



## Report to Transport, Regeneration and Climate Committee

**DATE 13<sup>th</sup> March 2024**

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**Report of:** James Henderson, Director of Policy and Democratic Engagement

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**Subject:** Committee Work Programme – Transport, Regeneration and Climate

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**Author of Report:** Amanda Clayton, Principal Democratic Services Officer

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### **Summary:**

The Committee's Work Programme is attached at **Appendix 1** for the Committee's consideration and discussion. This aims to show all known, substantive agenda items for forthcoming meetings of the Committee, to enable this committee, other committees, officers, partners, and the public to plan their work with and for the Committee.

Any changes since the Committee's last meeting, including any new items, have been made in consultation with the Chair, and the document is always considered at the regular pre-meetings to which all Group Spokespersons are invited.

The following potential sources of new items are included in this report, where applicable:

- Questions and petitions from the public, including those referred from Council
- References from Council or other committees (statements formally sent for this committee's attention)
- A list of issues, each with a short summary, which have been identified by the Committee or officers as potential items but which have not yet been scheduled (See **Appendix 1**)

The Work Programme will remain a live document and will be brought to each Committee meeting.

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## Recommendations:

1. That the Committee's work programme, as set out in **Appendix 1** be agreed, including any additions and amendments identified in **Part 1**;
2. That consideration be given to the further additions or adjustments to the work programme presented at **Part 2** of **Appendix 1**;
3. That Members give consideration to any further issues to be explored by officers for inclusion in **Part 2** of **Appendix 1** of the next work programme report, for potential addition to the work programme; and
4. that the referrals from Council and Local Area Committees (petition and resolutions) detailed in **Section 2** of the report be noted and the proposed responses set out be agreed.

**Background Papers: None**

**Category of Report: OPEN**

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## COMMITTEE WORK PROGRAMME

### 1.0 Prioritisation

1.1 For practical reasons this committee has a limited amount of time each year in which to conduct its formal business. The Committee will need to prioritise firmly in order that formal meetings are used primarily for business requiring formal decisions, or which for other reasons it is felt must be conducted in a formal setting.

1.2 In order to ensure that prioritisation is effectively done, on the basis of evidence and informed advice, Members should usually avoid adding items to the work programme which do not already appear:

- In the draft work programme in **Appendix 1** due to the discretion of the chair; or
- within the body of this report accompanied by a suitable amount of information.

### 2.0 References from Council or other Committees

2.1 Any references sent to this Committee by Council, including any public questions, petitions and motions, or other committees since the last meeting are listed here, with commentary and a proposed course of action, as appropriate:

Issue	Workplace Parking Levy
Referred from	Council 7 <sup>th</sup> February 2024
Details	Council asks the Transport, Regeneration and Climate Policy Committee to consider adding to its work programme, implementation of a workplace parking levy to leverage funding for active and public transport at comparable levels to Nottingham City Council, who raised around £680 million over 10 years;
Comments/ Action Proposed	<a href="#">@Tom Finnegan-Smith</a> <a href="#">@Lorna Jackson (CEX)</a>

Issue	Renewable Energy Strategy
Referred from	Council 7 <sup>th</sup> February 2024
Details	Council asks the Transport, Regeneration and Climate Policy Committee to consider adding to its work programme, an update on progress against the Renewable Energy strategy proposed by Greens in November 2022's full Council meeting;
Comments/ Action Proposed	<a href="#">@William Stewart</a> <a href="#">@Mark Whitworth</a>

### 3.0 Member engagement, learning and policy development outside of Committee

3.1 Subject to the capacity and availability of councillors and officers, there are a range of ways in which Members can explore subjects, monitor information and develop their ideas about forthcoming decisions outside of formal meetings. Appendix 2 is an example 'menu' of some of the ways this could be done. It is entirely appropriate that member development, exploration and policy development should in many cases take place in a private setting, to allow members to learn and formulate a position in a neutral space before bringing the issue into the public domain at a formal meeting.

#### 3.2 Training & Skills Development - Induction programme for this committee.

Title	Description & Format	Date
Local Plan Overview	Background and future work programme etc. – this will need more than one session.	August/September/October 2023
Regeneration and City Development Overview	Presentation giving overview of background and future work programme – this will need more than one session. Also, likely to be more full committee update briefings on a semi regular basis of specific activities and initiatives e.g. Heart of the City, Castlegate, Attercliffe, West Bar, City Centre Living, Fargate, Future High Street Fund, Stocksbridge Towns Fund Format: Walkabout ideally	TBC
Levelling Up Activity?	Presentation giving overview of background and future work programme – this will need more than one session. Also, likely to be more full committee update briefings on a semi regular basis. Format: Presentation / update paper	HIGH PRIORITY June 2023 too as decisions will be needed on Castlegate/ Attercliffe re. CPOs October 2023
City Centre Strategic Vision Masterplans	Presentation giving overview of background to City Centre Vision and future work programme Include Moorfoot update – need to agree forum	Sep/Oct link to Local Plan  July/Aug 23
Transport Overview	An overview of key Sheffield, Regional and National issues and policy influencing	June 2023

	Transport and our local priorities and programmes	
Flood and Water Overview	An overview of key Sheffield, Regional and National issues and policy influencing Flood and Water and our local priorities and programmes	June 2023
Climate Change Overview	An overview of key Sheffield, Regional and National issues and policy influencing our approach to Net Zero following the adoption of the 10 Point Plan	June 2023
Climate Change	Formal Elected Member training	TBC
Funding Landscape	Familiarisation with Directorates Funding and potential external sources of funding	June 2023

## Appendix 1 – Work Programme

### Part 1: Proposed additions and amendments to the work programme since the last meeting:

Item	Proposed Date	Note
<b>NEW:</b> Lodge Moor 20mph zone	13 <sup>th</sup> March 2024	
<b>NEW:</b> Report on the digitisation of the database management of Traffic Regulation Orders and associated delegated decision making.	13 <sup>th</sup> March 2024	
<b>AMENDMENT</b>		

### Part 2: List of other potential items not yet included in the work programme

Issues that have recently been identified by the Committee, its Chair or officers as potential items but have not yet been added to the proposed work programme. If a Councillor raises an idea in a meeting and the committee agrees under recommendation 3 that this should be explored, it will appear either in the work programme or in this section of the report at the committee’s next meeting, at the discretion of the Chair.

<b>Topic</b>	
<b>Description</b>	
<b>Lead Officer/s</b>	
<b>Item suggested by</b>	
<b>Type of item</b>	
<b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 2)</i>	
<b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	
<b>Lead Officer Commentary/Proposed Action(s)</b>	

### Part 3: Agenda Items for Forthcoming Meetings

Meeting 7	13 <sup>th</sup> March 2024	Time 2pm					
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Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/ monitoring)</li> </ul>	<i>(re: decisions)</i> Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul>	Internal Deadlines (i.e. funding deadlines, submission deadline etc)
2023/24 Q3 Budget monitoring		Jane Wilby	Decision			This committee	
Road Safety Action Plan	To present the plan to reduce KSI's in Sheffield	Tom Finnegan-Smith	Decision	Knowledge briefing in Jan and Feb	Have Your Say Questionnaire on the South Yorkshire Safer Roads Strategy that the Action Plan is built from.	Council	
Decarbonisation Routemap: Energy, Generation and Storage	This report will bring forward the Energy, Generation and Storage routemap for action until 2026.	Kathryn Warrington	Strategy/Policy Development	During the development of the way we travel and our Council routemaps, a Member Task and Finish Group was established which guided and supported the scope and development of the initial tranche of routemaps. Further written and verbal briefings will be provided to TRCPC Members throughout the drafting of the routemap.	A city wide climate event was held in November 2022, the findings from the energy breakout session will be used to inform the drafting of this routemap. Key public and private stakeholders have been engaged with some elements that will be informing the routemap. Projects and programmes that are included in the routemap will be subject to further public participation and engagement.	This committee	
Sheffield Transport Vision	A new shared vision for	Tom Finnegan-Smith	Decision	A series of interactive workshops have been	The Transport Strategy, which was widely	This committee	

	<p>transport has been co-produced with the TRC Committee, to clearly articulate the city's transport ambitions and delivery priorities. It is proposed that this Sheffield Transport Vision will provide an overarching narrative for the adopted Sheffield Transport Strategy (2019), setting out how this aligns with more recently adopted policy and strategy including the Decarbonisation Route Maps and the submitted Sheffield Plan.</p>			<p>held with Members of the TRC Committee, providing opportunity for in-depth discussion to shape the Vision as it developed.</p>	<p>consulted upon as part of the development of the Sheffield Transport Strategy 2019. The purpose of this Vision is to align the more recent city narratives on the back of the existing Transport Strategy, and set out the city's ambitions, particularly in relation to more recently adopted, and already consulted up policies and strategies.</p>		
Committee Climate Statement		Mark Whitworth	Decision			This committee	
Local and Neighbourhood Transport Complimentary Programme (LANTCP) 24/25	<p>To seek appropriate approval to manage variations to existing projects as well as</p>	David Whitley	Decision	<p>The initial LaNTP programme will be based on a December 2023 LANTCP and RSF report, with additions considered by</p>	<p>This will be part of taking forward the individual projects within the overall Programme.</p>	This committee	

	approval for new schemes being added to the programme - noting that individual projects will still need to go through the Councils capital process – to be approved by the Strategy and Resources committee			<p>Committee through a knowledge briefing and discussion at the meeting itself.</p> <p>All individual projects within the overall Programme are developed in consultation with Ward Members, Local Area Committees, landowners (if applicable), businesses, residents, interest groups, transport operators and disability groups have (and will continue to) take place.</p>			
High Street Mosborough – Limited Waiting Parking Bays	To report receipt of objections to an experimental traffic regulation order and to recommend that Members make the order as currently implemented.	Jamie Proctor	Decision	The proposed limited waiting parking bays Experimental Traffic Order was advertised on 8th December 2022 and became active on site 3 <sup>rd</sup> January 2023. Notices with plans and a statement of reasons sent via email to the Cabinet Member for Transport and Development, Local	A pre-consultation letter was sent out to affected properties prior to the advertisement of the scheme. The order was advertised on 8th December 2022 by Notice in the local press, street Notices were placed on High Street Mosborough and consultation letters delivered or emailed to affected properties	This committee	



				Ward Members and Statutory Consultees.	<p>inviting comment on the proposals.</p> <p>The Sheffield Council website has plans of the proposals with ways to comment/ object to proposals.</p>		
Levelling Up 3 Funding Acceptance	Acceptance of the funding to deliver the outputs specified in the Levelling Up Fund Parkwood Springs bid.	Alan Seasman	Decision	The committee was briefed on the project when the bid was submitted and subsequent briefings have taken place with the chair following award of the funding.	<p>Significant consultation has been undertaken over the last several years.</p> <p>As part of the delivery of the project a stakeholder group and area board are being established to ensure stakeholders are engaged at every stage of the project.</p>	This committee	
<b>NEW:</b> Report on the digitisation of the database management of Traffic Regulation Orders and associated delegated decision making.	To raise Member awareness about the move to a map based traffic order database and to seek approval to delegate decision making to the Director of Investment, Climate Change and Planning	Andrew Butler	Decision	It is planned to write to all Members prior to the proposed order being formerly advertised and to brief Local Area Committees explaining why a new TRO is being advertised.	As there will be no change to restrictions on street or in how these work and because the proposal covers the whole of the City it is proposed to limit public participation and engagement to the statutory minimum required by the legal process which is a Notice in the Sheffield Telegraph.	This committee	

<p><b>NEW:</b> Lodge Moor 20 mph zone</p>	<p>To consider the objections made but support the making of the Speed limit order to and for works commence (subject to no RSA issued being raised)</p>	<p>Lisa Blakemore</p>	<p>Decision</p>	<p>Councillors of the affected ward were sent details of the proposals 2 weeks in advance of the consultation going live.</p> <p>Regular contact with local members as the consultation progressed helping to answer queries that came direct to them from constituents as well as asking their opinions about if any further engagement is needed and other issues that arose such</p>	<p>Letter sent to all affected properties with plans and various ways to comment/ object to the proposals</p> <p>Street notices with information about the affected streets placed on lighting columns on all effected streets detailing how to comment/ object or request more information</p> <p>Speed limit order advertised in Sheffield Telegraph</p> <p>Sheffield Council website has plans of the</p>		

				as the petition that was received.	proposals with ways to comment/ object to proposals		
On-street residential EV charging points pilot scheme (ORCs): TRO consultation report	To consider the objections made but support the making of the Orders and for works to commence (subject to no Road Safety issues being raised).	Tom Finnegan-Smith	Decision	Councillors in the relevant Wards have received regular updates and been copied into all the information sent to residents. LAC Chairs and lead Committee Members have also had these details. There was a knowledge briefing for TRC Committee Members.	<p>Public engagement has included to date:</p> <p>Information letters to frontages and the immediate vicinity advising of the forthcoming proposals.</p> <p>Setting up of scheme-specific email and freephone enquiry contacts.</p> <p>Newsletter to a wider area, approximately 7-800 addresses near the proposed sites.</p> <p>Information letter including plans specifically regarding the TRO advertisement and deadline dates for comments/ objections.</p> <p>Traffic Regulation Orders have been advertised:</p> <ul style="list-style-type: none"> <li>• in the Sheffield Telegraph</li> <li>• on the Sheffield Council website. The website</li> </ul>	This committee	

					<p>included plans of the locations with ways to comment/object to proposals.</p> <ul style="list-style-type: none"> <li>• By street notices placed on street furniture on all affected streets detailing how to comment/object or request more information.</li> </ul>		
Sheffield Active Travel Infrastructure Plan: initial engagement proposals	<p>To agree approaches outlined to public engagement to enhance our evidence base underpinning the pending Sheffield Active Travel Infrastructure Plan.</p> <p>To support the commissioning of a community engagement specialist to assist in finalising the engagement plan and to work alongside Council officers in</p>	Tom Finnegan-Smith	Decision	<p>In February 2023, a series of three workshops brought together SCC Public Health and behavioural science specialists from Sheffield Hallam University with Members, to examine barriers and enablers to communicating safer, more sustainable environments and journeys.</p> <p>Via a TRC Knowledge Briefing, Members have been informed about the emerging active travel funding</p>	<p>In addition to soundings already undertaken with TRC Members, initial contact has been made with Local Area Committee officers and Members in some LAC areas. This is to help understand potential opportunities for local engagement and community input to engagement prior to submission of our bid to Government in Autumn (date TBC by DfT).</p> <p>Feedback from all parties has helped shape our proposed approaches to engagement.</p>	This committee	

	<p>delivering engagement this summer.</p>			<p>opportunity and the need to conduct prior public engagement. Members would be kept informed via Knowledge Briefings on the progress of the engagement plan and its delivery. A report on engagement outcomes will be part of a wider presentation to Members outlining the evidence base and criteria (including from DfT) for CRSTS2 prioritisation, likely to be to September TRC.</p>	<p>Activities would need to take place over the summer and are likely to include</p> <ul style="list-style-type: none"> <li>• Local engagement through a variety of channels involving LACs and local community organisations to gauge understanding of why we are proposing AT schemes, identify key destinations and help understand barriers and enablers to AT</li> <li>• Meetings with city-wide groups with an equality brief or a specialist transport knowledge to enhance understanding of active travel challenges</li> </ul>		
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					<ul style="list-style-type: none"><li>• Using short paper surveys targeted in community venues and longer questionnaires with key stakeholder groups to enhance our understanding of the barriers and enablers</li></ul> <p>An over-arching aim will be to reach groups and individuals who often are not heard in such engagement by SCC. This high-level proposal is subject to change given Member input, available resources and advice from engagement specialists about what works best. With Members' agreement, and via a competitive tender, we will bring in a community engagement specialist to help devise the SATIP engagement plan.</p>		
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								The findings from engagement will supplement the emerging evidence base being compiled by consultants WSP for the SATIP, as we move towards identifying how and where we might best spend the next round of AT funding. Here the emphasis will be more on enabling walking in local areas than the first funding round which focussed on cycling somewhat longer distances.	
Meeting 1 2024/25	June 2024	TBC							
<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 2)</i>	<b>Final decision-maker (&amp; date)</b>	<b>Internal Deadlines</b> (i.e. funding deadlines, submission deadline etc)		
Crookes Valley Rd/Harcourt Rd/Oxford St Local Safety Scheme.			<ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/ monitoring)</li> </ul>			<ul style="list-style-type: none"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul>			

Items which the committee have agreed to add to an agenda, but for which no date is yet set.

Topic	Description	Lead Officer/s	<b>Type of item</b> <ul style="list-style-type: none"> <li>• <i>Decision</i></li> <li>• <i>Referral to decision-maker</i></li> <li>• <i>Pre-decision (policy development)</i></li> <li>• <i>Post-decision (service performance/ monitoring)</i></li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 2)</i>	<b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>• This Cttee</li> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul>	<b>Internal Deadlines</b> <i>(i.e. funding deadlines, submission deadline etc)</i>
Barnsley Rd at Herries Rd/Owler Ln Local Safety Scheme.							
A625 Ecclesall Road Road Safety Project.							



## **Appendix 2 – Menu of options for member engagement, learning and development prior to formal Committee consideration**

Members should give early consideration to the degree of pre-work needed before an item appears on a formal agenda.

All agenda items will anyway be supported by the following:

- Discussion well in advance as part of the work programme item at Pre-agenda meetings. These take place in advance of each formal meeting, before the agenda is published and they consider the full work programme, not just the immediate forthcoming meeting. They include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers
- Discussion and, where required, briefing by officers at pre-committee meetings in advance of each formal meeting, after the agenda is published. These include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers.
- Work Programming items on each formal agenda, as part of an annual and ongoing work programming exercise
- Full officer report on a public agenda, with time for a public discussion in committee
- Officer meetings with Chair & VC as representatives of the committee, to consider addition to the draft work programme, and later to inform the overall development of the issue and report, for the committee's consideration.

The following are examples of some of the optional ways in which the committee may wish to ensure that they are sufficiently engaged and informed prior to taking a public decision on a matter. In all cases the presumption is that these will take place in private, however some meetings could happen in public or eg be reported to the public committee at a later date.

These options are presented in approximately ascending order of the amount of resources needed to deliver them. Members must prioritise carefully, in consultation with officers, which items require what degree of involvement and information in advance of committee meetings, in order that this can be delivered within the officer capacity available.

The majority of items cannot be subject to the more involved options on this list, for reasons of officer capacity.

- Written briefing for the committee or all members (email)
- All-member newsletter (email)
- Requests for information from specific outside bodies etc.
- All-committee briefings (private or, in exceptional cases, in-committee)
- All-member briefing (virtual meeting)
- Facilitated policy development workshop (potential to invite external experts / public, see appendix 2)
- Site visits (including to services of the council)
- Task and Finish group (one at a time, one per cttee)

Furthermore, a range of public participation and engagement options are available to inform Councillors, see appendix 3.



## **Appendix 3 – Public engagement and participation toolkit**

### **Public Engagement Toolkit**

On 23 March 2022 Full Council agreed the following:

A toolkit to be developed for each committee to use when considering its 'menu of options' for ensuring the voice of the public has been central to their policy development work. Building on the developing advice from communities and Involve, committees should make sure they have a clear purpose for engagement; actively support diverse communities to engage; match methods to the audience and use a range of methods; build on what's worked and existing intelligence (SCC and elsewhere); and be very clear to participants on the impact that engagement will have.

The list below builds on the experiences of Scrutiny Committees and latterly the Transitional Committees and will continue to develop. The toolkit includes (but is not be limited to):

- a. Public calls for evidence
- b. Issue-focused workshops with attendees from multiple backgrounds (sometimes known as 'hackathons') led by committees
- c. Creative use of online engagement channels
- d. Working with VCF networks (eg including the Sheffield Equality Partnership) to seek views of communities
- e. Co-design events on specific challenges or to support policy development
- f. Citizens assembly style activities
- g. Stakeholder reference groups (standing or one-off)
- h. Committee / small group visits to services
- i. Formal and informal discussion groups
- j. Facilitated communities of interest around each committee (eg a mailing list of self-identified stakeholders and interested parties with regular information about forthcoming decisions and requests for contributions or volunteers for temporary co-option)
- k. Facility for medium-term or issue-by-issue co-option from outside the Council onto Committees or Task and Finish Groups. Co-optees of this sort at Policy Committees would be non-voting.

This public engagement toolkit is intended to be a quick 'how-to' guide for Members and officers to use when undertaking participatory activity through committees.

It will provide an overview of the options available, including the above list, and cover:

- How to focus on purpose and who we are trying to reach
- When to use and when not to use different methods
- How to plan well and be clear to citizens what impact their voice will have
- How to manage costs, timescales, scale.

**There is an expectation that Members and Officers will be giving strong consideration to the public participation and engagement options for each item on a committee's work programme, with reference to the above list a-k.**

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