

## Minutes of BBEST SG meeting, 23<sup>rd</sup> September 2014, Octagon Centre

Present		Action
	Pete Marsh PM (Chair) Chris Topliss CT (Treasurer) Anne Daw AD Jayne Brayley JB Alan Wellings AW Emily Pieters EP Brian Webster BW Tom Harrison TH (Union of Students)	
Apologies	Kath O'Donovan (Secretary) Howard Fry Bernard Donnelly Ally Buckle AB (Union of Students)	
1. Minutes of the meeting on 26 <sup>th</sup> August	The minutes were accepted.	
2. Matters arising	a. BBEST Christmas Party booked for 3 <sup>rd</sup> December at the Scout Hut. Subsequent discussions led to this being postponed until after designation in 2015. b. The visit from the Department for Communities and Local Government Director for Integration and Community Rights, Sarah Benioff, focussed particularly on transport and architecture. EP commented that similar opportunities could be used for publicity, and PM agreed this would be a good idea for future visits.	
3. Census Data	Matt Wargent due to present on his research on census data in the BBEST area. Unfortunately Matt Wargent was unable to attend the meeting.	
4. Students Union engagement	University students are due to undertake a project on green spaces, more details to follow. Tom Harrison was introduced as the new Students Union representative for BBEST. Tom's particular focus is on housing, the travel corridor and air quality, and gaining student views on privately rented accommodation. TH will attend meetings relevant to those topics, with Ally Buckle as the Students Union's regular standing BBEST member.	
5. Designation	PM relayed an update from Laurie Platt explaining that	

	<p>as the BBEST boundary spanned more than one ward designation approval needs to be given by the Cabinet. BW explained that it is likely to be considered a “Key Decision” requiring full Cabinet approval. The papers will go to the Cabinet members on 14<sup>th</sup> January 2014, there will be five days to review, and designation is likely to be given on 21<sup>st</sup> January 2015. AD expressed her frustration at the length of time it will take from the proposal to approval. PM and BW explained that the length of the Cabinet process is the cause of the delay.</p>	
6. University Master Plan	<p>Several attendees have read the plan in advance of the meeting. There is a three week consultation period on the Master Plan but the end date was not clear.</p> <p>It was noted that there were only two mentions of the BBEST area in the plan, the development of the sports centre and potential plan for new social sciences building. The focus of the Master Plan seems to be public realm, specifically pedestrian and cycle routes into town. The general view at the meeting was that the Master Plan suggests positive changes, although the same ideas could be expanded into the BBEST area with consideration given to the context of the local area.</p> <p>TH commented that Sheffield City Council have been involved in developing the Master Plan, although the two projects in the BBEST area have not been presented in a formal planning application.</p> <p>At the October BBEST meeting Keith Lilley and his colleagues from the University will attend to present the Master Plan and discuss the interrelation between the Master Plan and BBEST area.</p>	
7. Finance Update	<p>CT explained that the budget will expire at the end of December and after contacting Locality, this deadline cannot be extended. In order to make best use of the budget we have in the available time the following options were discussed:</p> <ol style="list-style-type: none"> <li>a. Early engagement with Integreat to assist with creating a Design Guide along with University Architecture Students.</li> <li>b. Extending website registration.</li> <li>c. Housing survey database.</li> <li>d. Facilities bookings.</li> </ol> <p>PM, CT, KO and AD to put together revised spending</p>	<b>CT</b>

	plan for circulation.	
8. Ways of Working paper (provided with September papers)	The 'Ways of Working' paper was discussed. The ideas cover the next stage of the work in 2015, where more needs to be done in working groups, co-ordinated by a quarterly Co-ordinating(Steering) Group. There was general agreement with the suggestion. The quarterly Co-ordinating Group meetings will still need some level of administration management, and we will need to recruit more people to the working groups. It was suggested to use the next round of Housing Surveys to try to recruit members in their specific area of interest.	
9. Membership	PM suggested various alternatives for membership charges/donations, principally, should a membership fee be charged, or should we ask for voluntary contributions. It was noted that high membership numbers are important to support the validity of the Neighbourhood Plan, so we would not want to deter members from joining due to a financial barrier. Overall the Steering Committee agreed that voluntary annual membership of £10 would be the best option, to be paid in cash, bank transfer or cheque. However this was not likely to be pursued at this stage. Other forms of membership fee could also be considered.	
10. AGM	The AGM agenda and event programme was accepted. Elections to the quarterly Co-ordinating Group would take place at the AGM. The formal AGM notice has already gone out so we are compliant with constitution/regulatory requirements. Papers and additional documents to be sent out to members shortly after this meeting.	
11. Any other business	None.	
12. Dates of Future meetings	<b>2014</b> 28 Oct - Octagon Council Chamber	