

North East Community Assembly

Wednesday 31 October 2012 at 8.00 pm

**To be held at Shirecliffe Community
Centre, Shirecliffe Road, Sheffield**

The Press and Public are Welcome to Attend

Membership

Councillors Peter Price (Chair), Leigh Bramall, Shelia Constance, Tony Damms, Jackie Drayton, Gill Furniss, Ibrar Hussain, Talib Hussain, Alan Law, Sioned-Mair Richards, Peter Rippon and Chris Weldon

PUBLIC ACCESS TO THE MEETING

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. 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:

- Alison Rayner, North East Community Assembly Manager
Telephone no. 0798 000 1537
Email alison.rayner@sheffield.gov.uk; or
- Harry Clarke, Democratic Services
Telephone no. 0114 273 6183
Email harry.clarke@sheffield.gov.uk

**NORTH EAST COMMUNITY ASSEMBLY AGENDA
31 OCTOBER 2012**

Order of Business

- 1. Welcome and Housekeeping 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. North East Youth Forum Presentation**
- 6. Public Questions and Petitions**
To receive any questions or petitions from members of the public at the meeting
- 7. North East Assembly Community Involvement Plan 2012/13**
Report of the Community Assembly Manager
- 8. Budget Update**
The Community Assembly Manager to report
- 9. Minutes of Previous Meeting**
To approve the minutes of the meetings of the Assembly held on 11 July 2012

NOTE: The next meeting of the North East Community Assembly will be held on Wednesday 30 January 2013 at 6.00 pm

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ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

New standards arrangements were introduced by the Localism Act 2011. The new regime made changes to the way that members' interests are registered and declared.

If you are present at a meeting of the Council, of its executive or any committee of the executive, or of any committee, sub-committee, joint committee, or joint sub-committee of the authority, and you have a **Disclosable Pecuniary Interest** (DPI) relating to any business that will be considered at the meeting, you must not:

- participate in any discussion of the business at the meeting, or if you become aware of your Disclosable Pecuniary Interest during the meeting, participate further in any discussion of the business, or
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

You **must**:

- leave the room (in accordance with the Members' Code of Conduct)
- make a verbal declaration of the existence and nature of any DPI at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.
- declare it to the meeting and notify the Council's Monitoring Officer within 28 days, if the DPI is not already registered.

If you have any of the following pecuniary interests, they are your **disclosable pecuniary interests** under the new national rules. You have a pecuniary interest if you, or your spouse or civil partner, have a pecuniary interest.

- Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner, undertakes.
- Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period* in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

*The relevant period is the 12 months ending on the day when you tell the Monitoring Officer about your disclosable pecuniary interests.

- Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority -
 - under which goods or services are to be provided or works are to be executed; and
 - which has not been fully discharged.
- Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.
- Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.
- Any tenancy where (to your knowledge) -
 - the landlord is your council or authority; and
 - the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.
- Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -
 - (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
 - (b) either
 - the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Under the Council's Code of Conduct, members must act in accordance with the Seven Principles of Public Life (selflessness; integrity; objectivity; accountability; openness; honesty; and leadership), including the principle of honesty, which says that 'holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest'.

If you attend a meeting at which any item of business is to be considered and you are aware that you have a **personal interest** in the matter which does not amount to a DPI, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent. You should leave the room if your continued presence is incompatible with the 7 Principles of Public Life.

You have a personal interest where –

- a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing (including interests in land and easements over land) of you or a member of your family or a person or an organisation with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Authority's administrative area, or
- it relates to or is likely to affect any of the interests that are defined as DPs but are in respect of a member of your family (other than a partner) or a person with whom you have a close association.

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)

You should identify any potential interest you may have relating to business to be considered at the meeting. This will help you and anyone that you ask for advice to fully consider all the circumstances before deciding what action you should take.

In certain circumstances the Council may grant a **dispensation** to permit a Member to take part in the business of the Authority even if the member has a Disclosable Pecuniary Interest relating to that business.

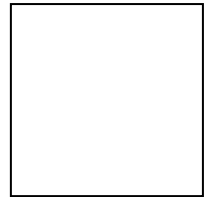
To obtain a dispensation, you must write to the Monitoring Officer at least 48 hours before the meeting in question, explaining why a dispensation is sought and desirable, and specifying the period of time for which it is sought. The Monitoring Officer may consult with the Independent Person or the Council's Standards Committee in relation to a request for dispensation.

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

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SHEFFIELD CITY COUNCIL North East Community Assembly Report



Report of: North East Community Assembly Manager

Date: 31st October 2012

Subject: North East Assembly Community Involvement
Plan – 2012/13

Author of Report: Alison Rayner
North East Community Assembly Manager
Alison.rayner@sheffield.gov.uk 0114 2037562

Summary:

The North East Community Involvement Plan (Appendix A) sets out a programme of delivery for engaging with local residents over the next 12 months. The North East 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 North East 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 North East Community Assembly –

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

Background Papers: Appendix A – North East Community Assembly Involvement Plan

Category of Report: OPEN

Statutory and Council Policy Checklist

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

1. Summary

The North East Involvement Plan sets out a programme of delivery for engaging with local residents over the next 12 months. The North East 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 North East Community Assembly area.

2. What does this mean for people within the North East Community Assembly Area?

The consultation proposals outlined in the North East Community Involvement Plan set out the ways in which the people of the North East Community Assembly area can influence the North East Community Plan, the work of the North East 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.

4. Full Proposal

The North East Community Involvement Plan sets out a programme of delivery for engaging with local residents over the next 12 months. The North East plan 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 North East area.

Therefore the North East Community Involvement Plan will –

- Identify and explore local priorities to support the refresh of the community plan
- Ensure local people have the opportunity to get involved in local issues and talk directly to the members of the community assembly
- Signpost local people to where they can find out information about what is going on in the area
- Provide councillors with information to assist them in making decisions.

5. Financial Implications

There are no specific financial implications arising from this proposal. The work associated with the plan will be delivered by the assembly team.

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 section 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

The North East Involvement Plan endeavours to provide equal opportunities for all residents within the area to influence the work of the community assembly.

8. Human Resource Implications

There are no specific human resource implications for the Council as a result of the allocation of this funding.

9. Environmental and Sustainability Implications

There are no specific environmental implications for the council as a result of the allocation of this funding.

10. Mitigation of Risk

The risks relating to the proposal have been considered by the assembly team. These will be mitigated by regular review of the plan and its progress.

11. Alternative Options

The assembly could choose not to adopt an involvement plan or it could choose to use different forms of engagement and communication. The proposals within the plan set out are based on what is achievable through the resources of the assembly and what has worked previously.

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 North East Community Assembly –

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

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Appendix A

NORTH EAST COMMUNITY ASSEMBLY COMMUNITY INVOLVEMENT PLAN October 2012-2013

1. Outcomes – Aims and Objectives

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 complement and help deliver the Sheffield City Council (SCC) Community Involvement Strategy and the North East Community Assembly Community Plan. These are the wards that fall within the North East Community Assembly boundary:-

- Burngreave Ward
- Firth Park Ward
- Shiregreen and Brightside Ward
- Southey 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.

- **Public meetings** – Area Ward Meetings held quarterly providing opportunity for residents to inform and influence local priorities to be included in the North East Community Plan.
- **Ongoing Communication and Consultation** – ongoing activity to keep local residents informed via newsletters, website, mailouts, posters, local press, and questionnaires online / in public buildings, petitions / questions submitted at public meetings, etc.
- **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 North East Community Assembly area. Therefore we envisage that whenever any engagement activity is planned we request that the Assembly Officer (Hannah Isherwood) 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 Elected Members (Briefing meeting and Community Assembly meetings) to review and evaluate involvement work done by the North East Community Assembly Team

2. North East Community Assembly Involvement – September 2011/12

The main aim of past involvement work with the community has been consultation to provide information for the community plan. Currently the team are attending events in the community as promotion to tell residents how they can contact us. Any issues raised are recorded and used for future plans. In future the Assembly will do focussed consultation for the review of the new plan and these have yet to be agreed.

Meetings and Events Attended/Organised by NECA (including comments on numbers attended, range of people involved, etc)
– September 2011-2012

		Organised/ supported by NECA	
September 2011	Area Ward meetings	X	Burngreave – Pitsmoor, 29 attended Firth Park – Firth Park centre, 26 attended Shiregreen/Brightside – Wincobank, 31 attended

			Southey – Learning Zone, 18 attended
September 2011	Walk4Life, Firth Park		Good attendance and publicity.
October 2011	Sanctuary Walkabout		Met local people and Sanctuary staff and learnt about the history of the estate
October 2011	Cabinet in the Community and Community Assembly meeting	X	Over 100 people attended
December 2011	Roadshow organised by Sustainable Health and Warmth, SCC, Firth Park		Well attended, mainly older people who live locally
December 2011	Parkwood Deer launch		Attended by Friends of Parkwood Springs and local people
December 2011	Watercliffe Meadow School assembly		Assembly to present winners of the Street Light competition with certificates
December 2011	Grimesthorpe community park		Lantern parade and carol singing with Limpsfield School and local residents
December 2011	Firth Park Christmas Festival	X	Well attended event
December 2011	Carols at the Ripples in the Pond Project, Firth Park		Well attended by local people living around Firth Park
Jan 2012	Agewell – North East meeting		Good discussion with lunch club organisers, new groups engaged
Jan and Feb 2012	Four ward meetings	X	Burngreave – Ellesmere, 22 attended Firth Park – Parson Cross Park area, 25 attended Shiregreen/Brightside – Brightside and Grimesthorpe, 26 attended Southey – Foxhill, 12 attended
Jan 2012	CA meeting	X	51 attended

Feb 2012	Healthy Living Theme Group – Shiregreen and Firth Park		Regular meeting - good event to hear about what is happening locally
March 2012	CA Meeting	X	49 attended
May 2012	Adult learners – firth park		Excellent event, people very responsive. Lots of people there as they were being presented with certificates - other agencies attended
May 2012	40-60s celebration		Attended - older people from Shiregreen and Firth Park
May 2012	Longley 4greens		Took posters – talked to people having lunch in the cafe
May 2012	Tradebase allotments project		Took posters – talked to project volunteers mainly people with emotional needs
May 2012	SURC lunch club		Took posters, good chance to talk to elderly people. Event has just been launched – about 20 elderly people there brought to the centre on transport
May and June 2012	Area Ward Meetings	X	Burngreave – Pitsmoor, 27 attended Firth Park – Firth Park and Flower, 12 attended Shiregreen/Brightside – Wincobank, 47 attended Southey – New Parson Cross, 1 attended
June 2012	Firth park festival	X	Good event to talk to local people
June 2012	Parkwood Springs AGM		Interesting to see what the group is doing, picked up a couple of issues
June 2012	Wincobank summer fun day		Good chance to meet people from Wincobank and sandstone area
July 2012	Abbeyfield Festival	X	Used consultation vehicle with display about Plans for Ellesmere Green
July 2012	Zest Roadshow at Parson Cross Forum		Good chance to engage with Southey residents – not well attended, only 50 when 200 expected
July 2012	Foxhill festival		Cancelled
July 2012	PFI Roadshow		Good to talk to local people but not well attended
July 2012	CA meeting	X	28 attended

July 2012	Sheffield Homes, Future of Council Housing, ASDA		Good place to catch local people, surprised how many were local, some too busy to talk. Used area at bottom of escalator – made contact with the Community Advisor at Asda
August 12	Foxhill Forum – Safer Foxhill for All		Cllr Gill Furniss attended
Aug 12	Find out what is happening in your local area – Library Learning Zone, Parson Cross		Alison and Jenny attended – not well supported
Sept 12	Shiregreen walkabout – Sanctuary Housing		Did not attend
Sept 12	Healthy Living Theme Group – Firth Park and Shiregreen		Did not attend
Sept 12	Longley 4G – Health and Wellbeing Roadshow and launch of new owners to café		Good chance to network with other agencies who work in the area, but attendance from the community was poor
Sept 12	Older Persons Event, Parson Cross Dev Forum		Attended – good for networking, was a training session for practice nurses organised by NHS.
Sept 12	Launch of War Memorial at Shiregreen Cemetery		attended
Sept 12	AGM – Friends of Firth Park		Attended – picked up local issues
Sept 12	Community First – Burngreave, Workshop sessions		First session – met with 4 new groups in Burngreave
Sept 12	Shiregreen Garden and Produce sale		Did not attend – weekend working
Sept 12	Food Festival Fir Vale School		Did not attend – weekend working
Sept 12	Shiregreen Forum		Alison to attend
Sept 12	Dance On! Event – Parson		Not appropriate

	Cross Library		
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Website – this is kept up to date with dates of meetings and information on funding, plans, notes from meetings etc. The statistics show that the website is well used, 3176 people accessed the home page from January to August 2012 and in the month of August, even though this was a holiday month, 278 visited the web pages. The most looked at pages were the funding page, meetings page, and the page with contact details.

Blog – This has been live from June 2010 and over 30,000 people have accessed it. This has been well publicised over the area and groups and organisations send information to be added. A list of festivals and events is maintained with a link from the web site.

Community Assembly Newsletter – Members agreed to relaunch this newsletter and to distribute this instead of the flyers which used to advertise ward meetings. The first new edition was produced in September 2012. It was distributed to around 2000 households in each of the following wards – Firth Park, Shiregreen/Brightside and Southey. Information about the assembly will be provided for residents in Burngreave via the Messenger and ward meetings in Burngreave are planned to coincide with this magazines publication dates. Each household in Firth Park, Shiregreen/Brightside and Southey wards will receive a newsletter every 15 months. Burngreave residents will receive information bi-monthly through the Burngreave Messenger.

E-mail Distribution List – the mailing list for the NE area totals 858 currently. Emails are sent out to everyone on the mailing list to advertise NECA meetings, important events, funding etc on a regular basis.

Postal Mailout – around 350 people are on the postal mailing list. Information about funding and ward meetings/CA meetings is posted out 3 times a year, usually before the ward meetings and CA meeting.

Local Newsletters –

- 5Alive
- Burngreave Messenger
- Route 42

- Shiregreen Neighbourhood Network
- Brushes and Shiregreen TARA Newsletters
- St Thomas' Church, Wincobank – newsletter
- St Leonard's Church Mag, Longley

Young People – The Assembly will be working with the Sheffield Futures Locality Lead Involvement Worker. Their role is to support, develop and empower young people to have an active voice within their communities through setting up community youth forums or further developing existing ones, as well as supporting local involvement community assembly events, to provide a platform for young people to make positive contributions within their community assemblies.

The youth forums will link and feed into other citywide initiatives such as; Sheffield Young Advisors, Sheffield Youth Council and UK Youth Parliament, therefore giving young people a voice on a much wider scale.

Consultation Vehicle – Boards are being purchased to place on the back of the consultation vehicle to publicise the fact that the vehicle can be hired. There will also be contact details for the assembly and photos from each ward.

People with Disabilities – attended the Learning Disabilities Marketplace in the Town Hall, Council Chamber.

Councillors Surgeries and Meetings attended by Councillors – residents are able to raise issues and influence services

Other involvement -

- Information is circulated by Rashida Hassanali to her contacts around the Fir Vale Family of Schools
- Information is circulated by Sheffield Futures to their mailing list
- Sheffield Star receive all emails and information is included in the local papers – Star, Telegraph, Gazette
- 50+ group include dates of Ward meetings on their page in the Mercury magazine
- Information is circulated to Burngreave Health, Adult Education and Young People's Networks

Surveys

- Local people were asked how they would like the Assembly to communicate with them. Everyone on the postal list received a card to send back and a short survey was added to the web, blog and emailed to the mailing list. The 2 questions were -
Do you know of any local newsletters or websites (ie from your community group, faith group, Tenants and Residents Association, etc) that the Assembly could use?
Could you suggest any other ways in which the Assembly could communicate with local people?
 Results are summarised in the Appendix A – ‘Results of Consultation’

3. Consultation by Other Agencies

Throughout the year there will also be consultation happening at a city-wide level. The North East Community Assembly will work with partners to ensure that any information relevant to the North East area is gathered and included in the Community Plan.

Who is leading the consultation	What is the purpose of the consultation	When and where will this take place	Timescale for completion	Can you ensure that any results can be shared between different agencies
Sheffield Homes – Going Local	Focuses on what customers want where they live	Workshops held over summer 2012	Summer 2012	Finalise the Going Local plans and publish in October In Touch
Parents Assembly	Helping to shape services	Online and paper consultation	Consultation until Oct half term	Advertised on SCC website in December 2012
Libraries Review	Make library services fit and affordable for the future	Online and paper consultation	8 October 2012	Results will be sent via email and published on SCC website
Council Tax Consultation	Council Tax Benefit will be replaced by Council Tax Support	Online and paper consultation	17 September 2012	Final results will be fed into a cabinet report and a final decision will be made in the autumn
Sheffield 50+ Missing	To reach frail, isolated, older	Ongoing – mapping exercise	Ongoing	yes

Voices project	people over 75			
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4. Action Plan for 2012 to 2013

To continue with the ongoing work as outlined in 2. In addition:

Southey Ward

The numbers of Southey ward residents attending ward meetings has always been low. The Assembly have looked at other ways of involving these residents such as

- Attending meetings of local groups and TARAs
- Meeting local residents outside shopping centres in the area
- Attending local events.

The Assembly have so far attended the following events and meetings:

- Zest Roadshow at Parson Cross Forum
- What's Happening in your local library at The Learning Centre
- Foxhill Forum Neighbourhood Network
- Older Persons Roadshow for Practice Nurses
- Parson Cross Dev Forum
- Joined Sheffield Homes in their consultation at Asda.

The Assembly will also put together a list of local groups and TARAs and discuss with them about distributing information and any newsletters that are available.

This article was included in 5Alive and Route 42 for Foxhill area:

‘Tell us what’s on your mind!’

We know people have ideas about how we could improve or change what we do. If you live in the Southey Ward your local Councillors have asked the Assembly team to find different ways of talking to local residents. One idea is to meet people outside local shops, such as Margetson Crescent, Southey Green and Wolfe Road shops or the new Library Learning Zone. Another idea is to attend local community meetings, Tenants and Residents groups and any public meetings. The Assembly team will trial this over the next few months and have already attended the Zest Health Roadshow at St Thomas More Community Centre, Information Day at the Library Learning Zone and met local people shopping at Asda. Contact us to tell us your views

The Southey Ward has slightly less than 20,000 residents, 94% of whom define themselves as White British. There is also a higher than average proportion of the population who are under 15 years.

The Assembly will focus consultation accordingly.

APPENDIX A – Results of consultation – all consultation results are considered when reviewing the Community Plan

Methods – Survey Monkey was used as an online method – This survey was sent out to all on the mailing list and posted on the blog. 60 replies were received (around 10%).

A short questionnaire was sent out by post to everyone on the postal mailing list – these results are still being returned.

Questions – **Do you know of any local newsletter or websites (ie from your community group, faith group, Tenants and Residents Association, etc) that the Assembly could use?**

Could you suggest any other ways in which the Assembly could communicate with local people?

Burngreave:

- The Extended Schools Coordinator for Firvale will send out information to schools to add to their newsletters.
- Health, Young People and Adult Education networks
- Carwood newsletter
- Messenger website

Firth Park:

- LOCAL will put information on their website, Facebook page and have a link from their website to the Community Assemblys
- St Leonards – The Church Mag, Mary Croft, Churchwarden & Parish Magazine – 2439521, At St Leonard's – Wednesdays 9 – 11.30 pm Thursdays 9 – 3.00 pm, Monthly issue - £50 full page, £25 half page, £17 quarter page
- Brushes, Stubbin, Flower TARAs newsletter
- Flower TARA noticeboard

Shiregreen/Brightside:

- Shiregreen.net
- Hinde House website
- Wincobank Hill website www.wincobankhill.btck.co.uk
- Love Wincobank facebook page
- Sanctuary newsletter
- Lower Wincobank TARA newsletter
- Shiregreen Network News
- Shiregreen TARA newsletter

Southey:

- Foxhill Route 42
- 5Alive
- SOAR website
- Old Parson Cross TARA newsletter and noticeboard
- Binsted and Cookson TARA newsletter and noticeboard
- ASDA Community noticeboard
- Foxhill TARA newsletter

General:

- 50+ put information in the Mercury paper
- Adult Learners Website
- Emails, web, blog, Star, facebook etc
- Postcode Gazette
- SY Police facebook pages
- BME network
- Monthly digest of main news via email
- Posters in shops/park noticeboards/libraries

- Flyers through letter boxes

Other ideas (from postal and web surveys)

- Combine Burngreave Messenger with 5Alive and other magazines to reduce printing costs, each neighbourhood could have a section and information is spread more.
- Love Sheffield website
- Sheffield Foundation Trust newsletter
- Sheffield Forum
- Sheffield HOMES website and newsletter (In Touch)
- Sheffield Kerala Cultural Committee – skca@googlegroups.com
- S Yorks Fire and Police
- Posters in doctor's surgeries and on lampposts
- Councillors to do door knocking – get out on the streets
- Presence at school parents evenings, children's centres or shops
- Twitter - use local hashtags like #Sheffield
- Care Homes/Hospital
- Walkabouts
- Ask for volunteers to talk to those people who do not read and understand English easily
- Attend learning sessions
- Mosques and churches
- Facebook page to encourage younger people
- Hold face to face meetings in an informal setting
- Online surveys so people can contribute in their own time.
- Schools texting service to parents

NORTH EAST COMMUNITY ASSEMBLY

Meeting held 11 July 2012 at the Shirecliffe Community Centre, 349 Shirecliffe Road

PRESENT: Councillors Peter Price (Chair), Leigh Bramall, Sheila Constance, Jackie Drayton, Talib Hussain, Alan Law, Sioned-Mair Richards, Peter Rippon and Chris Weldon.

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1. WELCOME AND HOUSEKEEPING ARRANGEMENTS

1.1 The Chair welcomed everyone to the meeting and outlined basic housekeeping and fire safety arrangements.

2. APOLOGIES FOR ABSENCE FROM MEMBERS OF THE COMMUNITY ASSEMBLY

2.1 Apologies for absence were received from Councillors Tony Damms, Gill Furniss and Ibrar Hussain.

3. EXCLUSION OF THE PRESS AND PUBLIC

3.1 No items were identified where resolutions may be made to exclude the press and public.

4. DECLARATIONS OF INTEREST

4.1 There were no declarations of interest.

5. APPOINTMENT OF THE DEPUTY CHAIR OF THE ASSEMBLY

5.1 RESOLVED: That Councillor Ibrar Hussain be appointed as the Deputy Chair of the North East Community Assembly for the Municipal Year 2012/13.

6. PUBLIC QUESTIONS AND PETITIONS

6.1 *Petitions*

6.1.1 The Assembly received a petition containing 1050 signatures requesting the Council to provide safe access between Wincobank and Meadowhall by implementing further road safety improvements on Tyler Street and Barrow Road. This was in response to a Wincobank resident that was struck by a speeding car on Tyler Street on 4 July 2012.

6.1.2 Bridget Ingle (the petitioner organiser) and a relative of the Wincobank resident spoke in support of the petition and requested the Council to take action.

6.1.3 RESOLVED: That the petition now received be submitted to the next Full Council Meeting on 5 September 2012.

6.2 Public Questions

6.2.1 Responses were provided to public questions as follows:-

(a) Roman Ridge

Concerns were raised at the length of time a road had been closed due to drainage work and the short notice given to residents that access to the car park at Roman Ridge would not be available.

It was noted that this issue would be raised with relevant officers in Development Services and local Councillors would be kept informed.

(b) Tree Maintenance at Norwood and Bishopholme

An issue was raised that tree maintenance work at Norwood and Bishopholme had not been carried out on the correct trees and the trees were still causing problems.

Alison Rayner (Community Assembly Manager) stated that she would raise this issue with officers and ask that they provided a response to Jean Shutt.

(c) Tree Problem on Fairbank Road

Alison Rayner (Community Assembly Manager) stated that she would raise with officers the problem with the tree outside the property now mentioned on Fairbank Road and ask that they provided a response to Norma Hallatt.

(d) Children's Heart Unit in Leeds

It was noted that there was a website to support the campaign for the Children's Heart Unit to remain in Leeds.

Councillor Jackie Drayton stated that the City Council had supported the Unit staying in Leeds and she referred to the piece of work undertaken by the Council's Healthier Communities and Adult Social Care Scrutiny Committee on the location of the Regional Heart Surgery Centre of Excellence.

(e) Open Spaces/Tree Maintenance

Councillor Peter Price stated that the condition of the parks and open spaces was better than ten years ago. It was for the Council and local communities to work together and make the best use of the funding

available.

Councillor Sheila Constance stated that officers would clear the area of open space now mentioned and the trees at the flats would also be trimmed.

(f) Shiregreen Road -Safe Cycle Route

Councillor Jackie Drayton stated that she would raise with Highway Officers the suggestion of a cycle/pedestrian pathway on Shiregreen Road.

(g) Activity Sheffield Job Advertisements

Alison Rayner (Community Assembly Manager) stated that the Activity Sheffield posts were appointed until 31 March 2013 as they were part funded by the Community Assembly and the funding was approved on an annual basis.

Councillor Peter Price indicated that there would be a report back on Activity Sheffield activities in the area to a future meeting of the Assembly.

(h) Sandstone Road Planning Application

It was noted that the application for housing development on Sandstone Road had been refused by the West and North Planning and Highways Area Committee.

(i) Barnsley Road

Councillor Alan Law stated that he would reply to Mr Ibbotson on the issue now raised relating to Barnsley Road.

7. STREETS AHEAD (HIGHWAYS PRIVATE FINANCE INITIATIVE)

7.1 The Community Assembly received a presentation from Steve Robinson, (Head of Highway Maintenance, City Council) and Graeme Symonds (Network Director, Amey Construction) on the Streets Ahead Project, the programme of works to be undertaken under the Highways Private Finance Initiative (PFI). Anita Dell (Communications Officer) also attended for this item.

7.2 Steve Robinson reported on the highway works to be undertaken under the Project, which included trees (planting and maintenance), traffic signals, footpaths, roads names, lamp posts, kerbs, street furniture (benches, grit bins and litter bins) and road surfaces. He also referred to those elements of work which would not be undertaken under the Project, which included traffic management and regulation, the M1 motorway, the Tinsley Viaduct and Stocksbridge Bypass, works on unadopted roads, works to private structures

such as Network Rail bridges, the making of any decisions on highway improvement schemes and any grounds maintenance of public realm land.

7.3 Graeme Symonds referred to the challenge of delivering the project whilst minimising congestion. In outlining details of the Project, he made the following points:

- The model was based on a zonal approach with the City divided into 108 zones. The works would be completed in a zone before moving onto another zone.
- The works in each zone would be delivered in a sequence. (e.g. lighting columns, tree replacement, resurface footway/carriageway, drainage, gullies/level manholes, lay new tarmac etc)
- Once the project had been completed, there would no further work undertaken for 12/15 years except for any necessary maintenance.
- 700 people would be employed with 400 transferred from Street Force.
- The first zone would be in Shiregreen and involve completing the road surfacing arising from the Sanctuary Housing project. A roadshow would be held at the Shiregreen Neighbourhood Centre on 25 July 2012 from 4-8 pm. The plans would be on display and there would be an opportunity to ask questions.

7.4 Public Questions

7.4.1 Steve Robinson and Graeme Symonds responded to public questions as follows

- (a) The Project would start from mid-August 2012 to 2017.
- (b) Amey would ensure that grit bins were full and would be working with Community Assemblies on the location of additional bins.
- (c) The preference was not to use grass verges to provide a hardstanding for car parking as it could add to flooding problems.
- (d) The works proposed for Shiregreen in the first zone were for resurfacing. The street lighting would be undertaken later in the programme.
- (e) When a street was being treated it would be closed for safety reasons. However, as the work was done fairly quickly, residents may only be unable to exit their properties for approximately 30 minutes. Arrangements would be made for residents needing to use their vehicles for hospital appointments etc.
- (f) The Project would allow the utility companies to be informed in advance

when Amey would be working in a particular area. The utility companies would be required to undertake any work before Amey began their work. Once an area had been treated, the utility companies could not do any work in that area for 5 years but would still be able to carry out emergency repairs or make new connections.

- (g) Amey would be responsible for emptying gullies. They would also be replacing 6000 gullies.
- (h) The same standard of work would apply across the City.
- (i) There would be public meetings in each area before work started.
- (j) Some pavements may be replaced by a tarmac footway and this would give a smoother texture.
- (k) The intention was to retain any heritage or conservation interest in a street e.g. an old street nameplate.
- (l) The Council would welcome the offer to work with Cycle Sheffield.
- (m) There would be consultation on the replacement of highway trees through the roadshows and other means of contact. Residents would be given a list of trees to choose from. The intention was to replace about 18,000 of the 36,000 trees over a 25 year period on a street by street basis. Amey would be responsible for tree maintenance.
- (n) The provision of dog fouling bins was outside the scope of the contract and was an Environmental Health service.
- (o) Grass would be kept to a certain height under the contract.

7.5 In response to questions from Members of the Assembly, officers indicated that:

- (i) In terms of the new street lighting, Sheffield would have the first full LED illuminated highway. This would provide greater clarity, 11% less lighting columns were required and there would be a 40% saving in electricity.
- (ii) The cable television companies had received details of the 5 year programme of works.
- (iii) Each Community Assembly had a Steward to ensure that each area was fully informed. Any service requests during the works should be made through the Customer First call centre (0114 273 4567 or streetsahead@sheffield.gov.uk).
- (iv) Amey were committed to employing Sheffield people and the vast majority of the 700 staff would be from the City. Apprentice roadshows

had been held and there would be 27 new apprenticeships every two year.

7.6 RESOLVED: That the Community Assembly:-

- (A) notes the information reported as part of the presentation on the Streets Ahead Project, together with the responses to the questions raised; and
- (B) thanks Steve Robinson and Graeme Symonds for the presentation now made.

EXECUTIVE FUNCTIONS DECISIONS

8. NORTH EAST COMMUNITY ASSEMBLY REPRESENTATION ON SHEFFIELD HOMES BOARDS

8.1 The Community Assembly Manager submitted a report on the proposed nomination of a Member of the Community Assembly to serve on the Sheffield Homes North Area Board and Sheffield Homes East Area Board respectively.

8.2 Decision Taken

8.2.1 RESOLVED: That the North East Community Assembly:-

- (a) having regard to the views expressed by the Cabinet Member for Homes and Neighbourhoods about the proposal to nominate Councillor Alan Law to the Sheffield Homes North Area Board, and Councillor Ibrar Hussain to the Sheffield Homes East Area Board, nominates those two Members of the Assembly to these positions;
- (b) requests the Director of Modern Governance to refer these nominations to Full Council at the earliest opportunity; and
- (c) requests the Community Assembly Manager to complete the necessary paperwork to effect these appointments, in consultation with the Director of Legal Services.

8.3 Reasons for the Decision

8.3.1 The North East Community Assembly has been requested to nominate two Sheffield City Council appointees, one to the Sheffield Homes North Area Board and one to the Sheffield Homes East Area Board.

8.4 Alternative Options Considered and Rejected

8.4.1 The North East Community Assembly could have considered alternative nominees to the Councillors proposed.

9. NORTH EAST ASSEMBLY HIGHWAYS BUDGET 2012/13

9.1 The Highways Link Manager and North East Community Assembly Manager submitted a joint report which set out the principles for the allocation of £40,000 for highways schemes in the Assembly area in 2012/13. Simon Botterill (Highways Link Manager) gave a presentation on the proposals.

9.2 Public Questions

9.2.1 In responses to questions from a member of the public, Simon Botterill indicated that the location of the first 20 mph zone in the Assembly area would be decided by the Cabinet Highways Committee based on a recommendation from Assembly Members. There would be an opportunity to comment on the Traffic Regulation Order for that scheme. The schemes for the first two years would be agreed shortly, after which the 20 mph zones would be decided on a 'worst first' accident basis.

9.3 Decision Taken

9.3.1 RESOLVED: That the North East Community Assembly delegates authority to the Assembly Manager, in consultation with the Chair of the Assembly, and having regard to recommendations made by Ward Councillors, to allocate the Highways Budget of £40,000 in 2012/13.

9.4 Reasons For The Decision

9.4.1 The purpose of the Highways Budget is to respond to local requests for Highways improvements. The 2012/13 budget of £40,000 will only allow for small schemes to be implemented in this financial year and these require further discussion to ensure maximum value for money is received by combining with the Highways Private Finance Initiative work.

9.5 Alternative Options Considered and Rejected

9.5.1 Funding one scheme within the whole Assembly area was considered but it was felt that with the funding available, more residents of the Assembly area would benefit from funding smaller schemes across the Wards.

10. NORTH EAST ASSEMBLY DISCRETIONARY BUDGET

10.1 The Community Assembly Manager submitted a report containing proposals for the allocation of the remaining funds in the Assembly's 2012/13 Discretionary Budget.

10.2 Public Question

10.2.1 In response to a question from a member of the public, the Community Assembly Manager indicated that the funding was not drawn from any other budgets but was unallocated funding from the Discretionary Budget.

10.3 **Decision Taken**

10.3.1 RESOLVED: That the North East Community Assembly:-

- (a) allocates funding from the Assembly's 2012/13 Discretionary Budget to the following:
 - £9,436 from the Assembly-wide allocation pot to be placed into an area-wide Quick Wins fund;
 - £13,334 from the Burngreave Ward to be allocated into the Ward's Quick Wins Pot;
 - £13,251 from the Firth Park Ward to be allocated into the Ward's Quick Wins Pot;
- (b) delegates authority to the Assembly Manager, in consultation with the Chair of the Assembly and having regard to any views expressed by Ward Councillors, to allocate funding from the Assembly-wide Quick Wins Pot and the Quick Wins Pot from all four Wards;
- (c) delegates authority to the Assembly Manager, in consultation with the Chair of the Assembly, to allocate funding to further the Assembly's Community Plan priorities as identified within the report where, in the opinion of the Assembly Manager, such funding needs to be provided before the Assembly meeting in October 2012 to allow sufficient time for the project/service to be delivered; and
- (d) 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 the 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 the Director considers appropriate.

10.4 **Reasons for The Decision**

10.4.1 The purpose of the Discretionary Budget is to help fulfil the priorities of the North East Assembly Community Plan, which have been identified through consultation with local residents, groups and partners.

10.4.2 The North East Assembly Community Plan priorities are:

- Clean, tidy, green streets to be proud of
- Improved parks and green open spaces
- Community support and people getting on together
- More things for children and young people to do
- Neighbourhoods where people feel safe
- Improved roads and public transport
- Improved local housing and the built environment
- Reducing health inequalities: add years to life and life to years

- Getting people out of poverty and into work
- Increase educational attainment and aspiration, and reduce school exclusions.

10.4.3 All the projects to which funding will be made available from the Assembly wide or Ward pots will contribute to one or more of these priorities. Allocating funding to Quick Wins Pots allows flexibility in the awarding of grants.

10.5 **Alternative Options Considered**

10.5.1 It was considered to allocate funding to specific projects but allocating to Quick Wins Pots gives the flexibility to vary levels of funding between different projects depending on need.

11. **MINUTES OF PREVIOUS MEETING**

11.1 The minutes of the meetings of the Assembly held on 21 March and 16 May 2012, were approved as correct records.

12. **DATE OF NEXT MEETING**

12.1 The Assembly noted that its next meeting would be held on Wednesday, 31 October 2012, at 6.00 pm at the Shirecliffe Community Centre.

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