



**Avonmouth and Lawrence Weston Neighbourhood Partnership**  
**7.00 pm, 26 September 2016**

**Present:**

\* De-notes apologies/absent

**Ward Councillors**

Councillor Donald Alexander, Avonmouth and Lawrence Weston;

Councillor Matthew Melias, Avonmouth and Lawrence Weston;

\* Councillor Jo Sergeant, Avonmouth and Lawrence Weston;

**Resident Members**

Representatives of people who live and work in the Neighbourhood Partnership area

- \* David Thomas, Shirehampton
- Renee Slater, Shirehampton
- Gil Osman, Shirehampton
- Jonathan Morris, Avonmouth
- Christine Chard, Avonmouth
- Tim Leaman, Lawrence Weston
- \* Ann Hawker, Lawrence Weston
- John Muse, Lawrence Weston
- Andrew Wootton, Sea Mills/Coombe Dingle
- Rosemary Newman, Sea Mills/Coombe Dingle

**Other Interested parties:** 7 members of the public were in attendance; Marina Morris, Lucy allen, Roger Sabido, Rev Jim Allmore, Theresa Cox, Liz Mithchell and Ash Bearman.

**Also in Attendance:-**

Keith Houghton, Neighbourhood Partnership Co-ordinator

Ruth Quantock, Democratic Services Officer

Robin McDowall, BCC Economy and Enterprise Manager

---

**1. Apologies for Absence (agenda item no. 2)**

Apologies were received from Cllr Jo Sergeant, David Thomas and Mark Pepper.

**2. Welcome and introductions (agenda item no. 1)**

Renee Slater (Chair) welcomed everyone to the meeting and introductions were made.

### 3. Declarations of Interest (agenda item no. 3)

None

### 4. Minutes of Previous Meeting (agenda item no. 4)

The Neighbourhood Partnership considered the minutes of the last meeting.

**The Neighbourhood Partnership AGREED that the minutes of the meeting held on 30 June 2016 were a correct record and were signed by the Chair.**

#### Action Sheet

The Neighbourhood Partnership considered the Action Sheet. All completed actions and updates relating to outstanding actions were noted.

#### Matters Arising

##### Minute 6(b.) – Avonmouth & Lawrence Weston NP AGM report

Concerns were raised that Highways had still not provided the information on spend to enable reporting on any unspent sums within this NPs devolved highways budget. It was noted that this was unacceptable as it was delaying the business of this NP. It was agreed the Cllr Matt Melias would write on behalf of the NP to the relevant Cabinet Member and Service Director for an update on the position. **Action Cllr Matt Melias**

**Minute 7 (vi) – NP Business Activities Report, Option of working with other NPs to employ a Fundraiser to support priorities in the NP Plan.** KH updated that not all NPs in the North of Bristol were interested in taking this forward, however there was potential interest from Henbury, Southmead and Brentry.

It was felt that this would be an excellent opportunity for the NP to be able to part fund the expertise needed to bring in additional external funding. It was acknowledged that NPs had different priorities but the concept could still work. It was agreed that it would be discussed further at the NP Plan and Governance event to be held on Saturday 22 October. **Action Keith Houghton**

### 5. Public Forum (agenda item no. 5)

Two items of public forum had been received relating to public transport service reduction in Bristol/Bath City region.

1. South West Transport Network. No representation was made at the NP by SWTN, the contents were noted and supported.
2. Cllr Jo Sergeant - Bus services in Avonmouth and Lawrence Weston. In the absence of Cllr Sergeant, Cllr Alexander spoke to the statement which urged the Council to conduct further research into the effects of the cuts on the Avonmouth and Lawrence Weston Ward. The contents of the statement were endorsed by the NP.

### 6. New NP Resident Members and NP Chair Election (agenda item no. 6)

- a) Approval of new NP Resident Members

The NP **APPROVED** the following NP Resident Members who had been elected and selected through the agreed new selection process:

<b>Residents:</b>	<b>Village Area</b>	<b>Notes</b>
Gil Osman	Shirehampton	
Renee Slater	Shirehampton	
David Thomas	Shirehampton	
Christine Chard	Avonmouth	
Jonathan Morris	Avonmouth	
Avonmouth	Place vacant	Laurence Duncan has withdrawn due to health issues
Ann Hawker	Lawrence Weston	
John Muse	Lawrence Weston	
Tim Leaman	Lawrence Weston	
Andrew Wootton	Sea Mills/Coombe Dingle	
Rosemary Newman	Sea Mills/Coombe Dingle	
SM /CD	Place vacant	

b) Election of NP Chair and Vice Chair

Expressions of interest for the role of Chair had been received from Renee Slater and Tim Leaman. Each was given the opportunity to tell the NP why they were suitable for this post. It was agreed that the person that came runner up in the election would be the Vice Chair.

Each member of the NP was given a voting slip and voted anonymously.

The votes were collected in and counted by the Democratic Services Officer. The results were as follows:-

Renee Slater 2  
Tim Leaman 6  
Abstentions 2

The NP **CONFIRMED** the appointment of Tim Leaman as Chair of the NP and Renee Slater as the Vice Chair for 2016/17.

c) Election/Selection of Resident Members process for A&L NP

The NP **AGREED** the Election /Selection process outlined in Appendix 1 to the report

## **7. Business Activities Report (agenda item no. 7)**

Tim Leaman chaired the meeting from this point onwards and Cllr Matt Melias chaired the Neighbourhood Committee decision making process.

The Neighbourhood Partnership considered the report of Keith Houghton, NP Co-ordinator.

(1) Wellbeing Fund

The assessment of applications had taken place on Tuesday 30 August and recommendations made for approval by the Neighbourhood Committee were set out in the report.

The Neighbourhood Committee **RESOLVED** to approve Wellbeing funding as follows, leaving an unspent balance of £9548

No	Name of Group	Brief Description	£ Amount Requested	Approved
1	Friends of Lamplighters Marsh	Friends of Lamplighters marsh Conservation tools	£971.00	<b>£971.00</b>
2	Avonmouth Children's Centre	The Nurturing Programme Autumn 2016	£308.00	<b>£308.00</b>
3	Avonmouth Projects Group Ltd	Developing wellbeing skills through Art	£1000.00	<b>£500</b>
4	North Bristol Parent Carers	North Bristol Parent Carers' Support Group	£752.40	<b>£502</b>
5	The University of the West of England	The Intervention Initiative – A Bystander Education Programme for Communities	£993.40	<b>*£993.40</b>
	<b>Total approved</b>			<b>£3,274</b>
	<b>Wellbeing Fund remaining</b>			£9548

\* Approved in principle subject to further meeting with UWE to talk about how it will work.

Renee Slater indicated that she would be interested in attending this meeting and it was agreed that the date once set would be sent to all. **Action Keith Houghton**

The NP **AGREED** to note Wellbeing Fund Balance available £12,822

## (2) Traffic & Transport Sub-group

It was noted that the Highways Engineer, Nigel Lapworth was taking voluntary severance so would be leaving the councils employment very shortly.

The NP asked to put on record their thanks to Nigel for his significant contribution to the work of A&LW NP and wished him well for the future.

The noted a concern from SCAF worker in the audience that his departure should not delay delivery of agreed Highways scheme in Shirehampton or other NP schemes. It was **AGREED** to follow up with Highways on their plan to deliver A&LW NP's schemes. **Action Keith Houghton**

The Neighbourhood Partnership considered the recommendations of the subgroup and following discussion, **AGREED** :

**i) to note the progress on delivery of the existing Shirehampton Village Local Traffic Scheme and that Highways are now in a position to proceed with the Shirehampton Road/Kingsweston Road/Westbury Lane Junction Improvements (and will therefore use both allocations of £12,500 from the NP to deliver that scheme)**

**ii) the selection criteria developed by the Sub-Group to assess the Traffic Choices long list of potential/requested Highways/Traffic works and against which to develop recommendations to the NP.**

**iii) the Terms of Reference for the Traffic and Transport Sub group (appendix 1 of the report)**

During discussion that ensued around electing a Chair for the Traffic & Transport Sub Group, new resident members of the NP commented that they needed further information about the number of Sub groups and the frequency they met per year so that they could make an informed decision prior to committing themselves. It was agreed that information on the Sub groups would be circulated to new NP members. **Action Keith Houghton.** It was also suggested that new members may wish to come along to observe in the first instance.

The Neighbourhood Committee considered the recommendations of the subgroup and following discussion, **RESOLVED** to:

**i) Approve the recommendation to take forward Kingsweston Lane/Long Cross roundabout pedestrian crossings as the next Local Traffic Scheme for 2017/18, subject to a costed estimate from Highways and a final decision about funding to deliver at the March 2017 NP meeting.**

**ii) Approve IN PRINCIPLE the allocation of the Rockingham Park S106 of £21,286.53 towards delivery of Kingsweston Lane/Long Cross roundabout pedestrian, subject to final advice from the Planning Obligations Manager on whether this use would meet the legal conditions of the S106 Agreement.**

### (3) Parks and Open Spaces

The Environment Group met on Wednesday 31<sup>st</sup> August 2016. Updates had been received on a range of projects which were set out in the report, together with recommendations from the Environment Group.

Hallen Drive Housing and children's play area. The NP requested that the results of the community engagement be made available to the NP. **Action Keith Houghton/ Claudette McDonald**

The NP **AGREED** :-

**(i) to note the updates on agreed priorities for Access and updates on progressing new play areas;**

**(ii) that the NP agrees the Terms of Reference recommended from the Environment Sub-Group (Appendix 2 of the report)**

**(iii) that the NP notes the Environment Group request to shape the work of the Fundraiser**

### (4) Clean and Green / Environment Budget

The Neighbourhood Committee **RESOLVED** to approve the following allocation of C&G budget delivered by the Neighbourhood Officer:

**Shirehampton – bedding plants in Shire Primary School - £30**

**Avonmouth – installation of wild flowers in Avonmouth Park - £220**

**SeaMills – flower boxes & brackets outside Library – adjustment of £16 (£160 was quoted for this work and the final cost was £144)**

(5) Legal Information

**In taking the above decisions the Neighbourhood Committee noted the legal information and exercised due regard to the Public Sector Equality Duty that applies to all public bodies.**

(6) Deciding NP 2016/17 budget allocation

The Neighbourhood Partnership **AGREED** to hold the NP and Governance Event on the morning of Saturday 22 October.

Up to 3 NP Members needed to work with the NP Co-ordinator to set up the venue and programme for the event. If you are interested please contact Keith Houghton. **Action All**

(7) Latest Devolved Section 106 Contributions and Community Infrastructure Levy contributions

The NP **AGREED** to note the latest S106 contributions and CIL information outlined in the report

## **8. Avonmouth and Lawrence Weston Green Capital Feedback (agenda item no. 8)**

Ash Bearman, Shirehampton Community Action Forum, Community Development Worker reported back on delivery of the SCAF Green Capital Project the NP had funded in 2015.

The funding of £2950 had delivered an extensive programme of 10 free, fun and educational walks and activities on Lamplighters Marsh and the Daisy Field Shirehampton throughout 2015, to approximately 100 people.

The project had been very successful and SCAF hoped to repeat the programme in Spring/Summer 2017. It was noted that further NP funding could be available if an application was made to the Wellbeing Budget.

For the benefit of new Members it was explained that one-off additional funding had been made available to NPs in 2015, as a result of the additional funding received by BCC for their award of European Green Capital City 2015.

The NP congratulated SCAF on the success of the project.

It was noted that the NP event on 22 October would also look at the results of the Equalities review and give some thought as to how NP funding could be monitored for Equality and Diversity and also encourage applications from minority groups.

## **9. NP Plan Update (agenda item no. 9)**

The Neighbourhood Partnership considered the NP Plan update report from Keith Houghton, Neighbourhood Partnership Co-ordinator.

The report provided an update on the following issues:

- Equalities Review 2016
- NP Plan activities update
  - Environment, 4.6 New Bottom Ash Recycling Facility Environment. It was noted that new member Jonathan Morris is the Chair of Avonmouth Planning Group so will be a useful link for information
- Neighbourhood Forums in July 2016
- Citywide Wellbeing Review; Citywide NP event
- Mayoral Visit on 13 June
- Flood Defence and Emergency Planning in Avonmouth and Lawrence Weston
- Communities Prepared – programme of community information and training to help communities respond effectively to protect their vulnerable community members
- Avonmouth Severnside Ecology and Flood Mitigation Project

The NP **AGREED** to:-

**i) Note the Equalities Review information to be considered in planning the 22nd October NP Plan Review event**

**ii) Note the updates to the NP Plan priorities, in particular the building developments being planned by Shire Hall and Avonmouth Community Centre and the community impacts in Avonmouth from the Bottom Ash Recycling Facility. The NP agreed to invite Shire hall and Avonmouth Community Centre to share their plans and how the NP might support them at the next NP. Action: Keith Houghton.**

**iii) Note the feedback on July Neighbourhood Forums and SCAF meetings and to agree to consider future delivery of Forum work on 22nd October**

**iv) Note the updates on the City Wide NP Event and the Mayoral visit record**

**v) Note the work coming forward around Emergency Planning and Flood Defence to benefit our NP area in the coming period**

## **10 Port Communities Resilience Fund - update on delivery proposals (agenda item no. 10)**

Robin McDowell, BCC Economy and Enterprise Manager updated the Partnership on the outline delivery framework (Appendix 1 of the report) for the £1M Port Communities Resilience Fund and future NP involvement. The framework had recently been referred by the Council's Capital Board to the Strategic Director Place for final approval.

The following key issues were noted:

- The delivery framework summarises the broad objectives, thematic priorities and fund allocations, governance arrangements for the overall fund strategy, and for the consultation and decision-making on commissioned projects and/or grant making under each of the three main priorities:-
  - Jobs and Enterprise
  - Thriving High Streets
  - Social Impact/Community Facilities

- Key Issues and opportunities for NP engagement
  - **Community event /Conference on 19 November.** NP is invited to nominate 1-2 representatives to get involved in the planning group to help design and deliver an effective event. Gil Osman and Andrew Woolton put themselves forward which was supported by the NP
  - **Support provided by 10% allocation for fund management / administration.** To provide information and technical advice to local CVS Organisations and businesses. As well as providing Fund application admin and monitoring support
  - **Progress to lever additional funding.** No specific news at this time but waiting to hear about applications made for European and Big Lottery/Coastal Communities Fund Round 4 relating to the Jobs and Enterprise priority
  - **Overall Timescale for Launch and delivery of the Fund.** It is anticipated that the Fund will be able to launch and open for applications from March 2017.
  - **Role for NP in Governance.** A Strategy Board is to be set up to oversee the overall operation and performance of the Fund and ensure the delivery of the strategic aims as set out in the Mayor's remit. It is proposed the board will comprise the Council's Service Directors for Economy, Neighbourhoods and Communities and Employment, Learning and Skills, plus Ward Councillor, NP and Business representatives.

It was felt by the NP that each of the 4 villages (Shirehampton, Lawrence Weston, Sea Mills/Dingle and Avonmouth) should be represented on the Board. It was agreed that this would be fed back to BCC. **Action RMc.** It was suggested that if he was interested, David Thomas should be considered for the representative for Shirehampton. If anyone else is interested they should contact Keith Houghton or Robin McDowall. **Action all**

**The update was noted**

## **11 Bristol Ageing Better (agenda item no. 11)**

Keith Houghton gave a presentation on the Bristol Ageing Better programme to benefit older people living in Avonmouth and Lawrence Weston NP area.

The presentation was very well received and it was requested that it be circulated electronically to all NP members. **Action Keith Houghton**

The NP were disappointed that representatives from BAB had not attended but recognised that they don't have capacity to attend all the NPs across the City.

**The presentation was noted**

At the end of the meeting the Chair, on behalf of the NP thanked Renee Slater for being the Chair for 2015/16 and her significant contribution to the work of this NP.

**Date of the Next Meeting:** 7.00 pm, Wednesday, 14 December 2016, The Tithe Barn, High Street, Shirehampton, BS11 0DE

Meeting ended at 9.15 pm

**CHAIR** \_\_\_\_\_