

# **South Community Assembly**

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**Thursday 5 July 2012 at 6.30 pm**

**To be held at Nether Edge Primary  
School, Glen Road, Sheffield, S7 1RB**

**The Press and Public are Welcome to Attend**

## **Membership**

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Councillors Cate McDonald (Chair), Ian Auckland, Nikki Bond, Simon Clement-Jones, Anders Hanson, Qurban Hussain, Steve Jones, Bob McCann, Roy Munn, Denise Reaney, Tim Rippon and Clive Skelton

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## PUBLIC ACCESS TO THE MEETING

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There are seven Community Assemblies which cover Sheffield; each is made up of the local Councillors from four wards. It is part of their remit to promote the local involvement of local people in the democratic process and to bring decision making closer to local people.

The formal meetings of the Community Assembly are open to the public and are the place where the Councillors make funding decisions as delegated by the Cabinet, relating to the priorities set out in the Community Plan and the Community Involvement Plan. They take place a minimum of 4 times per year, though more often, if required.

There is an opportunity for members of the public to ask questions and submit petitions at these meetings.

A copy of the agenda and reports is available on the Council's website at [www.sheffield.gov.uk](http://www.sheffield.gov.uk). You can also see the reports to be discussed at the meeting if you call at the First Point Reception, Town Hall, Pinstone Street entrance. The Reception is open between 9.00 am and 5.00 pm, Monday to Thursday and between 9.00 am and 4.45 pm. on Friday, or you can ring on telephone no. 2734552. You may not be allowed to see some reports because they contain confidential information. These items are usually marked \* on the agenda.

Community Assembly decisions are effective six working days after the meeting has taken place, unless called-in for scrutiny by the relevant Overview and Scrutiny Committee, in which case the matter is normally resolved within the monthly cycle of meetings.

Further information on any of the agenda items can be obtained by speaking to either:

- Martin Hughes, Community Assembly Manager  
Tel: 0114 2053281  
Email: [martin.hughes2@sheffield.gov.uk](mailto:martin.hughes2@sheffield.gov.uk)
- John Turner, Democratic Services  
Tel: 0114 273 4096  
Email: [John.turner@sheffield.gov.uk](mailto:John.turner@sheffield.gov.uk)

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**SOUTH COMMUNITY ASSEMBLY AGENDA  
5 JULY 2012**

**Order of Business**

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- 1. Welcome and Housekeeping Arrangements**  
The Chair to welcome attendees to the meeting and outline basic housekeeping and fire safety arrangements
- 2. Apologies for Absence**
- 3. Exclusion of Public and Press**  
To identify items where resolutions may be moved to exclude the press and public.
- 4. Declarations of Interest**  
Members to declare any interests they have in the business to be considered at the meeting.
- 5. Minutes of Previous Meetings**  
To approve the minutes of the meetings of the Community Assembly held on 29<sup>th</sup> March and 16<sup>th</sup> May, 2012
- 6. Appointment of Deputy Chair**  
To appoint a Deputy Chair of the Community Assembly for the Municipal Year 2012/13
- 7. Public Questions and Petitions**  
To receive any questions or petitions from members of the public.
- 8. South Community Assembly Small Highways Budget 2012/13**  
Report of the Community Assembly Transport Planning Manager
- 9. Section 106 - Open Space Agreements**  
Report of the Projects Team Manager, Parks and Countryside, on the allocation of Section 106 funds
- 10. South Community Assembly Discretionary Budget 2012/13**  
Report of the Community Assembly Manager on the allocation of the Discretionary Budget 2012/13
- 11. South Community Assembly - Community Involvement Plan 2012/13**  
Report of the Community Assembly Manager on the process of engaging residents in local decision making during 2012/13
- 12. South Community Assembly Representation on Sheffield Homes South West Area Board**  
Report of the Community Assembly Manager on the appointment of a

representative from the Community Assembly on the Sheffield Homes South West Area Board

**13. Date of Next Meeting**

To note that the next meeting of the Community Assembly will be held on Thursday, 4<sup>th</sup> October, 2012, from 6.30 pm to 8.30 pm, at Batemoor and Jordanthorpe Community Centre

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**ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS**

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A new Standards regime was introduced on 1<sup>st</sup> July, 2012 by the Localism Act 2011. The new regime made changes to the way that your interests needed to be registered and declared. Prejudicial and personal interests no longer exist and they have been replaced by Disclosable Pecuniary Interests (DPIs).

The Act also required that provision is made for interests which are not Disclosable Pecuniary Interests and required the Council to introduce a new local Code of Conduct for Members. Provision has been made in the new Code for dealing with “personal” interests.

Guidance on declarations of interest, incorporating regulations published by the Government in relation to Disclosable Pecuniary Interests, has been circulated to you previously, and has been published on the Council’s website as a downloadable document at [-http://councillors.sheffield.gov.uk/councillors/register-of-councillors-interests](http://councillors.sheffield.gov.uk/councillors/register-of-councillors-interests)

If at all possible, you should try to identify any potential interest you may have before the meeting so that you and the person you ask for advice can fully consider all the circumstances before reaching a conclusion on what action you should take.

Further advice can be obtained from Lynne Bird, Director of Legal Services on 0114 2734018 or email [lynne.bird@sheffield.gov.uk](mailto:lynne.bird@sheffield.gov.uk)



## SHEFFIELD CITY COUNCIL Report to Community Assembly

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**Report of:** Transport, Traffic and Parking Services Manager

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**Date:** 5 July 2012

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**Subject:** The 2012/13 South Community Assembly  
Local Highways Programme

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**Author of Report:** Dick Proctor and Nigel Robson  
Transport, Traffic & Parking Services  
[Nigel.robson@sheffield.gov.uk](mailto:Nigel.robson@sheffield.gov.uk)

tel: 0114 27 36161

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### Summary:

- South Community Assembly has delivered its agreed programme of local highway schemes in 2011/12, including consultation and development work on further schemes for future delivery. The Assembly now needs to set out its priorities for spending in 2012/13 as described in the programme now proposed
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### Reasons for Recommendations:

- South Community Assembly has funding in 2012/13 for a further programme of local highway schemes. Members are now asked to confirm their priorities for inclusion in this programme.

### Recommendations:

- That Members note the 2012/13 allocation of £40,000 for new small highway schemes, and approve the draft programme now proposed.
  - That Members delegate to the South Assembly Manager in conjunction with the Community Assembly Chair decision on the schemes to be funded by any underspend of the highways funding allocation.
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**Background Papers:** None

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**Category of Report:** OPEN

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## Statutory and Council Policy Checklist

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|--|
| <b>Financial implications</b>                        |
| YES Cleared by:                                      |
| <b>Legal implications</b>                            |
| YES Cleared by: Julian Ward                          |
| <b>Equality of Opportunity implications</b>          |
| NO Cleared by:                                       |
| <b>Tackling Health Inequalities implications</b>     |
| NO   |
| <b>Human rights implications</b>                     |
| NO :   |
| <b>Environmental and Sustainability implications</b> |
| NO   |
| <b>Economic impact</b>                               |
| NO   |
| <b>Community safety implications</b>                 |
| YES  |
| <b>Human resources implications</b>                  |
| YES  |
| <b>Property implications</b>                         |
| NO   |
|  |

## **1. Summary**

- 1.1 South Community Assembly has delivered its agreed programme of local highway schemes in 2011/12, including consultation and development work on further schemes for future delivery. The Assembly now needs to set out its priorities for spending in 2012/13 as described in the programme now proposed

## **2. What does this mean for people within the South Community Assembly Area?**

- 2.1 The local highway schemes now proposed will assist local people in using pedestrian routes in their area, crossing roads or in the control of vehicles (moving or stationary) in and around their area, adding to improved community safety.

## **3. Outcomes and Sustainability**

- 3.1 The funding and construction of the local highways schemes contributes to meeting the 'Increase mobility and provide safer routes for pedestrians' priority in the South Community Assembly Plan. It also contributes to the Council's Corporate Plan "Standing Up for Sheffield", particularly the "Great Place to Live" and "Safe and Secure Communities" outcomes.

## **4. Full Proposal**

- 4.1 The South Community Assembly is sponsor for the development and delivery of a programme of local highway schemes. The 2011/12 programme was delivered in full (apart from works on Psalter Lane which are now progressing on site).
- 4.2 For 2012/13 the Council has reviewed its priorities and allocated a further £40,000 to each Community Assembly –essentially for continued delivery of "small schemes" (typically costing up to £3,000 - £4,000).
- 4.3 Of the £40,000, Members have already agreed in principle to commit some of this for core activities, namely:
- Maintenance of SIDS signs - £5,200
  - A match funding contribution to SY Police road safety work around primary schools - £3,500
  - A small overspend from last year - £460
- 4.4 The remaining funds are proposed to be allocated for small schemes equally to the four wards. This leaves £7,760 per ward.
- 4.5 Members will be aware that as part of the Council's planned way of working within the Highways PFI contract, all new changes and improvements to the highway now require a 'commuted sum' to cover the altered maintenance requirement over a 25 year period as a result of those modifications. The changed requirements can be either positive or negative. For 2012/13 onwards, Community Assemblies are required to

budget for these commuted sums as part of their programme of small schemes.

- 4.6 Different types of small scheme can vary greatly in the scale of commuted sum associated with these. Appendix A lists typical 2012/13 prices and associated commuted sums for Members' guidance when selecting priorities for this year's programme.
- 4.7 Members have previously been consulted on initial lists of requests for the four wards to identify whether there were high priority schemes that could be approved at an early date. Appendix B shows these four lists, with requests previously suggested for early implementation highlighted in bold.
- 4.8 The lists also show a selection of known requests considered by officers to be some of the more easily deliverable. There are still other requests on the Community Assembly's "waiting list" but even this short selection exceeds the funds available.
- 4.9 Those requests involving single or double yellow lines can sometimes lead to divided opinions within the local community resulting in objections to the proposals. This has been the case at Bunting Nook, which was originally intended to be implemented last year but only recently obtained clearance to proceed, meaning that funding is now required from this year's programme.
- 4.10 Members therefore need to indicate their preferences for how this year's programme might be "topped up" from the lists of outstanding requests. All the schemes shown have merit, but officers have indicated those with asterisks that might be most easily delivered within the remaining resources. Members are asked to consider whether they support these suggested schemes.

## **5. Financial Implications**

- 5.1 The implementation of these schemes would be supported by an agreed allocation within this year's Local Transport Plan (LTP) programme for the South Community Assembly.

## **6. Legal Implications**

- 6.1 The Council, as the highways authority for Sheffield, has powers under Part V of the Highways Act 1980 to implement the improvements requested in this report. This funding is allocated from the Council's Local Transport Plan budget provided by central government and as such all projects using this funding will need to comply with the aims and objectives of the Local Transport Plan.
- 6.2 The Director of Neighbourhood Renewal and Partnerships in consultation with the Head of Transport & Highways and Director of Legal Services has confirmed this is an approved use of LTP funds, the Head of Transport & Highways has authority to undertake the wider feasibility work now described, as part of the Council's overall transport capital programme.



## **7. Equality of Opportunity Implications**

- 7.1 There are no specifically direct equality implications, but all of the options have some impact on the overall quality of life for residents, and for pedestrians and other users who might have mobility problems. The options are intended to assist all members of the local community regardless of gender or ethnic origin.

## **8. Human Resource Implications**

- 8.1 Any measures agreed by the South Community Assembly Highways Budget would be delivered by the City Council through the new Transport, Traffic and Parking Services Division, working with the PFI Client team and contractor as part of the Council's overall transport capital programme

## **9. Environmental and Sustainability Implications**

- 9.1 The options now discussed could be regarded as having a neutral overall contribution to the City Council's carbon reduction strategy.

## **10. Mitigation of risk**

- 10.1 The risks in developing the schemes now identified relate to the time required to undertake broader reviews, and to the scale of increased costs for those wider solutions.

## **11. Public Consultation, Alternative Options**

- 11.1 The options available at present are of necessity very limited until further decisions of funding have been made

## **12. Reasons for Recommendations**

- 12.1 South Community Assembly has funding in 2012/13 for a further programme of local highway schemes. Members are now asked to confirm their priorities for inclusion in this programme.

## **13. Recommendations**

- 13.1 That Members note the 2012/13 allocation of £40,000 for new small highway schemes, and approve the programme now proposed.
- 13.2 That Members delegate to the South Assembly Manager in conjunction with the Community Assembly Chair decision on the schemes to be funded by any underspend of the highways funding allocation.

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18<sup>th</sup> June 2012

**APPENDIX A – 2012/13 Price List” for new small schemes**

| Category of Scheme                                    | “typical”<br>2012/13<br>price<br>(£) | “typical”<br>commuted<br>sum<br>(£) | “typical<br>total cost”<br>(£) |
|---|--------------------------------------|-------------------------------------|--------------------------------|
| single lowered kerb (no tactiles)                     | 322                                  | 0                                   | 322                            |
| double lowered kerb (no tactiles)                     | 644                                  | 0                                   | 644                            |
| double lowered kerb (with tactiles)                   | 984                                  | 416 (+42%)                          | 1400                           |
| tactile paving, existing crossing (single)            | 170                                  | 208<br>(+120%)                      | 378                            |
| tactile paving, ex. crossing (double)                 | 340                                  | 416<br>(+120%)                      | 756                            |
| “H” marking   | 76                                   | 144<br>(+200%)                      | 220                            |
| bollard   | 260                                  | 295<br>(+110%)                      | 555                            |
| double kerb (alternative to bollard) (per m)          | 64                                   | 0                                   | 64                             |
| pedestrian guardrail (per m)<br>- typically 5m length | 138<br>690                           | 47<br>235<br>(+34%)                 | 185<br>925                     |
| “Visirail” guardrail (per m)<br>- typically 5m length | 194<br>970                           | tbc<br><br>(+53%?)                  |                                |
| cycle stands  | 230                                  | 122<br>(+55%)                       | 352                            |
| handrails (per m)<br>- typically 3m length            | 62<br>186                            | 39<br>122<br>(+64%)                 | 101<br>303                     |
| single yellow lines<br>- typically 10m length         | 1000                                 | 2.13 per m<br>21.30                 | 1021                           |
| double yellow lines<br>– typically 10 m length        | 1400                                 | 4.26 per m<br>42.60                 | 1243                           |

**Appendix B - South Community Assembly Small Highways – 2012/13 recommended requests  
(requests in bold are already approved)**

**Beauchief & Greenhill ward**

| Location  | Proposed Action   | Cost           | Requester details              | Date requested |
|---|---|----------------|--------------------------------|----------------|
| Selly Oak Road outside No.18  | <b>2 lowered kerbs, H marking plus accommodation works</b>  | <b>£918</b>    |                                |                |
| <b>Ormond Road (end of path between 7 and 27)</b>                                       | <b>1 lowered kerb and H marking</b>   | <b>£542</b>    |                                |                |
| <b>Ormond Close (junction with Ormond Road next to 114)</b>                             | <b>2 lowered kerbs with tactiles</b>  | <b>£1400</b>   |                                |                |
| <b>Reney Avenue (either side of cul-de-sac, 107,151)</b>                                | <b>2 lowered kerbs with tactiles</b>  | <b>£1400</b>   |                                |                |
| <b>Reney Avenue (either side of cul-de-sac, 16,67)</b>                                  | <b>2 lowered kerbs with tactiles</b>  | <b>£1400</b>   |                                |                |
| <b>(sub-total of approved schemes)</b>  |   | <b>£5660</b>   | <b>(£2050 available)</b>       |                |
| Greenhill Main Road and Greenhill Main Road service road at entry and exit to BP garage | Double Yellow Lines on all sides of the end of the service road to prevent parking on street of cars for sale | £1100+         |                                |                |
| Gresley Road, outside Gresley Road Meeting Room   | Disabled parking bay + H marking  | £400?          | *<br><i>suggested priority</i> |                |
| Lowedges Crescent, at Lower Bowshaw View Nursing Home                                   | 2 lowered kerbs with tactiles   | £1400          |                                |                |
| Lowedges Drive, junction with Lowedges Crescent   | 2 lowered kerbs with tactiles   | £1400          |                                |                |
| Reney Road, on either side of cul-de-sac between nos. 65 and 99                         | 2 lowered kerbs with tactiles   | £1400          | *<br><i>suggested priority</i> |                |
| <b>Total (proposed for now)</b>   |   | <b>(£7300)</b> |                                |                |

## Gleadless Valley ward

| Location   | Proposed Action  | Cost             | Requester details              | Date requested |
|--|--|------------------|--------------------------------|----------------|
| Cliffe Field Road / Meersbrook ave   | double yellow lines around junction to prevent obstruction           | £1400            |                                |                |
| Midhill Road / Midhill Crescent  | double yellow lines around junction to prevent obstruction           | £1400            |                                |                |
| <b>(sub-total of approved schemes)</b>   |  | <b>£2800</b>     | <b>(£4910 available)</b>       |                |
| Bankwood Close, outside Bankwood School  | Pedestrian Guardrail / Visirail (2m)                                 | £400/ £510       | *<br><i>suggested priority</i> |                |
| Constable Drive, outside no. 24  | 1 double width Lowered Kerb, no tactiles                             | £404             | *<br><i>suggested priority</i> |                |
| Farmstead Close  | double yellow lines in turning area                                  | £1100-<br>£1500  |                                |                |
| Gaunt Road, outside No.88  | series of handrails – total length approx. 40m                       | £2430            |                                | 2010           |
| Gaunt Way, on footpath to shops  | handrail (length unclear? – assume 10m?) - £101 per metre plus stats | £1100+           | *<br><i>suggested priority</i> |                |
| Mawfa Crescent, at car park between nos. 23 and 31-53                                | “Keep Clear” on carriageway or Double Yellow Lines                   | £295 /<br>£1100+ |                                |                |
| Nicholson Road (outside no.107)  | Lowered kerb for disabled access                                     | £404             | *<br><i>suggested priority</i> | 2008           |
| Norton Lees Road, south side, between Norton Lees Lane and Lees House Court          | Double Yellow Lines to stop parking that blocks sight lines          | £1100+           |                                |                |
| Tillotson Rise, at bottom of footpath between 20 Tillotson Rise and 184 Gleadless Rd | Pedestrian Guardrail / Visirail (1m)                                 | £215/ £270       | *<br><i>suggested priority</i> |                |
|  |  |                  |                                |                |
| <b>Total (proposed for now)</b>  |  | <b>(£5500+)</b>  |                                |                |

## Graves Park ward

| Location   | Proposed Action   | Cost            | Requester details              | Date requested |
|--|---|-----------------|--------------------------------|----------------|
| <b>Bunting Nook (junction with Hemsworth Road) *</b>                           | <b>Double Yellow lines</b><br>*combined scheme including Warminster Road - final cost TBC | <b>£3700*</b>   | Cllr Auckland + residents      | 2011/12        |
| <b>Smithy Wood Crescent</b>  | <b>"No Access" TRO</b>  | <b>£1200</b>    |                                |                |
| <b>Holmhirst Drive – extra bollard outside No.13 to complete previous work</b> | <b>1 Alto bollard</b>   | <b>£555</b>     |                                |                |
| <b>Norton Church Road, ped entrance to Graves Park</b>                         | <b>1 lowered kerb and H marking</b>   | <b>£542</b>     |                                |                |
| <b>Norton Lane, end of path opp. Norton Church Road</b>                        | <b>1 lowered kerb and H marking</b>   | <b>£542</b>     |                                |                |
| <b>Sub-total of approved schemes)</b>  |   | <b>£6539</b>    | <b>(£1171 available)</b>       |                |
| <b>Athol Road – Little London Road to Woodseats Road</b>                       | Double Yellow Lines   | £1400           | see below                      |                |
| Little London Road - S bend to north of Athol Road junction                    | Double Yellow Lines   | £1100           | see above                      |                |
| Cherry Bank Road, opp. Cavill Road   | Double Yellow Lines   | £1400           |                                |                |
|  |   |                 |                                |                |
| Holmhirst Close (Holmhirst Drive to No. 12)                                    | Double Yellow Lines   | £1400           |                                |                |
| Norton Lees Lane, steps in verge Nos.30-32                                     | 2.1m handrail   | £242            | *<br><i>suggested priority</i> |                |
| Norton Lees Lane, steps in verge No.44   | 2.1m handrail   | £242            | *<br><i>suggested priority</i> |                |
|  |   |                 |                                |                |
| <b>Total (proposed for now)</b>  |   | <b>(£7000+)</b> |                                |                |

## Nether Edge ward

| Location  | Proposed Action                                   | Cost            | Requester details               | Date requested |
|---|---|-----------------|---------------------------------|----------------|
| Hardwick Crescent, j/w Psalter Lane                               | 2 lowered kerbs with tactiles                     | £1400           |                                 |                |
| Rupert road, j/w Sandford Grove Road                              | 2 lowered kerbs with tactiles                     | £1400           |                                 |                |
| Stretton Road, j/w Psalter Lane                                   | 2 lowered kerbs with tactiles                     | £1400           |                                 |                |
| Thirlmere Road, j/w Abbeydale Road                                | 2 lowered kerbs with tactiles                     | £1400           |                                 |                |
| <b>(sub-total of approved schemes)</b>                            |   | <b>£5600</b>    | <b>(£2110 available)</b>        |                |
| Adelaide Road / Chelsea Road                                      | double yellow lines at junction                   | £1100+          |                                 |                |
| Bedale Road, Tesco exit   | turn right road markings                          | £200            | *<br><i>suggested priority</i>  |                |
| Brincliffe Crescent, narrow section                               | extend double yellow lines                        | £1100+          |                                 |                |
| Brincliffe Edge Road, j/w Archer Lane                             | double or single yellow lines                     | £1300+          |                                 |                |
| Broadfield Road opp. Saxon road                                   | extend double yellow lines to protect cycle route | £1000+          | *<br><i>suggested priority</i>  |                |
| Fulmer Road, footpath to Penrhyn Road                             | 1 bollard   | £555            |                                 |                |
| Glen Road, access to Lucknow Court                                | 2 double width lowered kerbs, no tactiles         | £808            | *<br><i>suggested priority</i>  |                |
| Grasmere Road (junc. Abbeydale Road)                              | 2 lowered kerbs with tactiles and bollard         | £1955           | Mrs Podoski<br>(Woodseats Road) | 2009/10        |
| Psalter Lane, car access to Hallam Uni site                       | 2 double width lowered kerbs, no tactiles         | £808            |                                 |                |
| Psalter Lane, steps to Ecc.Rd outside William Brown Estate Agents | handrail (approx. £1.5m)                          | £182            | *<br><i>suggested priority</i>  |                |
| <b>Total (proposed for now)</b>                                   |   | <b>(£7900+)</b> |                                 |                |



## SHEFFIELD CITY COUNCIL South Community Assembly Report

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**Report of:** Parks and Countryside Projects Team Manager

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**Date:** 5<sup>th</sup> July 2012

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**Subject: Allocation of Open Space Section 106 Funds in the South Community Assembly Area**

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**Author of Report:** James Barnes: Projects Team Manager, Parks and Countryside

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**Summary:**

Money has been received from developers for open space Section 106 Agreements in the South Community Assembly area. Members' agreement is now sought to allocate the funds to proposed sites where funding has been received.

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**Reasons for Recommendations:**

Section 106 agreement funds need to be allocated to projects as soon as possible so that design and procurement work can commence. Developers may make a case for repayment if they can demonstrate that there are no plans to spend the money.

**Recommendations:**

It is recommended that the Community Assembly allocate the open space Section 106 agreements funds to proposed sites where funding has been received.

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**Background Papers:** None

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**Category of Report:** OPEN

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## Statutory and Council Policy Checklist

|   |
|---|
| <b>Financial Implications</b>   |
| YES Cleared by:   |
| <b>Legal Implications</b>   |
| YES Cleared by: Julian Ward   |
| <b>Equality of Opportunity Implications</b>                                     |
| YES (South Community Plan EIA) Cleared by: Phil Read                            |
| <b>Tackling Health Inequalities Implications</b>                                |
| NO  |
| <b>Human rights Implications</b>  |
| NO:   |
| <b>Environmental and Sustainability implications</b>                            |
| YES   |
| <b>Economic impact</b>  |
| NO  |
| <b>Community safety implications</b>  |
| YES   |
| <b>Human resources implications</b>   |
| YES   |
| <b>Property implications</b>  |
| YES   |
| <b>Area(s) affected</b>   |
| South Assembly  |
| <b>Relevant Cabinet Portfolio Leader</b>  |
|   |
| <b>Relevant Scrutiny Committee if decision called in</b>                        |
|   |
| <b>Is the item a matter which is reserved for approval by the City Council?</b> |
| NO  |
| <b>Press release</b>  |
| NO  |



## OPEN SPACE SECTION 106 AGREEMENTS

### 1.0 SUMMARY

- 1.1 Money has been received from developers for open space Section 106 Agreements in the South Community Assembly area. Members' agreement is now sought to allocate the funds to proposed sites where funding has been received.

### 2.0 WHAT DOES THIS MEAN FOR SHEFFIELD PEOPLE

- 2.1 There will be further investment in improving local open spaces in the South Community Assembly area.

### 3.0 OUTCOME AND SUSTAINABILITY

- 3.1 Improved open spaces contribute to a number of Sheffield City Council's 'City of Opportunity' Corporate Plan priorities including:
- Improving parks and open spaces
  - Increasing participation in sport and physical activity
  - Reducing anti social behaviour and crime
  - Improving children's health

### 4.0 FULL PROPOSAL

#### 4.1.1 Allocation of agreements to project sites

Money has been received from developers for open space Section 106 Agreements in the South Community Assembly area. Members' agreement is now sought to allocate the funds to proposed sites where funding has been received.

| Development Site    | Project Site                     | Value  |
|---------------------|----------------------------------|--------|
| 35-47 Coniston Road | Tree planting in Broadfield Park | £2,785 |
| Beauchief Hall      | Chancet Wood                     | £6,290 |

|                      |              |         |
|----------------------|--------------|---------|
|                      | Playground   |         |
| 122-126 Psalter Lane | Chelsea Park | £5,490  |
| 131 Psalter Lane     |              | £11,450 |
| 105 Cowlshaw Road    |              | £4,345  |

#### 4.3 Financial Implications

Monies have been received for the agreements discussed in this report. Once project sites have been agreed, it will be necessary for approval for capital spend to be gained under the council's capital approval procedure.

#### 4.4 Legal Implications

Section 106 Agreements are legally binding agreements between developers and the City Council made using powers under the Town and Country Planning Act. It is important that all aspects of agreements are adhered to since failure to do so may result in challenge by the developers and potential claw back of funds. Developers frequently contact the Planning Service to check if their funds have been spent and what they have been used for.

#### 4.5 Equality of Opportunity Implications

Higher quality open spaces will result from using section 106 funds. This will bring a general benefit to most members of the community. Wherever possible, open space design attempts to improve safety and to improve accessibility for physically disabled people.

#### 4.6 Human Resource Implications

Staff salaries in the Environmental Planning Design Team are partly funded by the fee element of Section 106 design work. Allocating funds to external organisations reduces the viability of the team.

#### 4.7 Environmental and Sustainability Implications

Where open space projects are designed in house, care is always taken to use sustainably sourced materials and to

provide solutions with low maintenance requirements. The two external organisations that may benefit from these funds are also known to adopt this approach.

#### **4.8 Mitigation of risk**

For in projects designed in house, a business plan and risk register is always prepared, the work is subject to the requirements of the corporate project management process, corporate procurement process and health and safety regulations. Where external organisations receive funds, the Environmental Planning Team manager works with them to ensure that the funds are used correctly and that the work is carried out in accordance with requirements.

### **5.0 ALTERNATIVE OPTIONS CONSIDERED**

5.1 There are various open space sites in the vicinity of some of the S106 agreements, the sites suggested are those which are thought to be priority sites within the South Community Assembly area.

### **6.0 REASONS FOR RECOMMENDATIONS**

6.1 Section 106 agreement funds need to be allocated to projects as soon as possible so that design and procurement work can commence. Although funds from the agreements which are the subject of this report have no specified clawback date, developers may make a case for repayment if they can demonstrate that there are no plans to spend the money.

### **7.0 REASONS FOR EXEMPTION (if a Closed report)**

7.1 This report is not presented as an exempt item

### **8.0 RECOMMENDATIONS**

8.1 It is recommended that the Community Assembly allocate the open space Section 106 agreements funds to proposed sites where funding has been received.

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## SHEFFIELD CITY COUNCIL South Community Assembly Report

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**Report of:** South Community Assembly Manager

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**Date:** 5<sup>th</sup> July 2012

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**Subject:** South Assembly Discretionary Budget

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**Author of Report:** Martin Hughes  
South Community Assembly Manager

[martin.hughes2@sheffield.gov.uk](mailto:martin.hughes2@sheffield.gov.uk)

0114 205 3281

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### Summary:

The South Community Assembly Discretionary Budget 2012/13 was agreed at the Assembly Meeting on March 29<sup>th</sup> 2012. Three of the projects funded were to be reviewed over the first quarter before the full 12 months funding was confirmed. This report provides a summary of the 2012/13 budget and recommendations in relation to those three projects.

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### Reasons for Recommendations:

The 2012/13 South Community Assembly Discretionary Budget will ensure activity takes place to address some of the priorities as identified in the South Community Assembly Plan. The continuation of the three projects referred to in the report will contribute to;

- Improve Parks and Open Spaces
- Improve the Streetscene
- Increase activities for Children and Young People
- Improve Local and District Shopping areas
- Reduce Crime and Anti-social behaviour
- Promote initiatives and projects that improve community cohesion in targeted areas
- Improve the health and wellbeing of older people
- Tackle Health Inequalities in targeted neighbourhoods

- Provide Increased Opportunity for people to access learning, skills and employment
- Contribute to the development of the Voluntary, Community and Faith Sector

**Recommendations:**

That the South Community Assembly:

- (1) Considers the information contained within this report and agrees the allocation of a further 9 months' funding to
  - Neighbourhood Environmental Action Team - £19,500
  - Community Engagement in LBJ - £28,000
- (2) Delegates authority to the Assembly Manager, in consultation with the Chair of the Assembly and the Head of Highways, to negotiate and agree the continuation of the Lengthsperson service with the new Highways PFI provider (Amey) from the commencement of the PFI contract to – March 2013, and to take such steps as he shall consider appropriate regarding the continuation of the Lengthsperson service pending the commencement of the PFI contract, provided that the total value of Lengthsperson services from August 2012 to March 2013 does not exceed £18,700;
- (3) Authorises the Director of Community Services, in consultation with the Director of Legal Services, to agree the terms on which all funding referred to in this report is made available and to enter into such funding agreements with recipients of the funding and any other related agreements or arrangements, and on such terms, that she considers appropriate.

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**Background Papers:** NONE

**Category of Report:** OPEN

## Statutory and Council Policy Checklist

|   |
|---|
| <b>Financial Implications</b>   |
| YES Cleared by: Liz Orme  |
| <b>Legal Implications</b>   |
| YES Cleared by: Andrew Bullock  |
| <b>Equality of Opportunity Implications</b>                                     |
| YES (South Community Plan EIA) Cleared by: Phil Reid                            |
| <b>Tackling Health Inequalities Implications</b>                                |
| YES   |
| <b>Human rights Implications</b>  |
| NO  |
| <b>Environmental and Sustainability implications</b>                            |
| YES   |
| <b>Economic impact</b>  |
| NO  |
| <b>Community safety implications</b>  |
| YES   |
| <b>Human resources implications</b>   |
| NO  |
| <b>Property implications</b>  |
| NO  |
| <b>Area(s) affected</b>   |
| South Community Assembly area of Sheffield                                      |
| <b>Relevant Scrutiny Committee if decision called in</b>                        |
| Safer and Stronger Communities  |
| <b>Is the item a matter which is reserved for approval by the City Council?</b> |
| NO  |
| <b>Press release</b>  |
| NO  |

## 1. Summary

The South Community Assembly Discretionary Budget 2012/13 was agreed at the Assembly Meeting on March 29<sup>th</sup> 2012. Three of the projects funded were to be reviewed over the first quarter before the full 12 months funding was confirmed. This report provides a summary of the 2012/13 budget and recommendations in relation to those three projects.

## 2. What does this mean for people within the Central Community Assembly Area?

The allocation of the remaining 2012/13 South Community Assembly Discretionary Budget will ensure activity takes place to address some of the priorities as identified in the South Community Assembly Plan, namely to;

- Improve Parks and Open Spaces
- Improve the Streetscene
- Increase activities for Children and Young People
- Improve Local and District Shopping areas
- Reduce Crime and Anti-social behaviour
- Promote initiatives and projects that improve community cohesion in targeted areas
- Improve the health and wellbeing of older people
- Tackle Health Inequalities in targeted neighbourhoods
- Provide Increased Opportunity for people to access learning, skills and employment
- Contribute to the development of the Voluntary, Community and Faith Sector

## 3. Outcomes and Sustainability

The funding identified in this report will contribute to the delivery of the priorities in the South Community Assembly Plan, thus benefiting residents in the South Community Assembly Area.

The projects and activity within this report contribute to all five of the key ambitions as indicated in the Sheffield City Strategy 2010-2020 (Sheffield 2020 – Where People Shape the Future) –

- **Distinctive**; using the immense sense of pride local people have in the city and South of Sheffield to bring local projects forward for funding.
- **Successful**; working with partners at a local level with joint employment and community projects and strategically through our formal partnerships.
- **Inclusive**; support projects that enable all sections of our community to benefit and join in new activities.
- **Vibrant**; support the community and voluntary sector in working to achieve the priorities for the area.



- **Sustainable**; ensure that future generations can enjoy the open spaces in our area and that the Assembly plays a key role in protecting our environment.

The funding also supports the City Council's priorities, values and outcomes as set out in the Corporate Plan 'Standing Up For Sheffield'. In particular:

#### Priorities

- Supporting and protecting communities

#### Values

- Spend public money wisely
- Long term view
- Enable individuals and communities

#### Outcomes

- Better Health and Wellbeing
- Safe and Secure Communities
- An Environmentally Responsible City

### 4. Full Proposal

The South Community Assembly Discretionary Budget for 2012/13 is £216,805. The budget has been calculated on an aggregated ward basis, using a £1 per head of population and an additional amount using the Indices of Multiple Deprivation.

| Ward                  | ID Allocation   | Pop Allocation | Total Allocation | %          |
|-----------------------|-----------------|----------------|------------------|------------|
| Beauchief & Greenhill | £43,685         | £18,872        | £62,557          | 29%        |
| Gleadless Valley      | £55,624         | £20,645        | £76,269          | 35%        |
| Graves Park           | £19,746         | £17,457        | £37,203          | 17%        |
| Nether Edge           | £21,545         | £19,231        | £40,776          | 19%        |
| <b>Total</b>          | <b>£140,600</b> | <b>£76,205</b> | <b>£216,805</b>  | <b>100</b> |

At the Assembly meeting on 29<sup>th</sup> March 2012 Councillors agreed to allocate the budget as follows –

| Priority                        | Project / Activity  | Provider                                     | Amount  |
|---------------------------------|---|--|---------|
| Improving Parks and Open Spaces | <b>Improvements to Barbers Field</b> - improvements to steps and access routes  | Parks and Countryside Service, SCC           | £5,000  |
| Improving the Streetscene       | <b>Lengthspeople</b> - targeting 9 neighbourhoods - <ul style="list-style-type: none"> <li>• Batemoor</li> <li>• Meadowhead</li> <li>• Lowedges</li> <li>• Greenhill</li> <li>• Chesterfield Road</li> <li>• Fraser estate</li> <li>• Newfield Green</li> </ul> | Streetforce (and then Highways PFI Provider) | £28,000 |

|  |   |   |         |
|--|---|---|---------|
|  | <ul style="list-style-type: none"> <li>• Abbeydale</li> <li>• Sharrow Vale</li> </ul> <p>Streetforce to be absorbed by new Highways PFI provider in August so the initial payment will be for 4 months work to allow time for discussions with the new provider.</p>  |   |         |
|  | <p><b>Neighbourhood Environmental Action Team (NEAT)</b> – a review period after 3 months was agreed to allow Members to assess whether the throughput of trainees is sufficient</p>  | Parks and Public Realm Service (SCC)  | £26,000 |
| Increase activities for Children and Young People                                    | <p><b>Additional activities for Children and Young People</b> – grants targeted at activity in -</p> <ul style="list-style-type: none"> <li>• Abbeydale</li> <li>• Heeley</li> <li>• Gleadless Valley</li> <li>• Woodseats</li> <li>• Lowedges</li> <li>• Batemoor &amp; Jordanthorpe</li> </ul>  | <p>Various – dependent on successful applications</p> <p>Grant process to be managed by South CA Team</p> | £40,000 |
| Improving Local and District Shopping Centres  | <p><b>Floral Features</b> - in District and Local Centres across the area –</p> <ul style="list-style-type: none"> <li>• Nether Edge</li> <li>• Broadfield Road</li> <li>• Heeley Green</li> <li>• Chesterfield Road</li> <li>• Newfield Green</li> <li>• Herdings</li> <li>• Woodseats</li> <li>• Meadowhead</li> <li>• Greenhill</li> <li>• Jordanthorpe</li> <li>• Lowedges</li> </ul> | Public Realm Service (SCC)  | £10,000 |
| Promoting initiatives and projects that improve community cohesion in targeted areas | <p><b>Community Pride budget</b> – to continue successful Weeks of Action programme and any targeted community cohesion work</p>  | Managed by Community Assembly Team  | £5,000  |
| Improve the Health and Wellbeing of Older People                                     | <p><b>Additional activities / services for Older People</b> – grants focused on tackling social isolation</p>   | <p>Various – dependent on successful applications</p> <p>Grant process to be managed by South CA Team</p> | £20,000 |

|  |  |   |                        |
|--|--|---|------------------------|
| Contribute to the development of the Voluntary, Community and Faith sector | <b>Small Grants pot for Graves Park and Nether Edge wards</b> – to provide an opportunity for smaller community groups to obtain funding. Groups in the Beauchief & Greenhill and Gleadless Valley wards are able to access Community First Neighbourhood Grants.  | Managed by Community Assembly Team                                    | £10,000                |
|  | <b>Community Engagement and supporting Service Delivery</b> - Supporting local Community Forums in Gleadless Valley and Lowedges, Batemoor & Jordanthorpe.<br><br>Staffing structure issues within LBJ Forum left a capacity issue. A review period after 3 months was agreed to allow Members to assess whether LBJ Forum were in a position to deliver the full programme. | Gleadless Valley Forum<br><br>Lowedges, Batemoor & Jordanthorpe Forum | £21,000<br><br>£34,000 |
| Contingency Pot  | That can be allocated to priorities / projects that emerge over next 6 months (e.g. Health, Employment & Learning, etc.) or be used to ‘top up’ identified projects above.   |   | £17,805                |
| <b>Total</b>   |  |   | <b>£216,805</b>        |

Since the allocations were agreed the following activity has taken place -

- a) Barbers Field – waiting for full cost for construction of steps before raising order and issuing Service Level Agreement
- b) Lengthspeople – order raised for 4 months provision. Feedback from Streetforce is that there has been little negative impact following the reduction in service. Proposed that Community Assembly Manager meets with Amey with a view to continuing the service after July 2012, with a budget limit of £18,700.
- c) Neighbourhood Environmental Action Team (NEAT) – order raised for 3 months provision. Discussions have been ongoing between Parks & Public Realm, Lifelong Learning, Skills and Communities and the South Community Assembly Team to set up process for throughput of young people considered NEET (Not in Education, Employment or Training). Barriers to this now seem to have been overcome and progress was reported back at the last Partner Panel meeting. Proposed that this project receives the further 9 months’ funding.
- d) Additional activities for Children and Young People – Expressions of Interest submitted by potential providers assessed on 20<sup>th</sup> June and all the funding was allocated. List of successful organisations will be available at the Assembly meeting.

- e) Floral Features – order raised and floral features in the process of being installed.
- f) Community Pride budget - managed by the South Community Assembly Team. Small amount used to date for promoting Weeks of Action, etc.
- g) Additional activities / services for Older People – Councillors keen that this is targeted at social exclusion. Expressions of Interest to be sought in July 2012.
- h) Small Grants pot for Graves Park and Nether Edge wards – Assessment panel met on 15<sup>th</sup> June and all the funding for both wards was allocated. List of successful organisations will be available at the Assembly meeting.
- i) Community Engagement and supporting Service Delivery –
  - Project proposal received from Gleadless Valley Community Forum and funding agreement now in place.
  - Regular discussions have been taking place between LBJ Forum Trustees and the South Community Assembly Manager. Trustees have developed a new management structure, headed up by a ‘Development Officer’ that will focus more on volunteer recruitment as well as co-ordinate the delivery of community based services for Children & Young People, Older People, Adult Learning. They will also be responsible for management of the G&B Youth and Community Centre. Stronger links have also been established between the Forum and the LBJ Older People’s Services Project which will provide real opportunities for the Forum to be commissioned to provide services and become more sustainable. Proposed that this project receives the further 9 months’ funding.

## **5. Financial Implications**

The 2012/13 Discretionary Budget for the South Community Assembly is £216,805. This report proposes how the Assembly should allocate £66,200 of this budget to tackle a range of priorities from within the South Community Plan. This will be monitored in accordance with Sheffield City Council financial procedures.

It is proposed that delegations be given to the relevant officers by the Assembly to ensure that the grants can be distributed and managed in the manner that is proposed.

## **6. Legal Implications**

In implementing these proposals reliance can be placed on the new ‘general power of competence’ (the ‘GPC’) conferred on the Council by Section 1(1) of the Localism Act 2011.

(Section 1(1) came into force on 18<sup>th</sup> February 2012 and provides that, “A local authority has power to do anything that individuals generally may do.”

This is clearly a very broad power, but it must be noted that it is subject to existing or future statutory limitations.)

The procurement of any goods, works or services must be undertaken in accordance with all relevant provisions of Sheffield City Council's Constitution including the Council's Contracts Standing Orders and all applicable procurement rules.

## **7. Equality of Opportunity Implications**

The South Community Assembly Discretionary budget has been allocated to help address a range of needs in the area, as dictated by the Central Community Assembly Plan (which is supported by an Equality Impact Assessment).

## **8. Human Resource Implications**

Funding provided for Lengthspeople and NEAT team are likely to impact on the staffing resources within Street Force and the Parks and Public Realm Service.

## **9. Environmental and Sustainability Implications**

Funding provided for Lengthspeople and NEAT team will have a positive impact on the local environment

## **10. Mitigation of Risk**

The risks relating to this proposal have been considered by the South Community Assembly Team. These risks will be regularly reviewed and monitored.

Projects funded may not lead to noticeable improvement in the priority issue. The Assembly Team (and the Accountable Bodies Team which administers funding) will monitor the impact of activity throughout the coming year, to assess whether projects have been effective.

The Accountable Bodies Team will administer the distribution of funding and ensure agreed targets and outcomes are being met. They will do this through the receipt of monitoring forms from providers and by visiting projects / activity on the ground.

The Assembly Manager will ensure payments are made as per the project proposal form and are released on time as per Council rules. The projects need to be aware that all funding must be spent by 31<sup>st</sup> March 2013 and no carry forward or extension is likely.

## **11. Alternative Options**

Councillors could choose not to provide further funding to the Lengthsperson service, the Neighbourhood Environmental Action Team or for Community Engagement in Lowedges, Batemoor and Jordanthorpe. Funding would then be reallocated at the Community Assembly meeting on 4<sup>th</sup> October, along with the remaining Contingency Budget.

## **12. Reasons for Recommendations**

The 2012/13 South Community Assembly Discretionary Budget will ensure activity takes place to address some of the priorities as identified in the South Community Assembly Plan. The continuation of the three projects referred to in the report will contribute to;

- Improve Parks and Open Spaces
- Improve the Streetscene
- Increase activities for Children and Young People
- Improve Local and District Shopping areas
- Reduce Crime and Anti-social behaviour
- Promote initiatives and projects that improve community cohesion in targeted areas
- Improve the health and wellbeing of older people
- Tackle Health Inequalities in targeted neighbourhoods
- Provide Increased Opportunity for people to access learning, skills and employment
- Contribute to the development of the Voluntary, Community and Faith Sector

## **13. Recommendations**

That the South Community Assembly:

- (1) Considers the information contained within this report and agrees the allocation of a further 9 months funding to
  - Neighbourhood Environmental Action Team - £19,500
  - Community Engagement in LBJ - £28,000
- (2) Delegates authority to the Assembly Manager, in consultation with the Chair of the Assembly and the Head of Highways, to negotiate and agree the continuation of the Lengthsperson service with the new Highways PFI provider (Amey) from the commencement of the PFI contract to – March 2013, and to take such steps as he shall consider appropriate regarding the continuation of the Lengthsperson service pending the commencement of the PFI contract, provided that the total value of Lengthsperson services from August 2012 to March 2013 does not exceed £18,700;
- (3) Authorises the Director of Community Services, in consultation with the Director of Legal Services, to agree the terms on which all funding referred to in this report is made available and to enter into such funding

agreements with recipients of the funding and any other related agreements or arrangements, and on such terms, that she considers appropriate.

**Martin Hughes**  
**South Community Assembly Manager**

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## SHEFFIELD CITY COUNCIL South Community Assembly Report

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**Report of:** South Community Assembly Manager

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**Date:** 5<sup>th</sup> July 2012

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**Subject:** South Community Involvement Plan – 2012/13

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**Author of Report:** Martin Hughes  
South Community Assembly Manager

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0114 205 3281

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### Summary:

The South Community Involvement Plan (Appendix A) sets out a clear programme of delivery for engaging with local residents over the next 12 months. The South Community Involvement Plan also provides a focal point of information that can be shared between key agencies about what activities/events are taking place to deliver consultation that affects neighbourhoods across the South Community Assembly area.

---

### Reasons for Recommendations:

The involvement of communities is the main component in Sheffield City Council's ambition to change the way the Council delivers services in the city. Communities and residents will continue to have more opportunities to influence service delivery in their neighbourhood so that they meet local priorities and needs. This will contribute to making communities safe and sustainable.

### Recommendations:

That South Community Assembly –

- a) Adopts the South Community Involvement Plan for 2012/13 (Appendix A) as a basis for involving local residents across the area in the work of the South Community Assembly and other local issues over the next 12 months.

---

**Background Papers:** Appendix A – South Community Assembly Involvement Plan (2012/13)

**Category of Report:** OPEN

## Statutory and Council Policy Checklist

|   |
|---|
| <b>Financial Implications</b>   |
| NO  |
| <b>Legal Implications</b>   |
| YES Cleared by: Andrew Bullock  |
| <b>Equality of Opportunity Implications</b>                                     |
| YES (South Community Plan EIA) Cleared by: Phil Reid                            |
| <b>Tackling Health Inequalities Implications</b>                                |
| YES   |
| <b>Human rights Implications</b>  |
| NO  |
| <b>Environmental and Sustainability implications</b>                            |
| YES   |
| <b>Economic impact</b>  |
| NO  |
| <b>Community safety implications</b>  |
| YES   |
| <b>Human resources implications</b>   |
| NO  |
| <b>Property implications</b>  |
| NO  |
| <b>Area(s) affected</b>   |
| South Community Assembly area of Sheffield                                      |
| <b>Relevant Scrutiny Committee if decision called in</b>                        |
| Safer and Stronger Communities  |
| <b>Is the item a matter which is reserved for approval by the City Council?</b> |
| NO  |
| <b>Press release</b>  |
| NO  |

## 1. Summary

The South Community Involvement Plan (Appendix A) sets out a clear programme of delivery for engaging with local residents over the next 12 months. The South Community Involvement Plan also provides a focal point of information that can be shared between key agencies about what activities/events are taking place to deliver consultation that affects neighbourhoods across the South Community Assembly area.

## 2. What does this mean for people within the Central Community Assembly Area?

The consultation proposals outlined in the South Community Involvement Plan set out the ways in which the people of the South Community Assembly area can influence the South Community Plan, the work of the South Community Assembly and the services delivered by partner agencies.

## 3. Outcomes and Sustainability

The involvement of communities is the main component in Sheffield City Council's continued ambition to change the way the Council delivers services in the city. Residents will have more opportunities to influence service delivery in their neighbourhoods so that they meet local priorities and needs. This will contribute to making communities safe and sustainable.

The implementation of the South Community Involvement Plan ensures that local people have the ability to contribute to all five of the key ambitions as indicated in the Sheffield City Strategy 2010-2020 (Sheffield 2020 – Where People Shape the Future) –

- **Distinctive**; using the immense sense of pride local people have in the city and South of Sheffield to bring local projects forward for funding.
- **Successful**; working with partners at a local level with joint employment and community projects and strategically through our formal partnerships.
- **Inclusive**; support projects that enable all sections of our community to benefit and join in new activities.
- **Vibrant**; support the community and voluntary sector in working to achieve the priorities for the area.
- **Sustainable**; ensure that future generations can enjoy the open spaces in our area and that the Assembly plays a key role in protecting our environment.

In addition it will support the City Council's priorities, values and outcomes as set out in the Corporate Plan 'Standing Up For Sheffield'. In particular:

### Priorities

- Supporting and protecting communities

## Values

- Spend public money wisely
- Long term view
- Enable individuals and communities

## Outcomes

- Better Health and Wellbeing
- Safe and Secure Communities
- An Environmentally Responsible City

The South Community Involvement Plan provides the framework for local people to inform and influence the South Community Plan, which will be refreshed and re-launched in March 2013. The South Community Plan outlines priorities and targets that have been agreed locally.

## **4. Full Proposal**

The South Community Involvement Plan (Appendix A) sets out a clear programme of delivery for engaging with local residents over the next 12 months. The South Community Involvement Plan also provides a focal point of information that can be shared between key agencies about what activities/events are taking place to deliver consultation that affects neighbourhoods across the South Community Assembly area.

Therefore the South Community Involvement Plan will -

- Identify and explore local priorities to support the refresh of the South Community Plan
- Ensure local people have the opportunity to get involved in a variety of local issues as they emerge.
- Provide councillors with robust information to assist them in making decisions on service provision and budget allocation.
- Provide a tool for all partners to map out and co-ordinate community involvement activity across the area.
- Provide the framework for joint community involvement activity with community organisations

The South Community Involvement Plan will be regularly updated throughout the year as opportunities emerge.

It is recommended that the South Community Assembly adopts this Community Involvement Plan as a basis for involving local residents across the area in the work of the South Community Assembly and other local issues over the next 12 months.

## **5. Financial Implications**

There are no specific financial implications arising from this proposal. The work associated with the Community Involvement Plan will be delivered by the Community Assembly Officer, supported by other South Community Assembly officers.

## **6. Legal Implications**

Under Sheffield City Council's Constitution the terms of reference of each Community Assembly includes: "To agree a Community Involvement Plan for engaging with local residents and voluntary and community sector organisations in improving the Community Assembly area".

The process of community involvement falls within the statutory powers given to the Council by Section 88, Local Government Act 1985 (research), and Section 142, Local Government Act 1972 (provision of information about Council functions).

## **7. Equality of Opportunity Implications**

An Equality Impact Assessment (EIA) has been completed in conjunction with the South Community Plan, and the individual priorities within it. Through this process it was highlighted that the plan needs to look at targeted activity.

The South Community Involvement Plan itself endeavours to provide equal opportunities for all residents within the area to influence the South Community Plan, the work of the South Community Assembly and the services delivered by partner agencies.

## **8. Human Resource Implications**

The work associated with the Community Involvement Plan will be delivered by the Community Assembly Officer and supported by other South Community Assembly officers.

## **9. Environmental and Sustainability Implications**

There is no direct impact on environment and sustainability, other than residents identifying these issues as a local priority and their subsequent inclusion in the South Community Plan.

## **10. Mitigation of Risk**

The risks relating to this proposal have been considered by the South Community Assembly Team. These risks will be regularly reviewed and monitored.

Community Involvement in local decision making is at the heart of the Council's Corporate Plan, however this can often lead to increased community expectations and conflicting opinions. The South Community Assembly Team are experienced and skilled in Community Involvement and Development and will be able to mediate during conflicts and manage community expectations.

## **11. Alternative Options**

Councillors could choose not to adopt the South Community Involvement Plan. Alternatively, they may choose to focus officer time on specific elements within the Plan, rather than what is being proposed.

Community events - The decision to attend the events outlined in the South Community Involvement Plan was made on the basis of having maximum impact, providing an even spread and the efficient use of staff time / resources. Councillors may choose to instruct officers to attend more or less of these types of events.

Service Provider Roadshows – in 2011/12 roadshows took place before Community Assembly meetings. It is now proposed that these are stand alone events targeted at specific communities. Councillors could choose to revert back to having these events before Assembly meetings, or not have them at all.

Targeted Activity / Communities of Interest – This year there will be focused involvement activity with Young People (with Sheffield Futures), BME communities and Older People. Alternative options could include focused work with other communities of interest rather than those stated above.

Other ongoing methods of involvement and communication – the South Community Involvement Plan indicates that the South Community Assembly team will continue to utilise Active8, community newsletters, the website / blog, local press, flyers and attendance at community meetings to involve local people in the work of the South Community Assembly. Alternatives could be to have some additional emphasis on one or more of the involvement methods illustrated.

## **12. Reasons for Recommendations**

The involvement of communities is the main component in Sheffield City Council's ambition to change the way the Council delivers services in the city. Communities and residents will continue to have more opportunities to influence service delivery in their neighbourhood so that they meet local priorities and needs. This will contribute to making communities safe and sustainable.

## **13. Recommendations**

That South Community Assembly –

- a) Adopts the South Community Involvement Plan for 2012/13 (Appendix A) as a basis for involving local residents across the area in the work of the South Community Assembly and other local issues over the next 12 months.

**Martin Hughes - South Community Assembly Manager**

# **Appendix A**

## **DRAFT SOUTH COMMUNITY ASSEMBLY COMMUNITY INVOLVEMENT PLAN – 2012/13**

## INTRODUCTION

Sheffield Community Assemblies aim to achieve more practical and efficient ways to engage more local residents. Our aim is to become increasingly effective and inclusive, using different community involvement methods. Styles will vary throughout different communities in order to reflect on neighbourhood needs. This plan will compliment and help deliver the Sheffield City Council Community (SCC) Involvement Strategy and the South Community Assembly Community Plan. The following wards that fall within the South Community Assembly boundary -

- Graves Park Ward
- Gleadless Valley Ward
- Beauchief & Greenhill Ward
- Nether Edge Ward

### Why do we want to engage?

The successful engagement of local people should result in services being more effectively targeted and delivered at a local level. Local people are the experts on how services affect them, their quality of life and their needs. It is important to ensure that services are being delivered in a way that meets local need, and that any project or issue to be addressed takes these needs into account. Sometimes services and solutions can be complex, so it is important that community involvement is maintained throughout a change process to ensure the end result is in line with community expectations and community needs.

### Who we want to engage with?

It is important that the Community Assembly obtains the views of local people, and these views should represent the diversity of the population, as far as is reasonably practical. For monitoring purposes, people who attend Community Assembly Events, or give their views by other means, when appropriate will be asked to supply their demographic details for monitoring against the demographic profile of the community.

### How are we going to engage?

Engagement activity will tend to fall into the categories below; in some cases an engagement activity may incorporate more than one of these.

- **Community events** – providing opportunity for residents to inform and influence local priorities to be included in the South Community Plan.
- **Service Provider roadshows** – market place where residents can meet local service providers and raise local issues of concern
- **Targeted activity** – specific work with Communities of Interest or Communities of Place
- **Ongoing Communication and Consultation** – ongoing activity to keep local residents informed via local newsletters, website, mailouts, posters, local press, blog and facebook.
- **City-wide or Area-wide consultation** – usually by Sheffield City Council or Partner agencies and tends to be on strategic priorities

### The current engagement structure

The Community Assembly, whenever possible, will engage with communities using the existing community events, community groups, etc. The benefits of this are:

- Makes best use of resources



- Easier to engage with people where events and activities are already established
- Supports the existing engagement infrastructure

For this purpose, a database of community events and community group meetings will be maintained.

**What do we want from our partners?**

We would like to work together with all our partners when work is delivered which involves engaging with local residents. Rather than duplicating work this is an opportunity to enhance our delivery within the South Community Assembly area. Therefore we envisage that whenever any engagement activity is planned we request that the Assembly Officer (Sarah Lucas) is contacted at the first stage of planning, who will record the activity in the Community Involvement Plan. This will mean there is one document which records what engagement activity is happening locally and will provide the opportunity to link up and pool resources.

**How will we evaluate our work?**

We will provide regular updates to the Partner Panel and Elected Members (Briefing meeting and Community Assembly meetings) every 6 months to review and evaluate consultation taken by the South Community Assembly Team. An evaluation on Community Involvement work in 2012/13 is available on request.

| <b>Community events - to consult and involve residents in identifying local issues and set priorities which will feed in to the South Community Plan and other service delivery plans.</b> |                           |   |  |  |
|--|---------------------------|---|--|--|
| <b>Ward</b>  | <b>Event</b>              | <b>When &amp; Where</b>   | <b>Lead</b>  | <b>Cost &amp; Resource Implications</b>                                      |
| <b>Gleadless Valley</b>  | Heeley Festival           | Saturday 23rd June<br>12pm – 5pm<br>Millennium Park                 | Event – Heeley Development Trust<br><br>South Stall – CA Team            | <u>Operational Budget</u><br>Staff time<br>Consultation material<br>Freebies |
|  | Gleadless Valley Festival | Saturday 29 <sup>th</sup> June<br>11am – 3pm<br>Herdings Park       | Event – Gleadless Valley Forum<br><br>South Stall – CA Team              | <u>Operational Budget</u><br>Staff time<br>Consultation material<br>Freebies |
| <b>Graves Park</b>   | Woodseats Festival        | Sunday 15 <sup>th</sup> July<br>12pm – 5pm<br>Woodseats School Yard | Event – Woodseats Festival Group<br><br>South Stall – CA Team            | <u>Operational Budget</u><br>Staff time<br>Consultation material<br>Freebies |
| <b>Nether Edge</b>   | Nether Edge Markets       | Sunday 24th June<br>12pm – 4pm<br>Glen Road                         | Event – NENG<br><br>South Stall – CA Team                                | <u>Operational Budget</u><br>Staff time<br>Consultation material<br>Freebies |
|  | Banner Cross Summer Event | Saturday 14th July<br>11am – 4pm<br>Banner Cross Methodist Church   | Event – Banner Cross Neighbourhood Group<br><br>South & South West Stall |  |
| <b>Beauchief &amp; Greenhill</b>   | Lowedges Festival         | Sunday 12 <sup>th</sup> August<br>12pm – 5pm<br>Greenhill Park      | Event – Greenhill & Bradway TARA<br><br>South Stall – CA Team            | <u>Operational Budget</u><br>Staff time<br>Consultation material<br>Freebies |

**Service provider roadshows - market place where residents can meet local service providers and raise local issues of concern.**

| <b>Ward</b>             | <b>Event</b>   | <b>When &amp; Where</b>        | <b>Lead</b>                                    | <b>Assembly Cost &amp; Resource Implications</b>  |
|-------------------------|--|--------------------------------|--|---|
| <b>Nether Edge</b>      | To deliver an event linked to the High Sheriff Project (Abbeydale Corridor)                                    | To be delivered in Winter 2012 | High Sheriff group<br>South CA Team to link in | <u>Operational Budget</u><br>Staff time<br>Room hire<br>Consultation material<br>Freebies |
| <b>Gleadless Valley</b> | To deliver an event linked to the Gleadless Valley Social Events. Work is currently lead by City of Sanctuary. | To be delivered in Autumn 2012 | City of Sanctuary<br>South CA Team             | <u>Operational Budget</u><br>Staff time<br>Room hire<br>Consultation material<br>Freebies |

| <b>TARGETED activity - specific work with Communities of Interest or Communities of Place</b> |  |  |   |  |
|---|--|--|---|--|
| <b>Community of Interest / Place</b>  | <b>Activity</b>  | <b>Timescales and venues</b>   | <b>Lead</b>   | <b>Assembly Cost &amp; Resource Implications</b> |
| <b>Older People</b>   | Continue working with older people in Lowedges, Batemoor and Jordanthorpe via attendance at local community groups to verify priorities and possible service delivery options. | Visits to group - June '12 – Sept '12<br><br>Lowedges Festival – 12 <sup>th</sup> August | Martin Hughes   | Staff time                                       |
| <b>Young People</b>   | Courage mapping with Primary Schools along the Abbeydale corridor  | June – October 2012  | Andy Shallice   | Staff time                                       |
|   | Development of South Youth Forum   | September '12 – March '13  | Javeed Khan, Louise Ellison (Sheffield Futures) & Sarah Lucas | Staff time                                       |
| <b>BME</b>  | Continue to work with residents in Abbeydale in relation to 'The Big Story' project via film work with University of Sheffield students  | Sept '12 – March '13   | Sarah Lucas   | Staff time                                       |
|   | Continue to support the City of Sanctuary in providing social events, etc. for the Karen community and wider community in Gleadless Valley.                                    | Dates of events to be confirmed  | Sarah Lucas   | Staff time                                       |
| <b>Abbeydale / Nether Edge</b>  | 2 <sup>nd</sup> phase of consultation - To consult with local people on future use of this important site and to including community use within the future of the site.        | June – July at various community locations in the neighbourhood                          | Fiona Champion  | Staff time                                       |

| <b><u>Ongoing Communication and Consultation</u> – ongoing activity to keep local residents informed</b> |  |  |   |
|--|--|--|---|
| <b>Activity</b>  | <b>Detail</b>  | <b>Lead</b>  | <b>Assembly Cost &amp; Resource Implications</b>                    |
| <b>Community Assembly Meetings</b>   | Residents are able to ask questions to Members and submit petitions at the quarterly Assembly meetings.  | South CA Team  | <u>Operational Budget</u><br>Staff Time                             |
| <b>South CA Walkabouts</b>   | To link up with existing walkabouts to map out and identify local issues.  | All (SYP, Sheffield Homes, Lengthspeople, Good Neighbours etc) | N/A   |
| <b>Active 8 and Community Newsletters</b>  | Articles placed in local community newsletters on a regular basis  | South CA Team  | <u>Operational Budget</u><br>Fee to community group                 |
| <b>Press Releases</b>  | Articles placed in press on a regular basis  | South CA Team  | <u>Operational Budget</u><br>Staff Time                             |
| <b>Posters and Flyers</b>  | Posters / Flyers to promote meetings are produced quarterly and circulated to contact list (postal and electronic), placed in public buildings and posted door-to-door in streets adjacent to the venue.   | South CA Team  | <u>Operational Budget</u><br>Staff Time<br>Printing<br>Distribution |
| <b>Leaflets</b>  | Leaflets to promote the South Community Plan are produced annually and circulated to contact list (postal and electronic), placed in public buildings and distributed at You Say events and roadshows. Other leaflets produced as and when required. | South CA Team  | <u>Operational Budget</u><br>Staff Time<br>Printing<br>Distribution |
| <b>Website, Blog &amp; Facebook</b>  | To encourage more local people to sign up to the blog. Gradually reducing the amount of updated e-mail shots.  | South CA Team  | <u>Operational Budget</u><br>Staff Time                             |
| <b>Attendance at Community Group meetings</b>  | South CA team attend community group meetings across the area on a regular basis to discuss local priorities or provide general information about the Assembly and the work of partners.   | South CA Team  | <u>Operational Budget</u><br>Staff Time                             |
| <b>Mailouts</b>  | Weekly email bulletin containing information from partner agencies and council services.   | South CA Team  | <u>Operational Budget</u><br>Staff Time                             |
| <b>E-mail distribution</b>   | Regular weekly e-mails have been sent out to all. However this will reduce once the BLOG has been set up.  | South CA Team  | <u>Operational Budget</u><br>Staff Time                             |

| <b>City-wide or Area-wide consultation – consultation on the strategic priorities of Sheffield City Council or Partner agencies</b> |  |                       |                                  |   |
|---|--|-----------------------|----------------------------------|---|
| <b>Subject</b>  | <b>Activity</b>  | <b>Timescales</b>     | <b>Lead</b>                      | <b>Assembly Cost &amp; Resource Implications</b>    |
| <b>Sheffield Bus Partnership</b>  | Proposals to improve (change) services, ticketing and timetables | June – July 2012      | SY Passenger Transport Executive | Staff time to help support the consultation process |
| <b>SCC Libraries Review</b>   | Review of all current libraries in Sheffield                     | July – September 2012 | Lyn Richardson and Abi Woodward  | Staff time to help support the consultation process |



## SHEFFIELD CITY COUNCIL Report to South Community Assembly Briefing Meeting

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**Report of:** South Community Assembly Manager

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**Date:** 21<sup>st</sup> June 2012

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**Subject:** South Community Assembly Representation on the South West Sheffield Homes Boards

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**Author of Report:** Martin Hughes, South Community Assembly Manager  
0114 205 3281 [martin.hughes2@sheffield.gov.uk](mailto:martin.hughes2@sheffield.gov.uk)

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### **Summary:**

The Leader's scheme of delegation for the discharging executive functions authorises Community Assemblies to "nominate Council representation for the appropriate Sheffield Homes Area Board in consultation with the appropriate Cabinet member". The appropriate Cabinet member is currently the holder of the Homes and Neighbourhoods portfolio.

The South Community Assembly has been consulted about nominating a Councillor to become a member of the Sheffield Homes South West Area Board. Cllr Steve Jones has been provisionally proposed as the nominee for 2012/13. The views of the Cabinet Member for Homes and Neighbourhoods have been sought and his response will be reported to the meeting so it can be taken into account.

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### **Reasons for Recommendations:**

The South Community Assembly has been requested to nominate a Sheffield City Council appointee to the South West Area Board.

### **Recommendations:**

The South Community Assembly is recommended to:-

- (1) have regard to any views expressed by the Cabinet Member for Homes and Neighbourhoods about the proposal to nominate Councillor Steve Jones to the Sheffield Homes South West Area Board, and having regard to any such views to nominate a member of the Assembly to this position;
  - (2) request the Director of Modern Governance to refer these nominations to full Council for approval at the earliest approval; and
  - (3) subject to Council approval, request the Assembly Manager to complete the necessary paperwork to effect these appointments, in consultation with the Director of Legal Services.
- 

**Background Papers:** None

**Category of Report:** OPEN

## Statutory and Council Policy Checklist

|   |
|---|
| <b>Financial Implications</b>   |
| NO Cleared by:  |
| <b>Legal Implications</b>   |
| YES Cleared by: Andrew Bullock  |
| <b>Equality of Opportunity Implications</b>                                     |
| NO Cleared by:  |
| <b>Tackling Health Inequalities Implications</b>                                |
| NO  |
| <b>Human rights Implications</b>  |
| NO  |
| <b>Environmental and Sustainability implications</b>                            |
| NO  |
| <b>Economic impact</b>  |
| NO  |
| <b>Community safety implications</b>  |
| NO  |
| <b>Human resources implications</b>   |
| NO  |
| <b>Property implications</b>  |
| NO  |
| <b>Area(s) affected</b>   |
| South Community Assembly area of Sheffield                                      |
| <b>Relevant Scrutiny Committee if decision called in</b>                        |
| Safer and Stronger Communities  |
| <b>Is the item a matter which is reserved for approval by the City Council?</b> |
| NO  |
| <b>Press release</b>  |
| NO  |



## **1. Summary**

The Leader's scheme of delegation for the discharging executive functions authorises Community Assemblies to "nominate Council representation for the appropriate Sheffield Homes Area Board in consultation with the appropriate Cabinet member". The appropriate Cabinet member is currently the holder of the Homes and Neighbourhoods portfolio.

The South Community Assembly has been consulted about nominating a Councillor to become a member of the Sheffield Homes South West Area Board. Cllr Steve Jones has been provisionally proposed as the nominee for 2012/13. The views of the Cabinet Member for Homes and Neighbourhoods have been sought and his response will be reported to the meeting so it can be taken into account.

## **2. What does this mean for people within the South Community Assembly Area?**

Part of the governance structure of Sheffield Homes includes Area Boards, the purpose of which is to:

"provide a focus on services and customers in a local area, to ensure that Sheffield Homes services are responsive to the varying needs of different communities in Sheffield".

## **3. Outcomes and Sustainability**

This proposal fits in with the values and outcomes of the Corporate Plan 2011-14 'Standing up for Sheffield'.

### **Values**

- Spend public money wisely
- Enable individuals and communities
- Working better together

### **Outcomes**

- A Great Place to Live
- Safe and Secure Communities

## **4. Full Proposal**

The Leader's scheme of delegation for the discharging executive functions authorises Community Assemblies to "nominate Council representation for the appropriate Sheffield Homes Area Board in consultation with the appropriate Cabinet member". The appropriate Cabinet member is currently the holder of the Homes and Neighbourhoods portfolio.

Sheffield Homes are a key partner in each of the Assembly Areas. They have named senior officer representation on each of the Partner Panels and have worked closely with the Assembly Teams on a number of projects and initiatives.

The Area Boards meet on a bi-monthly basis and the agendas focus on service delivery by the Company at an area level. They provide a key link in the Company's governance structure between the Board of Directors, Tenants' and Residents' Associations (TARAs), Local Housing Partnership groups and tenants.

The composition of Area Boards is as follows: -

- 5 tenants.
- 4 independents.
- 2 Sheffield City Council appointees.
- A maximum of one leaseholder may take one of the tenant places on each Area Board.

The expectation is that the Assembly's nominees would provide the formal link between the work of the Assembly and Sheffield Homes, further strengthening the partnership relationships and reassuring tenants and residents that there is an additional opportunity for influencing the work priorities of the Assembly and also ensuring that opportunities for joint work are not missed.

The practice of Assemblies making nominations to the Sheffield Homes Area Boards, promotes closer working relationships between tenants and the members of the Assembly. This increases the influence of and helps to inform the decision making of the Assemblies.

The Boundaries between the South West Area Board and South Community Assembly do not match. As such, one Sheffield City Council representative will be appointed by the South Community Assembly and the other by the South West Community Assembly

The South Community Assembly has been consulted about nominating a Councillor to become a member of the Sheffield Homes South West Area Board. The views of the Cabinet Member for Homes and Neighbourhoods have been sought and his response will be reported to the meeting so it can be taken into account.

Although the function of nominating Council representatives to the Area Boards has been allocated to the Community Assemblies, under the Council's arrangements for discharging 'local choice functions', the actual appointment of the nominees is a non-executive function reserved to Full Council. The Assembly's nominations will therefore need to be referred to Council for endorsement.

## **5. Financial Implications**

There are no specific financial implications arising from this proposal.

## **6. Legal Implications**

There are no specific legal implications arising from this proposal, other than that the appointees will need to be mindful of their legal role and responsibilities when serving on the local Board.

## **7. Equality of Opportunity Implications**

There is no specific equality of opportunity implications arising from this proposal

#### **8. Human Resource Implications**

There are no specific human resource implications arising from this proposal.

#### **9. Environmental and Sustainability Implications**

There are no specific environmental and sustainability implications arising from this proposal.

#### **10. Mitigation of risk**

The expectation is that the nominees will provide the formal link between the work of the Assembly and Sheffield Homes. There is a need to ensure that there is a framework to allow the nominees to formally feedback to the Assembly at regular intervals.

If a nominee is no longer able to fulfil this role (temporarily or permanently) then the Assembly will have to provide a substitute as and when that situation arises.

#### **11. Alternative Options**

The South Community Assembly could consider an alternative nominee to the Councillor proposed.

#### **12. Reasons for Recommendations**

The South Community Assembly has been requested to nominate a Sheffield City Council appointee to the South West Area Board.

#### **13. Recommendations**

The South Community Assembly is recommended to:-

(1) have regard to any views expressed by the Cabinet Member for Homes and Neighbourhoods about the proposal to nominate Councillor Steve Jones to the Sheffield Homes South West Area Board, and having regard to any such views to nominate a member of the Assembly to this position;

(2) request the Director of Modern Governance to refer these nominations to full Council for approval at the earliest approval; and

(3) subject to Council approval, request the Assembly Manager to complete the necessary paperwork to effect these appointments, in consultation with the Director of Legal Services.

**Martin Hughes**  
**South Community Assembly Manager**

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