



## MY NEIGHBOURHOOD

### Stoke Bishop, Westbury-on-Trym Neighbourhood Partnership Monday 13<sup>th</sup> June 2016

**Report of:** Andrew McGrath - Neighbourhood Coordinator

**Title:** NP Plan Update Report

**Contact:** 0117 9036436

The NP is asked to:

1. **Consider and agree** the updated NP Plan priorities for 2016/17

#### 1. Introduction

The HSBWOT NP Plan has been in existence for one year. As with the development of the plan last year each of the working groups has put in a substantial amount of work updating the priorities relevant to its area of interest. The updates below will provide the headline priorities for the working groups in the coming year. NP members will notice that the overall number of priorities has been reduced. Some of last year's priorities have been achieved, others have become obsolete, hence their removal. The reduction has mainly been due to the working groups wishing to focus more on outcomes (rather than process).

The right hand column relates to how the tasks will actually be performed, and by whom. This column is draft at present and will need to be the subject of discussion in the working groups. It helps to provide a focus for the NP on what input it can expect from officers. NP members' input needs to be added.

## Communications Working Group

Priority (what we want)	by doing - local priority	evidence of need (and base line if known)	activity/project detail	<b>DRAFT Engagement Plan</b> <b>Who</b> will support the delivery of these priorities via engagement (NP members, NPC, NO, other)?
Increase community awareness and encourage residents to contribute their views in order to influence decisions.	<b>Ensure stability of NP3's website:</b>  <b>a.</b> Agree a contract to enable the website to be hosted and maintained  <b>b.</b> Nominate a core group of Communications Group members who can regularly update the website; ensure they are trained appropriately.		<b>C1.</b> CWG to complete the negotiations, with the spec it needs, with KWMC. Contract to include training, problem-solving and updates.  <b>C2.</b> Have at least one person from each of the 3 (old) wards trained and a named administrator for the <a href="http://www.activenp.co.uk">www.activenp.co.uk</a> website.	<b>NO, NPC</b> to attend at least 4 CWG meetings per year  <b>NO, NPC and CWG</b> to update and manage the NP website.
	<b>PR/ 'Getting the message out':</b>  <b>a.</b> Regularly submit articles to local newspapers and magazines – especially Henleaze & Westbury Voice, BS9 and the Observer  <b>b.</b> Maximise the use of local notice boards to publicise NP meetings and activities  <b>c.</b> Set up Facebook and Twitter accounts. Afterwards, investigate other social media options		<b>C3.</b> CWG to agree articles and editorials to be submitted to selected local publications. Authors to be selected for each article  <b>C4.</b> CWG to agree (at each CWG meeting) publications to be placed in noticeboards  <b>C5.</b> NP Facebook account to be launched.  <b>C6.</b> CWG to name administrators of NP Facebook page.	<b>Chair of CWG, NO</b> to liaise with authors and publications, and to submit articles.  <b>CWG members and working Group Chairs</b> to write articles, as directed.  <b>NO</b> to develop and hold contact list of all local publications, websites and newsletters.  <b>NO</b> to set up and launch NP Facebook page.  <b>NO/NPC and CWG members</b> to provide regular content (up to 10 per month).
	<b>Facebook/ Twitter:</b>		<b>C7.</b> CWG to promote the Facebook page using	<b>NO</b> to provide coaching to all CWG

	<p>a. The NO and NPC to receive training to set up and manage Facebook and Twitter pages</p> <p>b. Make residents aware of the Facebook/ Twitter pages.</p>		<p>established methods</p> <p><b>C8.</b> CWG to investigate using Twitter (and/or other formats).</p>	<p>members (as administrators) to be able to manage and submit copy to the NP</p> <p><b>NO</b> and <b>NPC</b> to monitor and report engagement statistics from Facebook (and other social media).</p>
	<p><b>Resources for events:</b></p> <p>a. NP Plan leaflet. b. Any other bespoke leaflets/ fliers – e.g. those generated by the Working Group for Older People</p> <p>c. Keep a supply of photographs readily available</p> <p>d. Have one or more pop up banners available.</p>		<p><b>C9.</b> CWG to lead on the design of NP leaflets</p> <p><b>C10.</b> CWG to gather photos of the NP area to use in publicity and promotional activities</p> <p><b>C11.</b> CWG to retain a publicity pack, to include posters, fliers, pop-up banners, banners and other relevant materials.</p>	<p><b>NO, NPC and NP reps</b> to distribute NP leaflets at designated events (see below), and door-to-door (as directed by CWG)</p>
	<p><b>Working with BCC:</b></p> <p>a. Maximise the use of assistance from the NO and NPC to publicise meetings and activities</p> <p>b. Maintain a contact point with Corporate Communications in case specialist help is required.</p>		<p><b>C12.</b> CWG to agree public events at which it wishes the NP to have a presence</p> <p><b>C13.</b> NP Officers to provide access to BCC Corporate Communications assistance, when needed.</p>	<p><b>NO /NPC/NP reps</b> to attend the following public events to publicise the work of the NP and its working groups:</p> <ol style="list-style-type: none"> <li>1. Stoke Lodge Party in the Park</li> <li>2. Golden Hill Summer fair</li> <li>3. W-o-T Christmas Fair</li> <li>4. Henleaze Christmas Festival</li> <li>5. Others (tbc)</li> </ol> <p><b>NO/NPC</b> to utilise BCC opportunities for publicising NP activities and information.</p>

Priority (what we want)	by doing - local priority	evidence of need (and base line if known)	activity/project detail	<b>DRAFT Engagement Plan</b> Who will support the delivery of these priorities via engagement (NP members, NPC, NO, other)?
<b>Providing a platform for the community to have a voice on environmental matters.</b>	<p><b>a.</b> Continued publicity to increase awareness</p> <p><b>b.</b> Develop a network of environmentally aware residents</p> <p><b>c.</b> Encourage reporting of issues and provide a contact person for this</p> <p><b>d.</b> Provide visual and written feedback of information at Forums</p> <p><b>e.</b> Include Environment as an agenda item at each Forum</p> <p><b>f.</b> Advertise Council services and contact points for reporting</p>	<p>High priority at all neighbourhood forums</p> <p>30 members currently of Environment Working Group</p> <p>Average 35 attendance at each forum</p> <p>70% of residents concerned about the environment. Above average for Bristol (66.5%) (QoL 2014)</p>	<p><b>E1.</b> NP to provide details of the work of the EWG on its website and encourage residents to join the EWG</p> <p><b>E2.</b> Where appropriate, officers and EWG members to distribute information in the NP area</p> <p><b>E3.</b> Reports from ward reps to provide detailed written feedback, supported by verbal update and visuals</p> <p><b>E4.</b> Provide standard contact and reporting information on printed forum materials, to include BCC and other agency details.</p>	<p><b>NO and NPC</b> to attend all (at least 4 per annum) EWGs, provide all relevant paperwork and agendas</p> <p><b>NP web administrators</b> to place EWG updates on NP website</p> <p><b>NO, NPC, NP members</b> to attend an agreed roster of events (see Engagement priorities) to promote the NP, including work of EWG</p> <p><b>NO</b> to provide up to date contact details at all public events (including forums)</p>
<b>Consider and recommend financial support to appropriate projects from funds devolved to this group.</b>	<p><b>a.</b> Maintain a register of available funding</p> <p><b>b.</b> Maintain a record of funded activities</p> <p><b>c.</b> Ensure the WG is provided with adequate information on, and warning of, applications to ensure proper review.</p>		<p><b>E5.</b> NPC/NO to provide regular update on all NP budgets and, where appropriate, information regarding other funding streams</p> <p><b>E6.</b> NPC/NO to provide regular budget update to EWG.</p> <p><b>E7.</b> All applications and enquiries from</p>	<p><b>NPC</b> to provide financial statement at each EWG</p> <p><b>NO</b> to research funding and other opportunities as directed by the EWG</p> <p><b>NPC</b> to manage and present all funding requests to the EWG.</p> <p><b>NPC and NO</b> to manage delivery of</p>

			organisations seeking relevant funding to be forwarded to the group at earliest opportunity.	agreed funds
<b>Defend the natural features, waterways and wildlife within NP3, and promote the control of alien species.</b>	<p><b>a.</b> Identify infestations and Continue treatment of Japanese Knotweed</p> <p><b>b.</b> Identify Himalayan Balsam and prepare a treatment plan</p> <p><b>c.</b> target potentially affect households with information and advice</p> <p><b>d.</b> Use Payback teams to clear overgrown areas and litter pick.</p>	<p>National guidelines and laws related to eradication of certain species</p> <p>47% of residents visit a park/open space weekly (Bristol average 34%) QoL 2014)</p> <p>84% satisfaction with playgrounds, compared to Bristol average 67% (QoL 2014)</p> <p>94% of NP3 residents are satisfied with their parks and open spaces (NP profile 2013, QoL 2014)</p>	<p><b>E8.</b> NO to be point of contact for all reports of invasive species in NP3 area. NO to be person responsible for liaising with appropriate services to ensure a proper control/eradication programme is devised.</p> <p><b>E9.</b> NO to report back to EWG on progress of control/eradication programmes</p> <p><b>E10.</b> EWG to prepare and agree information and advice programmes for local households, when required</p>	<p><b>NO</b> to manage the publicising of all local infestation issues. <b>NO</b> (working <b>with NPC and NP reps</b>) All homes backing on to Stoke Lodge to be leafleted and door-knocked. 50 homes to be leafleted and visited</p> <p><b>NO</b> to report all updates to the EWG</p> <p><b>EWG</b> to advise on and agree content of all information provided to residents</p>
<b>Defend and enhance the recreational facilities within NP3 including Parks, other Green Spaces and Play Facilities.</b>	<p><b>a.</b> Identify and appoint a Park champion</p> <p><b>b.</b> Park champion to work with Play facilities officer to examine the status reports and identify needy issues</p> <p><b>c.</b> Encourage reporting of vandalism, damage and deterioration to BCC and EWG</p> <p><b>d.</b> Establish a register of Parks/Green Spaces/Play Facilities in NP3</p>		<p><b>E11.</b> EWG to identify and appoint a Parks Champion from the EWG membership.</p> <p><b>E12.</b> (see E4 above)</p> <p><b>E13.</b> Parks Register to be launched by EWG, to include condition comments on equipment, facilities and accessibility as well as aspirations for each park in the NP3 area. NO to negotiate and manage content on behalf of EWG.</p>	<p><b>NO</b> to work with designated <b>Parks Champion</b> to produce the Parks plans for each of the NP's parks. To be presented to September 2016 meeting</p> <p><b>NO</b> to organise at least 4 Community Payback sessions per annum, in liaison with EWG</p>

	<p>e. Replace/repair the “helicopter” piece of play equipment in Canford Park</p>	<p>21% tree cover in NP, compared to 14% Bristol average (Tree Canopy Assessment 2014)</p>	<p><b>E14.</b> EWG to consider potential budgets for replacement of old/worn-out equipment in NP3 playgrounds</p>	
<p><b>Defend the number and diversity of Trees within NP3 and increase where appropriate to enhance the visual amenity and assist with carbon and pollution reduction and flood control.</b></p>	<p>a. Support the tree champion</p> <p>b. Draw up each year a Tree Wish List for sites for tree planting. Submit this to the Tree Team at BCC.</p> <p>c. Monitor progress with last year’s Tree List and prepare for next year’s applications throughout the year.</p> <p>d. Scan Planning Applications where they affect trees and either defend the trees under threat or request robust plans for mitigation. Support the Tree Champion when asked to get involved in a Planning Application debate if you agree.</p> <p>e. Advertise and promote BCCs Tree Sponsorship scheme.</p> <p>f. Establish and Maintain a register of viable tree planting sites/schemes</p> <p>g. compile an easy to access register of all TPO’d trees across NP3</p>		<p><b>E15.</b> NO to provide support to Tree Champion</p> <p><b>E16.</b> Tree Champion, in liaison with the NO to draw-up a Tree list, including viable tree sites that the EWG will be asked to consider funding (in elements).</p> <p><b>E17.</b> Tree Champion to present planning concerns to the EWG to seek support for challenge</p> <p><b>E18.</b> EWG to support the Tree Champion and NO in promoting the Tree Sponsorship Scheme, as requested</p> <p><b>E19.</b> Tree Champion and NO to provide an up to date list of TPOs in the NP3 area.</p>	<p><b>NO</b> to liaise with <b>Tree Champion</b></p> <p><b>Tree Champion</b> and <b>NO</b> to produce tree list. Updated list to be presented to EWG at each meeting</p> <p>Where relevant, <b>NO</b> to undertake resident consultation (door-knocking) on siting (and contributing) to location of trees</p> <p><b>NO</b> to promote Tree Sponsorship scheme (Leafleting)</p>
	<p><b>Comment on changes in the</b></p>	<p>a. Encourage residents to report</p>		<p><b>E20.</b> EWG to provide guidance to</p>

<p><b>built environment and infrastructure that impact negatively on the natural environment (e.g. planning and CPNN*).</b></p>	<p>pavement parking obstructions to BCC and the Police</p> <p><b>b.</b> Encourage residents to report commercial activities taking place using the streets as the trading site.</p> <p><b>c.</b> Monitor planning applications and review (Working sub-group?)</p> <p><b>d.</b> Consider the Equalities implications of proposed changes</p>		<p>residents at forums and on the website showing how to report parking problems and illegal trading sites on the street</p> <p><b>E21.</b> Resident reps to continue to provide planning updates and investigations to the ward forums</p> <p><b>E22.</b> NPC/NO to consider equalities implications of all actions and to report these to the EWG and appropriate service deliverer</p>	<p>undertake leafleting of cars in 'hot spot' areas. 2 days (4 half days) per annum</p> <p><b>NO</b> to provide Equalities Impact Assessments, where required</p>
<p><b>Be alert to, and report, any deterioration or reduction in BCC services required to ensure that NP3 remains clean, tidy and well maintained.</b></p>	<p><b>a.</b> Encourage residents to report graffiti to the BCC clean up team</p> <p><b>b.</b> Encourage residents to report fly-posting to test whether such activity has planning consent leading to removal of non legitimate fly posting</p> <p><b>c.</b> Encourage residents to report uncollected litter and fly tipping to the Council.</p> <p><b>d.</b> Encourage residents to report Council neglect of the small green spaces.</p>	<p>Forum reports. Quality of life stats. 55% of residents consider litter a problem in their area. Lowest in the city (QoL 2014)</p>	<p><b>E23.</b> Provide standard contact and reporting information on printed forum materials and the website, to include BCC and other agency details.</p>	<p><b>NO</b> to organise 2 days of action in designated areas of the NP (to be agreed by EWG)</p>

Priority (what we want)	by doing - local priority	evidence of need (and base line if known)	activity/project detail	<b>DRAFT Engagement Plan</b> Who will support the delivery of these priorities via engagement (NP members, NPC, NO, other)?
Provide a platform for the NP3 Community to have a voice on transport and traffic matters.	<p><b>a.</b> Organise and advertise quarterly Transport Working Group Meetings that are open to all residents for discussion of local traffic and transport issues.</p> <p><b>b.</b> Support the Communications WG to promote the Transport WG and encourage residents to raise issues through the NP Forums.</p>	TO BE ADDED BY AMc	<p><b>T1.</b> NP to provide details of the work of the TWG on its website and encourage residents to engage with the TWG</p> <p><b>T2.</b> Communications WG to provide publicity channels for the TWG</p> <p><b>T3.</b> NP to encourage residents to raise serious traffic concerns for debate at the Neighbourhood Forums</p>	<p><b>BCC Highways</b> to attend all TWG meetings. <b>NPC</b> to attend occasional TWG meetings (as required).</p> <p><b>TWG, CWG, NO, NPC</b> to promote the work of the TWG on the activenp website; Facebook page, in editorials to local publications</p> <p><b>All above</b> to provide publicity to promote use of Traffic Choices website</p>
Prioritise and agree which schemes should be taken forward to the NP for approval, within Highways' current diktat of "one Minor Traffic Scheme per year, per NP"	<p><b>a.</b> Transport WG Chairman to maintain a database of "Highway Issues" - to be reviewed and progressed to implementation/rejection, within the constraints of all available BCC funding resources. The database is available for public scrutiny via the NP's website: <a href="http://www.activenp.co.uk/transport-2/">www.activenp.co.uk/transport-2/</a></p>		<p><b>T4.</b> Database to be made available to all residents at TWGs, NPs and provide updates at Forums</p> <p><b>T5.</b> TWG to review all issues on its database and to advise the NP regarding what should be progressed and implemented</p>	<p><b>TWG Chair, NPC, NO</b> to include information on TWG issues' database at Forums</p>
Encourage BCC's Strategic Transport function to engage with stakeholders at the earliest opportunity on all matters	<p><b>a.</b> Liaise with BCC's Strategic Transport function to ensure early and open disclosure of CPNN transport mitigation proposals for all public highway users - and their timely implementation.</p>		<p><b>T6.</b> TWG to request up to date information regarding BCC Highways' negotiations with S. Glos regarding CPNN</p> <p><b>T7.</b> Where it's able, to influence and advise</p>	<p><b>NO, NPC, TWG</b> to pursue regular updates from BCC regarding progress on CPNN mitigation work and to publicise to the NP area</p>



<p>related to transport mitigation proposals for South Gloucestershire's CPNN development, including provision of adequate bus and rail services.</p>	<p><b>b.</b> Encourage BCC's Strategic Transport function to openly engage with all North Bristol NPs to agree an equitable package of solutions.</p> <p><b>c.</b> Ensure that any potential deleterious effects on the provision of on-street parking in North Bristol are reviewed and addressed.</p>		<p>BCC Highways Officers on the development of mitigation on proposals for the CPNN's effect on north Bristol</p> <p><b>T8.</b> To encourage affected NPs in north Bristol to work together to seek to influence the progress of BCC Highways' proposals for CPNN mitigation</p> <p><b>T9.</b> To have a CPNN item on every TWG and NP agenda and, where appropriate, invite relevant officers to attend and update resident's concerns on CPNN mitigation</p> <p><b>T10.</b> Ensure that all planned consultations regarding parking in the NP3 area (or consultations that may affect NP3) are discussed with the TWG prior to launch, in order to enable the TWG to influence them (and their timing) appropriately</p>	<p><b>NPC, TWG Chair</b> to engage with equivalents in other affected NPs</p> <p><b>NO and CWG</b> to promote the agenda to the NP area, via contact list, Facebook page and other publicity</p> <p><b>BCC Highways officers, NPC, NO, TWG</b> to promote as widely as possible all consultations affecting parking in any part of the NP. Where relevant, <b>NO</b> to organise door-knocks and or leaflet drops to residents</p>
<p>Liaise with BCC's Highways function to ensure provision of sufficient resources to deliver all schemes sanctioned by the Neighbourhood Committee, on time and within budget.</p>	<p><b>a.</b> Continuously review the Highway Issues database to identify any "Minor Works Projects" that could be funded.</p> <p><b>b.</b> Within funding limitations, support safer routes to schools projects, where currently there are none or where improvements are identified.</p>		<p><b>T11.</b> TWG database and Traffic Choices webpages content reviewed at every TWG meeting</p> <p><b>T12.</b> Negotiate with Highways officers the projects that could be progressed as minor works</p> <p><b>T13.</b> Support the development of school travel plans in all NP3 schools</p>	<p><b>NO</b> to promote these projects in the areas affected, using publicity tools available, particularly Facebook</p> <p><b>NPC and NO</b> to liaise with schools</p>
<p>Issues raised through BCC's</p>	<p><b>a.</b> Transport WG to regularly review issues</p>		<p><b>T14.</b> (See T11 and T12 above)</p>	

<p>“Tracker” reporting system to be reviewed on a regular basis and considered along with all other issues raised with the Transport Working Group.</p>	<p>raised through “Tracker” and add to its “Highway Issues” database, if such issues qualify for funding within the NP’s remit of “Minor Traffic Schemes” or “Minor Works” Projects.</p> <p><b>b.</b> Advise the Police and BCC Parking Services when pavement parking is raised as an on-going issue which presents a genuine safety risk to all road users. Also, encourage residents to report such incidents to BCC and/or the Police.</p>		<p><b>T15.</b> Provide advice and guidance to residents attending TWG meetings and Forums regarding how to report serious pavement parking issues</p> <p><b>T16.</b> Ensure Police and Parking Services are kept up to date regarding particular problems in the NP3 area</p>	<p><b>NO</b> to provide appropriate contact information at Forums and elsewhere</p> <p><b>NO</b> to liaise with the police on all relevant issues raised at any NP meetings</p>
<p>Provide regular updates to the Neighbourhood Partnership on all transport and traffic issues, including requests for the Neighbourhood Committee to sanction funding for qualifying schemes.</p>	<p><b>a.</b> Transport WG Chairman to submit quarterly Reports to the NP to highlight significant issues and, where appropriate, request funding from the NP’s devolved funds for Minor Traffic Schemes and Minor Works Projects for BCC to deliver.</p>		<p><b>T17.</b> TWG Chair to submit quarterly reports to the NP, which will include requests for funding the projects recommended by the TWG.</p>	<p><b>TWG Chair</b> to negotiate with TWG members</p>

## Working Group for Older People

Priority (what we want)	by doing - local priority	evidence of need (and base line if known)	activity/project detail
<p><b>Continue to promote the work of the WGOP and identify the people we are seeking to help.</b></p>	<p><b>a.</b> Continued publicity to increase awareness.</p> <p><b>b.</b> Speak/ meet with local health care providers, church leaders and other community group representatives.</p> <p><b>c.</b> Attend relevant events where we can publicise our work.</p> <p><b>d.</b> Involve Neighbourhood Watch.</p>	<p>To be added by AMc</p>	<p><b>NPC</b> to attend WGOP meetings</p> <p><b>WGOP1.</b> Provide publicity material to increase local awareness of the WGOP. To include mailouts, fliers, posters</p> <p><b>WGOP2.</b> Liaise with local providers to help identify beneficiaries. Include BAB, Older People’s Forum,</p>

		<p>LinkAge</p> <p><b>WGOP3.</b> Attend agreed events e.g. Celebrating Age, LinkAge events</p> <p><b>WGO4.</b> Utilise Ringmaster system to provide support for local older people and publicise WGOP events.</p>
<p><b>Consult with older people to understand their needs.</b></p>	<p><b>a.</b> Go to meetings older people are likely to attend.</p> <p><b>b.</b> Speak with people attending WGOP trips and/ or other activities.</p> <p><b>c.</b> Encourage feedback through articles in local magazines.</p> <p><b>d.</b> Encourage attendance at WGOP meetings.</p>	<p><b>WGOP5.</b> See WGOP3 above. A list of agreed events to be drawn up by the group</p> <p><b>WGOP6.</b> Survey event attendees to ensure the work of the WGOP remains relevant</p> <p><b>WGOP7.</b> Select local publications to send articles/press releases to. WGOP to agree writing schedule from group members</p> <p><b>WGOP8.</b> Publicise relevant meetings of the WGOP</p>
<p><b>Maintain a database of those seeking help.</b></p>	<p><b>a.</b> Keep the database updated.</p> <p><b>b.</b> WGOP core group members to review the database regularly.</p> <p><b>c.</b> Work with the community to increase the information held.</p>	<p><b>WGOP9/10.</b> Named WGOP group member (Secretary?) to maintain database</p> <p><b>WGOP11.</b> Seek new contacts at events attended by WGOP</p>
<p><b>Work with/ complement the support provided by other organisations.</b></p>	<p><b>a.</b> Identify and make contact with other providers of support in our area.</p> <p><b>b.</b> Ensure we complement rather than try to compete with actions taken by other providers.</p> <p><b>c.</b> Ask the Neighbourhood Co-ordinator for feedback on activities elsewhere in Bristol.</p>	<p><b>WGOP12/13.</b> See WGOP2 above (keep this in?)</p> <p><b>WGOP14.</b> NPC and WGOP members to provide citywide perspective on developments and activities relating to older people</p>
<p><b>Manage ongoing activities.</b></p>	<p><b>a.</b> Hold regular meetings (at least quarterly) to agree ongoing and proposed activities (e.g. trips, Over 55s activities leaflet, attendance at external meetings, holding ad hoc events etc).</p>	<p><b>WGOP15.</b> Chair of Group (in liaison with group members and NPC) to hold and prepare for the quarterly WGOP meetings. Agenda items and contributions to be sought</p>

	<b>b.</b> Communicate by email between meeting, if possible.		between and in advance of meetings
<b>Obtain finance for our work.</b>	<b>a.</b> Ask for some direct funding from the Neighbourhood Partnership.  <b>b.</b> Consider making funding requests to grant providers such as LinkAge, St Monica's, Bristol Ageing Better etc.		<b>WGOP16.</b> Group Chair to formally request an annual budget from the NP

## Well Being Panel

Priority (what we want)	by doing - local priority	evidence of need (and base line if known)	activity/project detail	<b>DRAFT Engagement Plan</b> Who will support the delivery of these priorities via engagement (NP members, NPC, NO, other)?
NP provides a fund for the community to have the opportunity to apply for grants in support of local projects	Providing a small grants process that is well understood and well communicated to residents		<b>WB1.</b> Hold quarterly panel meetings to make recommendations to the NP. Panel members to receive relevant paperwork in good time for considered discussion  <b>WB2.</b> NPC to provide financial update at all panel meetings. Regular monitoring returns to be provided to the panel  <b>WB3.</b> Panel to make recommendations to the NPC to improve the application and panel process.	<b>NPC, WB Panel</b> to meet quarterly to make recommendations on applications received
	A well administered		<b>WB4.</b> Clear	

	process is run in accordance with good practice and BCC requirements, with clear recommendations made to NP committee		recommendations to be made to the NP based on detailed, minuted discussions. Record of panel votes to be reported	
	Small grants panel uses successful applications to promote the work of the NP		<b>WB5.</b> Panel to work closely with the Comms Working Group to develop publicity promoting the Well Being process. To include leaflets, editorials, 'good news' stories, Facebook	<p><b>NO, NPC, Comms WG</b> to develop publicity plan to promote the well being process</p> <p><b>NO, NPC, Comms WG.</b> Publicity plan likely to include regular promotions on Facebook, editorials in local publications, Leaflets for use when attending public events</p>

## Governance Working Group

Priority (what we want)	by doing - local priority	evidence of need (and base line if known)	activity/project detail	<b>DRAFT Engagement Plan</b> <b>Who</b> will support the delivery of these priorities via engagement (NP members, NPC, NO, other)?
The NP is recognised as democratic, transparent, open, even handed and fair	Hold annual resident elections to the NP in compliance with the NP's Terms of Reference		<b>G1.</b> GWG to plan the elections for the May forums. To include: publicity plan, candidate pack, election timetable	<p><b>NPC</b> to attend all GWG meetings</p> <p><b>GWG and NPC.</b> Working with the <b>Comms Working Group</b></p> <p><b>Comms Working Group</b> to submit editorial and/or election ad in local publications and websites</p> <p><b>NO</b> to publicise the elections across the Facebook membership</p>
	Complaints and		<b>G2.</b> GWG to deal	N/A

	disputes resolution conducted fairly, financial compliance monitored		with complaints as and when they arise	
Equalities legislation and provisions are fully recognised within the NP	Discrimination issues are fully considered and transgressions avoided		<b>G3.</b> To monitor and update the processes for recommending funding of NP projects	
	Maintain a robust operational structure within the NP, together with robust processes and procedures		<b>G4.</b> GWG to deal with any issues or concerns regarding the equalities practice of the NP.	<b>Whole NP</b> to ensure that equalities good practice is at the heart of all it does. To state this in publicity literature, when required
			<b>G5.</b> GWG to monitor the NP's processes, decision-making, and working group arrangements. To recommend updates/changes when required	<b>NO, NPC, NP members</b> to recommend changes and additions to the working group arrangements of the NP