

Minutes of BBEST SG meeting, 22 July 2014. Rainbow Room, Broomhill Methodist Church

Present		Action
	Anne Daw ATD(in the Chair) Jayne Brayley JB Bernard Donnelly BD Alan Wellings AW Howard Fry HF Emily Pieters EP Jonathon Morrison JM	
Apologies	Pete Marsh PM Chris Topliss CT (Treasurer) Brian Webster BW Kath O'Donovan KO (Secretary) Laure Astill LA Ally Buckle AB(Union of Students) 2 apologies were received from members by email	
1. Broomhill Ward Action Plan	HF presented an overview of the 2010 Broomhill Ward Action Plan covering broad themes including successful neighbourhoods, economic viability, traffic and quality of the build environment. It was agreed that there is useful information and action points in the plan that can be used when formulating the Neighbourhood Plan. AD to put a copy on the BBEST website.	AD
2. Minutes of the meeting on 24 June	The minutes were accepted with one minor change to item 3 (Report from the Chair) where it was noted that three Forum members were to meet with the University Estates Team, including Chris Garlick. EP said she would be willing to attend and would check her availability for the meeting in August.	
3. Matters arising	Proposed ward boundary change will not affect the BBEST boundary.	
4. Report from the Chair	<ul style="list-style-type: none"> • AD shared proposed BBEST roadmap describing the key activities to be undertaken: <ul style="list-style-type: none"> a) Gathering Data b) Documentation and analysis of data c) Reporting and prioritisation of issues • Attendees agreed the roadmap will be a helpful way to make progress towards the BBEST aims. • All to consider ways in which we can resource the various identified activities and add detail to the roadmap. • Discussed ways in which student views can be obtained. Look to target in the new academic 	All

	<p>year.</p> <ul style="list-style-type: none"> • Design Guide to be investigated to form part of Neighbourhood Plan, meaning the design guide would be enforceable on a statutory basis. JM to bring examples of design guides as starting point for developing our own. AW commented that the council intends to create a design guide but such a guide has not been forthcoming for several years. • Grant report: report to be provided every three months. Currently budget is “on track”. The grant authority have not provided feedback. 	
5. Matters carried over	<ol style="list-style-type: none"> a. Attendees volunteered to run teams of students for surveys in identified areas (See AD’s map) b. AD collected ideas from the Broomhill Infant School Summer Fete in a spreadsheet. When we have a database we can carry out analysis to identify trends. c. Contact with hospitals still to be determined. HF and EP volunteered to make initial contact with Sheffield High School, King Edwards and Sheffield High School. AD to speak with Broomhill Infants School parents’ group. d. Membership categories still to be discussed. 	<p>All</p> <p>HF, EP and AD</p>
6. Newsletter production	KO agreed to produce the newsletter twice per year.	KO
7. Task Group: a) Active travel corridors	Possibility of a park and ride at Hallam Towers discussed. There may be issues with profitability and ownership. A park and rise would alleviate traffic issues through Broomhill centre.	
Task Group: b) Central retail district	BD sent email to local retailers. There seems to be recognition the Neighbourhood Plan could affect their business, and businesses seem keen to be consulted, but little further involvement. We will need to consider what we want retailers to consult on and engage again.	
Task Group: c) Green spaces	AD prepared a map showing green spaces. Not always clear if the space is privately owned. Further discuss needed as to how we address concerns with lack of large green spaces in the BBEST area.	
Task Group: d) Architecture and conservation	<ul style="list-style-type: none"> • Prue Chiles has agreed to give a short presentation at the AGM. • The production of a design guide would help to maintain consistent aesthetic using general palettes rather than stipulating minute details. 	

Task Group: e) Sustained and balanced communities	Plan to recruit students in September to carry out a housing survey expanding on the pilot. Attendees volunteered to manage groups in certain areas (See AD's map).	
8. Public engagement	Discussion elsewhere in the agenda. Web manager job description still to be produced.	
9. Any other business	None.	
10. Dates of Future meetings	<p>2014 26 Aug - Octagon Council Chamber 23 Sep - Octagon Council Chamber 28 Oct - Octagon Council Chamber 25 Nov - Octagon Council Chamber 2 Dec – Note change of date – location tbc – AB</p> <p>2015 27 January, 24 February, 24 March, 28 April, 26 May, 23 June, 28 July, 25 August, 22 September, 27 October, 24 November, 22 December.</p>	