

Communities, Parks and Leisure Policy Committee

Tuesday 20 December 2022 at 2.00 pm

**To be held in the Town Hall,
Pinstone Street, Sheffield, S1 2HH**

The Press and Public are Welcome to Attend

Membership

Councillor Richard Williams
Councillor Paul Wood
Councillor Marieanne Elliot
Councillor Sue Alston
Councillor Tony Downing
Councillor Alan Hooper
Councillor Bernard Little
Councillor Karen McGowan
Councillor Peter Price

PUBLIC ACCESS TO THE MEETING

The Community, Parks and Leisure Policy Committee discusses and takes decisions on:

Communities

- Community Development
- Cohesion and Migration
- Community Safety
- Youth Services

Parks, Leisure and Libraries

- Sport, physical activity and leisure facilities
- Parks and Woodlands (including non-highway trees)
- Allotments
- Ecology
- Bereavement Services
- Libraries

Meetings are chaired by Councillor Richard Williams.

A copy of the agenda and reports is available on the Council's website at www.sheffield.gov.uk. You may not be allowed to see some reports because they contain confidential information. These items are usually marked * on the agenda. Members of the public have the right to ask questions or submit petitions to Policy Committee meetings and recording is allowed under the direction of the Chair. Please see the [Council's webpages](#) or contact Democratic Services for further information regarding public questions and petitions and details of the Council's protocol on audio/visual recording and photography at council meetings.

Policy Committee meetings are normally open to the public but sometimes the Committee may have to discuss an item in private. If this happens, you will be asked to leave. Any private items are normally left until last on the agenda.

Meetings of the Policy Committee have to be held as physical meetings. If you would like to attend the meeting, please report to an Attendant in the Foyer at the Town Hall where you will be directed to the meeting room. However, it would be appreciated if you could register to attend, in advance of the meeting, by emailing committee@sheffield.gov.uk, as this will assist with the management of attendance at the meeting. The meeting rooms in the Town Hall have a limited capacity. We are unable to guarantee entrance to the meeting room for observers, as priority will be given to registered speakers and those that have registered to attend.

Alternatively, you can observe the meeting remotely by clicking on the 'view the webcast' link provided on the meeting page of the [website](#).

If you wish to attend a meeting and ask a question or present a petition, you must submit the question/petition in writing by 9.00 a.m. at least 2 clear working days in

advance of the date of the meeting, by email to the following address:
committee@sheffield.gov.uk.

In order to ensure safe access and to protect all attendees, you will be recommended to wear a face covering (unless you have an exemption) at all times within the venue. Please do not attend the meeting if you have COVID-19 symptoms. It is also recommended that you undertake a Covid-19 Rapid Lateral Flow Test within two days of the meeting.

If you require any further information please email committee@sheffield.gov.uk.

FACILITIES

There are public toilets available, with wheelchair access, on the ground floor of the Town Hall. Induction loop facilities are available in meeting rooms. Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

**COMMUNITIES, PARKS AND LEISURE POLICY COMMITTEE AGENDA
20 DECEMBER 2022**

Order of Business

- 1. Welcome and Housekeeping**
The Chair to welcome attendees to the meeting and outline basic housekeeping and fire safety arrangements.
- 2. Apologies for Absence**
- 3. Exclusion of Press and Public**
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest** (Pages 5 - 8)
Members to declare any interests they have in the business to be considered at the meeting
- 5. Minutes of Previous Meeting** (Pages 9 - 18)
To approve the minutes of the last meeting of the Committee held on
- 6. Public Questions and Petitions**
To receive any questions or petitions from members of the public
- 7. Work Programme** (Pages 19 - 30)
Report of Director, Legal and Governance
- 8. 'Be that Mate' Video Screening and Verbal Update**

Formal Decisions

- 9. Mortomley Close Resurfacing** (Pages 31 - 40)
Report of Executive Director, Operational Services

NOTE: The next meeting of Communities, Parks and Leisure Policy Committee will be held on Monday 6 February 2023 at 2.00 pm

ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

If you are present at a meeting of the Council, of its Policy Committees, 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.

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 (selflessness; integrity; objectivity; accountability; openness; honesty; and leadership).

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 DPIs 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.

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 David Hollis, Interim Director of Legal and Governance by emailing david.hollis@sheffield.gov.uk.

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Communities, Parks and Leisure Policy Committee

Meeting held 14 November 2022

PRESENT: Councillors Richard Williams (Chair), Marieanne Elliot (Group Spokesperson), Sue Alston, Alan Hooper, Bernard Little, Karen McGowan, Peter Price, Fran Belbin (Substitute Member) and Mary Lea (Substitute Member)

1. APOLOGIES FOR ABSENCE

1.1 Apologies for absence were received from Councillors Tony Downing and Paul Wood.

2. EXCLUSION OF PRESS AND PUBLIC

2.1 It was explained that there was a closed part of the report at item 10 in the agenda which was not available to the public and press because it contained exempt information described in paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended) relating to financial and business affairs. The Committee were asked to formally exclude the public and press for the discussions on this item to allow for consideration of the sensitive information.

3. DECLARATIONS OF INTEREST

3.1 There were no formal declarations of interest made at the meeting.

4. MINUTES OF PREVIOUS MEETING

4.1 The minutes of the meeting of the Committee held on 26th Sept 2022 were approved as a correct record.

4.1.1 Cllr Little suggested that it would be useful for members of the public to have some context added to the minuting of public questions for clarity.

5. PUBLIC QUESTIONS AND PETITIONS

5.1 Rebecca Clow submitted the following petition on 'Safe Youth Spaces' which was read out on her behalf:

We the undersigned petition the Council to put more funding into safe youth spaces as there has been an increase in youth crime, and many young people do not feel as if they have a safe place. We believe that more youth spaces will lead to less youth crime and an increase in young people feeling safe and even getting support for issues including mental health.

Answer

Sheffield City Council Community Youth Services has increased youth provision in the last year since Aug 2021. We have developed youth provision both centre based and street based to cover all 28 wards in the city, some more than one session per week. This development is ever increasing and we have seen 5 street based youth session convert into centre based youth provisions in partnership with local community organisations.

We have also increased our youth activities offer to include full and meaningful school holiday programs taking young people on trips and visits including weekend residentials. This year one activity saw 120 young people attend a trip to flamingo land alone.

We have delivered two consecutive dark nights programs which have been described by South Yorkshire Police as the most beneficial ever seeing a significant decrease in youth related anti-social behaviour in this space of time.

We have recently undertaken a restructure of our Community Youth Services which intended to reduce management structures and increase frontline roles that support young people which includes our community youth prevention roles which support young people in 1-1 in early intervention work which can include emotional and mental wellbeing skills and strategies.

Sheffield City Council has also just launched a universal youth work grant to support grassroots community organisations to apply for up to 20,000 to develop more universal community youth sessions for young people. The council is also in the process of preparing a bid to the national Youth Investment Fund to apply for significant funding that can create, develop or regenerate our youth buildings ensuring they are better equipped, better placed and more modern/relevant for young people in communities.

Alongside all of this work we are also now actively developing youth consultation to better understand, from the voice of young residents' what young people's expectations are of youth service providers in Sheffield.

5.2 Andy Kershaw attended the Committee and asked the following questions which the Chair promised written answers to:

Q1. The issue of the Rose Garden Cafe in Graves Park has given rise to a number of questions about how the Parks & Countryside service communicates with community groups such as our campaign and the established 'friends' groups. Would the committee please undertake a review into how the council engages with such groups and in particular where such decisions as the one to close the Rose garden Cafe with 15 minutes notice to the staff are taken and handled?

Q2. I note that the Committee is responsible for 'Community Development' and 'Voluntary & Community Sector liaison and engagement'. In what way does the committee understand that this is

undertaken in parks and green spaces in the City in any meaningful way?

Q3. Parks are huge 'green meeting spaces' for people and given the importance of social contact both during and following the Covid-19 pandemic, what role does the committee see as its role in relation to promoting social contact and the provision of social hubs or meeting places, such as the Rose Garden café and other buildings in Sheffield?

Q4. Given the alarming and very concerning report from the Director of Operational Services to the Finance Sub Committee on Monday 7th Nov (herewith: [Draft Protocol for Cabinet Reports \(sheffield.gov.uk\)](https://www.sheffield.gov.uk/cabinet-reports)) regarding the parlous state of the 182 council and community buildings, including some our City's most iconic and historic buildings) what role does the committee propose to have in engaging with citizens and communities to open up meaningful dialogue to ensure the involvement of citizens affected by the potential decisions contemplated in the report?

Q5. Please supply a list of the 182 buildings mentioned at the Finance subcommittee on the 7th of November as requiring £200 million worth of repairs and maintenance.

Q6. Please supply a separate list of the buildings mentioned as 'critical & essential' needing £48m spending as a matter of urgency.

Q7. Please supply a list of all buildings owned by the council in public parks in Sheffield and please indicate if any of the buildings mentioned in question one and two are featured.

Q8. In relation to question three above please indicate which buildings are listed buildings in public parks in Sheffield.

5.3 Michael Booth from the Sheffield Allotment Federation attended the Committee and asked the following questions which the Chair answered:

Q1. Why has the allotment office paid for a private company to do a rent survey, then undemocratically ignore the results and try and get a 5.5% rent increase for 2024-2025.

A1. The survey was undertaken by Sheffield City Council's Parks and Countryside Team on Citizenspace, an online platform widely used by the Council for consulting with communities. No private company was involved.

In response to the question regarding tenant's preferences about rent increases, 56.78% of respondents were in favour of some degree of rent increase. We have therefore responded to that feedback and are proposing a below-inflation increase of 5.5%.

Q2. Why is the allotment office manned mainly by part time officers,

allotment holders repeatedly say that this is why they are getting a poor service, because there is no continuity of service and the feeling is full time offices would be a better use of allotment funds.

A2. Sheffield City Council employees have a statutory right to request flexible working. The Council understands that the ability to work flexibility allows employees to have a better work-life balance and realise their potential.

Collectively our officers provide a service across the full working week during office hours (and outside of office hours in emergencies where possible). This support includes site visits and inspections and administrative support. The main preliminary points of contact, the email inbox and the telephone number 0114 2500500 are staffed throughout the week. Urgent matters which cannot wait until the relevant officer is available are always dealt with promptly.

The results of our customer satisfaction survey conducted in 2018 indicated that overall customers are happy with the service.

Q3. Why do some tenants subsidise other tenants.

A3. We want to ensure that as many people as possible are able to access allotments. We offer concessions to support those in receipt of certain benefits to enjoy the same opportunities as those who are not.

Q4. who is setting the policy for the allotments, is it the allotment offices or the councillors.

A4. The governance and decision-making process will vary, however, the Allotment Advisory Group is consulted on policy changes and ongoing areas of work. This is attended and chaired by Councillors, with representatives from Allotment Societies and the Allotment Federation. It is the first point of contact for the Allotment Office for all areas of work including the review of policies, target setting for the year and a steer on spending priorities for site improvements. Proposals are shared for discussion and an advisory input.

In the last year, as part of a review of our overall Allotment Strategy the Allotment Advisory Group members have been fully involved in working groups to enable a collaborative review of our policies and handbook, this engagement has been greatly appreciated. This will continue over the winter, with additional engagement with the wider allotment community. Once the consultation is completed and drafts of all the new policies are prepared, Councillors will take a decision on whether these are adopted.

6. WORK PROGRAMME

- 6.1 The Principal Democratic Services Officer presented the Work Programme and informed Committee that although it contained suggestions for what it may

contain, it was up to the Committee to decide. The Committee were asked to agree the set of recommendations in the report and give consideration to any necessary additions and amendments. Future allocations and referrals in section 2.0 of the report were also pointed out.

6.1.2 Cllr McGowan suggested it would be useful to have a few dates to choose from regarding site visits.

6.2 **RESOLVED UNANIMOUSLY:**

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; and
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.

7. **FAMILY HUB & START FOR LIFE PROGRAMME VERBAL UPDATE**

7.1 The Service manager introduced the item and gave a presentation family hub, start for life services, next steps, budgets to plan against, timeline and areas of focus.

7.1.1 Members raised question and points. Responses were given surrounding the amount of hubs across the city, utilisation of funding, family needs, multi-agency support, parenting hub and local needs.

8. **ASYLUM DISPERSAL GRANT**

8.1 The Head of Communities introduced the report alongside the Strategic Lead for Asylum and Migration. The report outlined the provision that has been made for an Asylum Dispersal Grant to be paid to Local Authorities, along with additional funding to 'recognise the existing contribution and longstanding support' of local authorities accommodating asylum seekers.

The purpose of the report sought endorsement by the committee of the proposed allocation of funding from the grant to support development of capacity to promote strong city leadership, a stepping-stone towards growth within the VCFS and strategic work to ensure a good quality, consistent and effective response to those seeking asylum and refuge in the city

8.1.1 The Business Improvement Manager agreed to come back to the committee with information on funding support in regard to unaccompanied minors.

8.2 **RESOLVED UNANIMOUSLY:** That the Communities, Parks and Leisure Policy Committee:-

1. Endorses the use of the Asylum Dispersal Grant and Asylum Dispersal funding to be utilised as detailed in this report, with the purpose of:
 - Providing funding for the continuation of the current Communities Asylum & Migration team function to continue beyond March 2023.
 - Supporting identified partners to provide strategically important, good quality services known to benefit those seeking asylum and sanctuary.
 - Provide an Open Grant Pot for bids from a broad range of organisations working for the benefit of the asylum and refugee community.
2. Approves the Council acting as accountable body for this purpose.

8.3 **Reasons for Decision**

- 8.3.1 Given what we know about current numbers in the national, and local asylum estate, retention of refugees in the city and the importance of developing support for refugees to achieve socio-economic success, it is vital that we look beyond short-term demand regarding placement and care of asylum seekers in the city.
- 8.3.2 This funding is an opportunity to think not only operationally, but strategically to maximise impact for the city in the longer term.
- 8.3.3 This funding will be significant to enable systemic change and an important step in placing the foundations for an integrated, prosperous, inclusive city.
- 8.3.4 The recommendation will support development of capacity to promote strong city leadership, a stepping-stone towards growth within the VCFS and strategic work to ensure a good quality, consistent and effective response to those seeking asylum and refuge in the city.

8.4 **Alternatives Considered and Rejected**

- 8.4.1 The Asylum Dispersal Grant will enable Sheffield to begin to address systemic inequality between asylum seekers and those who have sought refugee status and sanctuary via other routes of entry, including provision of wrap support for this vulnerable group. Given the clear benefit, other potential action e.g. to decline the funding, was rejected.

9. **PROPOSAL FOR 2024/2025 ALLOTMENT RENTS**

- 9.1 The Service Manager alongside the Head of Parks and Countryside introduced the report which sought approval for an increase in allotment rent and water charges for 2024/2025 by 5.5% (an increase below current inflation).
 - 9.1.1 Members raised points and questions. It was agreed that an up to date answer would be provided to the committee on the possibility of spreading rent on a monthly basis and a future briefing was promised on the Allotment Service.

9.2 **RESOLVED UNANIMOUSLY:** That the Communities, Parks and Leisure Policy Committee:-

1. That the rent for allotments in 2024/2025 is increased by 5.5%
2. That this increase is at a below-inflation increase for 2024/2025 only, due to the current cost of living crisis.

9.3 **Reasons for Decision**

- 9.3.1 The recommendation to increase the rents by 5.5% in 2024/25 protects the delivery of the service to a degree, whilst taking account of the results of consultation.

9.4 **Alternatives Considered and Rejected**

- 9.4.1 Rents could be left at the same level. However due to inflation this would effectively be akin to a reduction in budget; quite a significant one due to the current high level of inflation. This was rejected because the current allotment budget is not felt to be larger than needed. A significant reduction in budget would decrease the level of service and site improvements.
- 9.4.2 An increase of 9.4% in line with inflation was initially considered, however this was rejected following the outcomes of consultation.
- 9.4.3 Rents could be increased by a larger amount, but this would go against the outcomes of the consultation. Considering the results of the consultation questionnaire in January 2018, discussions at the Allotment Advisory Group, the survey of October 2022 and the need to deliver the service, an increase of 5.5% (below inflation) has emerged as the overall preferred option.

10. **PLAYZONES FUNDING APPLICATION SITE SELECTION AND COMMUNITY ENGAGEMENT APPROACH**

- 10.1 The service manager for Physical Activity Sport and Health introduced the report which sought approval of a site selection and community engagement approach for the PlayZones funding programme.

A PlayZones funding stream was launched by the Football Foundation in 2022, the funding is used to create safe, inclusive, and accessible outdoor sports facilities that bring communities together through recreational forms of football and a range of other sports and physical activities. The fund will enable the refurbishment and creation of multi use games areas across the City.

- 10.2 **RESOLVED UNANIMOUSLY:** That the Communities, Parks and Leisure Policy Committee:-

1. Approve the proposed approach to:

- a. site selection as set out in the report.
- b. community engagement outlined in the report.

2. Notes:

- a. the proposed consortium approach to the development of the funding application.
- b. that a final list of sites will be reported to the Communities, Parks and Leisure Committee.
- c. that if secured, any capital funding associated with this funding will be presented to the Strategy and Resources Committee for approval.

10.3 Reasons for Decision

10.3.1 The Football Foundation Playzones Programme provides an opportunity for us to increase the quality and usability of a significant number of multi-use games areas across the city.

10.3.2 The PlayZones programme will enable us to provide facilities and activities for communities and target groups who currently face barriers to getting active. This will enable us to tackle inequalities.

10.3.3 The site selection and community engagement approach outlined in the above report is required to ensure we identify the most feasible sites that can reach our target groups; are supported by local communities; are able to be effectively activated via our partner organisations and can pass the through planning and design phase successfully.

10.4 Alternatives Considered and Rejected

10.4.1 The option of not applying for the PlayZones programme has been considered. This has been rejected as it would mean we do not secure a significant amount of investment into Sheffield outdoor sport facilities, which is a key priority in our Sport and Leisure Strategy. The condition of multi-use games areas would not be improved, gaps in provision could not be resolved and those communities who most need these facilities and their activation would miss out on this opportunity.

11. UPDATE ON SPORT/LEISURE & ENTERTAINMENT COMMISSIONING

11.1 The Head of Sport, Leisure and Health introduced the report which provided an update to members of the Communities, Parks and Leisure Committee on progress made towards implementing the outcomes of the Leisure Review Report which was approved by the Co-operative Executive in November 2021. Including progress towards appointing a new operator for Sport, Leisure and Entertainment Venues from September 2024.

11.2 **RESOLVED UNANIMOUSLY:** That the Communities, Parks and Leisure Policy

Committee:-

1. That members of the Communities, Parks and Leisure Committee note the content of the report, including the envisaged approach to procurement and the inclusion of social outcome requirements within the Specification for Services.

11.3 Reasons for Decision

- 11.3.1 It is expected that development of the Procurement Strategy and detailed Specification for Services will help to enhance the offer to customers and communities. An improved offer will attract and retain increased participation and usage of venues.
- 11.3.2 The Leisure Review approved in November 2021 has shown that the procurement of an external partner from 2024 is the most financially advantageous and returns the highest level of income to the Council.
- 11.3.3 The external procurement exercise will also provide a greater level of financial certainty as a management fee will be set as part of the contract procurement and financial risk can be transferred to the external partner.

11.4 Alternatives Considered and Rejected

- 11.4.1 The Council has reviewed three possible options for the future management of facilities. This included in house, a Local Authority Trading Company (LATC) and appointment of an external partner. The in house and LATC options were not selected as they are more expensive and present a greater level of financial uncertainty and risk to the Council.

12. REVENUE BUDGET MONITORING REPORT - MONTH 6

- 12.1 The Director of Finance and Commercial Services introduced the report which brought the Committee up to date with the Council's financial position as at Month 6 2022/23.

- 12.2 **RESOLVED UNANIMOUSLY:** That the Communities, Parks and Leisure Policy Committee:-

1. Note the Council's financial position as at the end of September 2022 (month 6).

12.3 Reasons for Decision

- 12.3.1 The paper is to brought the committee up to date with the Council's current financial position as at Month 6 2022/23.

12.4 Alternatives Considered and Rejected

- 12.4.1 The Council is required to both set a balance budget and to ensure that in-year income and expenditure are balanced. No other alternatives were considered.

13. BUDGET POSITION FOR YEAR 2023/2024

- 13.1 The Director of Finance and Commercial Services introduced the report which updated the Policy Committee on the progress of the 2023/24 budget process. The appendix contained specific budget proposals that the Committee were asked to endorse.
- 13.1.1 The Chair explained that the meeting would be moved into closed session and stated that it was due to the appendix containing exempt information described in paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended) relating to financial and business affairs.
- 13.1.2 The meeting was re-opened for the vote as detailed in section 9.2.
- 13.2 **RESOLVED UNANIMOUSLY:** That the Communities, Parks and Leisure Policy Committee:-
1. Note the update on the Council's 2023/24 budget position.
 2. Endorse the budget proposals set out in Appendix 1.
- 13.3 **Reasons for Decision**
- 13.3.1 The Council is required by law to set a balanced budget each year. This report is pursuant to that objective and is in line with the process and timetable agreed by the Strategy and Resources Committee on 31 May 2022 and 5 July 2022.
- 13.4 **Alternatives Considered and Rejected**
- 13.4.1 The Council is required to both set a balance budget and to ensure that in-year income and expenditure are balanced. No other alternatives were considered.



Report to Communities, Parks and Leisure Committee

20th December 2022

Report of: David Hollis, Interim Director of Legal and Governance

Subject: Draft Committee Work Programme - Communities Parks and
Leisure

Author of Report: Rachel Marshall, Principal Democratic Services Officer

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.

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

Background Papers: None

Category of Report: Open

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	
Referred from	
<i>Details</i>	
<i>Commentary/ Action Proposed</i>	

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.

2.2 Training & Skills Development - Induction programme for this committee.

Title	Description & Format	Date
Site Visits	A programme of site visits has been undertaken to key Parks and Countryside sites	24/10/22 AM 31/10/22 AM 24/11/22 Full Day
Site Visits	A programme of site visits is being arranged for Libraries	January 2023

Appendix 1 – Work Programme

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

Item	Proposed Date	Note
Parks Capital Programme	N/A	Removed from work programme. - This item is an erroneous line that was the 'title' for the list of projects that has been previously removed from this Committee work programme (see September meeting). There are a number of Parks Capital Projects that will seek capital and political approval via the monthly Capital Programme Group and Finance Sub Committee/Strategy and Resources. Further reports will be provided to this committee on the individual parks projects.
Enter into a lease with operator at Hillsborough Activity Hub	N/A	Removed from work programme – refer to Charity Sub Committee
Allotment Service Briefing	06/02/2023	NEW addition.

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.

Topic	Burials Policy
Description	Creation of a burials and cremation and cemetery green spaces strategy for Sheffield City Council
Lead Officer/s	Ellie Fraser
Item suggested by	Lisa Firth
Type of item	Pre-decision

Prior member engagement/ development required <i>(with reference to options in Appendix 2)</i>	Member briefing
Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	TBC
Lead Officer Commentary/Proposed Action(s)	TBC

Appendix 3 – Agenda Items for Forthcoming Meetings

Meeting 4	20 th December 2022	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 	<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"> This Cttee Another Cttee (eg S&R) Full Council Officer
Item 1 - 'Be that Mate'	A short video to be shown to the Committee called 'Be that Mate' to raise awareness of the issues around catcalling and harassment.	N/A	Briefing for awareness and information	N/A	N/A	N/A
Item 2 - Mortomley Close Resurfacing	Mortomley Close Resurfacing	Tammy Barrass	Decision	Committee Briefing prior to decision	NA	S&R Committee
Standing items	<ul style="list-style-type: none"> Public Questions/ Petitions Work Programme 					

	<ul style="list-style-type: none"> [any other committee-specific standing items eg finance or service monitoring] 					
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Meeting 5	6 th February 2023	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date) <ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer
Item 1 - Lease	Enter into a lease with operator at Botanical Gardens	Jo Pearce	Referral to Decision Maker	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	Another Committee (Charities Committee)
Item2 – Public Health Parks Investment	Public Health parks investment 22/23, and future years investment plan.	Stuart Turner	Decision	Committee briefing and paper prior to decision	Public Health investment criteria	This Committee
NEW: Item 3 – Allotment Service Briefing	Allotment Service briefing agreed at the November meeting.	Ceri Ashton/Ruth Bell	Post decision update	Update requested at November Committee	NA	NA -for update only
Standing items	<ul style="list-style-type: none"> Public Questions/ Petitions Work Programme [any other committee-specific standing items eg finance or service monitoring] 					

Item 4 – Revenue Monitoring Report	Update of the councils financial position 2022/23	Jane Wilby	Post-decision	N/A	N/A	N/A
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Meeting 6	TBC	Time				
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date)
Item 1			<ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 			<ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer
Item 2						
Standing items	<ul style="list-style-type: none"> Public Questions/ Petitions Work Programme [any other committee-specific standing items eg finance or service monitoring] 					

Meeting 7	TBC	Time				
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date)
			<ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 			<ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer

Item 1	Enter into a lease with operator at Parkwood Springs		Referral to Decision Maker	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	Another Committee (Charities Committee)
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					
Item 4 – Revenue Monitoring Report	Update of the councils financial position 2022/23	Jane Wilby	Post-decision	N/A	N/A	N/A

Items which the committee have agreed to add to an agenda, but for which no date is yet set.						
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/monitoring) 	(re: decisions) Prior member engagement/development required <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer
Item 1	Enter into a lease with operator at Botanical Gardens	Jo Pearce	Referral to Decision Maker	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	Another Committee (Charities Committee)
Item 2	Enter into a lease with operator at Parkwood Springs		Referral to Decision Maker	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	Another Committee (Charities Committee)
Item 3	SUDs policy and approach	Jo Pearce	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	This committee
Item 4	Food and Healthy Weight Commissioning Model	Jessica Wilson	Decision	Committee Briefing and Briefing Paper and consultation prior to decision	Key stakeholder and Service User consultation	This Committee

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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Report to Policy Committee

Author/Lead Officer of Report: Tammy Barrass,
Head of Sport, Leisure and Health

Tel: 07837 682152

Report of: Ajman Ali, Executive Director of Operational Services

Report to: Community, Parks and Leisure Policy Committee

Date of Decision: 20th December 2022

Subject: Mortomley Close Resurfacing

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, what EIA reference number has it been given? 981				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Appendix 2 is not for publication because it contains exempt information under Paragraph 5 of Schedule 12A of the Local Government Act 1972 (as amended).				

Purpose of Report:

To provide members of the Committee with information regarding the resurfacing work to Mortomley Close and to seek to agree next steps.

Recommendations:

That members of the Communities, Parks and Leisure Committee:

- Note the content of the report and agree to uphold the original decision and progress the resurfacing/repair work to Mortomley Close.
- Note that the road will continue to be an unadopted highway and the Council will not take on any further responsibility for future maintenance

Background Papers:

None

Lead Officer to complete:-	
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.
	Finance: Janinne Scarborough/Damian Watkinson
	Legal: Sarah Bennett
	Equalities & Consultation:
	Climate:
	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>
2	SLB member who approved submission: Ajman Ali
3	Committee Chair consulted: Richard Williams
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.
	Lead Officer Name: Tammy Barrass
	Job Title: Head of Sport Leisure and Health
	Date: 06/12/2002

1. PROPOSAL

- 1.1 During the construction of the Thorncliffe Football Development in 2015, the Council required the use of Mortomley Close for construction traffic access. As part of the Planning Consultation process, the Council were required to write to all the residents on Mortomley Close informing them of the proposed use, the letter included a commitment to resurface the road when the development work was completed. (Please see Appendix 1)
- 1.2 At the time of writing to local residents, officers were of the opinion that the road was already in a poor state of repair and that the use by construction traffic was likely to cause further damage. However, due to some construction traffic accessing the site from Packhorse Lane and the fact that the proposed removal of soil from the site, did not happen, considerably less construction traffic used Mortomley Close, than was first envisaged.
- 1.3 An assessment of the road surface after the redevelopment did not identify further deterioration. For these reasons officers at the time took the decision not to progress the work to resurface Mortomley Close. Unfortunately, there was no communication with residents to advise them of the change to the original plans.
- 1.4 This has led to the Council receiving multiple questions from a range of sources, including in writing and at a range of public meetings (Co-operative Executive, Full Council, Local Area Committee etc) with residents and local groups expressing frustration about the lack of communication and transparency regarding the decision not to progress with the work.
- 1.5 The following concerns have been raised by local residents:
1. The original letter did not state to what level of disrepair the road should be in before the council resurfaced, the letter stated that the road would simply be resurfaced on completion of works.
 2. Given unadopted, small residential roads are designed for light usage, how can anyone argue that large construction vehicles would not contribute to medium- and long-term degradation of the highway?
 3. The number of vehicles that continually use Mortomley Close for access to the newly constructed football pitches is contributing to the wear and tear of the road. The road is not an access road or a car park to these facilities and residents suggest measures be put in place to reduce the number of vehicles accessing them via Mortomley Close.
 4. The road is the only access to Thorncliffe Community Sports Bar, this can also result in higher-than-normal traffic usage especially

on an evening or weekend as they have football teams playing on the football pitches.

5. The road is the only access to the BT Exchange centre where all BT and other utility vehicles are housed meaning the road is constantly used by them.

Although the resurfacing works have not yet taken place no formal decision not to carry out the works has been made and a budget of £16,500 is still available as part of the original Capital Project to develop the Thorncliffe Football Hub. This budget could still be used to make improvements to the Road Surface at Mortomley Close. This money is already allocated to this project and is not new money.

Officers have obtained a quote of £16,700 to carry out repair work to Mortomley Close:

Given the circumstances, a steer is now sought from this Committee on how to progress this matter. However, the officer recommendation is now to carry out the resurfacing as original planned.

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 The work will contribute to the strategic goal for strong and connected neighbourhoods which people are happy to call home by reinstating the surface of the access road to properties on Mortomley Close as originally agreed.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 This decision does not require further public consultation.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

- 4.1.1 There are no significant equalities implications associated with this report.

4.2 Financial and Commercial Implications

- 4.2.1 Funding of £16,500 remains unused as part of the original Capital Project to develop the Thorncliffe Football Hub. This could be utilised to make improvements to the Road Surface at Mortomley Close. This money is already allocated to this project and will not be an additional call on council funds, the small shortfall will be met from within existing fees budgets.

Legal Implications

4.3

- 4.3.1 Mortomley Close is unadopted highway and is not therefore maintainable

at public expense. In addition, there is no suggestion that the road is dangerous and that works must be undertaken to obviate that danger.

4.3.2 Should works be undertaken to reflect the fact that it was used by construction traffic the like of which would ordinarily have no reason to use such a road this would not change the road's status as unadopted highway and the Council will not take on any further responsibility for future maintenance or liabilities.

4.3.3 Further advice is set out in Appendix 2.

4.4 Climate Implications

4.4.1 This proposal is to implement a decision that has already been agreed by Cabinet in 2015, there are no additional Climate Implications identified in this report.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 The Council could decide not to undertake the resurfacing work at Mortomley Close for the reasons identified in sections 1.2 and 1.3 of this report. This option is not recommended as it is not in line with the original agreement made when the Thorncliffe Football Hub was developed in 2015.

6. REASONS FOR RECOMMENDATIONS

6.1 To ensure an agreed position regarding the resurfacing of Mortomley Close.

APPENDIX 1

Culture and Environment
Floor 5 North Side
Howden House
Union Street
Sheffield



Enquiries: James Barnes FA Project Manager
Tel: 07740076941
Email: james.barnes@sheffield.gov.uk
Web Site: www.sheffield.gov.uk

November 2015

Dear Local Resident

Thorncliffe Recreation Ground Football Development Project Construction Traffic Access: Mortomley Close

I am writing to inform you that construction work will be commencing in December 2015 at Thorncliffe Recreation Ground and due for completion in May 2016.

The Thorncliffe scheme includes provision of a 3G artificial pitch, two adult grass pitches, a new changing pavilion and cricket pitch. The development is additional to the swimming pool and fitness centre being developed on the site

Planning Consent was granted in February 2015 and work will start on the football development in November 2015. This will mean that the football pitch area will be fenced off, as it will be a construction site. There will be signs put up around the site as notification that work will be commencing. Once the project is complete there will also be a fence around the pitches for protection and security, however the public will still be permitted to walk through the site between Mortomley Close and Pack Horse Lane, and from Ironstone Drive through to West Woods. These routes will also be available during the construction period.

Due to the indoor development taking place at Pack Horse Lane, the football development construction traffic will have to access the site via Mortomley Close. As Mortomley Close is a residential street, all deliveries will exercise caution and a 5mph speed limit. The delivery times will be scheduled to avoid busy times. Whilst Mortomley Close is, and will remain, unadopted public highway, we do accept that our construction traffic will increase its wear and tear more than

usual, so we will resurface the carriageway once our construction work is complete.

I have attached details of the site access route and site scheme. If you have any questions or would like to discuss the above further then please contact me.

Yours sincerely,

James Barnes

James Barnes
Project Manager
FA Football Project
Culture and Environment
Sheffield City Council
07740076941
james.barnes@sheffield.gov.uk

For and on behalf of Sheffield City Council

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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