



## MEETING OF THE GREATER BRISLINGTON NEIGHBOURHOOD PARTNERSHIP \*

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**Date:** MONDAY 20 JUNE 2011

**Time:** 7.00 pm

**Place:** Hungerford Road Community Centre,  
Hungerford Road, Brislington BS4 5EX

\* Note: name to be confirmed or otherwise determined at this meeting (see annual report - agenda item 4)

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### Standard items – 7.00 – 7.30pm :

1. **APOLOGIES FOR ABSENCE**
2. **WELCOME, INTRODUCTIONS AND DECLARATIONS OF INTEREST** (*Councillors are required to declare any interest which they have on matters on the agenda*).
3. **CHAIRING ARRANGEMENTS**

To elect the Councillor chair of the *neighbourhood committee* (the neighbourhood committee chair rotates between meetings).  
To note that a chair for the partnership will be chosen at this meeting.
4. **ANNUAL REPORT**
5. **EQUALITIES MONITORING**
6. **MINUTES – BRISLINGTON COMMUNITY PARTNERSHIP – 21 MARCH 2011** - to be confirmed as a correct record.

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**Local action plan items (progressing work) – 7.30 – 8.00 pm:**

**7. BRISLINGTON BROOK PROJECT**

Information about the new Brislington Brook project and what the plans are for the first months of the three-year project.

**8. ST ANNE'S PROJECTS UPDATE**

**8.1 ST ANNE'S DAY FESTIVAL – 23 JULY 2011**

Information about St Anne's Day festival organised by the MISSH group with partners.

**8.2 ST ANNE'S COMMUNITY CENTRE PROJECT**

An overview of the Brislington Community Partnership and MISSH Group project for community facilities in St Anne's.

**9. PRIDE OF PLACE EXHIBITION AND AWARDS - UPDATE**

Information on the Pride of Place exhibition from Brislington, and discussion about submissions for the Pride of Place awards.

**10. PUBLIC RIGHT OR WAY 466 – IMPROVEMENT TO LANE AND LAND TRANSFER FROM TESCO**

An update about work progress and land transfer from Tesco.

**Area Co-ordinator's reports – 8.00 – 8.15 pm**

**11. YOU SAID WE DID 2010-2011**

**12. AREA CO-ORDINATOR'S REPORT – INCLUDING ANNUAL BUDGET REPORT 2010-2011 AND A COUNCILLOR DECISION ABOUT CLEAN AND GREEN SPEND**

**Items for influence / decision by the neighbourhood partnership – 8.15 – 8.45 pm:**

**13. WELLBEING BUDGET REPORT – FOR COUNCILLOR DECISION**

## Participating in your Neighbourhood Partnership meetings

There are several ways in which local people can get involved in the work of this neighbourhood partnership. You can :

- **Attend meetings of the local Neighbourhood Forum** in your ward, where you will be able to raise any issue that is of concern to you. The work of the Neighbourhood Forum feeds into the Partnership meeting. Details of when and where Forum meetings are taking place can be found on the Council's website. No invitation to attend or notification of the business you want to raise is necessary. Just turn up on the day and have your say – on anything you want relating to your area.
- **Attend a Neighbourhood Partnership meeting and comment on any item of business on the agenda**, either by raising your hand at the appropriate time and the Chair may invite you to speak, or by submitting a statement on any matter on the agenda in advance.

If you want to submit a statement, this should be sent to the clerk to the meeting (contact details below) **no later than 12.00 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. Statements will normally be heard immediately before the item to which they relate.

The local Area Coordinator is Gemma Dando  
Telephone: 0117 352 1090  
e-mail : [neighbourhood.partnerships@bristol.gov.uk](mailto:neighbourhood.partnerships@bristol.gov.uk)

The clerk to the meeting is Ian Hird, Democratic Services  
Telephone: 0117 922 2384 email: [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk)





## **AGENDA ITEM 4**

### **GREATER BRISLINGTON NEIGHBOURHOOD PARTNERSHIP**

**20 JUNE 2011**

**Report of:** Ian Hird, Democratic Services & Gemma Dando, Area Co-ordinator

**Title:** Annual Report

**Contact Telephone Number:** 0117 922 2384

#### **RECOMMENDATION**

To:

- (a) note the membership of the Partnership and the chairing arrangements.
- (b) note the terms of reference.
- (c) note the devolved powers that the Partnership has.
- (d) agree a name for the Partnership.
- (e) agree / note appointments to sub-groups and other bodies.
- (f) confirm dates and times of meetings of the Partnership in 2011/12.

#### **Context**

##### **Membership and chairing arrangements**

1. Each neighbourhood partnership comprises (a) the councillors for each of the wards which make up the Partnership (who serve for their term of elected office) (b) local resident representatives and (c) representatives of partner organisations. The membership of this partnership is:

### **a) Councillors:**

Councillors Mike Langley, Mike Wollacott, Jackie Norman and Peter Main.

### **b) Partnership and local resident representatives:**

In February 2010 it was decided that the Brislington Community Partnership would be the Neighbourhood Partnership. At a meeting on 12<sup>th</sup> April 2011 it was discussed and agreed that from 20<sup>th</sup> June 2011 the Neighbourhood Partnership would have a new membership. Brislington Community Partnership will remain a key partner in the Neighbourhood Partnership with representatives sitting on the partnership.

The new membership will be confirmed at this meeting (20<sup>th</sup> June 2011). Information about how to become a member has been distributed and interested parties have expressed their interest via email and in person. The recommended size of a Neighbourhood Partnership is up to 20 members including the councillors. If there are more than 20 people interested, an election system will be used.

2. The Partnership is asked to note its membership.
3. The Partnership is asked to decide on a chair for the Neighbourhood Partnership (the Neighbourhood Committee will have its own councillor chair). The chair for the Neighbourhood Partnership can be a councillor or a member of the public. A voting system can be used for the chair.

### **Terms of Reference**

4. The Councillors on each neighbourhood partnership comprise a Committee, which has been given delegated powers by the Leader of the Council.
5. The Committee sits within the Partnership and takes its decisions as part of the Partnership meeting, and taking fully into account the views expressed by the other Partners. The terms of reference of the Committee are set out at **Appendix A**.
6. The wider Partnership also has terms of reference, which are set out at **Appendix B**. These are currently common to all neighbourhood partnerships and were set by the Thriving Neighbourhoods Board of the Bristol Partnership.
7. The Partnership is asked to note the terms of reference.

## **Devolved powers**

8. The Partnership is asked to note that the following powers are devolved to councillors for decision, following discussion at a Partnership meeting and taking account of the views expressed:
  - a) Highway maintenance and Minor Traffic works budget - £49,898
  - b) Wellbeing budget - £20,000
  - c) Clean and Green budget - £1,500 and potential to bid into a £29,000 citywide pot and influence on contracts
  - d) Section 106 budgets – approx £286,305
  - e) Recycling Bring Banks
  - f) The Street Cleansing Service.
  - g) The Grounds Maintenance Service
  - h) Community Safety Officers
  - i) Neighbourhood Development Officers
  - j) Area Green Space Plan Prioritisation

## **Budget and financial operating framework**

9. Appendix C sets out, for information, details of this Partnership's overall budget and the financial operating framework. During the year, council officers who present reports on spending proposals, will include budget details in their papers and explain how any agreed spend impacts on the overall money available.
10. The Partnership is asked to note its budget.

## **Name of the Neighbourhood Partnership**

11. In order to differentiate between the Brislington Community Partnership and the Neighbourhood Partnership, it is suggested that the Neighbourhood Partnership takes a new name. The current suggestion is Greater Brislington Neighbourhood Partnership.
12. The Partnership is asked to decide on its name.

## **Appointments to sub-groups and other bodies**

13. During 2010/11 the Partnership established the following sub-groups to assist it in its work:
  - Wellbeing panel
  - Transport subgroup (one off meeting)
14. It is recommended that these bodies be re-established for 2011/12 and the Partnership is asked to confirm the membership arrangements for the groups.

15. During 2011/12 the Partnership may need additional subgroups to assist with the work. These could include an environment group, a s106 working group or other identified groups. It is recommended that the Partnership consider whether additional groups are needed and identifies these groups.

### **Dates and times of Partnership meetings for 2011/12**

16. The following dates and times for formal meetings of the Partnership (including the councillor committee) are as follows:

7.00 pm, 17 October 2011

7.00 pm, 16 January 2012

7.00 pm, 19 March 2012

17. The Partnership is asked to confirm these dates.

### **Appendices:**

Appendix A – Neighbourhood Committee terms of reference

Appendix B – Partnership terms of reference

Appendix C - Details of the Partnership's overall budget and the financial operating framework.

### **Background Papers:**

None

## **APPENDIX A**

### **NEIGHBOURHOOD COMMITTEE TERMS OF REFERENCE**

#### **1. Overview**

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

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

### **2.1 Executive functions**

The Leader of the Council shall determine from time to time the executive functions that may be exercised by NP councillors and will set out these functions in the Leader's Scheme of Delegation (LINK).

### **2.2 Non-executive functions**

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

## **3. Membership**

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

## **4. Procedure rules**

### **Meeting arrangements**

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

### **Election of Councillor Chair**

- 4.2 A Councillor Chair will be elected by NP councillors at the first NP meeting of the Municipal Year.<sup>iii</sup>
- 4.3 The Councillor Chair will be elected by overall majority. Where there is no overall majority of votes, the Councillor Chair shall be either: a member of the political group with the most councillors on the

Neighbourhood Partnership; or where there is no such largest group, a member of whichever political group represented on the Neighbourhood Partnership, is the largest group on the council.

#### Quorum

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

#### Voting

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

#### Substitute arrangements

- 4.7 NP councillors cannot be substituted.

#### Agenda

- 4.8 A model agenda is set out in the notes to this document.<sup>iv</sup> Each agenda must include Declarations of Interests of councillor members.

#### Minutes of meetings

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

#### Right to submit statements

- 4.10 Members of the public may submit statements that relate to issues that are on the agenda for the meeting or any other issues, provided sufficient advance notice is given.<sup>v</sup>

Statements may be submitted by e-mail to:

[democratic.sevices@bristol.gov.uk](mailto:democratic.sevices@bristol.gov.uk) or

Post to: Bristol City Council, Democratic Services Section, Room 220, Council House, College Green, Bristol, BS1 5TR; or Fax: 0117 9222146

## **5. Access to Information Rules**

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

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

## **6. Code of Conduct**

- 6.1 Neighbourhood Partnership councillors shall comply with the Members' Code of Conduct and any other code of conduct or protocol relating to the conduct of councillors which may be adopted by the council (eg. officer member protocol).

## **7. Reports to full Council**

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

## **8. Decision making**

- 8.1 Neighbourhood Committees must make decisions:

- in accordance with the council's budget and policy framework;
- in accordance with the approved budget for its area for the relevant function;
- in accordance with all relevant procedure rules within the constitution including -
  - financial regulations
  - contract procedure regulations
  - procurement regulations;
- in accordance with any other council policy, plan or criteria approved by cabinet and with any relevant contractual arrangements; and
- in a meeting following consideration of a report from a strategic director or his/her nominee.

- 8.2 A Neighbourhood Committee may only exercise a function in so far as the function impacts on its own area.
- 8.3 Neighbourhood Committees may not make a decision which impacts in a significant way on another Neighbourhood without first consulting with the committee for that area. If they cannot secure the agreement of that neighbouring committee, then the matter should be referred to either the relevant strategic director or cabinet for decision.
- 8.4 A Neighbourhood Committee, or two or more Neighbourhood Committees jointly, may refer a matter to either the relevant strategic director or cabinet for a decision.
- 8.5 The Leader may require a matter in relation to an executive function due to be considered by a Neighbourhood Committee to be determined by herself, cabinet or the relevant strategic director.
- 8.6 Where the Monitoring Officer or Chief Finance Officer is of the opinion that a proposal, decision, or omission of a Neighbourhood Committee is or if made would be:
- (a) outside its terms of reference; or
  - (b) outside its approved budget; or
  - (c) outside any relevant policy, plan or criteria approved by cabinet or with any relevant contractual arrangements; or
  - (d) outside the budget and policy framework; or
  - (e) not in accordance with any relevant procedure rules,

the Monitoring Officer or Chief Finance Officer shall refer the matter to cabinet or full Council as appropriate for consideration at the next available meeting.

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

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

- (a) decide the matter itself; or
- (b) endorse any decision already made; or
- (c) refer the matter back to the Neighbourhood Committee for determination; and/or
- (d) make any other decision it considers appropriate.

- 8.8 Where a matter has been referred to cabinet under 6.9 (d) or (e), then Cabinet may:
- (a) refer the matter to full Council for consideration; or
  - (b) decide the matter within the budget and policy framework or in accordance with the procedure rules; or
  - (c) refer the matter back to the Neighbourhood Committee for determination within the budget and policy framework, or in accordance with the procedure rules.
- a. Before deciding any matter in accordance with this rule, cabinet will consider a report from a statutory officer or strategic director.

### **Guidance notes**

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

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

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

*<sup>iv</sup> Agendas of meetings will normally include the following items:*

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

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

*<sup>v</sup> The statements should be normally be no longer than one side of A4 paper. Members of the public may then address the meeting (the chair may wish to set a time limit, eg. a maximum of three minutes). Anyone wishing to submit a statement is expected to contact the Democratic Services Officer named on the agenda and submit their statement by no later than 12.00 noon the working day before the meeting. The Chair has the discretion to allow any member of the public, whether or not they have submitted a written statement, to speak during the meeting.*



## Appendix B - Neighbourhood Partnerships in Bristol

### Terms of Reference

#### Introduction:

The 14 Neighbourhood Partnerships in Bristol are each unique, having developed in response to local needs, in different ways and at different rates. The distinctiveness of Neighbourhood Partnerships is acknowledged and this document seeks to provide a stronger foundation for this distinctiveness to grow and develop. However, there is a general view that some consistency is needed so that Neighbourhood Partnerships can step up to their expanding role, as a Neighbourhood approach in Bristol is strengthened significantly. However this is not an attempt to standardise, but a framework which sets a “floor” and a “core” which all can recognise.

**Throughout, maximum discretion and flexibility is built in, so that each NP can make its own decisions to suit the local realities of its own neighbourhood.**

#### 1. Name

a. The name of the Neighbourhood Partnership shall be Greater Brislington Neighbourhood Partnership (note: name to be confirmed at the 20 June meeting) and it will cover the wards of ;

1. Brislington East.
2. Brislington West.

known as “the Neighbourhood”.

b. The Thriving Neighbourhood Board of the Bristol Partnership have oversight of Neighbourhood Partnerships in Bristol, giving support and challenge throughout.

#### 2. Purpose

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

- Developing local solutions to local problems wherever possible
- Encouraging public, private and community and voluntary organisations to work together to deliver improvements to residents’ quality of life.
- Tackling deprivation and discrimination in the neighbourhood, and promoting equality of opportunity for all those living or working there.
- Considering proposed decisions of the Neighbourhood Committee and

influencing such so as to use resources to best meet the needs of the neighbourhood.

- Receiving reports from service delivery bodies and influencing service priorities within the neighbourhood in accordance with identified needs and priorities
- Actively engaging with local people across the neighbourhood, seeking their views and active participation in improving their quality of life. This includes seeking the views and participation of residents that are hard to reach.
- Co-ordinating community engagement, approving an annual multi-agency community engagement plan for the Neighbourhood, accompanied by a local communication strategy to raise awareness of engagement opportunities as widely as possible, in accordance with the Bristol Community Engagement framework.
- Considering regularly the results of community engagement activities, ensuring that wherever possible action is taken in response to the issues raised, referring such issues to the Thriving Neighbourhoods Board as appropriate
- Supporting and promoting locally the aims of the Bristol Partnership as set out in the Bristol 20:20 Plan.

#### **We Value:**

- Civic pride, protecting our public realm and making it better
- Respect and Compassion
- Aspiration, energy, enthusiasm and creativity
- Personal responsibility and accountability
- Community development / involvement and ‘grass-roots’ action

### **3. Membership of the Neighbourhood Partnership**

*Set out below are the requirements for all Neighbourhood Partnerships, which many already have in place. It is important to try to ensure that each locality within the neighbourhood has a voice, hence the requirement to have two resident representatives per ward.*

a. Bristol has 14 Neighbourhood Partnerships, each covering two or three wards. Accordingly, it is proposed that the membership composition and numbers will vary according to the size of the neighbourhood:

Neighbourhood Partnership (NP)	2 Ward	3 Ward
(i) All ward councillors	4	6
(ii) Equalities Forum representative	1	1
(iii) Young Persons representative	1	1
(iv) 2 Representatives from each ward ( <i>may be from Residents or local voluntary group</i> )	4	6

<p><b>(v) Other members as decided by the NP</b>  <i>(eg vol sector, business, arts, environment etc)</i></p>	<p><b>NP decides</b></p>	<p><b>NP decides</b></p>
<p><i>NB This gives every NP full flexibility to include members to suit local needs and preferences</i></p>		

b. All Members of the NP, except elected councillors, will be expected to live or work in the neighbourhood concerned.

c. The size and composition of the Neighbourhood Partnership should be decided and recorded at the Annual Meeting. The size of the Partnership is for local decision, but for practical reasons, it is recommended to number approximately 20 in total, excluding officers of statutory bodies.

d. The Partnership may co-opt up to two non-voting members during the year to provide specialist expertise from the time of the appointment to the next Annual meeting.

e. The quorum for meetings of the Neighbourhood Partnership will be one half of voting members, to include at least two ward councillors and two other members.

f. Observers are always welcome at Neighbourhood Partnership meetings, which are public partnerships, of course subject to the capacity of the venue.

#### **4. Officers of Statutory Bodies**

- The following officers are expected to attend all meetings of the Neighbourhood Partnership in a non voting capacity to provide support and assistance as required:
  - Bristol City Council Area Coordinator (or their representative)
  - The Neighbourhood Police Inspector (or their representative)
  - NHS Bristol
  - Avon and Somerset Fire and Rescue
  - A representative of the most relevant Children and Young People's Partnership (CYPP)
- Officers of other bodies (eg Environment Agency, Registered Social Landlords) may choose to attend Neighbourhood Partnership meetings if aspects of the agenda are relevant to them, or if invited by the Neighbourhood Partnership.

#### **5. Neighbourhood Committees**

Neighbourhood Committees are committees of Bristol City Council. They comprise the councillors elected to serve the wards within the Neighbourhood. Neighbourhood Committee meetings will normally take place jointly with meetings of the Neighbourhood Partnership. All Neighbourhood Committee members will also be members of the Neighbourhood

Partnership.

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

## **6. Working arrangements**

- a) The Neighbourhood Partnership will meet in public at least four times per year, but may of course choose to meet more frequently. (*see guidance note 2*)
- b) One of these meetings will include an Annual Meeting, for which the quorum shall be at least 50% of voting members.
- c) The Partnership will elect a Chair and Vice Chair from its membership at the Annual meeting, by simple majority of those present and eligible to vote. (In the event of a tie, each shall take each office for 6 months.)
- d) The Partnership may elect other officers as it decides are required (eg treasurer, secretary etc.)
- e) The Partnership may establish sub groups, task groups etc as required and not limited to Neighbourhood Partnership members only.
- f) Minutes of the meetings will be taken by Bristol City Council officers and made public (on the website of both the Council and Bristol Partnership) within one month of the Partnership meeting.
- g) An agenda showing time and place of the meeting will be published (as above) at least two weeks prior to the Partnership meeting.
- h) All meetings will be open to the public, unless there is a specific reason (such as data protection) and formal vote to allow closed session. This should be avoided wherever possible.

## **7. Complaints**

Anyone wishing to make a complaint about the NP may put their concerns in writing to the chair of the Thriving Neighbourhood Board (c/o Bristol City Council, Democratic Services Section, Room 220, Council House, College Green, Bristol BS1 5TR or by email to [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk) ). Complaints about councillors or any person employed by a statutory agency should be submitted in the usual way to the council or the relevant agency.

The Chief Executive of Bristol City Council, or her representative, may access any records held by a Neighbourhood Partnership on receipt by the Chair/ Vice Chair of a written request setting out why such a request is made. Such documents will be made available within a reasonable period, and not longer than 14 days.

## **Neighbourhood Partnership Terms of Reference - Guidance notes**

1. **Name:** The Neighbourhood Partnership name will be decided by the Neighbourhood Partnership at its annual meeting
2. **Frequency of meetings:** Based on current practice, up to 6 meetings per year can be supported by the Council, in terms of room rental and note-taking, although it is expected that most will opt for 4 per year. This will be reviewed at the end of the year.

## **Neighbourhood Partnership membership**

3. *Resident representatives from wards: It is recommended that such representatives are agreed where possible by the relevant Neighbourhood Forum prior to the Partnership AGM. It is hoped that such representatives may be from local residents or community organisations, but they may be individual Neighbourhood Forum nominees.*
4. *Each Neighbourhood Partnership should decide at its annual meeting the number and composition of other members not set out within the framework Terms of Reference. The following are given as examples, being already in place in some NPs:-*
  - *Voluntary or community sector*
  - *Local businesses*
  - *Environmental groups*
  - *More resident representatives than specified*
5. *Some Neighbourhood Partnerships keep a simple register of all voluntary, community and faith organisations and local businesses that become members of the Partnership (providing they agree to support it's aims and values). This assists communication and also enables an election process if needed to select NP representatives. Membership will be free.*
6. *These registered voluntary, community and faith organisations and local businesses are invited to nominate representatives to the Neighbourhood Partnership, in accordance with the categories decided by the Partnership usually at the annual meeting (for example: 2 voluntary sector representatives and 1 business representative). An election will be held if the numbers of nominees exceeds places available. In the interests of securing the broadest possible input, community organisations should be discouraged from "upping" their representation by seeking nomination in more than one section – ie as a resident representative and as a voluntary sector*
7. *The Bristol Equalities Forum will nominate a representative from the Neighbourhood who will seek to make a contribution for all equalities groups. Support will be provided.*
8. *Neighbourhood Partnerships may also wish to consider co-options in order to make the partnership more balanced eg by gender, age, ethnicity, geography.*

9. *The officers (Chair, Vice-Chair etc) can be elected from any member of the Neighbourhood Partnership. This may result in a different Neighbourhood Committee Chair (who must be a ward councillor by law) and Neighbourhood Partnership Chair sitting on the same Neighbourhood Partnership. Partnerships may wish to consider making them the Chair and Vice Chair of the NP, although this is not prescribed.*
10. *Theme groups may be convened by the Neighbourhood Partnership and will be expected to report to the Neighbourhood Partnership and, if directed, to the Neighbourhood Forums. All theme group recommendations must be agreed by the Neighbourhood Partnership before they are actioned, unless they are explicitly empowered to act by the Neighbourhood Partnership.*

### **Note on Community engagement, Neighbourhood Forums**

*The Council and the Police agreed in 2010 to merge their community engagement mechanisms (Neighbourhood Forums/ PACTs). This is on the basis that*

1. *Neighbourhood Forums will be held at ward level, four times per year.*
2. *The Police will provide administrative support and provide a note taking service.*
3. *The Neighbourhood Partnership may decide that other formats are more effective for enabling resident engagement than a standard meeting format. Whilst it will need to ensure that agreed elements, such as progress updates from previous, or consultation activities are retained, the emphasis should be on providing opportunities that provide the greatest level of engagement. (For example, neighbourhood walkabouts with agencies in attendance, marketplace drop- in sessions, or meetings led by young people, may from time to time be deemed more appropriate formats.)*
4. *Twice a year, the Partnership will receive a report highlighting the issues raised during community engagement activities in the Neighbourhood.*

*The Partnership has lead responsibility for the quality of community engagement in its neighbourhood, and is advised to regularly consider how it may improve further.*

**BRISTOL CITY COUNCIL  
FINANCIAL OPERATING FRAMEWORK  
NEIGHBOURHOOD COMMITTEES**

Contact Officer: Mike Harding, Finance Business Partner, Neighbourhoods & City Development

## **1 Summary**

- 1.1 This operating framework describes the financial arrangements which will apply to devolved budgets for Neighbourhood Committees.
- 1.2 The framework outlines:
- Adherence to financial regulations
  - Approach to spending the resources allocated to each Neighbourhood Committee
  - Arrangements for keeping Neighbourhood Committees aware of spending commitments
  - Restrictions on the application of funds
  - Treatment of year end surpluses or deficits
  - Roles and responsibilities of key stakeholders
- 1.3 This document provides summary guidance only. Any financial queries outside of the scope of this framework should be directed to the designated person in the appropriate finance team, in the first instance.

## **2 Financial and Procurement Regulations**

- All expenditure decisions must be conducted in line with the Council's Financial and Procurement Regulations, which can be viewed on the intranet. This will ensure compliance with the principles of decision-making under the Council's constitution and be consistent with the Council's budget and policy framework. It should also enable Neighbourhood Committees to demonstrate that value for money is being demonstrated in the use of public funds.
- External Partnership Arrangements, including:
  - a) ensuring that partnership arrangements are underpinned by clear and well documented internal controls.
  - (b) risk management processes are in place to identify, assess and allocate all known risks.
  - (c) appraisal processes are in place to assess the viability of the partnership in terms of resources, staffing and expertise.
  - (d) adequate arrangements are in place to ensure the accountability of other organisations for Council money, and that such money is only released against proper controls.
- Where the anticipated value of a contract for any works or service contract is more than £100,000 the client must assess the operational risk to which the Council will be exposed and whether therefore to require a performance bond and/or a parent company guarantee from some or all potential tenderers.

### **3 Spending budgets**

- 3.1 The rationale by which budgets have been apportioned across Neighbourhood Committees will be shown for each separate budget. Apart from those budgets which are divided equally, the allocation formulae will be flexible and may change each year as part of annual policy and budget-setting process and in consultation with Neighbourhood Committees.
- 3.2 There are two types of resources devolved to Neighbourhood Committees:
  - Devolved budget allocations: these will be directly controlled by committees, i.e. they will make the actual spending decisions for these budgets to be implemented by Officers and Area Co-ordinators.
  - Influenced budgets: these will be influenced by committees at a local level through consultation and debate with Officers.
- 3.3 All resources allocated to Neighbourhood Committees must be spent on the purposes for which the existing budgets are intended. This means that committees cannot transfer funds between services e.g. the budget for mini recycling sites cannot be redirected to minor traffic schemes.
- 3.4 The Area Co-ordinator is the first point of contact for these budgets and will work closely with Finance staff across directorates. They will be given access and training in the Council's finance and procurement systems for the purposes of monitoring budgets and contracting (whether internal or external). The accountable officer for budgetary purposes will be the existing Officers responsible for each service (under the relevant Strategic Director) and they will be required to ensure that the Authority's regulatory framework is adhered to.
- 3.5 Expenditure in each Neighbourhood Committee must focus on local priorities that are significant in terms of improving service delivery and environmental conditions, community safety, promoting well-being, encouraging, community engagement and involvement, and creating a sustainable legacy and identity within neighbourhoods. Officers will provide Neighbourhood Committees with operational and strategic information to inform the use of funding.
- 3.6 Devolved budgets cannot be used to provide charitable donations or purchase gifts for individuals. Nor can they be applied to any activities or projects that would have a detrimental effect upon Council service delivery, policies or performance.

### **4 Financial monitoring**

- 4.1 For the Council to establish an accurate picture of its financial status, plan and make effective decisions, correct and consistent classification of expenditure is necessary, as is accurate financial forecasting.
- 4.2 Consolidated financial monitoring information relating to all apportioned revenue budgets will be reported to each committee at the start of the financial year, mid-year and at year end.
- 4.3 At interim periods, the Area Co-ordinators may report the financial position or respond to queries from the Neighbourhood Committee through use of the finance system, verified if necessary by Finance staff.

## **5 Restrictions on the application of funds**

- 5.1 As part of the process of apportioning funds, Officers have identified any restrictions governing the use of the resources (such as statutory duties) and this information will be made available to Neighbourhood Committees.
- 5.2 Budgets devolved to Committees will be either revenue or capital funds. There is flexibility in that revenue monies can be allocated to capital purposes (although not vice versa) but such items of expenditure have to be accounted for differently. This is an important distinction. Expenditure for capital purposes results in the acquisition or construction of a fixed asset (e.g. land, building, vehicle or equipment) or the enhancement of an existing fixed asset. Fixed assets have an expected useful life of longer than one year.
- 5.3 Area Co-ordinators should consult Finance staff to ensure that the correct accounting treatment is applied to expenditure for capital purposes and further guidance on the difference between revenue and capital expenditure can be distributed. It should be noted that should the project abort, the costs would need to be re-charged back to a revenue budget, not a capital budget. Only assets with a value greater than £20k are entered on the Council's fixed asset register. This is the "de minimis" level.
- 5.4 Neighbourhood Committees need to be aware of the potential ongoing revenue implications arising from capital schemes (e.g. maintenance, security, etc.) as they will also need to be funded from their revenue budget and could represent a limiting factor in future years. Equally, some capital investment may generate revenue savings, energy efficiency measures for example, which would have a positive financial impact in future years and can be retained by the Committee should they exceed increased energy prices. Therefore, when considering the feasibility of a particular scheme, the revenue consequences must be identified, understood (and provided for in the case of ongoing costs) before any capital spend is committed. In such instances, Committees should request guidance from Officers and Finance staff.

## **6 Treatment of year end surpluses or deficits**

- 6.1 At the end of each financial year, any revenue surplus (underspend) or deficit (overspend) will be carried forward to the next financial year in the form of a budget adjustment. This will apply to each allocated budget separately (i.e. an underspend on one budget cannot be used to offset an overspend on another).
- 6.2 The year end out-turn against each budget will be reported to Neighbourhood Committees as part of the half-yearly reporting process.

## **7 Roles and responsibilities of key stakeholders**

- 7.1 The constitutional basis of Neighbourhood Committees is separately described in their Terms of Reference.
- 7.2 Members of Neighbourhood Partnerships who are not ward councillors are unable legally to vote on delegated decisions. (This is a matter of the legal framework for all Local Authorities and is not a decision by BCC.) However the view of Neighbourhood Partnership members are very important and will be given careful consideration by Neighbourhood Committees when taking such a decision.

- 7.3 Each Neighbourhood Committee must maintain proper accountability over the use of resources to ensure that public accountability and high standards of financial integrity are exercised. To this end, supplementary financial training will be provided to committee members, as required, and financial monitoring information will be provided in a simple and consistent format.
- 7.4 Area Co-ordinators will be the primary point of contact for monitoring and reporting on budgets to Neighbourhood Committees. They will be supported in this by Finance staff, and the restructuring of the existing budgets on the finance system to enable transparent and efficient access to information across directorates.
- 7.5 Area Co-ordinators will be required to submit or sign off forecast expenditure figures, as per the quarterly reporting cycle, for consolidation by Finance staff as part of the corporate financial monitoring process. This timetable will be clearly communicated at the start of each financial year. Where forecasting responsibility continues to sit with the existing service manager, then this information will need to be communicated to the Area Co-ordinator for monitoring purposes.
- 7.6 Officers and Area Co-ordinators will ensure there are adequate segregation of duties in the ordering and paying for goods and services and that appropriate records are kept of expenditure decisions as may be required for inspection by Internal Audit or Audit Committee.



**MINUTES OF THE MEETING OF THE  
BRISLINGTON COMMUNITY PARTNERSHIP (BCP)  
HELD AT 7.00 p.m. on 21 MARCH 2011  
AT ARNOS MANOR HOTEL, BATH ROAD, BRISLINGTON**

**PRESENT:**

**Ward councillors:**

Councillors Simon Crew and Mike Wollacott (Brislington East ward)  
Councillors Peter Main and Jackie Norman (Brislington West ward)

**Neighbourhood Partnership members:**

David Waters, Chair, BCP  
Ali Hender, Vice-Chair, BCP  
Steve Pearce, Treasurer, BCP  
Angela Piccini, Secretary, BCP  
Louise Bale, resident & BCP member  
Theresa Driscoll, resident & BCP member  
Alan Bale, resident & BCP member

**Officers and other statutory partners / other attendees:**

Gemma Dando, BCC, Area Co-ordinator  
Ariaf Hussain, BCC, Community Engagement Officer  
Ian Hird, BCC, Democratic Services Team Leader  
Gareth Vaughan-Williams, BCC, Traffic Delivery Manager  
Neil Terry, BCC, Principal Traffic Engineer  
Maxine Powell, Equalities representative  
Inspector Colin Salmon, Avon and Somerset Police  
Pauline Allen, resident  
Steve Gambrell, resident  
Susan Gambrell, resident  
Gill Luxford, resident  
Emma Bagley, resident

***Standard items:***

**1. APOLOGIES FOR ABSENCE (agenda item 1)**

Apologies were received from Liz Venn.

## 2. **WELCOME AND INTRODUCTIONS** (agenda item 2)

The Chair welcomed attendees and those present introduced themselves

## 3. **CHAIRING ARRANGEMENTS** (agenda item 3)

In line with the “rotating chair” arrangements initially agreed at the 15 February 2010 meeting, it was agreed that Cllr Peter Main be elected as Chair of the neighbourhood committee. It was noted that David Waters would chair the meeting except for that part of the meeting where the local councillors (sitting as the neighbourhood committee) needed to take a delegated decision.

## 4. **MINUTES - BRISLINGTON COMMUNITY PARTNERSHIP - 13 DECEMBER 2010** (agenda item 4)

### **AGREED:**

**That the minutes of the meeting held on 13 December 2010 be agreed as a correct record.**

Whilst confirming the minutes as a correct record, it was suggested that in the interests of clarity, the presentation / format should be reviewed.

**ACTION: Ian Hird to implement.**

## 5. **DECLARATIONS OF INTEREST** (agenda item 5)

It was noted that Cllr Peter Main was a governor of Brislington Enterprise College (re: agenda item 16).

## 6. **YOU SAID, WE DID** (agenda item 6)

Gemma Dando circulated a document which summarised some of the achievements of the neighbourhood partnership in recent months.

It was noted that the document included details of:

- the St Anne’s notice board project.
- flood prevention works at the Sandy Park road junction with the A4 Bath Road, as part of the Greater Bristol Bus Network works.
- progress regarding the neighbourhood forum priorities (May to December 2010). It was noted that this part of the document did not therefore include detail on progress on the priorities identified at the most recent forum meeting.

It was noted that an update on tackling anti-social behaviour issues would be reported to the neighbourhood forum in April.

**AGREED:**

**That the update be noted.**

**7. AREA CO-ORDINATOR'S REPORT (agenda item 7)**

The partnership considered an update report of the Area Co-ordinator (agenda item no. 7).

In discussion the following main points were raised / noted:

a. Minor traffic schemes: Concern was expressed that (although the neighbourhood partnership had decided to support the scheme a year ago) the Talbot Road minor lining scheme / priority narrowing enhancement had not yet been carried out. In relation to this matter, officers advised as follows:

- the budget for these works was reserved.
- the implementation of these works had been delayed until later in the 2010/11 financial year as it had been anticipated that the works were relatively straightforward and it had not been anticipated that any objections would be received by residents.
- in the event, some objections had been received from residents following a leaflet drop on the works to be carried out. These were being actively addressed with a view to the works then being progressed as soon as possible.

**Action: Gareth Vaughan-Williams / Neil Terry**

b. Older persons wellbeing fund: It was noted that at the previous meeting on 13 December, the neighbourhood committee had agreed to allocate funds to Brislington Neighbourhood Centre for intergenerational work, and for a foot and hand care service for older people in the Brislington area, subject to all appropriate health and safety considerations being assessed. It was noted that this scheme would now be implemented, taking full account of health and safety factors. It was suggested that it would be important to try to ensure the service was accessible, e.g. to older people who could not leave, or experienced difficulty in leaving their homes to attend a health centre.

- c. Neighbourhood forums: Gemma Dando advised that she was liaising with local schools with a view to holding a forum in the daytime for the school children and their parents. Initial contact had been made with St Annes Infant and Junior schools to pilot this initiative.

**AGREED:**

**That the update be noted.**

***Local action plan items (progressing work):***

**8. BRISLINGTON COMMUNITY ACTION PLAN – REVIEW** (agenda item 8)

Gemma Dando provided an update. It was noted that the section of the action plan relating to younger people had been updated and would be circulated to partnership members for comment. It would also be made available on the Brislington Community Partnership web site.

**AGREED:**

**That the update be noted.**

**ACTION: Gemma Dando to implement accordingly.**

**9. ST ANNE’S PROJECT – UPDATE** (agenda item 9)

The partnership received an update from Steve Pearce on the St Anne’s project.

It was noted that this project had evolved from the interest local people had shown in developing / improving facilities in St Anne’s Park. Training was now underway to assist local activists in developing their skills base. It was noted that initial contact had also now been made with the trustees of St Anne’s Park City Mission to discuss the future of the building.

**AGREED:**

**That the update be noted.**

**10. BRISLINGTON BROOK PROJECT – UPDATE** (agenda item 10)

The partnership received an update on the Brislington Brook Project.

The following was noted:

- Brislington Community Partnership and the Council had applied for Heritage Lottery funding to support the project. The outcome of the bid was expected during April.
- Further work was envisaged, in conjunction with other neighbourhood partnerships, with a view to further developing the brook as a wildlife corridor for south Bristol.
- Brislington Brook had been included in “Exercise Watermark”, the recent testing of the Council’s flood plan, since it represented a potential flood risk. It was noted that Gemma Dando would check whether the report arising from this exercise was available.  
**ACTION: Gemma Dando**
- Gemma Dando indicated that she would be happy to be involved in additional co-ordination of work / activity as required, to assist the Brislington Brook project.

**AGREED:**

**That the update be noted.**

**11. PRIDE OF PLACE EXHIBITION AND AWARDS (agenda item 11)  
& ADULT LEARNING OPPORTUNITIES (agenda item 12)**

The partnership received an update on these matters.

It was noted that:

- the Pride of Place exhibition would take place at M Shed from 23 – 31 July (i.e, during the first week of the school summer holidays), with each neighbourhood partnership receiving the opportunity to have a display area.
- as part of the event, there would be an awards ceremony on 27 July, specifically around celebrating local success.
- work was underway around a visual / interactive display covering biographies of Brislington people.
- Gemma Dando was liaising with the University of the West of England and the City of Bristol College around potential adult learning opportunities.

**AGREED:**

**That the update be noted.**

***Items for influence by the neighbourhood partnership / decision by the neighbourhood committee***

**12. DEVOLUTION OF SECTION 106 SPEND** (agenda item 13)

The partnership discussed a report on the devolution of section 106 spend to neighbourhood partnerships.

In discussion, the following main points were raised / noted:

1. There was general support for the proposal that with effect from 1 April 2011, Brislington Community Partnership should accept responsibility for decisions over local section 106 spend.
2. It was noted that there could be circumstances where a development located close to the boundary of a neighbourhood partnership area might have implications for the adjoining neighbourhood partnership area. It was noted that in approving the proposals (on 25 November 2010), the Council's Cabinet had endorsed a mechanism to resolve such situations – essentially, the local area co-ordinators would liaise (and engage with local communities) to determine an appropriate solution, which would then be forwarded to the affected neighbourhood partnerships.
3. With regard to the table in paragraph 5 showing the amount of Section 106 funding available for the Brislington area (Transport - £160,000; Parks - £90,000; Other - £20,000), it was noted that a more detailed breakdown would be available in April.

**Action:**

**Gemma Dando to circulate the more detailed Section 106 money breakdown during April.**

4. Partnership members indicated that as well as taking on responsibility for the allocation of existing Section 106 money, they would also be very interested in participating in future training opportunities around the likely introduction of the Community Infrastructure Levy, and around involvement in the early stages of planning applications and identifying / influencing local priorities that could be included in future Section 106 agreements. It was noted that the process of updating the local community action plan would assist the partnership in identifying future Section 106 priorities.
5. Gemma Dando agreed to keep local councillors informed about new planning applications, as they were brought to meetings of the the Neighbourhood Delivery Team for comment.

**Action:**  
**Gemma Dando**

Following further discussion, the **Neighbourhood Committee**

**Resolved:**

**That, with effect from 1 April 2011, Brislington Community Partnership will accept responsibility for local Section 106 spend; and that the partnership wishes to be actively involved in forthcoming training, including future training around the likely introduction of the Community Infrastructure Levy and around involvement in the early stages of planning applications and identifying / influencing local priorities that could be included in future Section 106 agreements.**

**ACTION: Gemma Dando**

**13. DEVOLVED TRANSPORT SCHEMES FOR 2011-12 (agenda item 14)**

The partnership discussed a report on the 2011/12 work programmes for local traffic schemes, carriageway surface dressing, and footway resurfacing.

In discussion, partnership members noted with concern that the land transfer issue (involving Tesco) associated with footway improvements at Callington Road was still unresolved. It was noted that Gemma Dando would liaise with Andrew Whitehead (City Development), with a view to an update report being brought to the next meeting.

Following discussion, and having listened to the views of partnership members on the priorities (within the available budget) for local traffic schemes, carriageway surface dressing and footway resurfacing for 2011/12, the **Neighbourhood Committee**

**Resolved: to approve the following expenditure in 2011/12:**

- 1. Local traffic schemes (budget: £17,143):**
  - **Scheme T4 – West Town Lane – introduction of 7.5 tonne weight limit between Hungerford Road and Sturminster Road - £7,500.**
  - **Scheme T8 - Fermaine Avenue / St Aubins Avenue / Allison Road – review and introduce new / revised parking restrictions - £6,000.**
  - **Minor lines and signs (i.e. to deal with ad hoc requests) - £1,500.**

- Any remaining funds within this budget to be allocated to preliminary work on assessing how traffic calming measures could most appropriately be introduced in School Road.
- 2. **Carriageway surface dressing (budget: £15,255):**
  - **Scheme C1 – St Annes Road - £4,140**
  - **Scheme C2 – Allison Road - £3,375**
  - **Scheme C3 – School Road - £7,740**
- 3. **Footway resurfacing (budget: £17,500):**
  - **Scheme F1 – Guernsey Avenue - £17,500**

The table showing Section 106 money for transport schemes (section 8 of the report) was noted.

**Action:**

**Gareth Vaughan-Williams / Neil Terry (City Development) to progress implementation.**

**14. AREA GREEN SPACE PLAN – BRISLINGTON (agenda item 15)**

The partnership discussed a report on the identification of investment priorities for the Brislington area green space plan.

**Agreed:**

**That the partnership will engage with officers in discussing and agreeing the investment priorities of the area green space plan for the Brislington neighbourhood partnership area, as per the proposal set out in the report and that Richard Fletcher be invited to an initial meeting as soon as practicable.**

**Action:**

**Gemma Dando to liaise with Richard Fletcher**

**15. WELLBEING BUDGET REPORT (agenda item 16)**

The partnership considered a progress report from the Area Co-ordinator.

Following discussion **the Neighbourhood Committee**

**Resolved:**

**That the following allocations be approved:**

- 1. Brislington Enterprise College - £1,750 for 5 students to undertake a YMCA fitness instructor course (subject to the panel's required clarifications as per paragraph 4 of the report being satisfactorily resolved).**
- 2. Brislington Enterprise College – HBASE community makeover team - £1,300 (with £500 provided from Clean and Green) for community makeovers (once a week in Brislington).**
- 3. Brislington United Reformed Church - £2,000 for renovation of the floor in the hall used for groups and activities.**

(The meeting ended at 9.00 p.m.)

CHAIR



**DISCOVER BRISLINGTON BROOK PROJECT**

**STEVE PEARCE - BRISLINGTON COMMUNITY PARTNERSHIP  
KATHY DERRICK - BRISTOL CITY COUNCIL**

<b>DISCOVER BRISLINGTON BROOK PROJECT Programme July-December 2011</b>		
Governance	Reckies of Brislington Brook brook and environs by project worker, networking and familiarisation with project.	Jul-11
Governance	Networking and familiarisation with project.	Jul-11
Pilgrims Way	Training on Historic Webtool and practice, at Brunel House, Bristol.	Jul-11
Wildlife Watch	1 bat talk for Wildlife Group from experts with possibility of live bats 'Smarty' and 'Princess' attending, this would be the inaugural activity for the wildlife group.	Jul-11
Pilgrims Way	1 workshop session to demonstrate the Historic Webtool to Brislington history groups.	Aug-11
Pilgrims Way	1 workshop session to demonstrate the Historic Webtool to Stockwood history groups.	Aug-11
Wildlife Watch	Deliver a 'how to lead a bat walk' training session.	Aug-11
Governance	Project Steering Group meeting.	Aug-11
Wildlife Watch	2 community bat walks along the brook, one in Brislington, one in Stockwood.	July - Sept 2011
Wildlife Watch	1 biodiversity survey	July - Sept 2011
Wildlife Watch	Install 2 bat boxes in Brislington Brook Corridor and monitor usage.	July - Sept 2011
Young Explorers	Science Year 10/11 OCR Nationals - Systems of work will include studies and surveys on the water chemistry, pollution, invertebrates and ecology of the brook.	Oct 2011 - Dec 2011

**DISCOVER BRISLINGTON BROOK PROJECT Programme July-December 2011 continued**

Young Explorers	Science Year 8 Environment & Biology Unit - Visits will be made to the brook to collect environmental data for the analyse of pollution and wildlife	Oct 2011 - Dec 2011
Pilgrims Way	3 workshop sessions on the Historic Webtool to history and archaeology groups in Brislington.	Oct 2011 - Dec 2011
Pilgrims Way	3 workshop sessions on the Historic Webtool with history and archaeology groups in Stockwood and Whitchurch.	Oct 2011 - Dec 2011
Pilgrims Way	To develop a brief and commission Show of Strength to project manage write and perform performance material relating to the St. Annes Pilgrimage and brook with community groups and professionals.	Oct - Nov 2011
Watery Tales	1 questionnaire on memories of the brook.	Oct-Dec 2011
Watery Tales	2 guided visits to brook walks for community.	Oct-Dec 2011
Young Explorers	1 fieldwork session with youth group such as pond-dipping, litter surveys, drawings.	Oct-11
Governance	Project Steering Group meeting.	Nov-11
Wildlife Watch	1 environmental survey	2011

# MAP OF DISCOVER BRISLINGTON BROOK STUDY AREA



## The Big Blue Map of Bristol

There are over 100 miles of waterways in Bristol waiting to be discovered

**KEY:**

- Open watercourses
- Underground watercourses (culverted)
- Bristol Boundary
- River source

N

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# DETAILED MAP OF BRISLINGTON BROOK

Brislington Brook

Brislington Brook – hidden away,  
a secret wildlife corridor

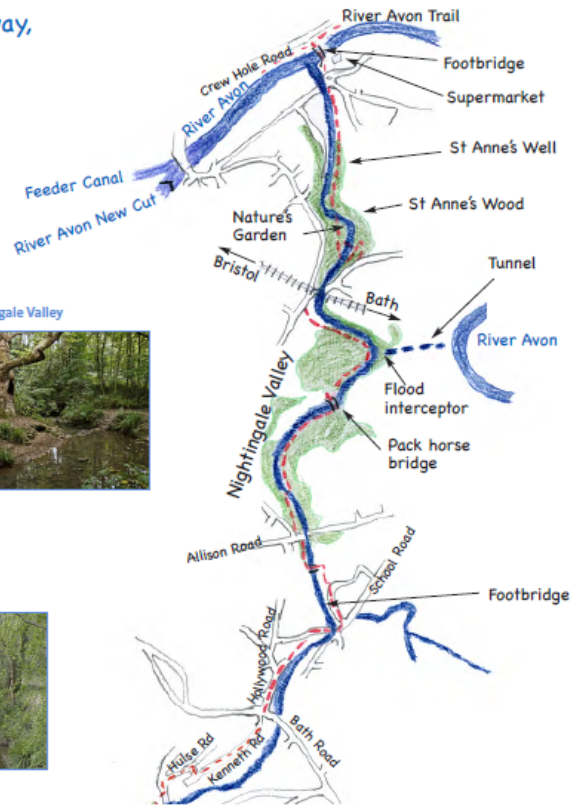
Pack horse bridge



Nightingale Valley



Nightingale Valley

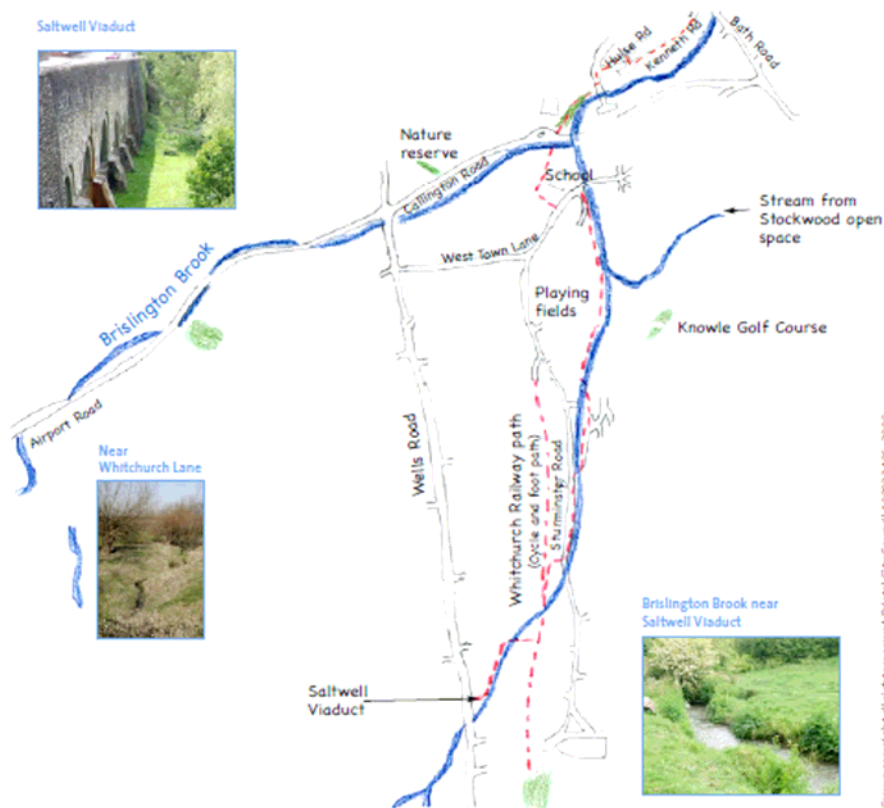


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Saltwell Viaduct



Near Whitchurch Lane



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South Bristol Riverscapes Project, Friends of Nightingale Valley  
Tel: 0117 352 5894  
www.brislington.org/fov/index.html

E: lathy.derrick@bristol.gov.uk



www.southbristolriverscapes.org.uk



*Working together to  
improve your Neighbourhood*

## AGENDA ITEM 9

# Pride of Place Programme

## Exhibition

You may remember that the Neighbourhood Partnership agreed to take part in the Pride of Place Exhibition. Asif Khan ([Asif.khan@bristol.gov.uk](mailto:Asif.khan@bristol.gov.uk)) is pulling together the exhibition so will be the primary point of contact for details of the displays.

Brislington is producing a sculpture and displaying a noticeboard which was carved by local residents, which will also contain information about the community. The deadlines for the exhibition are below:

### Exhibition Deadlines

31st May - final details of your display to be sent to Asif (size and content of display are most important matters)

1st week of June - floor plan produced for exhibition

1st July - all materials and plans for layout finalised and installation methods finalised (Asif will be collecting these details)

18th July - all materials delivered to MShed, start of installation

21st July - all electrical equipment PAT tested

22nd July - final installation completion

23rd July to 31st July - Exhibition

## Pride of Place awards

There is to be an awards Ceremony to celebrate the works of the Neighbourhood Partnerships. Neighbourhood Partnerships can apply for awards in the following categories:

1. Stronger Communities sponsored by Voscur and BDA (Wendy Stephenson & Ayannah Griffith)

The award recognises activity of the Neighbourhood Partnership that has helped to strengthen a local community, through supporting voluntary and community activity, building links within a community or building bridges between different communities.

2. One Planet Living Award sponsored by SITA (Anthony Durston) and Green Momentum Group (Darren Hall)

This award recognises NPs that have made improvements to the appearance, cleanliness and/or sustainability of their local environment.

3. Health and Wellbeing sponsored by NHS Bristol (Noshin Menzies)

This award recognises activity that has helped to improve the health and wellbeing of a local community. This includes improving people's sense of wellbeing, such as being part of the community, taking part in activities such as art or singing groups as well as taking part in physical activity and eating well.

4. Learning sponsored by City of Bristol College (Debbie Harrison)

This award recognises learning activities that have helped to promote education and training in the local community.

5. Heritage Happiness award, sponsored by Bristol's Museums, Galleries and Archives (Reethah Desai)

This award recognises local heritage activities that have increased opportunities for local people to be involved and improved the lives of people in the local area.

6. Love your Library, sponsored by Bristol City Council Libraries (Asif Khan)

The award recognises activity that has helped to promote reader development and literacy through engagement with your local library.

7. Overall Winner award

This award recognises the overall work of the Neighbourhood Partnership and assesses the progress made by the partnership since February 2010. NPs that want to apply for this award will be required to submit a report of up to four pages by 1<sup>st</sup> July 2011 outlining their work and how it fits the general criteria.

Suggestions have been made for Brislington to apply for awards for awards in

1. Stronger Communities – for the work of the Brislington Community Partnership with the Neighbourhood Partnership
2. Health and Wellbeing – for the work using Wellbeing funding and older persons wellbeing funding through the lunch clubs, the Neighbourhood Centre and the holistic therapy sessions, and working with BEC
3. Learning – for the work with the Learning Communities Team and building on this work
4. Overall winner award

### **General Criteria for All Awards**

- How local people have been involved?
- Whether there has been 'partnership working', which organisations were involved, and how well did they work together?

- In what way has the neighbourhood partnership supported, encouraged and facilitated work and project in its area?
- What progress has the NP made in the period between February 2010 and the POPP Awards day (27th July 2011).

### **Deadlines for submissions**

17th June - deadline for 2 page submission for specialist awards (to be sent to [Gemma.dando@bristol.gov.uk](mailto:Gemma.dando@bristol.gov.uk) for distribution to award coordinators.)

1st July - Deadline for submission of overall best NP award (to be sent to [Gemma.dando@bristol.gov.uk](mailto:Gemma.dando@bristol.gov.uk))

1st July - Final date for submitting any evidence / answering any questions that award coordinators have asked about 17th June submissions.

27th July 6pm - 8pm - Award ceremony for Pride of Place / Neighbourhood Partnerships

Please note that draft submissions will be available at the meeting on the 20<sup>th</sup> and may have been submitted to the award coordinators for their comments, with final versions/evidence due on 1<sup>st</sup> July.

Please contact Gemma Dando for input into these awards if you are not already involved ([gemma.dando@bristol.gov.uk](mailto:gemma.dando@bristol.gov.uk) , 0117 352 1090)





**AGENDA ITEM 11**

**GREATER BRISLINGTON NEIGHBOURHOOD PARTNERSHIP  
20 JUNE 2011**

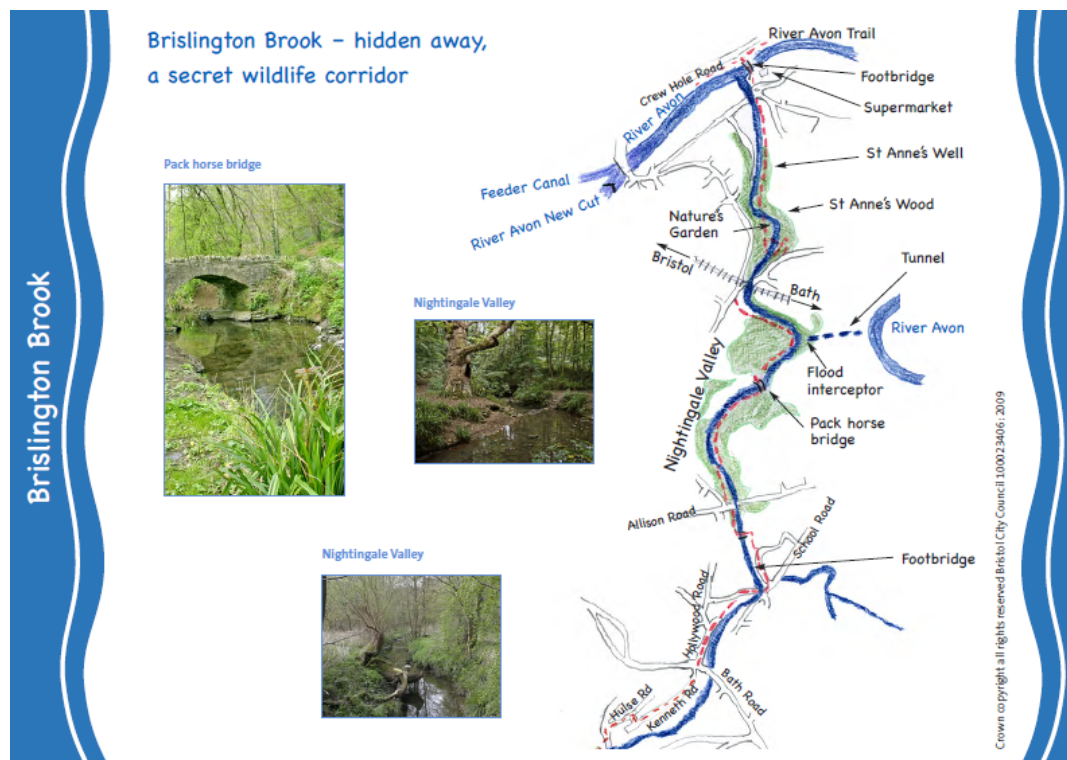
**YOU SAID WE DID –2010 to 2011**

This is a brief summary of some of the achievements of the Neighbourhood Partnership in the last year. This highlights the work of a variety of different partnership members including local residents, community groups, Councillors and partners such as the police and the council.

The action plan aims are from the Brislington Community Partnership's action plan for the area.

**Environment**

Action plan aim: "For Brislington to make positive use of derelict and unmanaged spaces for sustainably lit cycle ways and walkways, for community gardens, for play spaces, for education"



**Actions:**

20<sup>th</sup> June 2011  
Greater Brislington Neighbourhood Partnership

1. Brislington Community Partnership, working with the council, secured Heritage Lottery funding for a 3 year project in the Brislington Brook area (see agenda item 7 and map above)
2. Community Payback cleaned up a variety of green spaces in Brislington and removed over 2 tonnes of rubbish from the Wootton Road woods in St Anne's.
3. The Neighbourhood Partnership, involving all of the local parks groups and other local groups, are working with the council on the Area Green Space Plan prioritisation.
4. The Neighbourhood Partnership funded gardening tools from the Clean and Green money for students at Brislington Enterprise College, who are doing projects to improve green spaces in community centres, care homes and other spaces in Brislington.

### Older People

Action plan aim: "For older people to have access to the services that they want and for more intergenerational communication and opportunities for dialogue."



#### Actions:

1. Wellbeing funding enabled a number of projects that benefitted older people, including the disc agency project which provided hand and foot massage at the area's lunch clubs (see picture above) and the Brooklea words and art for health project.
2. The older person's wellbeing funding was able to fund Christmas trips for two older persons' groups in the area
3. The older person's fund was also able to work with Brislington Neighbourhood Centre to help to fund an intergenerational project that is currently happening, which sees children from the after schools club doing activities with older people from the lunch clubs.
4. Brislington Neighbourhood Centre is also running a foot and hand care service which is enabling older people to have beauty therapy on their hands and feet.

#### Younger people

Action plan aim: To work with young people and service providers to encourage active youth participation in identifying problems and developing creative solutions.

#### Actions:

1. Wellbeing funding has funded a variety of projects that benefit young people including funding items for scout groups, funding training courses so young people can be instructors at the Wicklea gym and at BEC and helping to fund the exhibition from all Brislington Schools that went into the Paintworks in April.
2. Ariaf, our Neighbourhood Engagement Officer, is working with local primary schools to do some Neighbourhood Forums within the schools and also to do surveys at home time to involve parents and children in local problem solving and decision making.
3. Sally Carter, the senior youth worker for Brislington, is working with the Neighbourhood Partnership to encourage members of the youth forum to also take part in the Neighbourhood Partnership and the decision making.

#### Leisure

Action plan aim: That Brislington's leisure activities and opportunities are accessible for all.

## Actions

1. St Anne's notice board project saw local people making 2 community notice boards which will be displayed in St Anne's and will let people in this area know what's going on.
2. The Brislington Community Partnership and the Wellbeing funding assisted in a number of community festivals and activities, such as the Hungerford Road Community Centre fun day and the Arnos Park dog fun day.
3. The Wellbeing funding has contributed to maintaining the community website and helping to fund a new web project to update the website. The website and web forum have over 300 members and enables leisure information to be distributed widely.

## Crime and Safety

Action plan aim: to foster a perception of Brislington, based on fact, which emphasises the relative safety of the wards and works with service providers to focus on vulnerable areas and communities.

### Actions:

Update to be provided at the meeting by Colin Salmon, Brislington Neighbourhood Inspector.

## Traffic and Transport

Action plan aim: To work with service providers to transform Brislington from a commuter rat run into a transport flagship community.

### Actions:

1. The Neighbourhood Partnership has used its highways budgets to undertake works to improve the state and use of the local roads and pavements.
2. Many traffic and transport issues are identified at Neighbourhood Forums and these have been dealt in partnership by the Police, the council and other local organisations. For more information, please see [www.myneighbourhoodbristol.com](http://www.myneighbourhoodbristol.com) and look at the action plans from the Neighbourhood Forums.



**AGENDA ITEM 12**

**GREATER BRISLINGTON NEIGHBOURHOOD PARTNERSHIP**

**20 June 2011**

**Report of:** Gemma Dando, Neighbourhoods Department

**Title:** Area Coordinator's Report including Annual Budget Report 2010-2011

**Contact:** 0117 352 1090 / [gemma.dando@bristol.gov.uk](mailto:gemma.dando@bristol.gov.uk)

**RECOMMENDATIONS**

**To note the contents of the report and the annual budget reports for 2010-2011.**

**For the Neighbourhood Committee to consider the request to spend £720 of Clean and Green funding to install hanging baskets on Sandy Park Road.**

**1. 2010-11 Annual Financial Reports**

**1.1 Minor Traffic Schemes**

Amount devolved	£17,143
Amount spent	£11,404.52

£5,681.63 to be carried forward in total  
£3,266.34 to be carried forward for identified schemes  
£2,414.29 to be carried forward as underspend

See Appendix A for full financial report

**1.2 Footway and carriageway resurfacing**

Carriageway resurfacing:  
Amount devolved £15,786  
Amount spent £16,365.61

Additional costs met by Highways Maintenance revenue budgets

Footway resurfacing:

Amount devolved £80,347

Amount spent £110.807

Additional costs met by Highways Maintenance revenue budgets

See Appendix A for full financial report

### 1.3 Clean and Green

Amount devolved £1,500

Amount spent £650.23

Amount carried over £849.77

See Appendix A for full financial report

### 1.4 Older peoples health and wellbeing

Amount devolved £3,000

Amount spent £3,000

See Appendix A for full financial report

### 1.5 Wellbeing

Amount devolved £20,000

Amount spent £17,000

Amount carried over £2,758.96

For full financial details of all Wellbeing grants awarded, please see Wellbeing report, item 13 on the agenda.

### 1.6 Influencing council services

This year has seen the devolution of influence over the following council services:

- Recycling Bring Banks
- The Street Cleansing Service.
- The Grounds Maintenance Service
- Community Safety Officers
- Neighbourhood Development Officers
- Area Green Space Plan Prioritisation

## **2. Devolved Budgets 2011-12**

### 2.1 Minor Traffic Schemes

Budget: £19,557.29

(£17,143 plus £2,414.29 carried over)

<b>Location</b>	<b>Scheme</b>	<b>Estimated Cost</b>
West Town Lane	Introduction of 7.5 tonne weight limit between Hungerford Road and Sturminster Road	£7,500
Fermaine Avenue / St Aubins Avenue / Allison Road	Review and introduce new / revised parking restrictions	£6,000
Minor lines and signs	Dealing with ad hoc requests	£1,500
School Road	Preliminary work on assessing how traffic calming measures could most appropriately be introduced	£5,000
<b>Total</b>		<b>£20,000</b>

## 2.2 Carriageway and footway resurfacing

Carriageway budget: £15,255

<b>Location</b>	<b>Estimated cost</b>	<b>Date scheduled</b>
St Anne's Road	£4,140	Not yet known
Allison Road	£3,375	Not yet known
School Road	£7,740	Not yet known
<b>Total</b>	<b>£15,255</b>	

Footways budget: £17,500

<b>Location</b>	<b>Estimated cost</b>	<b>Date scheduled</b>
<b>Guernsey Avenue</b>	£17,500	Not yet known

## 2.3 Clean and Green

Budget: £1,500 plus £849 carried over.

Requests for spend of this money can be made to Gemma Dando at any time and the spend will be signed off by the local Councillors. This can be done in-between meetings and will be reported back to the partnership.

There is a current request for installing hanging baskets on Sandy Park road. The estimated cost of this is £720. The Neighbourhood Committee are asked to decide whether this funding should be approved. The money would use the carried over budget from 2010-2011.

There will also be the ability to bid into a £29,000 Bristol Clean and Green fund to support environmental improvement projects within the community once we have spent the £1500 devolved budget.

#### 2.4 Wellbeing budget

Budget: £20,000 plus £2,758.96 carried over.

See Wellbeing report (Agenda item 13) for more details on this year's spending requests.

#### 2.5 s106 budget

Budget for parks: £94,337.07  
Budget for transport: £191,968.28

Please see Appendix B for the full breakdown of s106 funding that the Greater Brislington Neighbourhood Partnership has devolved decision making on.

Spending the s106 monies will require further engagement with the community – it is proposed that as the main headings for the spend are for parks and for highways, the engagement is through existing parks groups (bringing information forward to the environment group) and through a Highways group (to be established).

Resident training about s106 has been arranged. The dates, times and venues are as follows:

Tuesday 5<sup>th</sup> July, 7pm, Rose Green Centre  
Tuesday 12<sup>th</sup> July, 7pm, Filwood Community Centre  
Thursday 14<sup>th</sup> July, 7pm, Greenways Centre  
Monday 18<sup>th</sup> July, 7pm, Council House

### **3. Area Green Spaces Plan**

The meeting to start prioritising the Area Green Spaces plan is set for Wednesday 6<sup>th</sup> July at 6.30pm and will take place at Wicklea Community Centre. All of the stakeholders from the previous consultations will be invited as well as new groups and community representatives.

#### **4. Communications Budget**

The Neighbourhood Partnership has been allocated £1,000 for 2011-12 to support communication of the Neighbourhood Partnership activities. The Area Coordinator will manage this funding.

## APPENDIX A

### 1. Full financial report for minor traffic schemes

Location	Description of works	Estimated cost	Actual cost	Additional information/comments
Partnership wide	Minor Lines and signs	£1,500.00	£65.41	£1,434.59 underspend
Fermaine Avenue	Relocation of existing one-way	£5,000.00	£4,020.30	£979.70 underspend
Talbot Road	Road marking improvements and modification of existing priority road narrowing	£5,000.00	£1,665.44	£3,335 to be carried forward, consultation complete, anticipated to be on site in July 2011
Newbridge Road / Wick Road	Road marking improvements	£8,000.00	£5,653.37	£2,346.63 to be carried forward to complete road markings and ancillary works
<b>Total</b>		<b>£19,500.00</b>	<b>£11,404.52</b>	<b>£5,681.63 to be carried forward, £2,414.29 underspend</b>

### 2. Full financial report for carriageway surface dressing and footway resurfacing

Location	Description of works	Estimated cost	Actual cost	Completed Y/N
Newbridge Road	10/6mm surface dressing	£7,207.20	£7,189.13	Y
St Brelades Grove	6mm surface dressing	£1,249.50	£1,318.04	Y
Chelmsford Wlak	6mm surface dressing	£773.50	£468.12	Y
Sandholme Road	6mm surface dressing	£3,665.20	£3,798.08	Y
Sandgate Road	6mm surface dressing	£2,094.40	£2,227.72	Y
Sandhurst Road	6mm surface dressing	£1,404.20	£1,364.52	Y
<b>Total</b>		<b>£16,394.00</b>	<b>£16,365.61</b>	
Grove Park Avenue	Tarmac footway repairs	£27,140	£27,140.00	Y

Hollywood Road	Kerbs & tarmac	£25,960	£30,460.00	Y
Broomhill Road	Tarmac footway repairs	£20,060	£27,987.00	Y
Wick Road	Tarmac footway repairs	£11,000	£25,220.00	Y
<b>Total</b>		<b>£84,160</b>	<b>£110,807</b>	

### 3. Clean and Green full financial report

<b>Date</b>	<b>ACTION</b>	<b>Comments</b>	<b>Actual Cost</b>
11/10	Clean up in Wootton Road Woods	Works to be carried out by Community Payback.	£50
03/11	Selection of tools to be used by young people and local community.	Ordered through Parks supplier Mar 2011	£500.23
04/11	Additional Wootton Rd clean up	Works to be carried out by community payback	£50
04/11	Clean up around Wicklea Centre	Works to be carried out by community payback	No cost – done with another project
04/11	Clean up in Belroyal Avenue	Works to be carried out by community payback	£50
			<b>£650.23</b>

### 4. Older person's Wellbeing funding full details of grants awarded

<b>Applicant</b>	<b>Purpose</b>	<b>Amount awarded</b>
Brislington St Anne's Monday Club	Christmas Meal Trip for 30 older people	£250
Brislington Dance and Social Club	Cost of coach for Christmas outing and dinner	£370
Brislington Neighbourhood Centre	Intergenerational work and foot and hand care for older people in Brislington area	£910 for intergenerational work £300 for printer £1,170 for footcare project

## APPENDIX B

<b>GREATER BRISLINGTON NEIGHBOURHOOD PARTNERSHIP</b>			
<b>DEVOLVED SECTION 106 MONIES HELD AS AT 30 APRIL 2011</b>			
Permission / Site / S106 Code	Current Contribution Value	Date to be Spent / Committed by	Purpose of Contribution
<b>PARKS</b>			
08/01798 / Birchwood Road Prefab Site, Broomhill / ZCD...937	£52,131.61	10 Sep 15	The provision of improvements to Parks and Open Spaces within one mile of the Birchwood Road Prefab Site
05/03637 / 211 Wick Road, Brislington / ZCD... 493	£8,984.78	No Limit	The provision of improvements to Parks and Open Spaces within one mile of 211 Wick Road
07/04193 / 36 Rochester Road, Brislington / ZCD...863	£5,523.41	No Limit	The provision of improvements to Parks and Open Spaces within one mile of 36 Rochester Road
06/04570 / Hollybush Inn, Bath Road, Brislington / ZCD...548	£19,614.31	No Limit	The provision of improvements to Parks and Open Spaces within one mile of the former Hollybush Inn
05/02255 / 1 Water Lane, Brislington / ZCD...421	£8,122.96	No Limit	The provision of improvements to Parks and Open Spaces within one mile of 1 Water Lane
<b>TRANSPORT</b>			
08/01798 / Birchwood Road Prefab Site, Broomhill / ZCD...938	£21,005.17	10 Sep 15	Improvements to public transport corridors and infrastructure in the vicinity of the development
05/03637 / 211 Wick Road, Brislington / ZCD.. 494	£2,463.96	No Limit	The provision of improvements to the existing bus stops in the vicinity of the site
07/00225 / St. Brendans College, Broomhill Road, Brislington / ZCD...777	£10,654.19	21 Oct 13	Footway and cycle improvements in the vicinity of the Land, including the provision of dropped kerbs on approaches to the Broomhill Road roundabout and cycle improvements on the north side of Bath Road

08/01798 / Birchwood Road Prefab Site, Broomhill / ZCD...939	£31,507.74	10 Sep 15	The provision of pedestrian crossing facilities on Birchwood Road
08/01798 / Birchwood Road Prefab Site, Broomhill / ZCD...940	£10,502.58	10 Sep 15	The provision of a pedestrian refuge island at the junction of Allison Road and Birchwood Road
01/02339 / Mental Health Hospital, Callington Road, Brislington / ZCD...338	£31,159.56	16 Aug 09	The widening of the footway between Wootton Park and the Application Land to accommodate cyclists and pedestrians, with improved street lighting
04/02694 / Tesco, Callington Road, Brislington / ZCD..552	£84,675.08	6 Jun 12	The improvement of footways within the locality of Tesco including (but not limited to) Public Right of Way 466





## AGENDA ITEM 13

### Greater Brislington Neighbourhood Partnership 20 June 2011

**Report of:** Gemma Dando, Area Coordinator, Neighbourhoods

**Title:** Wellbeing Budget Report

**Contact Telephone Number:** 0117 352 1090  
gemma.dando@bristol.gov.uk

#### RECOMMENDATIONS

That the Neighbourhood Committee approves the recommendations from the Brislington Wellbeing panel for the allocation of Wellbeing Funding.

1. Brislington Community Partnership has £20,000 of Wellbeing funding as a devolved budget for the 2011/2012 financial year to spend on projects that promote the wellbeing of people in Brislington. £4,758.96 was carried over from the 2011/2012 financial year, making a total of £24,758.96 available funding for 2011/2012.
2. The full accounts for Wellbeing funding from April 2008 to date are contained within appendix A of this report.
3. Brislington has a Wellbeing Panel that meets to discuss applications that are received for this funding and to make recommendations to the Neighbourhood Committee for allocating the funding. The panel is made up of local residents and councillors. The panel met on 1<sup>st</sup> June 2011 and made the recommendations contained in the table below:

	<b>Applicant</b>	<b>Amount applied for</b>	<b>Purpose</b>	<b>Amount of grant recommended</b>
1	St Anne's Youth Project	£1280	Revamp community room to rear of Wicklea	£0 at present – deferred to next round
2	Crafty Ladies	£500	Craft materials to widen	£0 at present –

			membership and do craft sessions with non members	deferred to next round
3	Crescent Lawn Tennis Club	£2000	Resurface tennis courts	£2000 subject to further information
4	St Anne's School	£1220	Forest school project	£1220
5	Skate Club	£1980	Promotional materials, new equipment, maintenance, administration	£0 at present – deferred to next round
6	MISSH group	£200	Contribution to St Anne's Day festival	£200
	<b>TOTAL</b>	<b>£7,180</b>		<b>£3,420</b>

4. The panel additionally recommended that the St Luke's Scouts ground levelling project be resubmitted, as the permission that they were waiting for from the Environment Agency was not granted. The £2,000 that was ring fenced for this project has been released back into the budget and is contained within the £4,758.96 carried over budget from 2011/2012.

## Legal

5. When councillors decide how the well-being fund is spent they should have due regard to the public sector equality duties that apply to everything done by public authorities (these duties are contained in the Sex Discrimination Act 1975, Race Relations Act 1976 and Disability Discrimination Act 1995). This means that councillors should consider the need to:
- eliminate unlawful discrimination and harassment
  - promote equality of opportunity
  - promote good relations between people of different races, and
  - promote participation by disabled people

**APPENDIX A: Full accounts of Wellbeing funding from April 2008 to April 2011**

<b>Date</b>	<b>Applicant</b>	<b>Purpose</b>	<b>Amount awarded</b>	<b>Balance</b>
<b>Apr-08</b>	<b>£10,000 new funding</b>			<b>£10,000</b>
Oct-08	Reflex Camera Club	Photo in the community	£400	£9,600
Oct-08	Turners Coach	Community Transport	£450	£9,150
Oct-08	BCP	Web update and redesign	£1,000	£8,150
Dec-08	Brislington Enterprise College	Polish language project	£650	£7,500
Dec-08	Brislington Community Archaeology Project	Equipment and insurance	£587	£6,913
Dec-08	Arnos Park Action Group	Nesting boxes and website	£400	£6,513
Dec-08	Brislington Neighbourhood Centre	Reminiscence project	£800	£5,713
Dec-08	Brislington Skate Project	Salaries for project continuation	£1,500	£4,213
<b>Apr-09</b>	<b>£20,000 new funding, £4,213 carry over</b>			<b>£24,213</b>
Jun-09	Show of Strength	Community Theatre Project	£2,000	£22,213
Oct-09	Crafty Ladies	Equipment and materials	£300	£21,913
Dec-09	Brislington Neighbourhood Centre	Reminiscence project	£598.94	£21,314.06
Dec-09	Brislington Skate Project	Salaries	£2,000	£19,314.06
Feb-10	Arnos Vale Cemetery	Relaunch	£500	£18,814.06
Feb-10	St Anne's Park	4 park benches	£1,800	£17,014.06
Feb-10	Wicklea Boxing Club	Coaching fees	£1,000	£16,014.06

Feb-10	Lichfield Play Safe	Ground maintenance and improvement	£1,950	£14,064.06
Feb-10	BEC	Older people matinee	£350	£13,714.06
Feb-10	Wicklea Shadow Management	Improve facilities	£2,000	£11,714.06
Feb-10	Brislington Community Walking Group	Healthy walks	£2,000	£9,714.06
Feb-10	Gilton House TA	Computer programme project	£2,000	£7,714.06
<b>Apr-10</b>	<b>£20,000 new funding, £7,714.06 carry over</b>			<b>£27,714.06</b>
April/May 2010	Disc Agency Limited	Complementary Therapy	£1,890	£25,824.06
20/09/2010	Brislington Archaeology Group	Online library	£1,509	£24,315.06
20/09/2010	Scouts 127 <sup>th</sup> St Annes	Camping equipment	£1,723.40	£22,591.66
20/09/2010	Scouts 5th St Lukes	Ground levelling works	£2,000.00	£20,591.66
20/09/2010	St Anne's and Brislington Newbridge Bowling Club	Security fencing	£1,654	£18,937.66
20/09/2010	Brislington Neighbourhood Centre	Moving Support - skip hire and carpenter fees	£400	£18,537.66
20/09/2010	Brislington Neighbourhood Centre Wick Library	Community Garden	£2,000	£16,537.66
20/09/2010	Arnos Park action Group	Dog fun day	£500	£16,037.66
20/09/2010	Hungerford Road Community Centre	Fun day	£1,000	£15,037.66

13/12/2010	Brooklea – Wicklea words and art for health	Funding for 1 year's groups from Mar 2011 to Feb 2012.	£1,500	£13,537.66
13/12/2010	St Anne's Youth Project	Funding fitness instructor course for 4 youths and a volunteer to utilise community gym	£1,625	£11,912.66
13/12/2010	All Brislington Primary Schools	Funding towards "What makes Great Britain Great" project – staffing event and release costs	£667	£11,245.66
13/12/2010	Bislington Community Partnership	£1,290 for website, £700.80 for admin support	£1,136.70	£10,108.96
13/12/2010	145 <sup>th</sup> St Christopher's Scout Group	Vehicle repairs for minibus	£2,000	£8,108.96
13/12/2010	Brislington Neighbourhood Centre	Carpentry and training plus cost of 2 mobiles	£300	£7,808.96
21/03/2011	Brislington Enterprise college – Healthy living	5 students to undertake YMCA fitness instructor course	£1,750.00	£6,058.96
21/03/2011	BEC – Community Makeover Team	Community makeovers once a week in Brislington	£1,300.00	£4,758.96
21/03/2011	Brislington United Reformed Church	Renovation of floor in the church hall	£2,000.00	£2,758.96
<b>Apr-11</b>	<b>£20,000 new funding, £2758.96 carry over</b>			<b>£22,758.96</b>

