responsible for calling extra meetings
2. Meetings must include at least two elected resident reps from Westbury-on-Trym & Henleaze and one from Stoke Bishop to be quorate
3. All WGOP meetings are open to residents. Residents living in the NP area and the NP's Councillors should be encouraged to attend and participate in meetings
4. Meetings will be chaired by the WGOP Chair. If the Chair is absent, the Secretary will chair the meeting
5. A list of residents who want to receive notice of meetings will be maintained by the Secretary
6. All contact databases are to be held by the Secretary. The information on any database can only be accessed in accordance with the Data Protection Act (1998)

6. AGM

1. The Group shall hold an AGM once a year. It will, take place at the WGOP meeting following the Ward Forums when reps are elected
2. All NP reps, Councillors and residents shall be entitled to attend. At least two weeks' notice of the meeting will generally be given via the NP website and by using the WGOP contact database
3. Business shall include a report from the Chair on the WGOP's activities over the year, a report from the Treasurer on the finances of the Group, election of officers, and formal proposals. All reports, officer nominations, proposals and agenda items must be received by the Secretary at least seven days before the AGM. All reports and proposals will be publicised via the NP website and by using the WGOP database
4. At least two elected reps from Westbury-on-Trym & Henleaze and one from Stoke Bishop must be present for the AGM (and any other General Meeting) to be quorate

7. Conduct at meetings

1. All members of working groups are required to follow the NP Code of Conduct. This can be found at:

<https://www.bristol.gov.uk/documents/20182/34308/3.d+Neighbourhood+Partnership+Code+of+Conduct+%28EM+-+HA%29.pdf/7c605f9a-2fbb-4074-bf32-787c106cb4be>

2. At the start of each meeting the Chair will remind everyone of the NP Code of Conduct and the need for all attendees to act in a courteous manner and to conduct all discussions via the Chair

8. Dissolution

1. All unspent grant funds will be re-paid to the grant givers. The officers and the Neighbourhood Coordinator will manage this task and report to the NP on its progress and conclusion
2. All part-delivered projects will be monitored and submitted to the relevant bodies determined by the NP
3. Any other funds in the bank account will be given to other charitable organisations

Footnote: The Chair of the WGOP must be a NP rep as per the Terms of Reference

The original Constitution was dated 6 June 2011. This Constitution was agreed on 5 October 2016.



Notes of NP3 Communications Group Meeting

Tuesday 18 October 2016 at Westbury Library

Present:

Helen Furber (HF) (Chair)
Ella Davies (ED)
Andrew McGrath (AM)
Peter Weeks (PW)

Alan Aburrow (AA)
Geoff Gollop (GG)
Alan Preece (AP)

Valerie Bishop (VB)
David Mayer (DM)
Sheila Preece (SP)

1 Apologies

None.

2 NP3 calendar

HF commented that she had looked at the published calendar and it appears that some dates/ times need to be amended/ confirmed.

AM agreed to deal with the updating which includes (a) the venue/ times for the October/ January Small Grants meetings [Sea Mills rather than Westbury Library], (b) confirming the venues for the February Forums and the January Transport and Environment meetings and (c) showing that the next Working Group for Older People meeting will be at 10am on 11 January at Henleaze Library.

3 Corporate Strategy for 2017 to 2022

A discussion took place about the document issued by the Mayor on 13 October and the associated consultation process that closes on 5 January 2017. (see bristol.citizenspace.com/bristol-city-council/corporate-strategy-2017-2022).

The document sets out Bristol City Council's priorities in a five year-plan for the city and includes possible solutions towards a £92m budget gap we face between 2017 and 2022.

It was noted that NPs are referred to on page 55 of the consultation document.

It was agreed that we should encourage as many people in NP3 as possible to complete the consultation survey.

4 Asher Craig

Asher Craig (AC) is the Cabinet Member for Neighbourhoods. She is leading a review of NPs.

AC has contacted Councillors to ask them to invite her to visit each of the 14 NPs before the end of 2016. Each visit is for a maximum of two hours. In advance, she has shared the slides from a presentation given by Di Robinson to a meeting of the Neighbourhoods Scrutiny Commission.

It was agreed that it might help AC get a better grasp of activity in NP3 if she is sent a copy of an agenda and supporting papers for one of the November Forums. AA agreed to send an electronic copy of the Westbury-on-Trym agenda (with hyperlinks to the working group papers) to GG for the Councillors to share the information with AC.

The Communications Group members are available to support the Councillors (as necessary) with AC's visit.

- 5 Website** As previously agreed, HF pursued Knowle West Media Centre (KWMC) for a costed list for the various services we require. A response had been slow in arriving. It transpires that this is related to Web Projects Manager, Russell Knights (RK) leaving as of 31 October as his role has been made redundant.
- KWMC can continue to host our website but can no longer supply us with training and there is a doubt about any ongoing support they can provide. It was agreed that HF should contact both KWMC and RK (who is reverting to running his own business). KWMC will be asked to confirm the cost of hosting the website and RK will be asked to quote for web training (introductory and follow up) and ongoing support. Provisionally he has indicated his day rate is £250. HF was also asked to contact Voscur about any training they may be able to provide.
- 6 Social Media** It was agreed, in the short term, to prioritise the website over spending time on developing other social media.
- Gary Brentnall has set up a Facebook page for NP3 which is live. In due course, we can link this (and other media) to the website.
- 7 Key priorities** In advance of the meeting, HF had taken the key Communications priorities and drafted a basic action plan. It was agreed that the action plan should be 'fleshed out' more and then shared with group members to agree on individual responsibilities.
- 8 Westbury-on-Trym 1300** On 15 October, the NP had a stand at a launch event for the celebration in 2017 of 1300 years of Westbury-on-Trym. The aim of the event was to explain to the public what the NP (and other organisations) do for the local community and to highlight events in 2017. A debrief meeting was taking place shortly after the Communications meeting; we will need to decide on the nature/ level of our further involvement.
- 9 Equalities Review** As agreed at the September NP meeting, the Neighbourhood Partnerships Equalities Review 2016 was discussed. The group considered that overall we are doing well in NP3 in relation to Bristol as a whole.
- 10 Henleaze & Westbury Voice** HF agreed to contact the editor with an offer of the NP supplying a monthly article.
- 11 Sea Mills** ED has a key to the notice board at Sea Mills Railway Station. She asked that she receives appropriate posters to publicise the work and activities of the NP.
- 12 Next quarterly meeting** 4pm (revised time) on Tuesday 10 January 2017 at Westbury Library.



MY NEIGHBOURHOOD



**Stoke Bishop, Westbury on Trym & Henleaze
NEIGHBOURHOOD PARTNERSHIP
Monday 5th December 2016**

Report of: Andrew McGrath – Communities & Neighbourhoods

Title: NP Co-ordinator **Telephone Number:** 0117 9036436

RECOMMENDATIONS. The NP is asked:

1. To note the date of the next forums.
2. To note the current budget of the NP
3. To note the meeting schedule and to agree or alter the proposed dates
4. To note the updates on this NP's devolved budgets and to note the update on non-devolved S106 funding allocated to this NP area
5. To note the brief reference to the BCC Corporate Strategy 2017-22, the potential cuts to NP funding and the review of the NP structure
6. To note and comment on the description of the upcoming Clean Streets Campaign, and to agree how the NP can progress its involvement in this campaign

1. Forum Updates

Forums were held in each of the 3 'old' wards in early November. For full details and notes go to:

<http://www.activenp.co.uk/>

The dates of the next forums are as follows:

**Stoke Bishop – 7pm Tuesday 7th February 2017. Stoke Bishop Primary
Westbury-on-Trym & – 7pm Wednesday 8th February 2017. Venue 35
Henleaze – 7pm Thursday 9th February 2017. Henleaze Library**

2. Current financial situation

The NP has had two meeting this financial year. The full details of the NP's funds and what has been committed are in the table below, along with the remaining budget balance. This will be updated for each NP meeting (more often, if required).

NP3 Budget details devolved funds 2016/17	brought fwd from 2015/16	new budget / allocation 2016/17	Total for 2016/17	committed spend at NP mtg 13.06.16	Committed spend at NP mtg 26.09.16	balance remaining in 2016/17	
a. Well being	22,114	26,620	48,734	7,316	3,500	37,918	Two grants awarded at September meeting
b. other costs incurred in 2015/16	-3,380	3,380	0	0	0	0	
c. Clean & green	1,500	1,500	3,000	1,500	0	1,500	
sub total	20,234	31,500	51,734	8,816	3,500	39,418	
d. Minor traffic schemes	30,312	25,714	56,026	18,000	27,000	11,026	One scheme and one minor works budget agreed at September meeting
e. Narrow estates funding	15,726	4,029	19,755	0	0	19,755	
sub total	66,272	61,243	127,515	26,816	30,500	70,199	
CIL	36,211	0	36,211	7,000	3,150*	26,061	*OQ sensory garden
S106	27,320	10,285.69 ¹	27,320		4,745**	22,575	**Stoke Lodge sensory garden ¹ New S106 award (see 4.2 below)
TOTAL	129,803	71,528.69	201,331.69	33,816	38,395	129,120.69	

3. Future meeting dates. The NP is asked to **note** the meeting dates and **agree or alter** the dates as required.

	Cycle 3 2016/17	Cycle 4 2016/17	Cycle 1 2017/18
NP	Monday 5 th December Henleaze Junior School 7.00pm	Monday 6 th March Stoke Bishop Primary school 7.00pm	Monday 12 th June Venue tbc 7.00pm
NP Pre meeting	Monday 28 th November Sea Mills Library 6.00pm	Monday 27 th February Sea Mills Library 6.00pm	Monday 5 th June Venue tbc 6pm
Deadline for submission of reports/papers to the NP	Thursday 17 th November	Thursday 16 th February	Thursday 25 th May
	↕	↕	↕
Henleaze Forum	Thursday 3 rd November Henleaze Library 7.00pm	Thursday 9 th February Venue tbc 7.00pm	Wednesday 10 th May Venue tbc Combined forum (rep elections)
WoT Forum	Wednesday 2 nd November Venue 35 7.00pm	Wednesday 8 th February Venue tbc 7.00pm	
SB Forum	Tuesday 1 st November Stoke Bishop Primary School 7.00pm	Tuesday 7 th February Venue tbc 7.00pm	Tuesday 9 th May Venue tbc (rep elections)
Well Being Working Group	Monday 24 th October Sea Mills Library 2.00pm	Monday 16 th January Sea Mills Library 3.00pm	Monday 1 st May Sea Mills Library 3.00pm
Well Being and Environment closing dates	Friday 14 th October	Friday 6 th January	Friday 21 st April
Communications Working Group	Tuesday 18 th October Westbury Library 5.00pm	Tuesday 10 th January Westbury Library 5.00pm	Tuesday 18 th April Westbury Library 5.00pm
Transport Working Group	Monday 31 st October W-o-T Academy 7.00pm	Tuesday 17 th January W-o-T Academy 7.00pm	Monday 17 th April Venue tbc 7.00pm
Environment Working Group	Thursday 27 th October Venue tbc 2.00pm	Thursday 12 th January Venue tbc 2.00pm	Thursday 27 th April Venue tbc 2.00pm
Working Group for Older People	Wednesday 5 th October Henleaze Library 10.00am	Wednesday 11 th January Henleaze Library 10.00am	Wednesday 12 th April Venue tbc 10.00am

4. Devolved Services Update

4.1 Community Infrastructure Levy

Stoke Bishop, Westbury-on-Trym & Henleaze Neighbourhood Partnership

CIL monies held - 31 October 2016

Monies to be spent on measures to support the development of the Neighbourhood Partnership's area, by funding:

a) the provision, improvement, replacement, operation or maintenance of infrastructure; or

b) anything else that is concerned with addressing the demands that development places on an area

Date Received	Application	Site Address	Amount
12/08/13	13/00725	7 Church Avenue, Stoke Bishop	£2,163.00
28/08/13	12/05184	Reynolds Garage, 43 Church Rd, Westbury-on-Trym	£1,323.00
06/12/13	12/05218	2 Trymwood Parade, Stoke Bishop	£5,184.00
23/04/14	13/04155	Old Sneed Park Cottage, Mariners Drive, Sneyd Park	£2,443.35
23/01/15	13/01967	Winford Court, Downs Park West, Henleaze	£52.50
22/04/15	14/01347	Henleaze Terrace / Eastfield Road, Henleaze (1)	£5,219.18
08/06/15	14/00309	Land to rear of 21 to 31 Avon Way, Sneyd Park	£322.17
09/06/15	13/05335	Redwood, Stoke Park Road South, Sneyd Park (1)	£1,423.11
03/07/15	12/00803	Land to rear of 86 and 88 Henleaze Road, Henleaze	£2,247.00
06/08/15	14/01347	Henleaze Terrace / Eastfield Road, Henleaze (2)	£5,219.18
06/08/15	13/02002	Former Dairy Crest Depot, Parrys Lane, Stoke Bishop	£1,055.39
02/09/15	13/01230	6 Russell Grove, Henleaze	£903.00
16/10/15	13/05335	Redwood, Stoke Park Road South, Sneyd Park (2)	£1,423.11
04/02/16	14/01347	Henleaze Terrace / Eastfield Road, Henleaze (3)	£7,828.78
08/04/16	13/05335	Redwood, Stoke Park Road South, Sneyd Park (3)	£2,134.67
11/04/16	15/04301	46 Tuffley Road, Westbury-on-Trym	£714.38
03/05/16	15/04312	69 High Street, Westbury-on-Trym	£3,132.59
29/06/16	13/05335	Redwood, Stoke Park Road South, Sneyd Park (4)	£2,134.67
18/08/16	14/01347	Henleaze Terrace / Eastfield Road, Henleaze (4)	£7,828.78
18/10/16	13/04796	35 Passage Road, Westbury-on-Trym (1 and 2)	£3,905.52
		Total	£56,657.38

£5,000 applied to Golden Hill PROW Improvements (awaiting draw down of funds)

£3,986 applied to Stoke Lodge Play Equipment (awaiting draw down of funds)

4.2 S106 update

Stoke Bishop, Westbury on Trym & Henleaze Neighbourhood Partnership				
Devolved Section 106 monies held as at 31 st October 2016				
Permission / Site / S106 Code/contact officer	Current Contribution Value	Actual Current funding available	Date to be Spent / Committed by	Purpose of Contribution
Parks				
11/02870 / 3 Stoke Hill, Stoke Bishop / ZCD...A35 Richard Ennion (Horticultural Services Manager)	£129.94	Remaining: £129.94 £2,200 committed Sept 2014 (trees)	No Limit	The provision of off-site tree planting within one mile of 3 Stoke Hill
13/02002 / Former Dairy Crest Depot, 49 Parrys Lane, Stoke Bishop / ...SC26 Richard Fletcher (Parks Operations Manager)	£10,285.69	£10,285.69	No limit	The provision of improvements to Parks and Open Spaces within one mile of 49 Parrys Lane
10/02834 / 13 to 21 North View, Henleaze / ZCD...A32 Richard Fletcher (Parks Operations Manager)	£4,709.79 Original amount: £6084.79	Remaining - £4,709.79 £1,375 committed December 2014 (Durdham Down Trees)	No Limit	The provision of improvements to Parks and Open Spaces within one mile of North View
12/01954 / Hiatt Baker Hall, Parry's Lane, Stoke Bishop / ZCD...A82 Richard Fletcher (Parks Operations Manager)	£38,023.35 (Original allocation: £117,040.67)	Remaining - £13,844.69 £36,336.90 committed March 2014 (SL car park) £13,741.05 committed March 2014 (Canford loos)	No Limit	The provision of improvements and / or maintenance of informal green space, natural green space and active sports space (fixed or seasonal) within one mile of Hiatt Baker Hall (NOTE: - this contribution cannot be spent on a children's playground)

		<p>£29,000 committed March 2014 (O. Quarry Park)</p> <p>£8,177.04 committed September 2014 (FOSPNR path project)</p> <p>£1,196 committed December 2014 (street Trees - £825)</p> <p>£10,000 committed at the September 2015 NP meeting (tree sculpture)</p> <p>£4,745 committed at September 2016 NP meeting (Stoke Lodge Sensory Garden)</p>		
04/03385 / 25 Shipley Road, Westbury-on-Trym / ZCD...768 Gareth Vaughan-Williams (Highways Manager)	£5,164.13	Remaining - £5,164.13	No Limit	The provision of improvements and maintenance of Public Right of Way 560
11/01178 / 99 Devonshire Road, Henleaze / ...SB82 John Bos (Community Buildings Officer)	£7,646.59	Remaining: £7,646.59	No Limit	The provision, improvement and/or maintenance of community facilities within one mile of 99 Devonshire Road, or within Henleaze Ward

4.3 Highways. Please see Transport Working Group report

4.4 Well Being. Please see separate report

4.5 Non-devolved S106 as of 31st August 2016

These S106 contributions are generated within the NP, but are not necessarily to be spent in these wards.

Non Devolved S106 contributions held at 31st August 2015							
Permission / Site / S106 Code	Ward	Neighbourhood Partnership	Dept with spending responsibility	Contact Officer	Current Contribution Value	Date to be Spent / Committed by	Purpose of Contribution / Comments
13/02002 / Former Dairy Crest Depot, 49 Parrys Lane, Stoke Bishop / ...SC26	Stoke Bishop	Stoke Bishop/ Westbury-on-Trym / Henleaze	Neighbourhoods	Richard Fletcher (Parks Operations Manager)	£1,870.13	No Limit	Improvements to destination parks (i.e. the Downs / Blaise Estate / Oldbury Court Estate / Ashton Court Estate / Hengrove Play Park)
09/05111 / Bristol Zoo Temporary Car Park, Ladies Mile, Clifton / ZCD...905	Stoke Bishop	Stoke Bishop/ Westbury-on-Trym / Henleaze	Place	Alistair Cox (Strategic Transport Service Manager)	£3,051.54	No Limit	Towards the costs of monitoring the performance of the Travel Plans, all Surveys and the use of the Park and Ride Scheme
13/01140 / Bristol Zoo Temporary Car Park, Ladies Mile, Clifton / ...SB54	Stoke Bishop	Stoke Bishop/ Westbury-on-Trym / Henleaze	Place	Alistair Cox (Strategic Transport Service Manager)	£1,007.13	No Limit	Towards the costs of monitoring the performance of the Travel Plans, all Surveys and the use of the Park and Ride Scheme
06/04018 / 144 Falcondale Road, Westbury-on-Trym / ZCD... 492	Westbury-on-Trym & Henleaze	Stoke Bishop/ Westbury-on-Trym / Henleaze	Place	Alistair Cox (Strategic Transport Service Manager)	£2,088.94	No Limit	Car Club Contribution
07/01464 / 34 to 38 Fallodon Way, Henleaze / ZCD...A25	W-o-T & Henleaze	Stoke Bishop/Westbury-on-Trym / Henleaze	Neighbourhoods	Richard Fletcher (Parks Operations Manager)	£2,211.54	No Limit	The provision and/or improvement of citywide sports pitches

5. Corporate Strategy 2017-22

The NP will be aware that the BCC Corporate Strategy 2017-22 is currently out for consultation. The NP may wish to submit a NP view on the strategy. All citizens are also able to submit their own thoughts and ideas. Go to:

<https://bristol.citizenspace.com/bristol-city-council/corporate-strategy-2017-2022/> .

The consultation closes on 5th January 2017. It is understood the Cabinet Member responsible for Neighbourhoods is convening a task group to look at the future of NPs

Proposed budget savings directly relating to Neighbourhood Partnerships as they appear in the Corporate Strategy 2017-2022 Consultation are as follows:

Action:	Outcome:	2017/18	2018/19
Remove funding for local traffic schemes currently devolved to Neighbourhood Partnerships	Currently Neighbourhood Partnerships are given £350k to provide smaller local traffic schemes, which could be removed generating (including staff costs) a £410k saving. Note that delivery of current planned schemes may be impacted.	£410,00	
Reshape our approach to civic engagement and local empowerment and reform Neighbourhood Partnerships.	We recognise the value of Neighbourhood Partnerships but believe there are more efficient ways to undertake this engagement role, and we will work to change the focus and scope of the Neighbourhood Partnerships. The level of saving will depend on the approach taken.	£206,000–£618,000	£69,000–£207,000

The full proposed impact of the cuts on NPs will not be known until the cabinet papers are published for the 7th February Cabinet meeting. The new council budget will be debated and passed (with any agreed amendments) at the Full Council Meeting on 21st February 2017.

The Mayor, and the cabinet member responsible for Neighbourhoods, Asher Craig, have publicly declared that they consider NPs are likely to be subject to changes. Cllr Craig has convened a task group to lead the review of NPs. The timetable for this review is, at present, unknown.

6. Clean Streets Campaign – Launching 21st November 2016

Kurt James, Clean Streets Campaign Project Manager writes: The Mayor has made a pledge that Bristol will be measurably cleaner by 2020.

Measurably cleaner means less litter, fly tipping, fly posting, graffiti, dog fouling, gum and weeds in the city; as well as much more reuse, repairing and recycling so that less waste is produced and disposed of in landfill.

Making Bristol and its streets cleaner is something that everyone who lives, works, learns, or plays here contributes to, supported by those that have the job of keeping the city clean and tidy and working. To make the city cleaner we will:

- Provide a quality cleansing service with clear standards. We also want to tell you what we are doing and how well we are doing it, whether that be cleansing or recycling. We want residents to tell us where what we do is not working or could be better so that we can get better. We also want you to tell us when you see problems like fly tipping or graffiti so that we can do something about it;
- Work with residents, community and faith groups, Universities, schools, and businesses to help them to do their bit whether large or small to improve the look and feel of the city. This could be done through picking up one piece of litter, community clean ups, planting, painting or just sweeping outside their front door or shopfront;
- Spread the word about keeping the city clean and tidy far and wide, and keep doing it. If we want Bristol to be a great city then let us be clear about what we want it to look like and help it to become that. We will embed the campaign principles in the local authority and how it works moving forward and ask our partners to do the same. We will also highlight areas where behaviours like dumping waste on the streets takes place;
- We make sure that our policies and the law support our efforts to keep the city clean and tidy, are visible to the city, and are acted upon;
- We use our enforcement resources where it is needed to back up our aim which is to educate, engage and then enforce to make the city cleaner;

The campaign will be launched on 21st November 2016 and over the next year and beyond we will spread the campaign messaging through our networks and those of our partners, and we would like you to help with this.

We will do more enforcement where we need to and share the impact; involve schools and other learning institutions with the campaign and double the number of Eco-Schools; celebrate the good work that volunteers do quietly to improve their areas and support groups who want to get involved; strengthen our policy base and guidance materials to make it easier for us to manage problems and safer for groups who want to help out; and we will fix difficult problems where we can.

What the Mayor would like from Neighbourhood Partnerships

As partnerships know their areas better than anyone else and have worked hard over the years to improve your areas we wondered if you could:

- Tell us through your Coordinator how you want your area to look?
- Tell us what we need to do more of to make your areas cleaner and tidier and where this needs to be done?
- Tell us about the great work that you have done, do or plan to do large or small which will contribute to improving the look and feel of the city so that we can share this far and wide and make it a part of this campaign as we move forward?

It is **proposed** that the NP's Environment Working Group take the lead on responding to, and working with, the Clean Streets Campaign