

CARRIAGEWORKS / WESTMORELAND HOUSE COMMUNITY VISION

CONSULTATION VOLUNTEERS

The consultation programme will be taking place in September to October. To be a success it needs your help. Please let us know what you can offer by filling in the form below. See the consultation plan for more details on what each activity involves and when it is taking place. Briefings and training will be provided prior to you starting any activity.

Many thanks from the Contact Group

Lori, Delroy, Pete, Ben, Simon, Jan, Jawahar, Hugh, Julian

Your name:

Your preferred contact details:

Consultation activity	What can you offer? <i>what you are willing / able to do and where</i>	Dates you are available	Times of day you are available
Residential doorstepping	<i>[State which area you would prefer, if any]</i>		
Traders & businesses doorstepping			
Launch event (general helpers, performers, advocates)			
Recording street vox-pops			
Conducting street surveys			
Engaging with people from the rickshaw			
Staffing the shop front drop-ins			
Talking at meetings of local groups			
Running workshops with local groups			
Media spokespeople			
Updating web & social media			

Please return your completed form to jan.reichel@bristol.gov.uk

STOKES CROFT COMMUNITIES OF INTEREST

category / group

Contact Name / Phone / Email / Postal Address / Postcode / Web

<http://prsc.org.uk/businesses.htm>

TRADERS

Bars / Cafes

Café Kino
Take 5 Café
Hare on the Hill
Shake Wrap and Roll

Matthew
Pru Hardwick

eat@cafe-kino.com Cafe Kino, 108, Stokes Croft, Bristol, BS1 3RU
72 Stokes Croft, Bristol BS1 3QY
take5cafe.co.uk
harehill@bathales.co.uk 41 Thomas Street North, Kingsdown, Brist BS2 8LX
http://www.bathales.com/pub:

Clubs

Shops

Niche Frames

Jane Brewerton

info@nicheframes.co.uk 26 Stokes Croft, Bristol BS1 3QD
http://www.nicheframes.co.uk

Other businesses

Arts organisations

Cube Cinema

Residents / Community group St.Pauls Unlimited
Neighbourhood Planning Network
Asinley Neighbourhood Forum
Cotham Neighbourhood Forum
Cabot Neighbourhood Forum
St Werburghs Community Assoc
Kingsdown Council Tenants Assoc
Dove St Action Group

Diane Dodd, Pete Bullard, Delroy Hibbert, Tracy Edwards Brown

GROUPS & ORGANISATIONS

Big Issue
Bristol Credit Union
Salvation Army
Hamilton House
Centre for the Deaf
Somali Womens Group
Peoples Republic of Stokes Croft

Chris Chalkley

Conservation / Enviro groups

Civic Society
Redland/Cotham Amenity Assoc
Bristol Buildings Preservation Trust
Kingsdown Conservation Group
Bear Pit Improvement Group
Transition Montpellier

John Fenkel

Simon Lewis

STOKES CROFT COMMUNITIES OF INTEREST

Montpelier Conservation Group

Tony Mason, Beverley Tattenfield

PLACES

Bear Pit
Montpelier Health Centre
schools & colleges *
pubs/bars/cafes *

Local Councillors *

Jon Rogers
Gus Hoyt
Alex Woodman

sports groups *
housing associations *
faith groups *
artist groups *



Westmoreland House - The Community Vision

Aim:

To provide a clear statement of the community's thoughts, needs and requirements re the development of WH. The vision may be aspirational, but will also be grounded and realistic

Methodology

A description of the process

Statement of facts

What, where, who, etc as produced to inform the consultation

The current situation

As of Autumn 2011, a brief overview of the community(s), what the needs are etc

Themes

These will emerge through the consultation, but might include:

- long term employment, training and job creation
- business & enterprise
- housing - 'affordable', market,
- employment & training during construction
- energy / micro generation
- leisure / community facilities
- arts
- active streetscape
- conservation of WH, or not?
- roads / access
- parking
- permeability
- ecology
- Stokes Croft / cultural quarter

Where are the areas of agreement and disagreement

e.g. between the various groups, communities, demographic groups etc and can any differences be resolved?

Final proposals

A written expression (not drawn) of the community's vision and proposals for the site combining an assessment of feasibility, and any minority opinions.

References and work by others

e.g. white design / Love Bristol report

Westmoreland House Phase 1 Consultation Plan

Phase 1 consultation period - mid Sept to end October

Budget = £7,500

Primary consultation area = St Pauls, Montpellier, Cotham (part) & Kingsdown (part) as bounded by Newfoundland Road, MS2, Lwr Ashley Rd, Sussex Place, Ashley Hill, railway line, Cotham Brow, Marlborough Hill, St James' Barton

Mechanism	Notes	Tasks	Who responsible	2MD time allocation (days)	Aimed at	Timescale	Cost	Delivers what?
Leaflet & q'aire residential door-drop	distribute to every household & other outlets in defined area (include info on events etc) - include other outlets	Overall coordination	2md	1	all residents	- 4 weeks to draft, design, print - distributed mid Sept	logo £200 leaflet design £200 8,000 leaflets (130gsm silk colour A4 folded once) £360 distribution to households 4,500 £500+VAT PO Box £110	- raises profile - generates response
		Draft leaflet	2md					
		DTP						
		Print						
		Distribution						
		Collection method	2md					
Residential doorstep	follow up to leaflet distribution, seeking to increase response rate to questions in leaflet	Co-ordination	2md	1	residents in target areas	mid Sept +	- volunteer costs	record of responses
		Brief doorstep callers	2md					
		Doorstep callers						
		Collect returns						

Mechanism		Notes	Tasks	Who responsible	2MD time allocation (days)	Aimed at	Timescale	Cost	Delivers what?
Traders / business / organisations doorstep			Co-ordination	2md	0.5	local businesses in defined area (mostly Stokes Croft)	mid Sept - to mid Oct	design & print, freepost	qualitative response. Interviewers need to record
			Design q'aire	2md					
			Brief canvassers	2md					
			Visits						
Street engagement - Event	eye catching, aimed at raising profile Circomedia / Invisible Circus / other local performers / street theatre		Co-ordination	2md	1	general public	at start of consultation	circomedia c.£200/person/day	builds awareness of the project
			Street performers						
			Other profile building activities						
Street engagement - vox pop	Voice interviews with people on the streets to gather opinions. Use as part of final vision and in press work		Co-ordination	2md	0.5	general public using Stokes Croft and c.4 other surrounding streets	late Sept / early Oct	BCFM £500	record of views, supplements surveys, q'aires etc
			Recording	BCFM / Ujima					
			Editing	BCFM / Ujima					
Street engagement - surveys	- (ties in with leaflet so asking same type of Q's)		Co-ordination	2md	0.5	general public using Stokes Croft and c.4 other surrounding streets	at launch, possibly repeat towards end of phase 1 (mid oct)	printing, cost of vols	responses to general q's in writing
			Survey design						
			Canvassers						

Mechanism	Notes	Tasks	Who responsible	2MD time allocation (days)	Aimed at	Timescale	Cost	Delivers what?
Street engagement - touring / mobile advert	carrying advert in local area and engaging public	Co-ordination	2md	0.5	people living/working/passing through target area	ties in with launch and/or other street engagement days	cost of rickshaw advert & hire,	raised profile, responses from public
		Rickshaw	Pedalwalla tbc					
		Passenger / person engaging public						
shop front / cafe drop-in -	Use premises of existing business / org. Opportunity for interested people to meet with consultants & stakeholders to discuss	Co-ordination	2md	1	passers by, people who want to know more / discuss the issues	specific days mid Sept to Mid oct	- display design & print £500 - hire cost to shop / cafe, - refreshments,	record of conversations
		Display materials						
		Staffing						
Attending group meetings		Co-ordination	2md	2 (inc. toolkit & workshops)	community & minority groups in local area	letters go out early Sept, meetings mid Sept-Oct	vol costs	qualitative response. Facilitators need to record
		Send invite letters to local groups	2md					
		Brief reps	2md					
		Attend meetings & gather responses						

Mechanism	Notes	Tasks	Who responsible	2MD time allocation (days)	Aimed at	Timescale	Cost	Delivers what?
Group toolkit - the self drive option		Co-ordination	2md	do.	community & minority groups in local area	mid Sept - to mid Oct	printing and postage	record of discussion
		Design self drive kit	2md					
		Distribute						
		Gather responses						
workshops	More in depth exploration of issues - more interactive approach than attending group meetings. e.g. with schools.	Co-ordination	2md	do.	specific interest groups	mid Sept to mid Oct	possibly venue & refreshments. Copying / printing	qualitative responses
		Brief facilitators	2md					
		Facilitation of workshops						
Press (radio, press, local newsletters)	BCC Press Unit support. Needs an ongoing story to keep press interest	Draft press releases	2md / BCC	0.5	general public in wider Bristol area	start when leaflets go out,	no direct cost	- raises profile - points people to ways of getting engaged
		Spokespeople (for radio etc)						
		Radio progs	BCFM / Ujima					
		TV						
www & social media	providing info and gathering	Prepare material	2md	0.5	community in wider (not target) area.	mid Sept onwards		quantitative and

Mechanism	Notes	Tasks	Who responsible	2MD time allocation (days)	Aimed at	Timescale	Cost	Delivers what?	
	responses. Ideally need postcodes of respondents, or give due weighting	Publish to 'Ask Bristol' site Social media profile Monitor web outlets & gather comments	BCC Anna McDermott		People not engaging through other means.			qualitative responses	
translation	need to translate key docs for minority groups	organise translation	2md &		minority language groups	early Sept	cost per doc per language	broadens engagement	
Collation & analysis		Data entry		1.5					
		Data analysis							
		Reporting	2md						

- Phase 2 consultation: Following consideration of phase 1 there will be a phase 2 consultation that will look at shortlisted proposals.

Westmoreland House Community Vision

Stakeholder Group Terms of Reference

Aims

- To oversee the community vision process
- To be a forum that represents, directly and/or indirectly, the diverse communities and organisations in the area that have an interest in Westmoreland House
- To adopt a community vision for Westmoreland House
- In parallel to the above, to provide a body of people who will help in developing the community vision

Tasks

- To agree an impartial Chair who is resident in the local area and who can: ensure fair conduct of meetings; ensure that all voices are heard; keep abreast of project progress through membership of the Contact Group
- To agree terms of reference for the Stakeholder Group and the Contact Group
- To approve the process for consulting on the community vision
- To monitor the process as it progresses, and agree any changes to the process
- To approve the final community vision
- To agree the members of the project Contact Group
- At an individual level, to support and help deliver the creation of the community vision (e.g. carrying out some of the consultation, research etc)

Members

- Open to anyone from the communities and organisations surrounding the site and with an interest in the future Westmoreland House and who wants to get actively involved in preparing the vision (e.g. delivering parts of the consultation)

Working method

- To meet c. 3-4 times at key pre-defined points in the community vision process
- To consider regular reports from the Contact Group
- To actively engage with the wider community

Contact Group Terms of Reference

Aims

- Take direction from / implement the community plan making process as agreed by the Stakeholder Group
- Liaise with and give guidance to the consultation facilitator

Tasks

- Make day to day decisions regarding the community plan process including the consultation process
- Report on progress to each of the Stakeholder Group meetings

Members

- The group needs to be focussed and efficient. Members of the Contact Group need to fill 4 criteria:
 - 1. No development/financial involvement or aspirations in the site
 - 2. An understanding and knowledge of the local communities surrounding the site
 - 3. An understanding of consultation
 - 4. Commitment as they will be expected to attend more regular meetings and be more closely involved in the consultation process.
- Members are:
 - Lori Streich - St Werburghs Neighbourhood Association
 - Simon Lewis - Montpellier resident
 - Pete Bullard - St Pauls Unlimited
 - Jan Reichel - Bristol City Council (project manager)
 - Jawahar De Sousa - Bristol City Council (planning liaison)
 - Delroy Hibbert - St Pauls Unlimited (youth)
 - Ben Appleby -
 - Hugh Nettelfield - 2md consultant
 - Julian Mellor - 2md consultant

There will also be one open place for members of the Stakeholder Group that want to observe.

Working method

- Meet regularly according to project needs
- 2md will facilitate the meetings in a collaborative process. There will be no Chair but all members are empowered to challenge as necessary
- Receives reports from consultation facilitator
- Provide guidance for the consultation facilitator
- Assess consultation responses, as presented by the consultation facilitator and, when required, consider proposals, ideas, priorities etc for approval by the stakeholder group
- Provide robust scrutiny of emerging proposals in order to ensure feasibility
- Report on progress to the stakeholder group at each of its meeting

DRAFT 18 AUGUST 2011

The Role of Bristol City Council

For the avoidance of doubt, the role of the City Council is as follows:

- Provide (via the Homes and Communities Agency) funding for the preparation of the vision document
- Ensure compliance with legislation, policies, supplementary planning guidance etc.
- Encourage and drive forward development of the site.
- Provide other support as may be available

