Minutes of BBEST SG meeting, 22 April 2014. Octagon Council Chamber

Present		Action
	Pete Marsh PM (in the Chair) Ann Daw ATD(Vice Chair)	
	Chris Topliss CT (Treasurer)	
	Kath O'Donovan KO (Secretary)	
	Laure Astill LA	
Apologies	Leni Oglesby	
	Howard Fry HF	
	Alan Wellings AW Ally Buckle AB(Union of Students)	
	Jayne Brayley JB	
	Bernard Donnelly BD	
1. Minutes of	The minutes were accepted. All SG minutes are now on	
the previous	the website.	
meeting		
2. Matters	Council recognition	
arising	 Planning notices are now publicly displayed. 	
	 Final date for public comment is 23 May 2014 	
	Recognition will be achieved about six weeks later.	
	NB other dates: local elections 22 May, next SG	
	27 May	
	 Agreed to prepare planned BBEST newsletter for issue after asymptitical 	
	issue after council recognition. BBEST Action	
	BBEST Action is now formed and an outline	
	expenditure plan will be presented to the next	
	Steering Group	
	Student volunteer insurance	
	 The University of Sheffield agrees that insurance 	
	is now in place for student volunteers.	
	This arrangement does not encompass	
	employment. BBEST Action would either need to	
	set up procedures to ensure employees were genuinely self employed, or use an appropriate	
	agency.	
	 Public meetings attended by over 100 people are 	
	not covered by the insurance.	
	Website	
	 LA congratulated on her work on the website. 	
	 Agreed to move to paid hosted website service. 	LA
	LA to recommend and liaise with AW on handover.	
	 Issue of group emails to be investigated. 	РМ
	Proposed website management structure: Content	
	manager: LA, Content preparation: MW, technical	
	development: student volunteer	

	 PM to discuss content preparation with MW. To note: BBEST offices will meet after each SG to monitor BBEST Action budget, check actions from SG and prepare agenda for next SG. 	
3. BBEST	Agreed	
AGM	 Retain date of Saturday 18 October for current planning purposes. Adjust timing to enable shopkeepers to attend at least some of the meeting. Keep essential business to a minimum – max 45 minutes. Make presentation of annual report interesting Draft agenda: Welcome and introduction by the Chair Minutes of the previous AGM – [date] BBEST Action expenditure plan Elections for officers and Steering Group Annual report Any other business Break for refreshment Relevant activity eg: presentations by students on BBEST related projects/something about traffic/central retail area 	
4. Task Groups	 Retail centre PM to contact possible task group leader. CT and BD ready to start canvassing shopkeepers. Broomhill Festival list is available. 	РМ
	 Broomhill Festival BBEST stall approved. ATD will co-ordinate with help from MW. Enlarged map Surveys Games/activities for children Print copies of newsletter CT can help with printing and preparation of banner. ATD to give CT specifications for banner. Sunday presentation. Prue Chiles will give a presentation 'Visions of Broomhill 1800-2100 – a review and debate' Website PM and ATD to send text about activities to 	ATD, CT, MW PM, ATD

Housing sur

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	Housing survey	
	 PM to discuss data manager role shortly with MW 	
	 ATD planning to use SPSS to analyse data. The 	
	basic package is free of charge but analysis can	
	be done through UoS.	
	 Timescale needed for housing survey. 	
5 Other task	Active travel corridors	
groups	• No progress on this. Needs a task group leader.	
	• Areas include: Pedestrian flow, buses – several	
	issues,	
	• Data collection could include pedestrian counts.	
	• There is accurate traffic movement data for	
	Broomhill [on DfT website]. Probably no data for	
	pedestrians, and only annual council (citywide) for	
	cyclists.	
	Green spaces	
	• PM will talk to 2 nd year Landscape students and	
	they may be interested in related projects. Could	
	relate also to active travel corridors.	
	Architecture	
	 Action on this will come later 	
	scale of buildings, density, set back from roads.	
	 Need to include backs of houses, especially those 	
	which are very visible, e.g. from Crookes Valley	
	Park.	
	Task Group Seminars	
	• These will be planned over the next year to gather	
	interested people together. Information about	
	these can appear in the newsletter.	
	 SG discussed how to recruit leaders for the task 	
	groups.	
6 Public	SG looked at how to record public engagement in	
engagement	BBEST, which will be an important issue in auditing	
	activity at the end of the project.	
	• Add item to each SG agenda for input of ideas.	
	 Set up location to retain ideas as they come in – 	
	folder on dropbox, document on dropbox, location	
	on website??	
	 Identify sub areas and invite representatives 	
	 Prepare a brief for local representatives 	
	 Liaise with existing areas- Moor Oaks, Harcourt 	
	Road, students at Endcliffe, Taptonville Road etc	
	 Note in Annual Report 	
7 Contact	Agreed that it is important to engage with schools in the	
with schools	BBBEST area, but that this should happen after Council	
	recognition.	

8 Other	Schools identified were: Ashdell Westbourne Sheffield Girls High School Broomhill infants King Edwards Upper School Birkdale SG discussed whether to apply for Locality Planning	
business	support.	
9 Dates of Future meetings	 27 May - Octagon Council Chamber 24 June - Octagon Council Chamber 22 July – location TBC – AB 26 Aug - Octagon Council Chamber 23 Sep - Octagon Council Chamber 28 Oct - Octagon Council Chamber 25 Nov - Octagon Council Chamber 23 Dec – location TBC - AB 	
Agenda for next meeting	 Minutes of previous meeting on 22nd April 2014 Matters arising Task Groups AGM BBEST Action outline expenditure plan Social media Public engagement Publicity: Website, social media, newsletter, AGM Identify contacts for smaller areas in BBEST Recording public engagement and ideas coming forward ideas from SG attendees on local input to Task Force and other areas. Any other business. Dates of next meeting. 	