

STUDENT/COMMUNITY PARTNERSHIP**22ND AUGUST 2013****10:00 – 12:00****CHANCELLORS ROOM, THE HAWTHORNS, UOB****Attendees:**

Nigel England, Stuart Pattison, Tom Renhard, Susan Rowland, Emma Martinez, Trudy Feeney, Jane Day, Mark Curtis, Gordon Schofield, Claire Rabbage and Prudence Lawrence-Archer

Apologies:

Ellie Williams, Jemma Harford

1. Introductions

Welcome to Tom Reynard, first meeting for Tom as Vice President Community & Welfare UWE SU and Gordon Schofield, incoming Community Liaison Officer UoB.

Explained over last year the Student Vice President would chair these quarterly meetings. Each year a new chair is nominated as per terms of reference. Committee agreed for Stuart Pattison to chair this meeting, electing a new chair at the end of this meeting.

2. Minutes/Actions from previous Meeting

Minutes dated 15th May 2013 were circulated.

Previous action:**1. Stuart to provide update on progress of review:**

Draft revised Licensing Policy will be presented to Licensing Scrutiny Committee this week with a view to be adopted by full council in December 2013. If not adopted it will go back to Council in March 2014. Further update can be reviewed through Licencing and regulatory enforcement site on BCC website.

2/3. Emma to convene task and finish group to scope up Student/Community Partnership website

Claire Rabbage was introduced as UoB's web editor and a discussion followed:

The Business Case

A need for central online hub – information from universities, police and local authority so members of the public (students or otherwise) can access information about services and on how to report issues affecting them.

What has been done

At the last meetings this item was discussed asking what is required enabling the partnership to put forward a business case:

Nigel explained Bristol neighbours website was set up approximately 5 years ago. It was never officially launched; residents explained it was aimed more for students but students didn't access it or 'buy into the brand'. Residents asked subsequently asked for us to launch a web site which is easily accessible and user friendly. Residents have explained they would like a one-stop website where they can report, track and be able to access information easily on all matters to do with student/resident relations.

Going forward

Cllr Negus (Cotham Ward) has met the Vice Chancellor UoB regarding a website for residents use as well as for students. UoB made a commitment to Cllr Negus to set up an accessible website. Claire Rabbage has been appointed to set up/design a website.

Claire explained we need a completely fresh look; making our online presence sleeker and more professional. Claire's proposal is to design a new, simple website to signpost information on existing resources. Content for the site should easily be lifted from existing resources and hyperlinks used to pass all enquiries effortlessly to the appropriate agency/institution. All lead partners will be able to update the pages when required. Ultimately it will explain who can deal with what and what will be done.

All agreed the scope of the site and for Claire to develop something to present to the next Partnership Meeting in November

ACTION 1 – Claire to work up a full proposal including costings and content within the next few weeks. Claire to meet with Tom, Nigel and Emma (working party) to develop and sign-off a new site and to bring back and demonstrate to next Partnership.

4. **Emma to provide key contact information to Trudy/Nigel and Nicky**
Complete. Contact information is on Student Planners. Letters from vice chancellor welcoming students and advising them about being respectful to local residents and good citizens in their neighbourhood to go out to Students in their welcome packs

5. Nigel and Nicky to liaise with Cllr Negus re a future date for a dedicated Neighbourhood Forum to focus on student/community issues

Nigel explained that Cllr Negus had met with Vice Chancellors Prof Steven West UWE and Eric Thomas UOB

ACTION 2 - Vice Chancellors to be added to Student/Community Partnership distribution list

ACTION 3 - Cllr Negus to set up meeting with Vice Chancellors to discuss student/university issues affecting his constituents

6/7. Stuart to raise business case with Jonquil Maudlin

Proposal put forward to Pollution Control Manager. No update. Stuart to chase with Jonquil Maudlin and Nick Carter.

ACTION 4 – Stuart to update at November meeting.

8/9/10/11. Moving out campaign arrangements.

All complete. Debrief didn't happen though general feedback was the campaign was very successful. Reported incidents across all areas down on previous year. Some continuing problem areas which will be targeted through moving-in campaign in Sept/Oct. Believed BHF charity bags were distributed a week late as some students had already moved out. This year the project was over 2 weeks, next year look at the possibility of commencing a week early over 3 weeks and aim to have more charity bags out for students to fill. Looking to expand moving out campaign next year. Stuart asked if all the contact addresses could be refreshed. Jane to approach Bristol letting agents for updated student let addresses. Jane can provide addresses for larger let properties ie licenced HMO properties.

ACTION 5 - Jane Day to obtain updated addresses from letting agents towards the end of the year when all student tenancies have commenced. List to be shared with Trudy Feeney and Emma Martinez.

12. Nigel/Nicky/Trudy/Emma/Gemma to arrange planning meeting for moving-in campaign

Ongoing, further planning meetings scheduled over next two weeks.

13. Emma to feedback on waste QR code campaign

Marketing materials for 'Leave It Out' campaign and new QR facility to be distributed during moving in campaign in Sept/Oct. Press release being worked up.

14. Stuart to provide summary of Licensing powers to group.

See action1. Above.

15. All to consider opportunities to celebrate student body contribution to the city.

16. Jemma to forward press release to Safer Bristol press office re SU Awards.

3. Community Priorities

3.1 Neighbourhood Forums or Partnerships

No update from Bristol City Council or Universities.

Stuart explained Neighbourhood Working is a new way of focusing on local priorities and tasking BCC. Cabot, Cotham and Clifton wards have reported student ASB and rubbish as a local priority to be addressed.

3.2 Student Body Updates

Tom volunteered to assist with door knocking and moving in campaign. Dates needed to be forwarded to Tom to add to diary.

ACTION 6 – Trudy/Emma to contact Tom (and Ellie) direct.

Students helped with supporting the local community and helped co-ordinate “Time to change” regarding mental health issues/discrimination. A stand was located in the charity village at the harbour festival. 1300 contacts were made and the event was successful.

Students always keen to volunteer in the local community so if there are any community groups or residents etc. wanting volunteers please contact Tom or the universities.

Tom’s priorities this year are around sexual health, mental health and accommodation.

Tom is looking at private student accommodation, landlords and the local communities living in student accommodation areas. Tom keen to introduce new scheme “Rate your landlord” and accreditation of landlords towards the end of the academic year, but in the meantime working on Landlord deposits for students. Tom just arrived back from a conference in Leeds regarding landlords and student accommodation. Tom keen to be invited to private landlord forum facilitated by Julie Norris. Tom to contact Ellie UoB regarding landlords and to liaise with her regarding the new scheme.

ACTION 7 – Jane to pass Tom’s contact details to Julie Norris in order for him to attend future Landlord Forum Meeting.

ACTION 8 – Tom to contact Ellie Williams to coordinate Student Union activity and develop ‘rate your landlord’ scheme in partnership.

Tom to start work focusing around student's personal safety and focus on Taxis and Taxi fares. South Gloucestershire Taxis arranging to come in during "Fresher's Week". BCC would like to be involved. Tom to arrange to speak to Ian Wilkinson at Safer Bristol re: licenced taxis in Bristol. .

ACTION 9 -Tom to contact Ian Wilkinson, BCC Licensing Dept. at Safer Bristol.

Ellie Williams was unable to attend but provided a summary update of UoB SU activity to date:

- NUS Green Fund Project during "fresher's week" working at Bristol Harbourside regarding student noise and waste complaints.
- Fresher's Fair
- University Bike Week 21st – 27nd October - events over a week encouraging student to use bicycles.
- Make Sunday Special – Students involved on Sunday 20th October.

3.3 Other Updates

Emma is looking to buy a mobile water tank to take to clubs to reduce impact of alcohol fuelled nuisance– Emma in talks with Embargo staff.

ACTION 10 - Emma to look into purchasing water tank immediately (possibly through NDTs?) so it can be available during Fresher's week. Emma to make contact with Tom when tank purchased so Tom can be involved in promotion night at Embargo's.

VC Prof West UWE Meeting with Cllr Anthony Negus

Nigel England gave feedback from notes regarding meeting of UWE Vice Chancellor and Cllr Anthony Negus on 31/7/13.

Below points were raised:

- Student accommodation – UWE to invest in 1200 new student residences on Frenchay Campus. 400 to be built by next September 2014. Public consultation is currently underway.
- No student accommodation to be built in Bristol City Centre.
- Work with Cllr Negus regarding landlords and letting agents to deliver on contractual arrangements with students.
- Work with Bristol University and Bristol City Council to identify approved landlords and letting agents. Ensure safe multi Occupancy residences are used.
- Support BCC, UoB and the police with better community relations – single web site and complaints site. UWE to attend residents meetings.
- Both Universities to work on code of conduct for student's and take seriously bad behaviour.

VC Prof Thomas UoB Meeting with Cllr Anthony Negus

Pru gave actions from Cllr Negus' meeting with the Vice Chancellor:

- Pursue one stop web page for community information and advice for residents.
- Refresh and determine calendar dates for Vice Chancellors e-mail dates to students, regarding review date for annual fair.
- Landlord fair (housing advice aimed at students), UoB has lost their venue this year, University to contact Student Union to seek advice re lettings, student behaviour and property advertising.
- Review BCC accreditation policy – on-going issue. UoB have explored Unicol housing code regarding student behaviour and conduct. UoB not to pursue with Unicol due to expense and Landlords unlikely to pay.
- University Of Bristol to carry out survey regarding quality of student private sector accommodation.
- Late October/early November Cllr Negus to arrange meeting with Vice Chancellor's from both universities re follow up from this meeting.

Discussion followed regarding the key role private landlords and letting agents play in community relations. It was resolved the issue should be the focus of the next Partnership meeting with time to explore accreditation and service standards.

ACTION 11 – Chair to table as main agenda item for next meeting.

4. AOB

4.1 Moving in Campaign

Trudy to use last year's address list. Packs to include a planner which includes important events and dates for students, welcome letter from Vice Chancellors and a calendar. Pilot area's to include bin stickers, poster and a fridge magnet pad or a bottle opener and a mug as extra.

23/9/13 – delivering packs from late afternoon to early evening.

16/9/13 – putting packs together pm at Brunel House – volunteers required. Elle to ask UOB students for volunteers with help with both putting packs together and delivering them. Tom to help and ask UWE for volunteers regarding Moving In packs. Trudy to speak to neighbourhood co-coordinator's to ask if they are available to help with putting packs together.

Jane to refresh licensed premise list and will contact letting agents with updated address by 16th September.

Trendle Wood identified as emerging ASB hotspot. Trendle Wood is in fishponds/Blackberry Hill area and is associated with UWE students. Area to be included during campaign.

Press release regarding moving in campaign to be arranged through Vicky O'Loughlin, Safer Bristol who will require information/details on key lines and why the Universities and BCC are doing Moving in Campaign.

4.2 Review of Terms of Reference

4.2.1 List of Key Contacts:

Tom suggested involving further education providers such as City Of Bristol College. To be added to distribution List.

Stuart suggested Public Health be added – sexual health and substance misuse in particular. Janet Maxwell to be added to distribution list.

4.2.2 Frequency of Partnership Meetings

The partnership now meets 3 times a year - agreed to keep 3 meetings per year falling in line with academic calendar.

4.2.3 Election of Chair

Terms of reference state that a chair should be elected annually. Our previous Chair, Louise Goux-Worth has now stood down. Thanks were expressed for her contribution during her tenure.

Tom kindly offered himself up as Chair for the coming year. Nigel seconded and the Partnership carried the proposal. Tom was welcomed as Chair for the coming academic year.

4.3 Dates of next meetings:

4.3.1 Partners agreed to shift the date of future meetings to a Thursday from 10:00 – 12:00.

4.3.2 Next meeting to be Thursday 14 November at Princess House, Princess Street, Bedminster, BS3 4AG.

Future dates for diary:

27 March 2014 and 29 May 2014. Venues to be confirmed.

Meeting Closed 12:00.

Table of Action

No.	ACTION	WHO
1	Work-up a full web proposal including costings and content within the next few weeks. Claire to meet with Tom, Nigel and Emma (working party) to develop and sign-off a new site and to bring back and demonstrate to next Partnership.	Claire Rabbage
2	Vice Chancellors details to be added to Student/Community Partnership distribution list	Stuart Pattison
3	Set up meeting with Vice Chancellors to discuss student/university issues affecting constituents	Cllr Anthony Negus
4	Seek response from Pollution Control re proposal to explore	Stuart Pattison

	joint-funded service with Universities	
5	Obtain updated addresses from letting agents. List to be shared with Trudy Feeney and Emma Martinez.	Jane Day
6	Contact Student Unions to seek volunteer support for Moving In campaign	Trudy Feeney/Emma Martinez
7	Forward Tom Renhard's contact details to Julie Norris	Jane Day
8	Tom to contact Ellie Williams re 'Rate your Landlord' proposal prior to next Partnership meeting	Tom Renhard
9	Contact Ian Wilkinson at Bristol City Council Licensing Dept	Tom Renhard
10	Purchase mobile water tank – seek NDT support/funding as necessary	Emma Martinez
11	Private Sector Housing - landlord/letting agent working partnerships and relations to be made focus of future agenda	Stuart Pattison