

Application for designation of a Neighbourhood Area (Part 2, regulation 5) and Neighbourhood Forum (Part 3, regulation 8)

The Kelham Island and Neepsend Neighbourhood Forum (KINNF) is pleased to submit for consideration this application for designation as a neighbourhood Area and a neighbourhood Forum.

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 Area and a Neighbourhood Forum in accordance with the above regulations, in relation to Kelham Island and Neepsend.

Neighbourhood Area Application

1. **Application to designate a Neighbourhood Area (Regulation 5). The Regulation states that an application must include a number of elements, these, and how we have addressed them, are detailed below.**
 - i.) **A map identifying the area:** a map is attached as Appendix 1
 - ii.) **Statement explaining why this area is considered appropriate to be designated Neighbourhood Area (Regulation 5b):**
 - a. An appendix is attached to explain the rationale behind the proposed area, see Appendix 3
 - b. No part of the proposed Neighbourhood area overlaps with any part of any other Neighbourhood Area (Section 61G(7) of the Act)
 - iii.) **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):**
 - a. The application is fully supported by community bodies. One such key organisation is the Kelham Island and Neepsend Community Alliance (KINCA), which has developed good relationships within a wide network through regular community participation and an extensive volunteer programme for litter-picking, river clearing, the farmer's market "Ball Street Deli" (a three time/year market on Ball Street bridge), 'Green Kelham' gardens and allotments project, community bee-keeping and the Kelham Arts and Heritage trail. KINCA engages a wide network of individuals working with the Kelham Island Arts Collective (KIAC), the River Stewardship Company (RSC) and other such organisations like the Gardener's Rest (a community-owned pub), meaning there is strong mesh of organisations involved and engaged in the Forum. From a business perspective there is also a standalone business grouping setup and led by a local business leader to engage local businesses specifically on issues relating to the Forum and Neighbourhood Plan.

- b. The Forum was initiated informally through KINCA meetings in Autumn 2017 and early 2018, before informally existing as a standalone entity with its own meetings. Through these meetings local residents and businesses have debated and agreed both the constitution and the boundary. This has been supplemented and formalised through a 6-week consultation based on an online survey and in-person survey, which have collated these responses. This survey primarily focused on the boundary decision, offering a multiple-choice option, which led to a clear preference (>two-thirds) for the boundary now included for designation.
- c. There is a good cross-section of people in the neighbourhood signed up as members of the Forum, including a mix of residential and business-owners. For instance, 25% of members are local business owners. Residents are a mix of young and old, renters and owner-occupiers, from most of the residential areas included in the plan.
- d. We have demonstrated through the boundary consultation a strong desire to consult with as wide a population as possible, and expanding our consultation efforts and ability to engage meaningfully is a core part of the Forum.
- e. No part of the area consists of the whole or any part of a Parish Council (Section 61G(3b))

Neighbourhood Forum Application

2. Application to designate a Neighbourhood Forum (Regulation 8). The Regulation states that an application must include a number of elements, these, and how we have addressed them, are detailed below.

- i.) **The name of the proposed forum (regulation 8a):** Kelham Island and Neepsend Neighbourhood Forum
- ii.) **A copy of the written constitution:** the proposed constitution (regulation 8b) is attached as Appendix 2
- iii.) **The name of the neighbourhood area to which the application relates and a map which identifies the area:** the name of the area is Kelham Island and Neepsend and a map of the area covered by the forum (regulation 8c) is attached as Appendix 1
- iv.) **Contact details of at least one member that can be made public:** c/o Daniel Gordon, 3 Brooklyn Works, Sheffield, S3 8SH, email: info@kinnf.com
- v.) **A statement explaining how the proposed forum meets the necessary conditions (is established to promote the social, economic and environmental well-being of an area that includes the neighbourhood area; has at least 21 individual members; and whose membership is open to people living and working in the areas as well as local councillors):** KINNF's purpose is to improve the social, economic and environmental well-being of an area that was formerly heavy industry, through the development of a Neighbourhood Plan that will help nurture the Area's future development and serve the interests of those who live and work in the area. This is reflected in the Forum's constitution: *"KINNF will pursue its objectives in the*

areas known as Kelham Island and Neepsend 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.” The Neighbourhood Forum has evolved out of KINCA, the local community organisation and registered charity. KINCA has as part of its constitution a commitment to promoting the social, economic and environmental well-being of Kelham Island and Neepsend – covering the areas to which this Forum will be relevant. Many members of KINCA are also Members of the Proposed Neighbourhood Forum. In total the current membership (as at 11th November, 2018) of the Forum stands at 55 members, all of whom live or work in the Proposed Area. Membership is open to all, and has been advertised at numerous community meetings, as well as through emails to KINCA's 500+ community members, and will continue to be advertised and open to all those that want to be a Member. Around three-quarters of current members live within the Area and one-quarter work within the Area. Two of the City ward's Local Councillors (Douglas Johnson and Martin Phipps) are also Members. The membership draws on a wide cross-section of the local population, including owners, renters, students, long-term residents, old and young. It also represents the range of industries operating in the Area, including but not limited to Public Houses & Restaurants, Brewing, the Arts & Creative Industries, Manufacturing and local Heritage organisations.

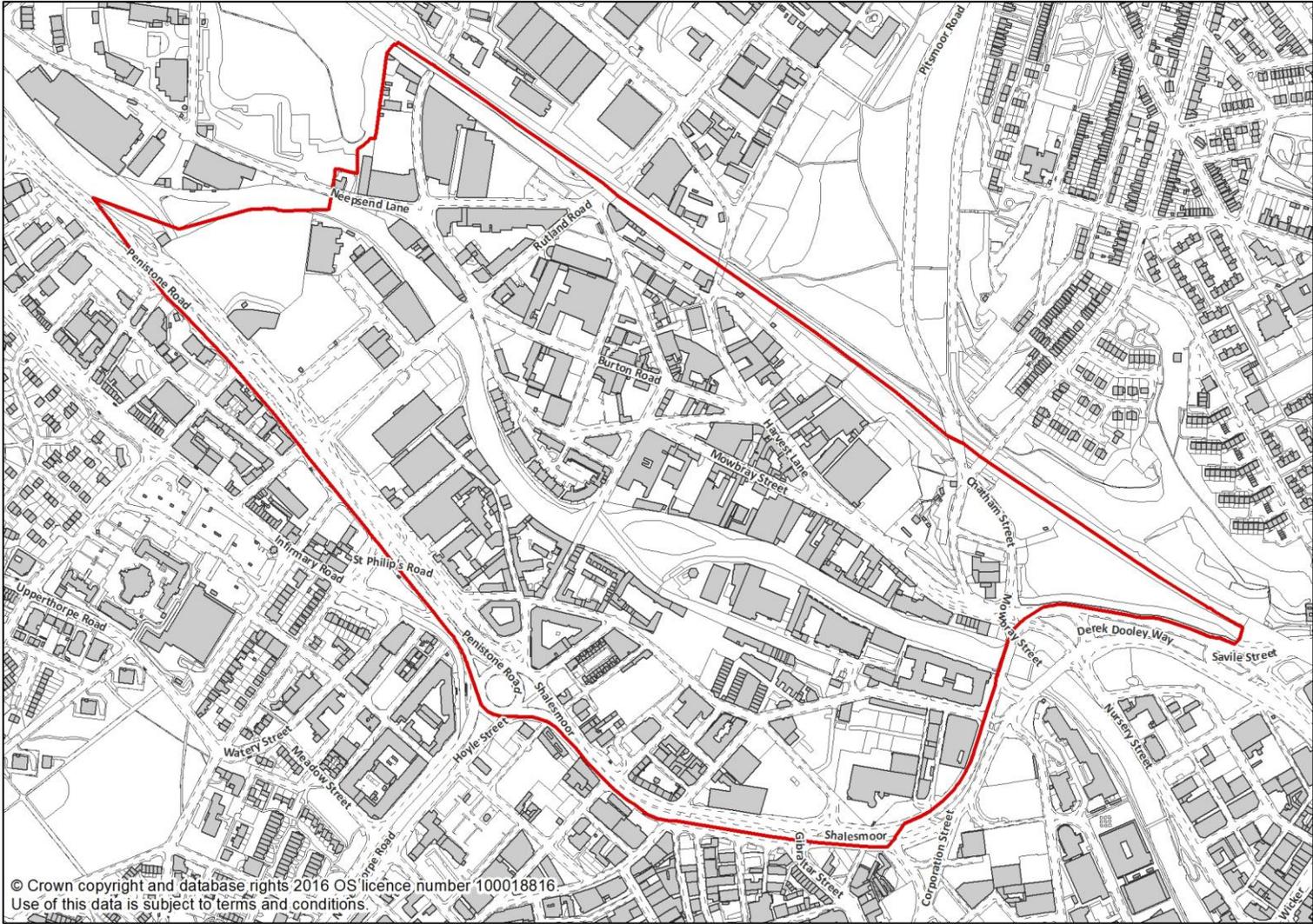
Submitted on behalf of the proposed Forum by:

Daniel Gordon - KINNF Steering Group Leader
Ben McGarry - Chairperson KICA
Douglas Johnson – Councillor City Ward
Andy Cook - Kelham Island & Neepsend Business Forum

11th November 2018.

Appendix 1: Map of Proposed Area
Appendix 2: Proposed Constitution
Appendix 3: Rationale for Proposed Area

APPENDIX 1: Map of Proposed Area



APPENDIX 2: Proposed Constitution

Kelham Island and Neepsend Neighbourhood Forum

PROPOSED CONSTITUTION

1. NAME

The name shall be the Kelham Island and Neepsend Neighbourhood Forum, referred to in the rest of this Constitution as KINNF.

2. AREA OF BENEFIT

KINNF will pursue its objectives in the areas known as Kelham Island and Neepsend 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 KINNF for the purpose of the preparation of a Neighbourhood Plan under the Localism Act. A map of the area is attached in Appendix 1 for reference.

3. OBJECTIVES

The objectives of KINNF shall be to:

- To prepare, implement, and monitor a Neighbourhood Plan for the KINNF Neighbourhood area.
- To promote or improve the social, economic and environmental well-being of the KINNF 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 KINNF area.

4. POWERS

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

- Take reasonable actions to achieve the objectives of KINNF, 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 KINNF 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 KINNF, and to open a bank account to manage such funds.

5. MEMBERSHIP

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

Applications for membership shall be made to the KINNF Secretary.

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

KINNF 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 KINNF 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 KINNF 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 KINNF 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 KINNF'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 KINNF website and social media and in prominent publicly accessible locations.
- Dissolution of KINNF 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 KINNF to attend.
- All KINNF 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 KINNF 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. STEERING GROUP

- KINNF 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 KINNF'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

KINNF Steering Group shall be elected at the inaugural meeting of KINNF and will be re-elected at subsequent Annual General Meetings of KINNF. All members of the Steering Group shall take an active role in administering the work of KINNF. Other members of KINNF 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 KINNF 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 KINNF website.

9. THE FINANCES OF KINNF

- Any money acquired by KINNF, including donations, contributions and bequests, shall be paid into an account operated by the Steering Group in the name of KINNF.
- All funds must be applied to the objectives of KINNF and for no other purpose.
- Bank accounts shall be opened in the name of KINNF. Any deeds, cheques etc. drawing from KINNF'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 KINNF 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 KINNF.
- All consultation on the Neighbourhood Plan will be open to all residents and businesses whether members of KINNF or not.
- KINNF will use a variety of means to publicise the neighbourhood planning process, record it and seek views of the public.
- KINNF 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 KINNF 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 KINNF 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 consider a continuing or successor organisation to maintain and monitor the KINNF 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.

APPENDIX 3: Rationale for proposed area

Why are we developing a Neighbourhood Plan?

The Forum is being developed in order to develop and implement a local vision for the area, one that maintains and stimulates the unique cultural characteristics that make the area so vibrant, at least partly by influencing local development. Kelham Island and Neepsend are rich areas of industrial heritage that also include a strong mix of business, commercial activity and residential spaces. Permeating the area are a number of cultural themes that talk to its historical legacy and the creative industries that have been fostered more recently. For example, there is a strong culture of real-ale, with several national award-winning public houses and at least three local breweries that can identify their roots back to the steel industry. There is a strong music and arts scene, with Yellow Arch Studios and Kelham Island Arts Collective (KIAC), two leading institutions, KIAC visibly having an influence through the street art work in the area including along Green Lane and the Little Kelham development, or on the BT and Virgin network boxes. Sitting at the heart of the industrial conservation area within the neighbourhood is the famous Kelham Island Industrial Museum. Most recently, the area has become well-known for its food scene, with the Milestone Group leading a number of well-regarded institutions that has stimulated a number of other independent restaurants to locate here. Unifying all of these themes is a sense of the vibrant, independent business scene and Victorian-era industrial living conversions, unique within Sheffield.

Our neighbourhood is facing unprecedented change from new developments that we feel threatens the social fabric of our community. The physical and historic character of our built environment and the health and well-being of local residents is paramount. The Forum will thus look to define and strengthen each of these features. For example, it will look to establish design codes for future development, protecting the industrial heritage characteristic of the area. It will support the ecosystem of independent businesses, seeking to maintain and strengthen them. It will seek to nourish a family-friendly environment; ensuring local amenities keep up with the growing population and positively support the local community. Other themes will be identified as the community engagement proceeds but there is strong sentiment that the Neighbourhood Plan, and the process we go through to complete it, will have a lasting impact on the definition and implementation of a local vision.

Why have we designated the boundaries as per Appendix 1?

Kelham Island and Neepsend has previously been delineated by the city council and has been used as the initial basis for the Neighbourhood Plan. However, since the council first identified the area there has been significant business and residential development. Thus, discussions within the local community were about identifying the “new” Kelham Island and Neepsend boundaries.

In order to make an informed assessment we considered a number of criteria. These included:

- Social and cultural integrity of defined area
- Natural and man-made boundaries e.g., rivers and roads

- Ward boundaries
- Other neighbourhoods
- Resident-business mix

The Kelham Island and Neepsend Community Alliance (KINCA), the local registered community charity, set up a series of public community consultation meetings hosted by local businesses that included maps and inputs from experts from the University of Sheffield and local ward councillors. An online poll (with QR coded link) was advertised in 20 pubs, restaurants and cafes in the area, Tesco Express (the only food shop in the area), the local museum, as well as through direct emailing and a range of social media. It became clear that there was general consensus on all the boundary sides (the existing council-agreed ones), but one was still open for discussion. It was felt that Penistone Road (inner city ring road) and the train line were natural barriers that acted to circumscribe the social and cultural integrity of “Kelham Island” and “Neepsend”. Beyond these barriers lay the city centre, to the South, and Burngreave to the North, themselves established communities distinct from that we were looking to define.

The open question was where the north-western boundary now lay. In council documents it was considered to end at Rutland Road. However, on the far side of this sits the Gardeners Rest, a local community-owned pub, with around 400 local owners, and a number of existing and future developments akin to those already on Neepsend and Kelham Island e.g., Milestone new venture ‘Cutlery Works’ restaurant emporium next door to Gardeners Rest. In addition to this, on the far side of the river sits Drop Dead clothing, the new *Church* bar and restaurant and a number of SMEs. New restaurants, potential residencies and the industrial heritage of these buildings make them again more similar to those further along the River Don, recognised as the traditional Kelham Island conservation area. Beyond this and further along the river are a number of other businesses, larger and more industrial in nature, including a large skip-hire and processing plant, and several large warehouses and factories.

Following the consultation process with local residents and businesses there was a majority consensus that the designated area should include the area north-west either side of the river from Rutland Road, with the area on the north side of the river extending along Neepsend Lane to the junction with Bardswell Road and along Bardswell Road to the railway line. This would include an area of new developments as well as the Gardeners Rest community-owned pub. On the south side of the river the area would extend north-west from Rutland Road and be bounded by the river and Penistone Road (inner ring road).

This area is mostly City Ward but also incorporates a small section of the Hillsborough Ward. The City Ward is zoned for mixed business and residential use in the Local Plan (UDP and Core Strategy) and there is an expectation of further residential development extending from Kelham Island in the lifetime of the Neighbourhood.

This area is detailed in the map: see Appendix 1. We believe this area is most likely to be supported by the local community, recognising the evolving and current Kelham Island and Neepsend area as defined and experienced by the local community. It maintains the social, cultural and workplace integrity of the Area, and is clearly delineated from other local communities without impinging on any existing Neighbourhood Plan areas or Parish Council areas.