



## SHEFFIELD CITY COUNCIL

### Cabinet Report

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<b>Report of:</b>	Simon Green, Executive Director for Place
<b>Report to:</b>	Cabinet
<b>Date:</b>	14 <sup>th</sup> January 2015
<b>Subject:</b>	BBEST (Broomhill, Broomfield, Endcliffe, Summerfield and Tapton) Neighbourhood Area and Forum Designation
<b>Author of Report:</b>	Laurie Platt, Planning Officer (20 53075)
<b>Key Decision:</b>	YES
<b>Reason Key Decision:</b>	Affects 2 or more wards
<b>Summary:</b>	BBEST (Broomhill, Broomfield, Endcliffe, Summerfield and Tapton) has submitted an application for the City Council to designate a neighbourhood area and a neighbourhood forum. This is part of the first stage in the neighbourhood plan process.

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#### Reasons for Recommendations:

1. A local planning authority must designate a neighbourhood area if it receives a valid application and some or all of the area has not yet been designated.
  2. A local planning authority may designate an organisation as a neighbourhood forum if the authority is satisfied that it meets certain conditions.
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**Recommendations:**

1. Designate the BBEST Neighbourhood Area as shown in background paper “e) *Plan Illustrating Recommended BBEST Neighbourhood Area Designation*” in accordance with section 61G of the Town and Country Planning Act 1990.
  2. Designate the Broomhill, Broomfield, Endcliffe, Summerfield and Tapton (BBEST) Neighbourhood Forum as the only Neighbourhood Forum for the BBEST Neighbourhood Area for five years in accordance with section 61F of the Town and Country Planning Act 1990.
  3. Publicise the BBEST Neighbourhood Area and Forum designations in accordance with Regulations 7 and 10 respectively of the Neighbourhood Planning (General) Regulations 2012.
  4. Approve the responses to representations on the BBEST Neighbourhood Area and Forum applications.
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**Background Papers:**

- a) Application to Designate BBEST Neighbourhood Area and Forum
  - b) Officer Summaries and Draft Responses - BBEST Neighbourhood Area and Forum Representations
  - c) Representations In Full - BBEST Neighbourhood Area and Forum
  - d) Plan Illustrating Recommended BBEST Boundary Amendments
  - e) Plan Illustrating Recommended BBEST Neighbourhood Area Designation
  - f) Equality Impact Assessment - BBEST Designation
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**Category of Report:**      **OPEN**

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## Statutory and Council Policy Checklist

<b>Financial Implications</b>
YES Cleared by: Catherine Rodgers
<b>Legal Implications</b>
YES Cleared by: Paul Bellingham
<b>Equality of Opportunity Implications</b>
YES Cleared by: Ian Oldershaw
<b>Tackling Health Inequalities Implications</b>
NO
<b>Human Rights Implications</b>
NO
<b>Environmental and Sustainability implications</b>
NO
<b>Economic Impact</b>
NO
<b>Community Safety Implications</b>
NO
<b>Human Resources Implications</b>
NO
<b>Property Implications</b>
NO
<b>Area(s) Affected</b>
Broomhill, Broomfield, Endcliffe, Summerfield and Tapton
<b>Relevant Cabinet Portfolio Lead</b>
Cabinet Member for Business, Skills and Development
<b>Relevant Scrutiny Committee</b>
Economic and Environmental Wellbeing
<b>Is the item a matter which is reserved for approval by the City Council?</b>
NO
<b>Press Release</b>
NO

## **REPORT TO THE CABINET**

### **BBEST (BROOMHILL, BROOMFIELD, ENDCLIFFE, SUMMERFIELD & TAPTON) NEIGHBOURHOOD AREA AND FORUM DESIGNATION**

#### **1.0 SUMMARY**

- 1.1 BBEST is a community group comprising residents of Broomhill, Broomfield, Endcliffe, Summerfield and Tapton, people who work in those parts of Sheffield and elected members of the Council who represent those parts of Sheffield. They have submitted a valid application for the City Council to designate their group as a Neighbourhood Forum and also to designate the BBEST Neighbourhood Area, which is the first stage in the neighbourhood plan process.
- 1.2 The Council consulted on the proposed BBEST Neighbourhood Area and Forum from the 11<sup>th</sup> April to the 23<sup>rd</sup> May 2014.
- 1.3 Evaluation of the application and consultation revealed no legal, financial or other issues that would warrant refusal. Three minor changes to the proposed boundary are recommended as part of the Area designation.

#### **2.0 WHAT DOES THIS MEAN FOR SHEFFIELD PEOPLE**

- 2.1 Designation of a neighbourhood area and forum for BBEST is the first stage in the neighbourhood plan process. Once designated BBEST Neighbourhood Forum can prepare a neighbourhood plan for the BBEST Neighbourhood Area.
- 2.2 Neighbourhood planning contributes directly to delivering the outcomes of Strategic Core Objective:
  - Great Place to Live – this outcome relates to the activities and assets that make local neighbourhoods attractive, safe accessible and vibrant so that Sheffield people feel happy and content about where they live.
- 2.3 A neighbourhood plan for BBEST ultimately allows the local community to promote development within their area while having a greater say in the way that development takes place.

#### **3.0 OUTCOME AND SUSTAINABILITY**

- 3.1 The designations would enable BBEST Neighbourhood Forum to prepare a neighbourhood plan for the BBEST Neighbourhood Area.
- 3.2 The Area and Forum designations are a positive contribution towards enabling sustainable development through a neighbourhood plan for the BBEST Neighbourhood Area.

## **4.0 EQUALITY IMPLICATIONS**

- 4.1 Fundamentally the proposed area designation is equality neutral affecting all local people equally regardless of age, sex, race, faith, disability, sexuality, etc.
- 4.2 To comply with the Town & Country Planning Act 1990 the City Council must be satisfied that the applications meet certain conditions to do with accessibility of membership and representation of the local area (see section 11). In addition to these legislative requirements the Council have a statutory Equality Duty to:
- Eliminate unlawful discrimination, harassment and victimisation;
  - Advance equality of opportunity; and foster good relations.
- This Equality Duty applies to the designation of a Neighbourhood Forum.
- 4.3 Evidence of openness, representativeness and intent are provided with the BBEST application:
- Item 5 of the covering letter with the application;
  - Section 5.1, 5.2, and 5.3c) of the application;
  - Section 5 of the proposed constitution (application appendix 3 )
- 4.4 An Equality Impact Assessment is provided as a background paper accompanying this report.

## **5.0 LEGAL IMPLICATIONS**

- 5.1 Section 61G(5) of the Town and Country Planning Act 1990 (“the 1990 Act”) requires a local planning authority to designate a neighbourhood area if it receives a valid application and some or all of the area has not yet been designated.
- 5.2 The proposed BBEST Neighbourhood Area complies with section 61G of the 1990 Act. The Council have considered whether they should designate the area concerned as a business area pursuant to section 61H. The area is not wholly or predominantly business in nature and therefore it is not considered appropriate to designate it as a business area. BBEST have complied with Regulation 5 of the Neighbourhood Planning (General) Regulations 2012 (“the Regulations”) which prescribes what an area application must contain. The Council has complied with Regulation 6 which requires the Council to publicise an area application. If the Neighbourhood Area is designated the Council then need to comply with Regulation 7 when publicising the designation.
- 5.3 Section 61F(5) of the 1990 Act permits a local planning authority to designate an organisation or body as a neighbourhood forum if the authority are satisfied that it meets the necessary conditions as prescribed in that section. This report sets out how the application meets those necessary conditions. BBEST have complied with Regulation 8 of the Regulations which prescribes what a forum application must contain. The Council has complied with Regulation 9 which requires the Council to

publicise a forum application. If the Neighbourhood Forum is designated the Council then need to comply with Regulation 10 when publicising the designation.

- 5.4 Section 61F(8)(a) of the 1990 Act states that a designation of a neighbourhood forum ceases to have effect five years from the day on which it is made. This doesn't affect the validity of any proposal for a neighbourhood plan made before the end of that period.
- 5.5 Section 61F(9) of the 1990 Act permits the Council to withdraw a neighbourhood forum designation if it is considered that the organisation or body is no longer meeting the conditions by reference to which it was designated, or any other criteria to which the Council were required to have regard in making the designation.
- 5.6 The delegation of Neighbourhood Area and Forum designations was decided by Cabinet on the 18<sup>th</sup> December 2013<sup>1</sup>. Whilst ordinarily such decisions would fall to the Head of Planning, or, in her absence, to the Forward and Area Planning Team Manager, because the proposed Neighbourhood Area affects two wards both designations are considered to be a "Key Decision". The decision to designate must therefore be made by Cabinet.

## **6.0 FINANCIAL IMPLICATIONS**

- 6.1 The Government's current financial support to local planning authorities for neighbourhood planning allows local planning authorities to recoup some of the cost they incur during the neighbourhood planning process.
- 6.2 The designation of a neighbourhood area and forum will allow a claim for £10,000 towards the costs of supporting the BBEST neighbourhood plan process to this point.
- 6.3 Further work is currently being undertaken regarding the wider financial implications of neighbourhood planning. Any additional costs that cannot be recouped from the Government's current financial support would have to be met from the existing service budgets.
- 6.4 Sheffield's Community Infrastructure Levy (CIL) is due to commence 1<sup>st</sup> April 2015. Once BBEST is designated the Council must engage with BBEST on the infrastructure expenditure of 15% of any CIL acquired from development in the BBEST area. Once BBEST have a neighbourhood plan this rises to 25%.

## **7.0 APPLICATION**

- 7.1 BBEST have applied to be designated as a Neighbourhood Forum and to designate a BBEST Neighbourhood Area, which is the first stage in the neighbourhood plan process. Their application is a "background paper"

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<sup>1</sup> <http://sheffielddemocracy.moderngov.co.uk/ieDecisionDetails.aspx?ID=1006>

accompanying this report.

- 7.2 BBEST's application to designate a Neighbourhood Area is valid in terms of the information submitted<sup>2</sup> and includes:
- (a) A map identifying the proposed Neighbourhood Area. See application appendix 1.
  - (b) A statement explaining why the proposed Neighbourhood Area is considered appropriate. See application appendix 2.
  - (c) A statement that BBEST is capable of being a relevant neighbourhood planning body. See application section 3.
- 7.3 BBEST's application to designate a Neighbourhood Forum is valid in terms of the information submitted<sup>3</sup> and includes:
- (a) The name of the proposed Neighbourhood Forum. See item e) 1. of the covering letter with the application and application section 4.1.
  - (b) A copy of the written constitution of the proposed Neighbourhood Forum. See application appendix 3.
  - (c) The name of the Neighbourhood Area to which the application relates and a map which identifies the Area. See item e) 3. of the covering letter with the application and application appendix 1.
  - (d) The contact details of at least one member of the proposed Neighbourhood Forum to be made public under regulations 9 and 10. See item e) 4. of the covering letter with the application.
  - (e) A statement which explains how the proposed Neighbourhood Forum meets the conditions contained in section 61F(5)(a) of the 1990 Act. See item e) 5. of the covering letter with the application and application section 5.
- 7.3 BBEST's initial application in November 2013 was based on best practice from elsewhere in the country. Nevertheless the Council considered it invalid (along with several subsequent applications) because of two main issues with drafts of their constitution:
- 1. Preventing workers who don't live in the proposed neighbourhood area from full membership<sup>4</sup>;
  - 2. The role of the "Steering Group".
- 7.4 The Council worked with BBEST to address these issues to the Council's satisfaction and as a result BBEST submitted an application that was considered valid on the 28<sup>th</sup> February 2014.

## **8.0 CONSULTATION**

- 8.1 Comments on the BBEST Neighbourhood Area and Forum application were invited for a six week period from the 11<sup>th</sup> April to the 23<sup>rd</sup> May 2014.
- 8.2 The following steps were taken to publicise the application:

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<sup>2</sup> Regulation 5, Neighbourhood Planning (General) Regulations 2012

<sup>3</sup> Regulation 8, Neighbourhood Planning (General) Regulations 2012

<sup>4</sup> Town & Country Planning Act 1990, C.8, Part III, Section 61F(5)(b)(ii)

- Notices were put up in and around the proposed Neighbourhood Area.
- Wrote to contacts drawn from Local Plan consultee database.
- Notified Councillors for Broomhill and Fulwood wards.
- Notified the Cabinet Member for Business, Skills and Development, the Chair of the Planning Board and Chairs of the South West and Central Local Area Partnerships.
- Notified Councillors for wards bordering the proposed neighbourhood area i.e. Crookes, Walkley, Central and Ecclesall
- The application was available to view from:
  - Broomhill Library
  - First Point, Howden House, Union Street
  - The Council's website ([www.sheffield.gov.uk/bbest-plan](http://www.sheffield.gov.uk/bbest-plan))
- Highlighted on our main neighbourhood planning webpage [www.sheffield.gov.uk/neighbourhood-planning](http://www.sheffield.gov.uk/neighbourhood-planning)
- Added [Planning News](#) webpage item
- Tweeted from @SCC\_Planning\_BC
- Issued Council Email Alert

8.3 Only three representations were received. These were from English Heritage, the Garden History Society and the University of Sheffield. The University of Sheffield subsequently withdrew their representation. Officer summaries and draft responses to the remaining representations are available in a background paper accompanying this report. The representations in full are available in another background paper.

## **9.0 THE UNIVERSITY OF SHEFFIELD**

9.1 The University of Sheffield plays a crucial role in the economic, cultural and social life in the city and region as a whole.

9.2 The University of Sheffield and BBEST have met on several occasions since the application. The University are now more engaged with the proposed neighbourhood plan.

9.3 The consultation on the University Campus Masterplan<sup>5</sup> closed on the 14<sup>th</sup> October 2014. It is apparent from the Campus Masterplan that the University and BBEST have a lot of common interests and concerns.

## **10.0 BOUNDARY CHANGES**

10.1 A rationale for the proposed boundary is provided by BBEST in appendix two of their application.

10.2 Discussions between BBEST and the University after the application highlighted that the proposed boundary splits St Marie's Primary School and the Ranmoor Student Village. BBEST were aware of this but considered it more important to follow the Conservation Area boundary. Council Officer have recommended a change to the boundary to include

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<sup>5</sup> <https://www.sheffield.ac.uk/campusmasterplan>



all of Ranmoor Student Village and exclude all of St Marie's Primary School and the applicant has confirmed that they would be happy with this.

- 10.3 Another recommended boundary change is to include all of Western Park. This was always the applicant's intention and is arguably more a matter of mapping accuracy rather than an actual boundary change.
- 10.4 The recommended boundary changes are shown in background paper "d) Plan Illustrating Recommended BBEST Boundary Amendments". These changes are now reflected in in background paper "e) Plan Illustrating Recommended BBEST Neighbourhood Area Designation"

## **11.0 ALTERNATIVE OPTIONS CONSIDERED**

- 11.1 English Heritage commented that where the proposed boundary runs very close to, but does not coincide with a Ward boundary, it should be changed to match the Ward boundary. We are not recommending this change, partly because of Ward boundary amendments in 2016, particularly for the Central Ward which has had a large increase in population.
- 11.2 Officer discussions with BBEST included the possibility of a smaller area which excluded the large institutions to the east such as the hospitals and University of Sheffield. However this was discounted on the grounds that the institutions were an integral part of the neighbourhood. An example of this is the student villages on the other side of the proposed Area. There were no representations that advocated this alternative option.

## **12.0 REASONS FOR THE RECOMMENDATION**

- 12.1 A local planning authority must designate a Neighbourhood Area if it receives a valid application and some or all of the area has not yet been designated<sup>6</sup>.
- 12.2 A local planning authority must consider the following questions when designating a Neighbourhood Area<sup>7</sup>:
- a) *Has a relevant body applied for an area specified in the neighbourhood area application to be designated by this authority?*  
Answer: Yes. This is set out in section three of the application.
  - b) *Does the proposed area cover any part of the area of a parish council?*  
Answer: No.
  - c) *How desirable it is to maintain the existing boundaries of areas already designated as neighbourhood areas (neighbourhood areas must not*

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<sup>6</sup> Town & Country Planning Act 1990, C.8, Part III, Section 61G(5)

<sup>7</sup> Town & Country Planning Act 1990, C.8, Part III, Section 61G and 61H

overlap)?

Answer: No surrounding areas are designated as neighbourhood areas.

d) *Should the area be designated as a business area?*

Answer: No. There are a number of businesses and large institutions in the area but it is not “wholly or predominantly business in nature”.

e) *Are there any valid planning reasons to deviate from the boundary which has been submitted?*

Answer: Yes. There are three minor deviations recommended because the proposed boundary cuts across a single property or “planning unit”. The recommended amendments are:

- (i) Include all of the Ranmoor Student Village
- (ii) Exclude all of St Marie’s Primary School
- (iii) Include all of Weston Park

BBEST’s rationale for the first two was to follow the Conservation Area boundary. The third is because we have more accurate mapping software available than BBEST had at the time of their application. The deviations are shown in background paper “d) Plan Illustrating Recommended BBEST Boundary Amendments”.

12.3 A local planning authority may designate an organisation as a Neighbourhood Forum if the authority are satisfied that it meets certain conditions<sup>8</sup>:

a) *Does the area consist of or include the whole or any part of the area of a parish council?*<sup>9</sup>

Answer: No.

b) *Is it established for the express purpose of promoting or improving the social, economic and environmental well- being of an area that consists of or includes the neighbourhood area concerned?*<sup>10</sup>

Answer: Yes. See the objectives of the proposed constitution in section 3 of appendix 3 in the application.

c) *Is membership open to individuals who live in the neighbourhood area concerned, work there, and are elected members of the City Council?*<sup>11</sup>

Answer: Yes. See application 5.1, 5.2c), 5.3c) and the first paragraph in section 5 of appendix 3 of the application.

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<sup>8</sup> Town & Country Planning Act 1990, C.8, Part III, Section 61F(5,6 & 7)

<sup>9</sup> Town & Country Planning Act 1990, C.8, Part III, Section 61F(4)

<sup>10</sup> Town & Country Planning Act 1990, C.8, Part III, Section 61F(5)(a)

<sup>11</sup> Town & Country Planning Act 1990, C.8, Part III, Section 61F(5)(b)

- d) *Does membership include a minimum of 21 individuals each of whom either live in the neighbourhood area concerned, work there, or are an elected member of the City Council?*<sup>12</sup>

Answer: Yes. See application 5.1, 5.2a), 5.2b) and the first paragraph in section 5 of appendix 3 of the application.

- e) *Does it have a written constitution?*<sup>13</sup>

Answer: Yes. See appendix 3 of the application.

- f) *Has it secured (or taken reasonable steps to attempt to secure) that its membership includes at least one individual who lives in the area, at least one individual who works in the area or one elected member in the area?*<sup>14</sup>

Answer: Yes. See application 5.1.

- g) *Is membership drawn from different places in the neighbourhood area concerned and from different sections of the community in that area?*<sup>15</sup>

Answer: Yes. See application 5.2.

- h) *Does the purpose reflect (in general terms) the character of that area?*<sup>16</sup>

Answer: Yes. See application 5.3.

- i) *Is there another proposed or designated neighbourhood forum for the proposed neighbourhood area?*<sup>17</sup>

Answer: No.

- j) *Has the organisation or body made an application to be designated?*<sup>18</sup>

Answer: Yes.

## **13.0 RECOMMENDATIONS**

- 13.1 Designate the BBEST Neighbourhood Area as shown in background paper “e) *Plan Illustrating Recommended BBEST Neighbourhood Area Designation*” in accordance with section 61G of the Town and Country Planning Act 1990.

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<sup>12</sup> Town & Country Planning Act 1990, C.8, Part III, Section 61F(5)(c)

<sup>13</sup> Town & Country Planning Act 1990, C.8, Part III, Section 61F(5)(d)

<sup>14</sup> Town & Country Planning Act 1990, C.8, Part III, Section 61F(7)(a)(i)

<sup>15</sup> Town & Country Planning Act 1990, C.8, Part III, Section 61F(7)(a)(ii)

<sup>16</sup> Town & Country Planning Act 1990, C.8, Part III, Section 61F(7)(a)(iii)

<sup>17</sup> Town & Country Planning Act 1990, C.8, Part III, Section 61F(7)(b)

<sup>18</sup> Town & Country Planning Act 1990, C.8, Part III, Section 61F(7)(c)

- 13.2 Designate the Broomhill, Broomfield, Endcliffe, Summerfield and Tapton (BBEST) Neighbourhood Forum as the only Neighbourhood Forum for the BBEST Neighbourhood Area for five years in accordance with section 61F of the Town and Country Planning Act 1990.
- 13.3 Publicise the BBEST Neighbourhood Area and Forum designations in accordance with Regulations 7 and 10 respectively of the Neighbourhood Planning (General) Regulations 2012.
- 13.4 Approve the responses to representations on the BBEST Neighbourhood Area and Forum applications.

Laurie Platt  
Planning Officer  
14 January 2015

BBEST Neighbourhood Planning Forum  
Postal address:  
c/o Anne Daw  
128 Harcourt Road  
Sheffield, S10 1DJ

Laurie Platt  
Sheffield City Council  
Forward Area Planning  
Howden House  
1 Union Street  
Sheffield, S1 2SH

27/02/14

Dear Laurie,

**Application for designation of a Neighbourhood Forum (Part 3, regulation 8) and a Neighbourhood Area (regulation 5)**

Following discussions regarding the submission of the Neighbourhood Area application in parallel with Neighbourhood Forum designation application, BBEST is pleased to submit for consideration this application for designation both as a Neighbourhood Area and Neighbourhood Forum.

The Neighbourhood Planning (General) Regulations 2012 state that, where an organisation or body submits a neighbourhood forum application to the local planning authority, it must include:

- a) the name of the proposed neighbourhood forum
- b) a copy of the written constitution of the proposed neighbourhood forum
- c) the name of the neighbourhood area to which the application relates and a map which identifies the area
- d) contact details of at least one member of the proposed neighbourhood forum to be made public under 2012 regulations 8 (d).
- e) a statement setting out how the proposed neighbourhood forum meets the conditions contained in section 61F(5) of the 1990 Act.

1. The name of the proposed forum is Broomhill, Broomfield, Endcliffe, Summerfield and Tapton (BBEST) Neighbourhood Planning Forum
2. Written Constitution: The original constitution was formally agreed at a meeting on the 22<sup>nd</sup> October by a group of over 21 residents, including a councillor, and with two businesses within the area also represented. Following comments by Sheffield Council's legal department, revisions were made to this constitution and circulated to all members. These revisions were formally agreed at a general meeting on 25<sup>th</sup> February, 2014 by unanimous vote in favour of the revisions. The agreed constitution is attached as Appendix 3.
3. The area to which the application relates shall be called the BBEST area and is identified by the map in Appendix 1

4. Contact details:

BBEST  
c/o Anne Daw  
128 Harcourt Road  
Sheffield, S10 1DJ

[information@bbest.org.uk](mailto:information@bbest.org.uk)

5. BBEST has been created and conducts itself in accordance with section 61F (5) of the 1990 Act. It was started by individual residents and representatives of local community groups within the area for the purpose of preparing a Neighbourhood Plan for the BBEST area. A public meeting was held on 22<sup>nd</sup> October, 2013 at which a group of more than 21 people gave approval for the setting up and purpose of the Forum.

A steering group of voluntary office holders, representatives of community groups, local students, and interested individuals is responsible for the administration of the neighbourhood planning process. The first AGM was held on 10<sup>th</sup> December, 2013 and was advertised by leafleting and posters at the local infant school, park and community notice boards. Further publicity was undertaken in the form of an announcement on the BBEST website and a press release to the local papers prior to the meeting.

BBEST currently has 45 members representing a wide range of individuals, both geographically and in age and circumstance. Members include individuals from each of the named areas (Broomhill, Broomfield, Endcliffe, Summerfield, & Tapton). There are also members from the business community working in the area and students and staff from Sheffield University, who live in the area. BBEST has enthusiastic support of local Councillors representing the area with one Councillor as a founder signatory. Consultation and information will be publicised through the website and, where requested, by post to members. The Forum is actively expanding its links with businesses and organisations with an interest in the BBEST area.

In addition to the above requirements, we have been asked to provide evidence that BBEST complies with section 67F(7)(a) in schedule 9. This section states that the decision to designate a Neighbourhood Planning Forum must have regard to the desirability of designating an organisation or body—

- (i) which has secured (or taken reasonable steps to attempt to secure) that its membership includes at least one individual falling within each of subparagraphs (i) to (iii) of subsection (5)(b),
- (ii) whose membership is drawn from different places in the neighbourhood area concerned and from different sections of the community in that area, and
- (iii) whose purpose reflects (in general terms) the character of that area,

The evidence that BBEST meets these conditions is set out in section 5 of the Application below.

We believe BBEST satisfies the requirements of the regulations and trust the information provided in this application is sufficient to progress the application for

designation of a Neighbourhood Area and Forum. Please let us know if you would like further information.

We understand that the regulations require the local planning authority to publicise this application for not less than 6 weeks before reaching a decision. We would appreciate your confirmation of receipt of this application and, if satisfactory, the date of commencement of the 6 week consultation period.

Yours sincerely,

Anne Daw

Vice-Chair  
[atd@bbest.org.uk](mailto:atd@bbest.org.uk)

## TOWN AND COUNTRY PLANNING ENGLAND

### **The Neighbourhood Planning (General Regulations)2012**

Application is hereby made to the Sheffield City Council as the Local Planning Authority for the designation of a Neighbourhood Forum in accordance with the above regulations.

#### **1. Designation of Neighbourhood Area (Regulation 5)**

A Map which identifies the area to which the application relates is included as Appendix One (Regulation 5a)

#### **2. Statement explaining why this area is considered appropriate to be designated a Neighbourhood Area (Regulation 5b)**

2.1 An appendix is attached explain the rationale behind the proposed area (Appendix Two).

2.2 No part of the proposed Neighbourhood area overlaps with any part of any other Neighbourhood Area (Section 61G(7) of the Act)

#### **3 Statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the 1990 Town and Country Planning Act (Regulation 5c)**

3.1 The application is fully supported by community bodies, and the network of residents and businesses in the area have worked together for many years, in bodies such as those mentioned in Appendix Two, and in events like the Broomhill Festival.

3.2 The Forum has successfully operated on both an informal and formal basis for a number of months, and at three meetings has debated and agreed the constitution and area boundary.

3.3 There is a good cross section of people in the neighbourhood in the current composition of the forum, living in different parts of the area, and including long standing, new and student residents, as well as businesses. There is a clear commitment to expand this, with a constitution that emphasises openness and inclusivity.

3.4 There is a strong commitment to consultation built into the constitution and this is a principle that lies at the heart of the work of the forum.

3.6 No part of the area consists of the whole or any part of a Parish Council (Section 61G(3b))

#### **4 Application**

4.1 The name of the proposed forum (regulation 8a) is:  
Broomhill, Broomfield, Endcliffe, Summerfield, & Tapton (BBEST)  
Neighbourhood Forum



4.2 The proposed constitution (regulation 8b) is attached as Appendix Three.

4.3 The map of the area covered by the Forum (regulation 8c) is attached as Appendix One

4.4 At a meeting on the 22<sup>nd</sup> October, 2013 the originally proposed constitution and boundary were formally agreed, by a group of over 21 residents, including a councillor, and with two businesses within the area also represented. Amendments were made to this constitution following comments by the Sheffield legal council. These amendments were circulated to all members and agreed at a general meeting by unanimous vote on 25<sup>th</sup> February, 2014.

## **5. Desirability of Designating BBEST (regulation 67F(7)(a) in schedule 9)**

5.1 BBEST has at least one member from each of the following groups

- a) People who live in the area – steering group officers
- b) People who work in the area – Managers of Oxfam Shop Fulwood Road and Beanies Wholefoods
- c) Elected City Councillor representing the area – Shaffaq Mohammed

5.2 BBEST members are drawn from different locations and sections of the community:

- a) Members live all across the designated area boundary, including members from each of the named areas (Broomhill, Broomfield, Edncliffe, Summerfield, & Tapton). Additional members are being actively sought for those areas that are comparatively underrepresented.
- b) Members represent various sections of the community including owners, renters, students, long term residents, old and young.
- c) Membership is open to all who live or work within the BBEST area

5.3 The BBEST purpose reflects the character of the area

- a) The BBEST purpose is to improve the social, economic, and environmental well being of the area through the production of a Neighbourhood Plan.
- b) This purpose is reflected in the area itself, which covers the retail hub of the area, the residential areas, open spaces and parks. In addition, it covers several potential development sites where development would have a significant impact on the social, economic, and environmental well being of the area.
- c) Membership is open to anyone who lives or works in the area. Membership is currently diverse and represents people from all three areas relating to the purpose of BBEST. Membership from community

groups like the Broomhill Festival group (social), Friends of Crookesmoor Parks (environmental), and business owners (economic) are current evidence that the representation of members reflects the purpose of the group. Further public awareness of the purpose of BBEST through continued publicity will increase the diversity of participation in the development of the Neighbourhood Plan.

d) Consultation on the Neighbourhood Plan will include consultation with major employers in the area as well as with community groups, charities, and schools.

Submitted on behalf of the proposed Forum by the Vice Chair, Chair, and Steering Group member

Anne Daw,  
Peter Marsh,  
Alan Wellings

14<sup>th</sup> November 2013, revised on 24<sup>th</sup> November 2013, revised on 10<sup>th</sup> December 2013, revised on 20<sup>th</sup> December 2013, revised on 9<sup>th</sup> January 2014, and revised on 27<sup>th</sup> February 2014.

Appendix One  
Map of proposed area

Appendix Two  
Rationale for proposed area

Appendix Three  
Proposed Constituion





## **APPENDIX TWO**

### **BBEST BOUNDARY RATIONALE**

The boundary has been discussed and debated over the course of several months. The final version was debated and agreed at a meeting of the founding signatories and is believed to be a robust and cohesive area boundary. The development of the boundary has been based upon a perceived sense of neighbourhood, and also on a number of critical factors about the area. These have included the designated conservation areas, the topography and physical constraints of the area (related in some large degree to sense of neighbourhood), the importance of a district centre, and the importance of open space in the area. These issues are covered in some detail below.

Ward boundaries have not been ignored in the development of the proposed area boundary, but in the light of potential future ward boundary revisions, and the importance of other factors, they have not been a significant aspect in determining the boundary. As primarily political boundaries, ward boundaries do not necessarily reflect the perceived neighbourhood boundary or respect significant open spaces and contexts. It was therefore agreed that the factors mentioned in the previous paragraph were more important in deciding what is a coherent boundary. Nonetheless, most of the proposed area is within Broomhill Ward, with a small section within Fulwood Ward.

Most of the boundary runs along roads and much of its length follows more or less closely the boundaries of the Broomhill, Endcliffe and Northumberland Road Conservation areas. At the Northeast end of the proposed forum area the boundary has been extended to run along Crookesmoor Road and Winter Street and to include Weston Park where the boundary is that of the Park/University sites; on the South edge, along Endcliffe Vale Road, the decision was taken to include the Glade and Glen areas as being more part of Endcliffe than the neighbourhood further South; the North West boundary was extended beyond the Endcliffe Conservation Area to include sites of University residences and Tapton Hall West of Shore Lane; and the North boundary goes beyond the North edge of the Broomhill Conservation Area to run along Tapton Crescent Road and Lydgate Lane.

The proposed area has a continuous “spine” road on the longest axis, running West to East and in different parts named Fulwood Road, Whitham Road and Western Bank; and it is crossed Northwest to Southeast by the A57.

There is a unity of development in the area, and in so far as there is use change again this is common throughout the area. The major part of the proposed Neighbourhood comprises buildings originally constructed as family houses. Most of these date from the mid and late Victorian and Edwardian periods and these, many with large gardens and mature trees, are the buildings which characterise much of the area. Several large and numerous smaller institutions and companies are based in the area, including hospitals, portions of the University of Sheffield, and many independent schools as well as state schools;

these institutions have converted a significant number of large houses for their organisations' purposes and many other houses have been acquired by private landlords or property companies to use as HMOs or to convert into apartments.

The sections below outline additional detail used in considering the boundary, all of which have been actively debated locally.

#### CONSERVATION AREAS

As stated above, the proposed neighbourhood plan area covers the whole of the Broomhill, Endcliffe and Nothumberland Road Conservation Areas, with extensions to the E, S, W and N as detailed above. The extensions reflect our judgements about where neighbourhoods go beyond Conservation Area boundaries; about the appropriateness of particular roads to define boundaries; and our discussions with residents on the edges of our proposed forum area about whether they and their neighbours feel more a part of our proposed area or of adjoining areas. This last has led to some interesting discussions about the likelihood of further neighbourhood planning forums being created on the proposed BBEST boundaries, discussions which have tended to strengthen the support for being part of BBEST from those who we had thought might look elsewhere for their "neighbourhood."

#### TOPOGRAPHY AND PHYSICAL FEATURES

The topography of the area is difficult to discern on a map, but is a significant factor in determining neighbourhood identity. Where there are steep slopes, they create physical barriers to pedestrians, discouraging regular routes across them and influencing neighbourhood groupings and choice of retail locations.

The proposed area is generally on a slope from northwest to southeast. The slope becomes significantly steeper along the north and northeast boundaries where the hill falls away very steeply to the north of Crookes Valley Road and rises steeply from Crookesmoor Road up to the northwest into what is Crookes. Similarly, the area of housing on the roads running north-south, from Riverside down to Brocco Bank, slopes down to Hunters Bar and is more associated with the retail centre on Ecclesall Road, than to Broomhill centre, which would be an uphill trudge. This is also true of the areas to the South of Brocco Bank. Although the slope is much more gentle here, the pull of the retail establishments on Ecclesall Road are more powerful influences on this area. Consequently, the boundaries of Crookesmoor Road, Crookes Valley Road, Brocco Bank, and the north-south roads between Riverside and Brocco Bank were significant influences in defining the proposed plan area.

#### THE DISTRICT CENTRE

The proposed area has at its heart the District Shopping Centre of Broomhill. The whole area is within approximately ten minutes walk of these shops. The shops are very important to local residents, and they provide a focus for the entire

proposed area. They also face substantial pressures, and are keen to engage in planning debates to improve the functioning of the local shopping economy.

#### OPEN SPACE

On the basis of the accepted guidelines the area is seriously short of green space, both public open space, publicly accessible private space and green space which, while not publicly accessible, is of a kind acknowledged as an amenity. Over the past three decades green space has been used for University residential developments and commercial housing and further losses of green space could be imminent. Enhancing and improving green spaces has been a local priority for many years. The boundary therefore includes green space that is of substantial local importance, notably Weston Park.

## **APPENDIX THREE**

### **Broomhill, Broomfield, Endcliffe, Summerfield, & Tapton (BBEST) NEIGHBOURHOOD PLANNING FORUM**

#### **PROPOSED CONSTITUTION**

##### **1. NAME**

The name shall be the Broomhill, Broomfield, Endcliffe, Summerfield, & Tapton (BBEST) Neighbourhood Forum, referred to in the rest of this Constitution as BBEST.

##### **2. AREA OF BENEFIT**

BBEST will pursue its objectives in the areas known as Broomhill, Broomfield, Endcliffe, Summerfield, & Tapton Neighbourhood Area for the benefit of those who live and work in the area, including business operators, institutions, properly constituted community and voluntary groups and individual residents.

To avoid doubt, this area is designated by BBEST for the purpose of the preparation of a Neighbourhood Plan under the Localism Act. A map of the area is attached in Appendix A for reference.

##### **3. OBJECTIVES**

The objectives of BBEST shall be to:

- To prepare, implement, and monitor a Neighbourhood Plan for the BBEST Neighbourhood area.
- To promote or improve the social, economic and environmental well-being of the BBEST Neighbourhood Area
- To encourage the goodwill and involvement of the wider community in the preparation, production and implementation of a Neighbourhood Plan;
- To engage as fully as possible with all community groups within the BBEST area.

##### **4. POWERS**

In furtherance of the objectives, but not otherwise, BBEST may exercise the power to:

- Take reasonable actions to achieve the objectives of BBEST, including taking out any contracts that it may see fit.

- Employ staff (who shall not be members of the Steering Group), and engage volunteers, as necessary to conduct activities to meet the objectives
- Publicise and promote the work of BBEST and organise meetings, training courses, events, seminars, etc.
- Work with groups of a similar nature and exchange information, advice and ideas with them, and also cooperate with other voluntary bodies, charities, statutory and non-statutory organisations
- Invite and receive contributions, set membership subscriptions, and raise funds as it judges appropriate, to finance the work of BBEST, and to open a bank account to manage such funds.

## **5. MEMBERSHIP**

BBEST shall have a minimum of 21 members who live in the BBEST Neighbourhood Area or who are elected members of the city council who represent wards in the BBEST neighbourhood area.

Applications for membership shall be made to the BBEST secretary.

Members will be encouraged to participate in all activities of BBEST. All meetings will be publicised and open to all members.

BBEST will seek Members from different parts of the area of benefit and different sections of the community in the area of benefit.

Any member of BBEST may resign his/her membership by providing the Secretary with written notice. Membership will be renewable annually and any member who does not renew his/her membership may be deemed to have resigned.

The Forum can liaise with the larger employers in the BBEST area via designated representatives of those employers.

## **6. MEETINGS**

### General meetings

Shall take place as needed, all members will be invited, there will be at least one per year (which would then be the Annual General Meeting).

### Annual General Meetings

- All the members of BBEST shall be invited to a general meeting at least once per year. This shall be its annual general meeting (AGM) where the Steering Group will be elected and a report of activities in relation to each of BBEST's objectives by the Chairperson and a statement of income and expenditure will be presented by the Treasurer.
- For AGM business to be conducted, a quorum of at least 10 people must be present at the meeting.



- All members on the membership register are entitled to vote at the AGM. Voting shall be made by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision.
- All members shall be given at least twenty eight (28) days' notice of when an AGM is due to take place by either email or text and all meetings will be publicised via notices posted on the BBEST website and in prominent publicly accessible locations, such as the Broomhill Community Notice board, and other similar locations.
- Dissolution of BBEST can only be made at an Annual General Meeting.
- Any member wishing to amend clause 1 'Name' or clause 3 'Objectives', must give written notice to the Chair, with the signatures of the proposer and seconder, and members must receive the wording of the proposal at least 14 days prior to the meeting at which it is first to be considered. The resolution must be agreed by at least 75% of those members present.
- Any member wishing to amend any part of this Constitution, other than Clause 1 'Name' and Clause 3 'Objectives', must submit their proposal to the Chair in writing, with the signatures of the proposer and seconder, at least 7 days prior to the meeting at which it is first to be considered. The resolution must be agreed by at least 2/3 of those members present.
- Any potential conflict of interest by a voting member (e.g. where a policy would affect the business interests of a forum member) must be declared and minuted, and the individual must abstain from any discussion or vote on the matter involved in the conflict of interest.

#### Steering Group Meetings

- The Steering Group shall meet regularly to administer the group, monitor progress to date, consider future developments and timetabling, and to report to members.
- All Steering Group meetings shall be open for any member who wishes to attend and to participate, whether or not they are elected members of the Steering Group.
- The Steering Group may also invite non-members who support the aims of BBEST to attend.
- All BBEST Members shall be given at least seven (7) days' notice of a Steering Group meeting by e mail or telephone, or as otherwise agreed at a meeting of the Steering Group. Regular meeting dates shall also be posted on the BBEST website.
- Neighbourhood groups will be invited to nominate an observer to attend the Steering Group for liaison, and members of the Steering Group will attend relevant neighbourhood meetings as requested.
- At least 50% of steering group members must be present in order for a meeting to take place.

#### **7. ADMINISTRATION**

- BBEST shall be administered by a Steering Group of no less than four (4) people and no more than twelve (12), who must be at least 18 years of age.

- Members of the Steering Group will be elected for a period of up to one year, but must stand for re-election at BBEST's AGM.
- There may be up to three ex-officio members of the group drawn from relevant organisations in the area.

## **8. OFFICERS OF THE STEERING GROUP**

BBEST Steering Group shall be elected at the inaugural meeting of BBEST and will be re-elected at subsequent Annual General Meetings of BBEST. All members of the Steering Group shall take an active role in administering the work of BBEST. Other members of BBEST are also welcome to be active in this work. The Steering Group will elect officers from among its elected members as follows:

The Chair- It shall be the responsibility of the Chairperson to chair all meetings, or a designated deputy in his/her absence, and to ensure that meetings are held in accordance with the provisions of BBEST constitution. In the event of a tied vote at meetings the Chair shall have a casting vote.

The Deputy Chair- It shall be the responsibility of the Deputy Chairperson to deputise for the Chair as needed.

The Treasurer – It shall be the responsibility of the Treasurer to ensure that the finance provisions of the constitution (see clause 9 below) are carried out.

The Secretary - It shall be the responsibility of the Secretary to keep a register of members, ensure that minutes are taken of all meetings and that the minutes are published and emailed to all members (or posted where necessary) and uploaded to the BBEST website.

## **9. THE FINANCES OF BBEST**

- Any money acquired by BBEST, including donations, contributions and bequests, shall be paid into an account operated by the Steering Group in the name of BBEST.
- All funds must be applied to the objectives of BBEST and for no other purpose.
- Bank accounts shall be opened in the name of BBEST. Any deeds, cheques etc drawing from BBEST's bank account shall be signed by at least two (2) of the following committee members: Chairperson; Vice Chair; Treasurer; Secretary.
- Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that BBEST stays within budget.
- Official accounts shall be maintained, and be available for examination on request.
- An annual financial report shall be presented at the AGM.

## **10. NEIGHBOURHOOD PLANNING**

- Any decision to undertake, consult on or submit to the local planning authority for approval any neighbourhood Plan shall be subject to a vote at a meeting of all members of BBEST.

- All consultation on the Neighbourhood Plan will be open to all residents and businesses whether members of BBEST or not.
- BBEST will use a variety of means to publicise the neighbourhood planning process, record it and seek views of the public.
- BBEST members will develop the neighbourhood plan working with the local planning authority and any independent experts or advisors as they see fit.
- At the discretion of BBEST a task group can be delegated for a specific element of the Neighbourhood Plan. The task group may co-opt members as it sees fit.

#### **11. DURATION & DISSOLUTION**

The duration of the BBEST Neighbourhood Forum is 5 years from its formal designation by Sheffield City Council, and at its AGM at the end of year 4, the AGM will give consideration to a continuing or successor organisation to maintain and monitor the BBEST Neighbourhood Plan. Any such resolution should be supported by at least three quarters of members present at the meeting.

The dissolution of the group and dispersment of any remaining funds will be considered at the following Annual General Meeting. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups as approved at the AGM.

# Officer Summaries and Draft Responses to BBEST Neighbourhood Area and Forum Representations

## **1. Introduction**

BBEST (Broomhill, Broomfield, Endcliffe, Summerfield and Tapton) has submitted an application to designate a neighbourhood area and an application to be designated as a neighbourhood forum. Comments on both applications were invited by Sheffield City Council (SCC) for a six week period between the 11<sup>th</sup> April and the 23<sup>rd</sup> May 2014.

The purpose of this document is to summarise the comments received and provide draft responses. The comments in full are in another document.

## **2. English Heritage**

In addition to comments in response to the area and forum application English Heritage response includes information on their neighbourhood planning role. They have also provided a summary and details of heritage related aspects of the proposed area, which will assist BBEST if or when they proceed with developing the content of their plan.

### **Issue: Matching with Ward Boundaries**

#### **Comment Summary (EH1)**

*Where the proposed boundary runs very close to, but does not coincide with a Ward boundary, it should be changed to match the Ward boundary.*

Draft SCC Response:

- A boundary following Ward boundaries may have advantages in terms of less complicated communications with Ward Councillors and the referendum at the end of the process.
- It is unlikely that any urban area of Sheffield would consider its neighbourhood to coincide with a Ward boundary.
- The boundary rationale provided in appendix two of the BBEST application highlights that “as primarily political boundaries, Ward boundaries do not necessarily reflect the perceived neighbourhood boundary”.
- BBEST’s boundary rationale also mentions Ward boundary revisions. The Central Ward has had the largest population change therefore its boundary is likely to change the most, with implications for neighbouring areas such as BBEST.

## **3. Garden History Society**

The Garden History Society comments did not relate specifically to the proposed neighbourhood area. They more generally advocated that any plan take account of matters related to garden history.



## **Representations In Full**

### **BBEST Neighbourhood Area and Forum Representations**

#### **Contents**

1. English Heritage
2. Garden History Society



ENGLISH HERITAGE  
YORKSHIRE

Forward & Area Plans,  
Planning Service,  
Sheffield City Council,  
Howden House,  
1 Union Street,  
SHEFFIELD,  
S1 2SH

Our ref: Y/HP/NP/SY/SHF/BBEST/CTB  
Your ref: -

Telephone 01904 601 879  
Email Craig.Broadwith@english-  
heritage.org.uk

20 May 2014

Dear Sir or Madam,  
**Neighbourhood Planning Area Consultation  
Broomhill, Broomfield, Endcliffe, Summerfield & Tapton (BBEST)  
Neighbourhood Planning Forum**

Thank you for giving notice that the BBEST Neighbourhood Planning Forum has applied to Sheffield City Council for designation of a Neighbourhood Plan Area under Part 2 of the Neighbourhood Planning (General) Regulations 2012. English Heritage has no general objection to this proposal however, we do note that the boundary of the area runs very close to, but does not coincide with Ward boundaries in certain parts of the area. We would advise that it would be preferable if Ward and Neighbourhood Plan boundaries were the same, in such situations. We accept that where there are strong geographical or townscape features which suggest a boundary line, that a boundary following such a line would be reasonable.

We would like to take the opportunity of your consultation to raise the following issues setting out the support English Heritage is able to offer in relation to Neighbourhood Plans.

The area identified by for the BBEST Neighbourhood Planning Forum Neighbourhood Plan includes the Broomhill and Endcliffe Conservation Areas, and borders the Broomhall, Hanover and Ranmoor Conservation Areas and includes a number of important designated heritage assets, including the Mappin Art Gallery, Endcliffe Hall, King Edward VII School, The Mount (listed grade II\*) and 54 grade II listed buildings, which are marked on the attached map and itemised on the attached Schedule. Sheffield City Council and the South Yorkshire Archaeology Service's Historic Environment Record should be able to provide details of all these designations, or alternatively, information can be found at the Heritage List for England website: <http://list.english-heritage.org.uk/> .



There are currently no designated heritage assets which appear on English Heritage's <http://www.english-heritage.org.uk/publications/har-2013-registers/yorks-HAR-register-2013.pdf> Heritage At Risk Register 2013 (<http://www.english-heritage.org.uk/publications/har-2013-registers/yorks-HAR-register-2013.pdf>). We would however advise that the City Council's local Listed Buildings At Risk Register should be consulted, and when published the Heritage At Risk Register 2014 should also be consulted, to inform the development of policies within the Neighbourhood Plan.

Research has clearly demonstrated that local people value their heritage<sup>1</sup> and Neighbourhood Plans are a positive way to help them manage it. English Heritage wants to support you in helping communities protect what they care about.

English Heritage is expecting that as Neighbourhood Planning Forums such as the BBEST Neighbourhood Planning Forum come to you to seek advice on preparing Neighbourhood Plans they will value advice on how best to understand what heritage they have and assistance on preparing appropriate policies.

Information held by the Council and used in the preparation of your Local Plan is often the starting point for Neighbourhood Plans. Other useful information may be available from the Historic Environment Record Centres or local environmental and amenity groups. English Heritage also publishes a wide range of relevant guidance. Links to these can be found in the appendix to this letter.

Plan preparation also offers the opportunity to harness a community's interest in the historic environment by getting them to help add to the evidence base, perhaps by creating and or reviewing a local heritage list, inputting to the preparation of conservation area appraisals and undertaking historic characterisation surveys.

English Heritage has a statutory role in the development plan process and there is a duty on either you as the Local Planning Authority or the Neighbourhood Planning Forums to consult English Heritage on any Neighbourhood Plan where our interests are considered to be affected as well as a duty to consult us on all Neighbourhood Development Orders and Community Right to Build Orders.

Should a Strategic Environmental Assessment/Sustainability Appraisal be required we again have a formal role in that process.

English Heritage will target its limited resources efficiently. We will directly advise on proposals with the potential for major change to significant, nationally important heritage assets and their settings. Our local office may also advise communities where they wish to engage directly with us, subject to local priorities and capacity.

Of course the nature of the locally-led neighbourhood plan process is that the community itself should determine its own agenda based on the issues it is concerned about. At the same time, as a national organisation able increasingly to draw upon our experiences of neighbourhood planning exercises across the country, our input, agreed on a case by case basis, can help those communities

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<sup>1</sup> English Heritage, *Heritage Counts*, 2008



reflect upon the special (heritage) qualities which define their area to best ensure that optimum and sustainable outcomes are achieved.

To this end information on our website might be of initial assistance  
<http://www.english-heritage.org.uk/caring/get-involved/improving-your-neighbourhood/>

Should you wish to discuss any points within this letter, or if there are issues about this particular Neighbourhood Plan Area where the historic environment is paramount, please do not hesitate to contact me.

Should the City Council, or the BBEST Neighbourhood Planning Forum require further advice from English Heritage on the development of the Neighbourhood Plan, please do not hesitate to contact us to discuss this.

Could I respectfully suggest that you copy this response to the BBEST Neighbourhood Planning Forum for their information.

Thank you.

Yours faithfully,

**Craig Broadwith**

Historic Places Adviser

E-mail: [craig.broadwith@english-heritage.org.uk](mailto:craig.broadwith@english-heritage.org.uk)





## **Appendix**

**The National Heritage List for England**: a full list with descriptions of England's listed buildings: <http://list.english-heritage.org.uk>

**Heritage Gateway**: includes local records of historic buildings and features [www.heritagegateway.org.uk](http://www.heritagegateway.org.uk)

**English Heritage's Advice by topic**: you can search for advice on a range of issues relating to the historic environment in the Advice section of our website

**Heritage Counts**: facts and figures on the historic environment <http://hc.english-heritage.org.uk>

**HELM (Historic Environment Local Management)** provides accessible information, training and guidance to decision makers whose actions affect the historic environment. [www.helm.org.uk](http://www.helm.org.uk) or [www.helm.org.uk/communityplanning](http://www.helm.org.uk/communityplanning)

**Heritage at Risk** programme provides a picture of the health of England's built heritage alongside advice on how best to save those sites most at risk of being lost forever. <http://www.english-heritage.org.uk/caring/heritage-at-risk>

**Placecheck** provides a method of taking the first steps in deciding how to improve an area. <http://www.placecheck.info/>

**The Building in Context** Toolkit grew out of the publication 'Building in Context' published by EH and CABE in 2001. The purpose of the publication is to stimulate a high standard of design when development takes place in historically sensitive contexts. The founding principle is that all successful design solutions depend on allowing time for a thorough site analysis and character appraisal of context. <http://building-in-context.org/toolkit.html>

**Knowing Your Place** deals with the incorporation of local heritage within plans that rural communities are producing, <http://www.english-heritage.org.uk/publications/knowning-your-place/>

**Planning for the Environment at the Neighbourhood Level** produced jointly by English Heritage, Natural England, the Environment Agency and the Forestry Commission gives ideas on how to improve the local environment and sources of information. <http://publications.environment-agency.gov.uk/PDF/GEHO0212BWAZ-E-E.pdf>

**Good Practice Guide for Local Heritage Listing** produced by English Heritage uses good practice to support the creation and management of local heritage lists. <http://www.english-heritage.org.uk/caring/listing/local/local-designations/local-list/>

**Understanding Place** series describes current approaches to and applications of historic characterisation in planning together with a series of case studies <http://www.helm.org.uk/server/show/nav.19604>





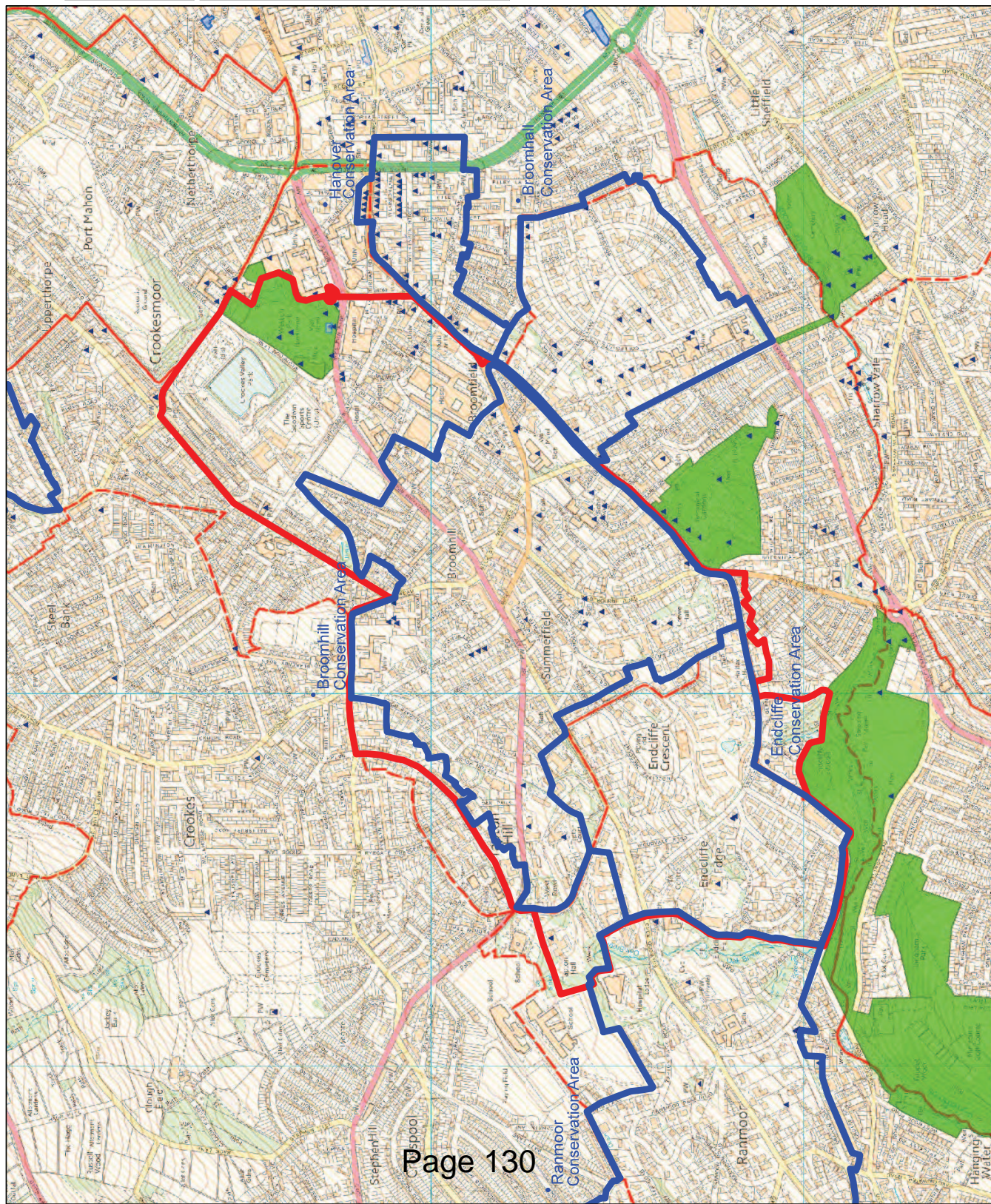
**BBEST Neighbourhood Plan Boundary, Sheffield**

**# ENGLISH HERITAGE**  
1 Waterhouse Square, 138-140 Leazes, EC1M 2ST  
Tel: 020 7973 3000 Fax: 020 7973 3001  
www.english-heritage.org.uk

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**Map Scale:** 1:10,000  
**Print Date:** 14 May 2014  
**Author:** EHC1/Broadwith

**Notes:**





**Broomhill, Broomfield, Endcliffe, Summerfield & Tapton Neighbourhood Plan**  
**Schedule of Designated Heritage Assets**

**Listed Buildings**

**Grade II\* (4)**

MAPPIN ART GALLERY	Listing	II*	28/06/1973
ENDCLIFFE HALL WITH SCREEN WALL TO NORTH WEST AND TERRACE WALL AND STEPS TO SOUTH AND WEST	Listing	II*	28/06/1973
KING EDWARD VII UPPER SCHOOL	Listing	II*	28/06/1973
THE MOUNT	Listing	II*	28/06/1973

**Grade II (54)**

ASHDELL AND ADJOINING STABLE AND WALLS	Listing	II	28/06/1973
BOUNDARY WALL AND GATE PIERS AT ASHDELL	Listing	II	12/12/1995
SEWER GAS LAMP AT JUNCTION OF ASHDELL AND WESTBOURNE ROAD	Listing	II	12/12/1995
KERSAL MOUNT AND ADJOINING SERVICE WING	Listing	II	12/12/1995
GATEWAY AND BOUNDARY WALLS TO NUMBER 115 KERSAL MOUNT	Listing	II	12/12/1995
SEWER GAS LAMP AT NORTH WEST END	Listing	II	12/12/1995
17, PISGAH HOUSE ROAD	Listing	II	28/06/1973
SHEFFIELD HIGH SCHOOL FOR GIRLS	Listing	II	12/12/1995
ORNAMENTAL CHIMNEY 40 METRES NORTH WEST OF NUMBER 2 (NUMBER 2 NOT INCLUDED)	Listing	II	12/12/1995
BOUNDARY WALL AND GATE TO NUMBER 8	Listing	II	12/12/1995
CHURCH OF ST MARK	Listing	II	28/06/1973
UNIVERSITY OF SHEFFIELD HEALTH CENTRE	Listing	II	12/12/1995
8, CLAREMONT PLACE	Listing	II	12/12/1995
NUMBERS 4-20 AND 20A AND STEPS WALLS AND RAILINGS	Listing	II	12/12/1995
WARDENS HOUSE AT CREWE HALL (UNIVERSITY OF SHEFFIELD)	Listing	II	28/06/1973
SHEFFIELD CENTRE SPIRITUALIST CHURCH	Listing	II	12/12/1995
FORMER LODGE GATE PIERS AND BOUNDARY WALL TO ETRURIA HOUSE HOTEL	Listing	II	12/12/1995
ETRURIA HOUSE HOTEL	Listing	II	12/12/1995
STEPS TERRACE WALL AND GAS LAMP AT NUMBER 91 ETRURIA HOUSE HOTEL	Listing	II	12/12/1995
TAPTON HALL AND ATTACHED TERRACE WALL	Listing	II	28/06/1973
BOUNDARY WALL AND RAILINGS ATTACHED TO NUMBERS 9 AND 11	Listing	II	28/06/1973
BOUNDARY WALL AND RAILINGS ATTACHED TO NUMBERS 17 AND 19	Listing	II	28/06/1973
ASHGROVE, RADIO SHEFFIELD	Listing	II	28/06/1973
GATEWAY AT SOUTH EAST CORNER OF PARK	Listing	II	28/06/1973
SAINT CECILIA HOUSE	Listing	II	12/12/1995

**Listed Buildings  
Grade II (Continued)**

303, WESTERN BANK	Listing	II	12/12/1995
GATEWAY AT SOUTH WEST ENTRANCE	Listing	II	12/12/1995
MEMORIAL TO GODFREY SYKES 80 METRES NORTH EAST OF MAPPIN ART GALLERY	Listing	II	28/06/1973
YORK AND LANCASTER REGIMENT BOER WAR MEMORIAL	Listing	II	28/06/1973
FORMER LODGE TO ENDCLIFE HALL	Listing	II	12/12/1995
GATE PIERS TO NUMBER 61 FORMER LODGE TO ENDCLIFFE HALL	Listing	II	12/12/1995
FORMER CARETAKERS HOUSE 45 METRES NORTH EAST OF KING EDWARD VII SCHOOL	Listing	II	12/12/1995
WEST MOUNT AND ATTACHED WALL	Listing	II	28/06/1973
440, GLOSSOP ROAD	Listing	II	28/06/1973
GATE PIERS 20 METRES NORTH WEST OF NUMBER 457	Listing	II	12/12/1995
MEMORIAL TO ROBERT ERNEST 20 METRES SOUTH EAST OF ROYAL HALLAMSHIRE HOSPITAL	Listing	II	12/12/1995
UNIVERSITY OF SHEFFIELD DRAMA STUDIO AND ATTACHED WALLS AND RAILINGS	Listing	II	28/06/1973
BANDSTAND 60 METRES NORTH EAST OF MAPPIN ART GALLERY	Listing	II	12/12/1995
STATUE OF EBENEZER ELLIOTT	Listing	II	28/06/1973
YORKSHIRE AND LANCASHIRE REGIMENT WAR MEMORIAL 1914 TO 1918 (ALSO 1939 TO 1945)	Listing	II	28/06/1973
301, WESTERN BANK	Listing	II	12/12/1995
UNITARIAN CHURCH AND ADJOINING BOUNDARY WALL AND BRIDGE	Listing	II	04/09/1989
BOUNDARY WALL AND RAILINGS ATTACHED TO NUMBERS 13 AND 15	Listing	II	28/06/1973
TAPTON COURT AND ADJOINING TERRACE WALL AND CONSERVATORY	Listing	II	12/12/1995
ST MARKS VICARAGE	Listing	II	12/12/1995
STABLE BLOCK 25 METRES NORTH OF WARDENS HOUSE AT CREWE HALL	Listing	II	12/12/1995
BEULAH KOP	Listing	II	12/12/1995
10, CLAREMONT PLACE	Listing	II	12/12/1995
GYMNASIUM AND MUSIC ROOM AT NUMBER 10 SHEFFIELD HIGH SCHOOL FOR GIRLS	Listing	II	12/12/1995
SHEFFIELD HIGH SCHOOL FOR GIRLS	Listing	II	12/12/1995
BOUNDARY WALL AND GATES AT NUMBER 10 SHEFFIELD HIGH SCHOOL FOR GIRLS	Listing	II	12/12/1995
1, NORTHUMBERLAND ROAD	Listing	II	12/12/1995
SHEFFIELD RELIGIOUS EDUCATION CENTRE	Listing	II	12/12/1995
6-20, ASHGATE ROAD	Listing	II	09/11/1977

**Registered Park and Gardens  
Grade II (4)**

SHEFFIELD BOTANICAL GARDENS (On boundary)	Park and Garden	II	01/06/1984
WESTON PARK	Park and Garden	II	12/12/1995
PORTER VALLEY PARKS (On boundary)	Park and Garden	II	30/03/2001

**Conservation Areas**

BROOMHILL	Conservation Area	02/03/1977
ENDCLIFFE	Conservation Area	12/07/1976
BROOMALL (On boundary)	Conservation Area	02/09/1970
HANOVER (On boundary)	Conservation Area	01/04/1978
RANMOOR (On boundary)	Conservation Area	01/11/1973

Dear Sir / Madam

I thank you for your recent consultation referred to us by the Garden History Society

Yorkshire Gardens Trust is a charity with limited volunteers and financial resources; it receives planning consultations from at least 20 Local Authorities, 2 National Parks and 2 AONB's.

Our main attention therefore has to concentrate on the demands of planning application consultations, rather than detailed complex LDF issues.

We really appreciate being consulted on the present Neighbourhood Plans, LDF stages in your authority, but in most cases we must apologise that we do not have the resources to cover the complex policies/proposals in depth and inspect associated locations.

In short we welcome appropriate policies related to ***the protection and enhancement of the natural and built heritage*** of your area and more specific ***the conservation and enhancement of designed landscape and historic parks and gardens*** of the location whether registered or not.

We would highlight the significant contribution that designed landscape, parks and gardens, singly or comprehensively, registered or not make an important contribution to our countryside, villages, towns and cities

We advocate that appropriate research into the natural and built heritage, is carried out by skilled experts and that proposals for the conservation and enhancement of designed landscapes and historic parks and gardens, should be drawn up by professionals skilled in the importance and significance of the location.

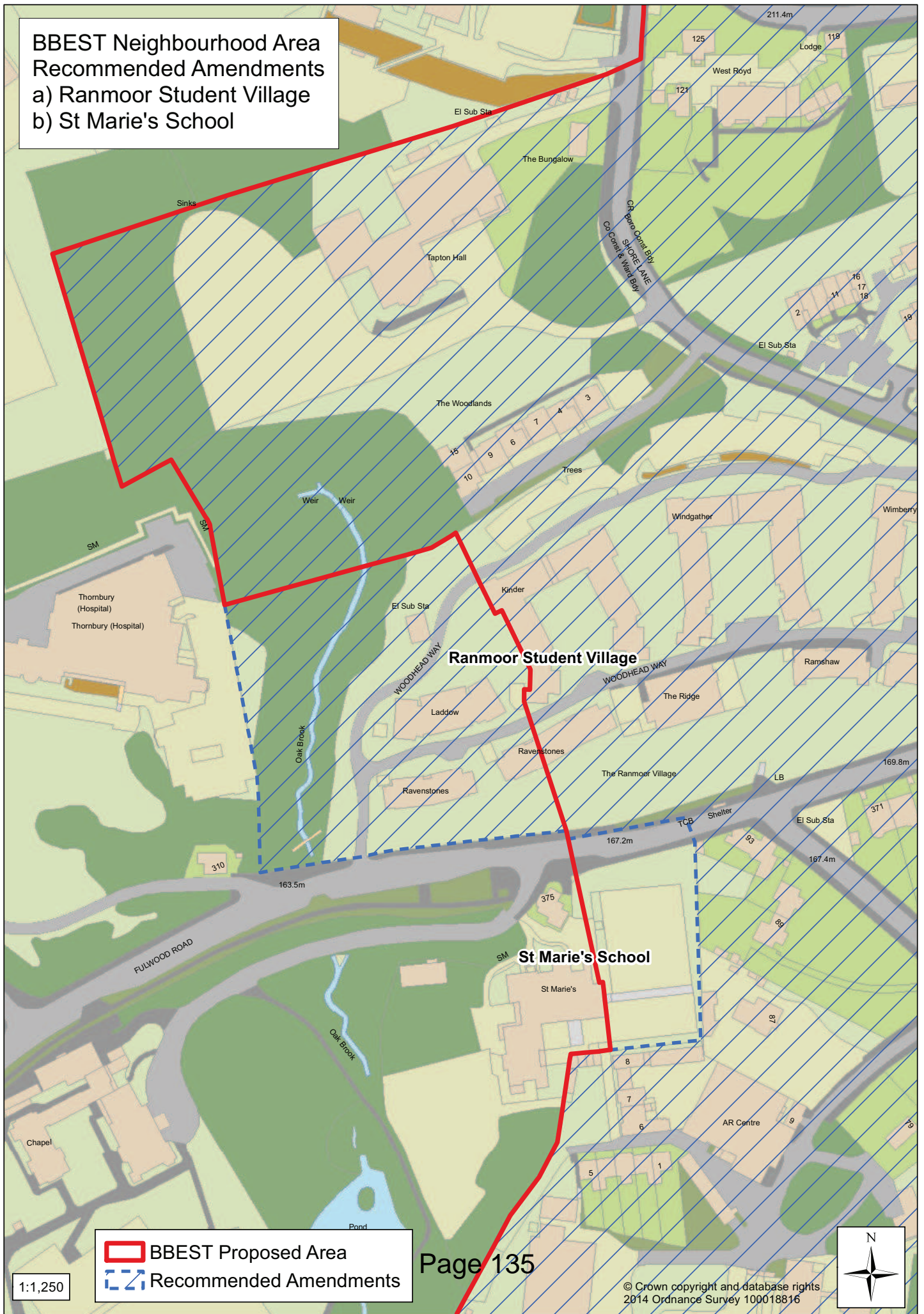
YGT hope this brief support is helpful to your Neighbourhood Plans and policies during this consultation.

Yours sincerely

David Rhodes  
YGT Conservation Committee



**BBEST Neighbourhood Area  
Recommended Amendments**  
 a) Ranmoor Student Village  
 b) St Marie's School



BBEST Proposed Area  
 Recommended Amendments

1:1,250





**BBEST Neighbourhood Area  
Recommended Amendments  
c) Weston Park**

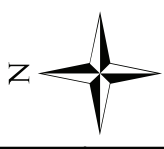


1:1,000

  BBEST Proposed Area  
  Recommended Amendments

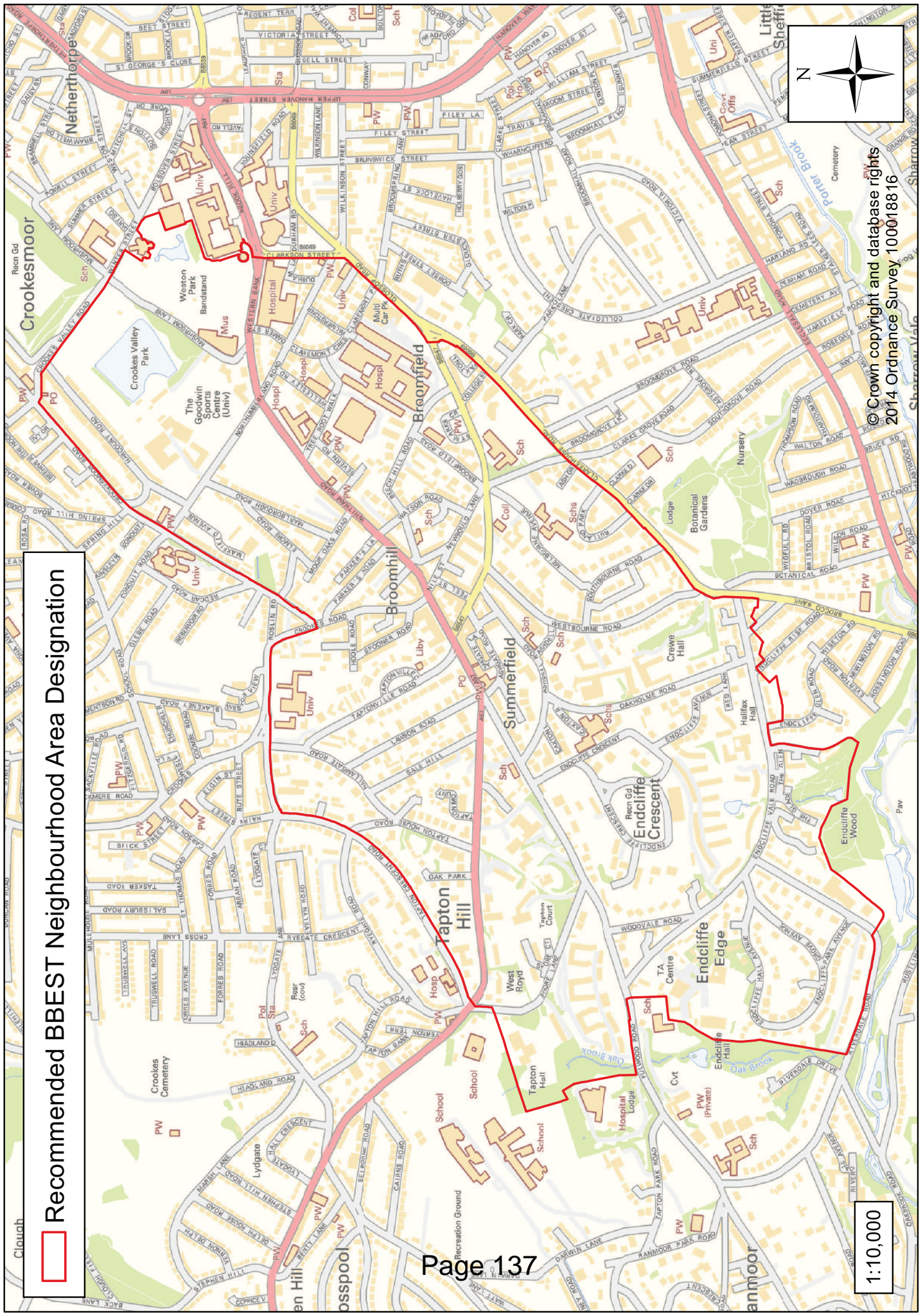






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Recommended BBEST Neighbourhood Area Designation



1:10,000



# Sheffield City Council Equality Impact Assessment



[Guidance for completing this form is available on the intranet](#)

Help is also available by selecting the grey area and pressing the F1 key

**Name of policy/project/decision:** Cabinet decision on the BBEST (Broomhill, Broomfield, Endcliffe, Summerfield and Tapton) Neighbourhood Area and Forum Designation

**Status of policy/project/decision:** New

**Name of person(s) writing EIA:** Laurie Platt

**Date:** 14/10/14

**Service:** Planning

**Portfolio:** Place

**What are the brief aims of the policy/project/decision?** Neighbourhood area and forum designation is the first stage in the neighbourhood plan process. A neighbourhood plan will require local consultation on neighbourhood planning policies and local support through a majority "yes" vote at referendum. We publicised the application to designate the area and forum and invited comments for a six week period.

Whilst BBEST already have some broad objectives which indicate that the neighbourhood plan will be equality positive, the designation decision should not pre-judge the content of the neighbourhood plan.

In addition to Planning legislation requiring membership of the forum to be open, we have a statutory Equality Duty to:

- Eliminate unlawful discrimination, harassment and victimisation;
- Advance equality of opportunity; and foster good relations.

This ensures that the forum is open to everybody who lives or works in the area and fundamentally the proposed designations are equality neutral affecting all local people equally regardless of age, sex, race, faith, disability, sexuality, etc.

**Are there any potential Council staffing implications, include workforce diversity?** Our "duty to support" neighbourhood planning will divert staff from work on the Local Plan Review or other Planning Service activities, but will not affect workforce diversity.

Under the [Public Sector Equality Duty](#), we have to pay due regard to: "Eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations." [More information is available on the council website](#)

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
Age	Neutral	Low	The forum is open to everybody who lives or works in the area.
Disability	Neutral	Low	The forum is open to everybody who lives or works in the area.
Pregnancy/maternity	Neutral	Low	The forum is open to everybody who lives or works in the area.
Race	Neutral	Low	The forum is open to everybody who lives or works in

<b>Areas of possible impact</b>	<b>Impact</b>	<b>Impact level</b>	<b>Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)</b>
			the area.
<b>Religion/belief</b>	Neutral	Low	The forum is open to everybody who lives or works in the area.
<b>Sex</b>	Neutral	Low	The forum is open to everybody who lives or works in the area.
<b>Sexual orientation</b>	Neutral	Low	The forum is open to everybody who lives or works in the area.
<b>Transgender</b>	Neutral	Low	The forum is open to everybody who lives or works in the area.
<b>Financial inclusion, poverty, social justice cohesion or carers</b>	Neutral	Low	The forum is open to everybody who lives or works in the area.
<b>Voluntary, community and faith sector</b>	Neutral	Low	The forum is open to everybody who lives or works in the area.
<b>Other/additional:</b>	Neutral	Low	Consultation, examination and referendum on the neighbourhood plan will test that there are no unintended consequences of disadvantaging individuals.
<b>Other/additional:</b>	-Select-	-Select-	

**Overall summary of possible impact (to be used on EMT, cabinet reports etc):** Neutral

If you have identified significant change, med or high negative outcomes or for example the impact is on specialist provision relating to the groups above, or there is cumulative impact you **must** complete the action plan.

**Review date:**

**Q Tier Ref**

**Reference number:**

**Entered on Qtier:** No

**Action plan needed:** No

**Approved (Lead Manager):**

**Date:**

**Approved (EIA Lead person for Portfolio):**

**Date:**

**Does the proposal/ decision impact on or relate to specialist provision:** -Select-

**Risk rating:** -Select-

**Action plan**

Area of impact	Action and mitigation	Lead, timescale and how it will be monitored/reviewed
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		

**Approved (Lead Manager): Simon Vincent Date: 21/10/14**

**Approved (EIA Lead Officer for Portfolio): Ian Oldershaw Date: 20/10/14**