

**Combined Minutes of BBEST General Meeting and BBEST Steering Group Meeting, 25<sup>th</sup> February 2014, TV Lounge, Octagon Centre**

<b>Present</b>		
	<p><b>General Meeting</b>  Ann Daw (ATD) (Vice Chair - in the Chair)  Chris Topliss (Treasurer)  Alan Wellings  Ally Buckle (Union of Students)  Laure Astill  Bernard Donnelly  Kath Fry  Howard Fry  Shaffaq Mohammed  Leni Oglesby  Wendy Phillips  Nic Ralph  Beverley Warne  Mark Willis MW  Kath O'Donovan KO (Secretary)</p> <p><b>Steering Group</b>  Ann Daw (ATD) (Vice Chair - in the Chair)  Chris Topliss (CT)(Treasurer)  Alan Wellings (AW)  Ally Buckle (AB) (Union of Students)  Laure Astill (LA)  Bernard Donnelly (BD)  Mark Willis MW (observer)  Kath O'Donovan KO (Secretary)</p>	
Apologies	Pete Marsh	
Minutes circulation	According to the new constitution SG meetings should be made public, so the Secretary will notify interested organisations by email when minutes are on the BBEST website.	KO
<b>1. Preamble on format of minutes</b>	The BBEST Steering Group immediately followed the General Meeting called to approve the Constitution. The two meetings followed the same agenda. Notes of the both meetings are included here, with consolidated notes where discussion took place in both meetings. The only items unique to Steering Group minutes are item 2 Comms and publicity, and item 10 Outline agenda for next SG meeting	
2 Comms and publicity SG only	<ol style="list-style-type: none"> <li>1. Logo – AB showed draft logos. It was agreed to revise them as quickly as possible so that BBEST can start to use them.</li> <li>2. AB keen to set up social media – Twitter, Facebook etc. SG supports this concept but needs to agree how these will be managed before going ahead. AB to propose management strategy</li> </ol>	<p>AB</p> <p>AB</p>

	<p>prior to next meeting.</p> <p>3. LA agreed to manage content being added to the website.</p> <p>4. Text to be used for Housing Survey flier and the BBEST FAQ could be combined and repurposed for the website.</p>	
2 Revised constitution GM/SG	<p>Introduction by the Vice-Chair</p> <ul style="list-style-type: none"> <li>• ATD noted that the neighbourhood planning process represented a unique change in focus of planning from the centre to the local community, recognising that local people know their own area best. It remains important to involve more people in the process.</li> <li>• We have assurances that this version of the constitution will be accepted by the Council. Following acceptance, the application for recognition will be published for public consultation in a similar way to planning applications – on lampposts etc. For a period of 6 weeks.</li> <li>• ATD outlined the changes in this version of the constitution, which in the main invited additional participation in the process.</li> </ul>	
3 Vote on acceptance GM/SG	<p>Acceptance of the constitution was proposed by Nic Ralph and seconded by Beverley Warne. Acceptance of the constitution was agreed unanimously on a show of hands.</p>	
4 Update on progress (ATD) GM/SG	<p><b>Strands of action</b></p> <p>There had been good consensus on several areas, including</p> <ul style="list-style-type: none"> <li>• Community balance</li> <li>• Retail centre</li> <li>• Broomhill Festival</li> </ul> <p>These are discussed in more detail below.</p> <p><b>Grant funding</b></p> <p>A company will be formed shortly to manage the funds granted to the group by Locality. The application to form a charity was rejected by the Charity Commission due to our connection with planning policy and therefore local government. This decision is under review and may be reversed, but the company will be formed in the mean time.</p> <p><b>Planning camps</b></p> <p>Those attending had been asked to indicate interest in planning camps arranged by Locality in York and Oxford. All expenses except travel would be paid. No interest was expressed.</p> <p>Sheffield Council had organised a Neighbourhood</p>	<p><b>ATD</b></p>

	<p>planning workshop on Friday 13 March and a number of members indicate an interest in attending. ATD would inform the Council.</p> <p><b>Sheffield Council plan</b> In common with other areas, Sheffield City Council's plan does not include sufficient provision for new housing, and so the Plan would be revised. This was unlikely to affect BBEST as much as some other local areas. This will be discussed at the Neighbourhood Planning Workshop on 13 March.</p>	
<p>5. Action strand: Balanced community GM/SG</p>	<p>The first area to be examined in this strand is the current balance of population through a housing survey. Plans were well advanced for a pilot housing survey in 2 areas in March 2014. The survey will give us a detailed understanding of housing types and population diversity as well as supplementary information on cars, parking, landscape and trees in the pilot areas.</p> <p><b>Agreed:</b> The 2 areas to be covered in the pilot would be the Moor Oaks Triangle and Southbourne/Westbourne Road</p> <p>Current work centred on:</p> <ul style="list-style-type: none"> <li>• Producing a flier to alert householders to the survey</li> <li>• Recruiting students to help administer the survey</li> <li>• Refining the survey document</li> </ul> <p>Those interested in helping would meet on the morning of Saturday 1<sup>st</sup> March to discuss this further.</p> <p>The full survey of the remaining areas would be carried out in October 2014.</p> <p>There was discussion about additional sources of information such as the electoral register, which would at least give the names of streets and the number of houses.</p> <p>Other groups locally will require this information, so the Council may agree to provide some. The meeting in March may be important to investigate this.</p> <p>A Data Protection enquiry might elicit information.</p>	<p><b>AD</b> <b>AB</b> <b>AD</b></p>
<p>6 Action strand: Retail centre GM/SG</p>	<p>The importance of local shops to the community was underlined. Several retailers had agreed to contribute to developing the plan, but ways need to be found to involve the shopkeepers.</p>	<p><b>BW</b></p>

	<p>Existing contacts with retailers could be used to promote the BBEST, such as when visiting to ask for support for the Broomhill Festival, and through personal contact from former shopkeepers. BW agreed to help with this task group. Additional support is required from the membership. Anyone interested should contact Anne at atd@bbest.org.uk</p> <p>It was noted that the split of footfall between Fulwood Road and Glossop Road was recognised as problematic by retailers.</p>	<p><b>HF</b></p> <p><b>All members</b></p>
<p>7 Action strand: Broomhill Festival GM/SG</p>	<ul style="list-style-type: none"> <li>• The Festival is recognised as a major opportunity for BBEST to promote the project and engage with large numbers of residents.</li> <li>• Alan Wellings outlined the current plans, and noted that copy for the Festival Programme needs to be available by 14 March. AD to draft text.</li> <li>• A stall will be managed by BBEST members on both days.</li> <li>• A day with interactive family activities on the Saturday, for example a model of the area.</li> <li>• A dayschool/symposium on Sunday. Possible contributions might be: ebb and flow of neighbourhoods by staff from UoS Dept of Architecture, information about the planning framework.</li> </ul> <p>The meeting agreed that this would help the neighbourhood planning process. Discussion centred on production of the 3D model. Local junior schools might be interested in helping with this. Noted that there is a model of Sheffield in Weston Park Museum, and there may be others in the UoS Department of Geography. A task group has been formed. Anyone able to help with this initiative should contact Anne at atd@bbest.org.uk</p>	<p><b>AD</b></p> <p><b>All members</b></p>
<p>8 Dates of future Forum meetings</p>	<p>To be announced.</p>	
<p>9 Dates of future Steering Group meetings</p>	<p>All booked for 7-9pm  25 Mar - Octagon Council Chamber  22 Apr - Octagon Council Chamber  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</p>	

