

NORTH WEST (INNER) AREA COMMITTEE

14TH OCTOBER 2004

PRESENT: Councillor M Hamilton in the Chair
Councillors Atha, Bentley, Ewens, Illingworth,
Jennings, Minkin, Mulholland and Rhodes-Clayton

OFFICERS: J Bracewell, Neighbourhoods and Housing
J Singh, Neighbourhoods and Housing
K Baldwin, Neighbourhoods and Housing
J Bourton, Learning and Leisure
S Flesher, Learning and Leisure
S Inman, Learning and Leisure
D Regan, Learning and Leisure
K Burton, Learning and Leisure
P Brook, Development
J Kearsley, City Services
S Robinson, Chief Executive's

25 Chair's Opening Remarks

The Chair welcomed everyone to the October meeting of the North West (Inner) Area Committee held at Weetwood Primary School, Weetwood Lane, Leeds 16.

26 Late Items

The Chair gave notice of three late items of business, Minute 37, Potential Well-Being Budget Commissioned Projects (Appendix 2), Minute 39, Funding Officer Evaluation and Minute 40, Planning Officer Evaluation.

The Chair indicated that in accordance with his powers under Section 100(B)(4)(b) of the Local Government Act 1972, he had agreed to take these as late items in view of the short timescale between this meeting and the previous meeting held on 24th September 2004 and to also allow officers sufficient time to prepare the reports in question.

27 Declarations of Interest

There were no declarations of interest reported.

28 Apologies for Absence

Apologies for absence were received from Councillors Hussain and Morton, Ken Torode and Gabrielle Hall, Leeds North West PCT.

29 Open Forum

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to ten minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee.

In summary, the following issues were raised at the meeting:-

Linda Cullen (Moorgrange Action Group)

- the need for urgent action/progress in relation to road safety issues on Butcher Hill i.e. separate crossing and funding of a mini roundabout etc

Paddy Procter (Moor Park Residents Association)

- the need for urgent action by the Police in relation to car parking enforcement around Becketts Park Drive

Richard Tyler (Leeds HMO Lobby)

- an expression of thanks conveyed to the Area Committee on behalf of Leeds HMO Lobby for agreeing to fund £310 towards conference fees for an event on 22nd October 2004, together with a request for Member attendance at the event from the Area Committee

Chris Pickering (Local Resident)

- the need for urgent action in relation to re-painting cycle lanes around the University campus
- the need for further investigations to be undertaken as to why the speed limit increases from 30 mph to 40 mph on the approach to the roundabout adjacent to Lawnswood High School

Richard Norton (Friends and Residents of Orville Gardens)

- the urgent need for the Council to investigate the allegations that developers were not adhering to the planning conditions in relation to HMO housing at Orville Gardens
- the need for the Area Committee to address the future policy of ASHORE, together with the new Housing Bill and to consider appropriate ways for local residents to become involved in the wider debate

RESOLVED –

- (a) That the issues raised at the meeting be noted.
- (b) That in relation to highways issues at Butcher Hill, Becketts Park Drive and Lawnswood High School, the Chief Support and Facilities Officer, City Services Department be requested to arrange for a response to Members from the appropriate Traffic Engineers.
- (c) That this Committee confirms that an Elected Member would be in attendance at the Leeds HMO Lobby Conference on 22nd October 2004.
- (d) That in relation to the Orville Gardens issue, this matter be brought to the attention of David Jones, the Area Committee's Planning Officer.

- (e) That a report on the ASHORE Policy and new Housing Bill be discussed in greater detail at the next meeting in December 2004.

30 Minutes

RESOLVED – That the minutes of the meeting held on 24th September 2004 be approved as a correct record.

31 Matters Arising from the Minutes

- (a) North West Leeds Inner Area Management Boundary Map (Minute 15 refers)
The North West Area Manager informed the meeting that copies of the above map were available for local residents at the meeting.
- (b) ASHORE Policy (Minute 15 refers)
R Tyler referred to the above issue and re-affirmed the need for the Area Committee to address issues beyond HMO Licensing and to specifically focus on the report on 'Stemming the Tide'.
- (c) Community Safety (Minute 19 refers)
Councillor Minkin referred to the above issue and following discussions a number of Members expressed their strong views against the issue of alleygating.
- (d) Burley Issues (Minute 20 refers)
Councillor Minkin referred to the Lending Library and Community Resources in Burley and reminded the Committee of the necessity to be clear when discussing the Burley name i.e. Kirkstall Burley Forum etc.

It was noted that this issue would be discussed at the next meeting in December 2004.
- (e) Involving the Community with the Area Committee (Minute 21 refers)
R Tyler referred to the above issue and reaffirmed the need for community activists to be involved in the formal consultation arrangements (including sub groups), together with Elected Members and Area Management staff.

The Chair responded and acknowledged the need for their input into this matter.

32 Area Functions

The Director of Neighbourhoods and Housing submitted a report on functions that the Executive Board had agreed can be delegated in the first wave to Area Committees.

The report also gave an opportunity for Members to raise any questions regarding how in practice this new opportunity would be implemented.

Appended to the report was a copy of a report of the Chief Executive/Chief Democratic Services Officer entitled 'Area Committees – Determination and Area Functions' previously submitted to the Executive Board on 15th September 2004 for the information/comment of the meeting.

The North West Area Manager presented the report and specific reference was made to developing the scope of the Youth Service in a wider form and of the urgent need to have moveable cameras in an attempt to reducing Anti-Social Behaviour and crime across the target areas.

RESOLVED – That the contents of the report and appendices, together with the full details of the area functions delegated by the Executive Board be noted.

33 Youth Service Activity Programme Update

The Director of Learning and Leisure submitted a report updating the meeting on the youth work programmes in the Inner North West Area.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- North West Inner Area Programme (August 2004)
- Leeds Youth Service – OFSTED – Programme Timetable for week beginning 27th September 2004
- Hawksworth Wood Branch Activities

J Bourton, Learning and Leisure Department was in attendance.

Detailed discussion on the contents of the documents, the individual comments of which were duly noted by the above named officer.

RESOLVED –

- (a) That the contents of the report and appendices be noted and welcomed.
- (b) That in relation to the rate of progress for the Children's scheme at Hawksworth Wood YMCA, the Chief Education and Learning Officer be requested to investigate this matter with a report back at the next meeting in December 2004.
- (c) That this Committee notes that a comprehensive report on the Youth Service would be submitted to the Committee in February 2005 for discussion, together with an Area Improvement Plan.
- (d) That a vote of thanks be conveyed to J Bourton for her attendance and contribution to the meeting.

34 Towards an Area Delivery Plan 2005/2006

The Director of Neighbourhoods and Housing submitted a report updating the work being undertaken to develop an Area Delivery Plan (ADP) for the Committee area.

The purpose of the report was to:-

- bring Members of the Area Committee up to date on work being undertaken to develop an Area Delivery Plan (ADP) for the Committee area
- explain the idea of the ADP as an Area Service Improvement Strategy and what needs to be done to develop and achieve it
- note the proposed timescale, purpose and format of the Area Delivery Plan for 2005/06 for this Committee area
- note the links between the ADP and the Committee's Well-Being Budget for 2005/06 and endorse early proposals that are emerging for use of that Budget
- give Members an opportunity to make early comment on influencing Departments' thinking and preparations for 2005/06 through service and budget planning

The North West Area Co-ordinator presented the report and specific reference was made to the following issues-

- the need for the document to be written in 'short sharp language' with bullet points/illustrated examples etc
- the need to concentrate on getting things done and to be clear about our objectives
- the need to work with developers/design work shops and to liaise with LIFT
- the need to allocate resources and to make reference to the new Housing Bill/HMO Licensing within the Plan

RESOLVED –

- (a) That the contents of the report be noted.
- (b) That the current position in relation to the development of the Area Delivery Plan and its proposed timescale, purpose and format be noted.
- (c) That this Committee notes the link between the Area Delivery Plan and the Committee's Well-Being Budget for 2005/06 and the projects in development for 2005/06 as referred to in section 6.2 of the report.

- (d) That Members be requested to register any specific responses to sections 4.3 and 4.4 of the report in terms of service improvement and capital programme issues that should be raised with Departments at this stage in the planning cycle to the Area Manager with views by the end of October 2004.

35 Parkswatch Service

The Chief Recreation Officer submitted a report describing the service offered by Parkswatch and to seek a request for funding towards a city wide service.

S Flesher, Learning and Leisure Department was in attendance.

RESOLVED –

- (a) That the contents of the report be noted and welcomed.
- (b) That the work of the Parkswatch service be noted and that approval be given to contribute £20K per annum from Wellbeing Budgets for a period of 3 years commencing on 1st April 2005.
- (c) That the Chief Recreation Officer be requested to submit a progress report to this Committee in eighteen months time reviewing the service to date.
- (d) That a vote of thanks be conveyed to S Flesher for his attendance and contribution to the meeting.

36 Proposed Protocol for Consultation with Area Committees on Planning Matters

The Chief Planning and Development Services Officer submitted a report on the proposed protocol for consultation with Area Committees on planning matters and to invite comments and views through the Area Committee process.

Appended to the report was a copy of the document entitled 'Proposed Protocol for consultation with Area Committees on Planning Matters' for the information/comment of the meeting.

P Brook, Development Department presented the report and specific reference was made to the following issues:-

- the need to share email addresses with a view to alerting people about forthcoming applications within their area
- the need for better communications and to introduce a development framework via the Area Committee's Planning Officer
- the need for the Council's Planning service to engage with the Strategy Groups and, in particular for the Planning Group to be actively involved in such issues

RESOLVED –

- (a) That the contents of the report be noted.
- (b) That Members be requested to forward their views directly to the Chief Planning and Development Services Officer before 31st October 2004.
- (c) That a vote of thanks be conveyed to P Brook for his contribution to the meeting.

37 Inner Area Committee Well-Being Budget 2004/05

Referring to minute 20 of the meeting held on 24th September 2004, the Director of Neighbourhoods and Housing submitted a report on the Inner Area Committee Well-Being Budget 2004/05.

The purpose of the report was to:-

- provide Members with a current position statement on the Well-Being Budget
- provide Members with information in Appendix One on the status of projects funded through the CIT budgets from 2003/04 that take effect in 2004/05
- set out for Members consideration a series of costed options for the allocation of the Well-Being Budget

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Former CIT Priorities Budget Projects (Appendix 1 refers)
- Potential Well-Being Budget Commissioned Projects (Appendix 2 refers)
- Royal Park Greenspace – 2005/06 Well-Being Budget Pre-Allocation (Appendix 3(a) refers)
- Woodsley Road Community Centre Staffing – 2005/06 Well-Being Budget Pre-Allocation (Appendix 3(b) refers)

The North West Area Co-ordinator presented the report.

Detailed discussion ensued on the contents of the documents, with specific reference to the potential commissioned Well-Being revenue projects outlined in Appendix 2.

RESOLVED –

- (a) That the contents of the report and appendices be noted.

- (b) That the current budget position of the Well-Being Budget as set out in 2.1 of the report be noted.
- (c) That the project details of the CIT funded projects as outlined in Appendix One of the report be noted.
- (d) That approval be given, in principle, to the options listed in Appendix Two of the report to be commissioned by this Committee, subject to further information, as appropriate, being reported back at the next meeting.
- (e) That approval be given, in principle, to funding up to £16,000 for the Royal Park Greenspace Scheme from the 2005/06 and 2006/07 Well-Being Revenue Budget (£8,000 from each financial year respectively), and subject to budget provision being available in these financial years.
- (f) That approval be given, in principle, to allocating £3,750 from the 2004/05 Well-Being Budget to enable an appointment to be made at Woodsley Road Community Centre and to pre-allocate funding of up to £39,500 (£18,500 and £19,000 respectively per year) from the 2005/06 and 2006/07 Well-Being Revenue Budget, and subject to budget provision being available in these financial years.

38 Local Linkages to the Area Committee and Proposed Consultation

Referring to minute 21 of the meeting held on 24th September 2004, the Director of Neighbourhoods and Housing submitted a report on local linkages to the Area Committee and proposed consultation.

The purpose of this report was to:-

- clarify the ward forums and other sub-groups that will have a formal link back into this Area Committee
- propose that the Area Management Team undertakes to support development of the Area Committee's priorities for 2005/06 with some targeted consultation work

The North West Area Manager presented the report and specific reference was made to the following issues:-

- the need to adopt the 'key messages' approach in terms of methods of feeding information through for the Area Committee's attention
- the need to formally consider winding down the Headingley Stadium Group chaired by Councillor Illingworth
- the need for further discussions with local residents group regarding the future of the Headingley Forum

RESOLVED –

- (a) That the contents of the report be noted.
- (b) That this issue be revisited at the next meeting in December 2004.

39 Funding Officer Evaluation

The Director of Neighbourhoods and Housing submitted a report updating Members of the Area Committee on the progress of the Funding Officer Project and to consider options for the future.

The North West Area Co-ordinator presented the report and the Committee noted that this issue would be also discussed at the North West (Outer) Committee meeting on 18th October 2004.

Detailed discussion ensued on the future project delivery options outlined in Section 9.0 of the report.

RESOLVED –

- (a) That the contents of the report be noted.
- (b) That this Committee expresses the view that the Funding Officer post has been a positive development.
- (c) That the interest from the North West (Outer) Area Committee in developing a similar initiative be noted.
- (d) That the various options for continuation/expansion of this project be noted.
- (e) That officers be requested to bring back to the next meeting in December 2004 final exact costings on Option 2 and Option 3 and confirmation of any other outstanding issues, including the location of the postholder.

40 Planning Officer Evaluation

The Director of Neighbourhoods and Housing submitted a report updating Members of the Committee on the work of the Planning Officer and to consider options for the future.

The North West Area Co-ordinator presented the report and the Committee noted that this issue would be also discussed at the North West (Outer) Area Committee meeting on 18th October 2004.

Detailed discussion ensued on the contents of the report.

RESOLVED –

- (a) That the contents of the report be noted.

- (b) That this Committee expresses the view that the post of Planning Officer has been effective.
- (c) That the main functions of the Planning Officer as detailed in the report be noted and that the ASHORE Policy and Landlord Licensing issues be also included.
- (d) That future monitoring and evaluation of the post be made by six monthly reports to the Area Committee.
- (e) That this Committee notes that day to day management responsibilities for the post would be undertaken by the Head of Development.
- (f) That approval be given, in principle, to extending the post beyond July 2005, subject to receiving regular reports.
- (g) That the Planning Officer post be assigned only the North West (Inner) Area Committee and that this decision be conveyed to the North West (Outer) Area Committee on 18th October 2004.

41 Inner Area Committee Action Plan 2004/05

The Director of Neighbourhoods and Housing submitted a report on an action plan of initiatives to be delivered this year.

The North West Area Manager presented the report.

RESOLVED –

- (a) That the contents of the report be noted.
- (b) That the Action Plan be noted and endorsed.

42 Date, Time and Venue of Next Meeting

Thursday 9th December 2004 at 7.00 pm at Kirkstall St Stephen's Primary School, Morris Lane, Leeds 5.

(The meeting concluded at 9.10 pm)



LEEDS
CITY COUNCIL

AGENDA ITEM NO:
Originator: Helen Finister
Tel: 2474249

REPORT OF: Director of City Services
MEETING: North West Inner Area Committee
DATE: 9th December 2004

SUBJECT: STREETSCENE SERVICES

Electoral Wards Affected:	Specific Implications For:
	Ethnic Minorities <input type="checkbox"/>
	Women <input type="checkbox"/>
	Disabled People <input type="checkbox"/>
Eligible for Call In <input type="checkbox"/>	Not eligible for Call in <input type="checkbox"/> (details contained in the report)

1.0 Purpose of the Report

1.1 To outline Streetscene Services for Members

- definition and operational arrangements
- progress with regard to the introduction of Streetscene City-wide service
- overview of services provided within the area
- performance measures and outcomes at a City-wide and area level
- identified area hot spots and action being taken to work with Area Committees to improve service provision at local level.

2.0 What is Streetcene?

2.1 Streetscene is a term which has been used within Leeds in its widest sense to describe:

“An integrated approach to all aspects of the street - public space that nearly all experience daily”.

2.1.1 A successful Streetscene approach involves engaging voluntary, private and other public organisations and encouraging them to take responsibility for looking after the environment.

- 2.1.2 Therefore, Streetscene is about co-ordination of service delivery to meet customer aspirations and engaging all relevant parties in the approach. Working arrangements are already in place with Parks and Countryside, Police, Fire Service, Metro, Education, Environmental Health, ALMOS, Housing Strategic Landlord, Environment Agency, Trading Standards, Community Safety and Area Management Teams.
- 2.1.3 City Services Streetscene Services has taken the lead in bringing together a number of these key service providers as a Streetscene Board and agreements have been reached about improvements which need to be made across the city to look after the environment (Appendix 1).

3.0 City Services Streetscene Services

City Services Streetscene Services consists of Highways Services, Environmental Services (including areas such as refuse collection, street cleansing and graffiti removal), Enforcement and Recycling and Waste.

Provided separately is a document which details Streetscene Service provision including frequencies for such things as street cleansing both on an area basis and at ward level. It is hoped that this will provide useful information for Elected Members and enable issues raised by constituents to be dealt with more efficiently.

3.1 Highways Services

- 3.1.1 Although the City Council is the 'Highway Authority' for most of the roads in Leeds (the Highways Agency administers Motorways and certain strategic routes) it cannot simply 'do as it likes'. No work can be carried out on a public highway unless it is permitted by law. Highway Authorities undertake their work through a number of enabling Acts of Parliament. These are, notably, the Highways Act (1980), the Road Traffic Regulation Act (1984), the Local Government Act (1985). The responsibility of the Highway Authority is split between Development Department and City Services.
- 3.1.2 City Services Highways Services includes highway maintenance, street lighting and winter maintenance services as well as control of utility and developer activity on the highway and traffic management. The Development Department has the responsibility for strategic planning, urban traffic control, bridges and beck's for example.
- 3.1.3 Over recent years the Highways Service has attempted to become much more customer focused and this is reflected in the Highway Maintenance Policy Statement and Plan documents which are available on the Council's intranet site.
- 3.1.4 Improvements have been made in the way condition information is gathered about roads and pavements to better prioritise works and to enable the quick repair of dangerous defects. Annual planned programmes of work are now prepared at the start of each year and Member and area management involvement in the prioritisation process is now encouraged to give better co-ordination with other local needs and activities. Work will shortly be commencing on a Highways Asset Management Plan which will give greater consideration to what the users want from the highway, and will guide future maintenance. One output will be the production of longer term maintenance programmes.
- 3.1.5 Improvements have been made to the information provided to residents and how accident claims are assessed and managed.

- 3.1.6 A significant amount of work has been carried out recently to up-date the Winter Maintenance Policy Statement in order to ensure that the right roads are gritted at the right time and that grit bins are placed where they are most needed.
- 3.1.7 Leeds has also been successful in obtaining approval for a PFI for Street Lighting which will see the replacement from 2006 of 85% of the street lighting stock, illuminated signs and bollards.
- 3.1.8 Traffic Management deals with the day to day management of traffic on the highway network and may best be described as ' a process of adjusting and adapting the use of an existing street to meet specified objectives without resorting to new road construction.' The most common traffic concerns of communities are; speeding traffic/inappropriate speed limits, 'Rat running'/traffic calming, parking, personal injury collisions/damage only collisions/near misses, heavy goods vehicles, congestion and lack of pedestrian crossings.
- 3.1.9 There are increasing requests for traffic calming and resident parking schemes to address concerns about speeding traffic and inappropriate parking. The provision of physical traffic calming is a contentious and expensive method of reducing traffic speeds. Work is progressing on how to provide communities with an understanding of the benefits and dis-benefits of all traffic calming measures. The policy on how and when to provide resident privilege parking schemes is under review.
- 3.1.10 Many traffic engineering measures take considerable time to study and evaluate possible solutions. Quick solutions are often less effective in the long term. Appropriate solutions may cost the taxpayer a large amount of money, and it is necessary to prioritise the spending of these funds across the entire City. Addressing a problem in one location may simply move that problem elsewhere.
- 3.1.11 The highest priority is given to schemes which will enable the Council to meet and hopefully, exceed, the central government target for reducing casualties from road traffic collisions. While this may seem to be 'waiting for accidents to happen' the Council specifically targets known locations where there is an above average level of such collisions.

3.2 Environment Services

- 3.2.1 Environment Services Division plays a significant role in Streetscene Services and has therefore undertaken a critical assessment of service provision and carried out a number of pilot exercises to inform future service delivery.
- 3.2.2 Notwithstanding this, it is the way the service is provided which makes the difference. Environment Services Division have also reorganised service delivery to maximise the impact on the environment. Work is currently underway to provided the service in the following order:

Refuse Collection (every week) - collection of all domestic waste put out for collection by residents (specific arrangements are made for people who can't wheel out their bins)

SORT Collection (every four week) - collection of recycled material from all properties.

Litter bins (on programmed frequency) - litter bins are emptied and washed.

Bulky Household Items Service - free collection of all bulky items left for collection

Grass Cutting - From March 2005 the co-ordination will include the cutting of grass on Authority land prior to street cleansing.

Ancillary Services (e.g. needle picking, graffiti removal, etc) - These teams deal with needle collection, poster and graffiti removal and mechanical weed clearance.

Street Sweeper - the street cleansing service is completed by a mechanical sweep.

Street washing - District and local centres receive a scheduled street washing service.

Inspection and Enforcement - The streets are inspected prior to and following the service. Where appropriate an Enforcement Officer takes formal action to ensure that any issues which adversely affect the cleanliness of the area are dealt with as quickly as possible. The Streetscene Area Manager ensures that any identified hot-spots are given special attention.

Public Information - Every street where the service is provided will have a public notice displayed informing residents of the programme and of the need for residents to keep the street clear of obstacles during the notified cleansing day.

- 3.2.3 The approach outlined above has only just been introduced City wide, therefore there is insufficient evidence to show how it is impacting on the cleanliness of the street and ultimately the perceptions of customers.

3.3 Enforcement Division

- 3.3.1 The Enforcement Division is a new service which was established in September 2003. The division brings together several areas of enforcement to fight environmental crime in the Streetscene environment.
- 3.3.2 The service has developed and implemented a range of policies which enable a consistent approach to be taken to litter, dog fouling, trade waste, fly-tipping, fly-posting, placards and abandoned vehicles. In January 2004 the Enforcement Division began to issue fixed penalty notices for littering, along with the existing fixed penalty notices issued for dog fouling.
- 3.3.3 The Enforcement Division is an integral part of the action required to tackle environmental crime and has therefore worked in partnership with a range of organisations. This work has included such things as joint operations with West Yorkshire Police, Environment Agency, Trading Standards and Community Safety.
- 3.3.4. The Division also leads the activity of ensuring all relevant Departments in the authority who contribute to fighting environmental crime are involved in producing corporate policies and understand their role in delivering action on the ground.
- 3.3.5 The direct enforcement activity in Leeds has seen some major changes in attitude towards environmental crime and work with the media, Elected Members, traders (local and national) schools and the courts, and has placed this issue clearly on the agenda. It is however very early in the process and there is still a considerable

amount of work to be carried out and some fundamental debates to take place around the approach to some issues such as rogue traders.

3.4 Recycling and Waste Management

- 3.4.1 Recycling and waste management has significantly changes over the past couple of years as new government targets encourage local authorities to ensure that one third of the waste is recycled, one third is recovered and the latter third landfilled.
- 3.4.2 Leeds has made significant progress with regard to recycling and in September reported a 20.65% recycling rate (19% cumulative for the year to date). This has been achieved by the implementation of a further 136,000 green SORT bins to suitable properties, redevelopment of 8 out of 11 household waste sites and the recycling of a greater range of products including street arisings and leaf fall. There is still significant work to undertake including the introduction of recycling facilities to households where green SORT bins are unsuitable and the development of a long term recycling contract.
- 3.4.3 Recovery is a difficult issue to resolve and therefore discussions are taking place on a regional level to find a solution, which could include a thermal treatment plant such as an incinerator.
- 3.4.4 Leeds is making every effort to reduce the amount of waste sent to landfill and is working with other key stakeholders to raise awareness about waste minimisation. Notwithstanding the local action, there are a number of national and regional actions which need to be taken to encourage producers to develop and use packaging which can be recycled or which minimises waste.

4.0 What is Streetscene Services Performance to Date?

- 4.1 Streetscene Services has a significant number of national and local performance indicators against which service delivery is measured. These indicators are published and are subject to an annual scrutiny by the Audit Commission to ensure that they are robust. Appendix 2 provides details of the:
- performance indicators and how they are measured
 - information on City-wide performance against national best value performance indicators (BVPI's) and local key performance indicators (LKPI's).
- 4.2 In addition, appendix 2 also includes a set of performance indicators which have been agreed with Area Managers to better represent area based service delivery (because some of the BVPI's and LKPI's are technical assessments of performance). These indicators are known as Area Performance Indicators (API's).
- 4.3 It is intended that this information will be provided to Area Committees on a six monthly cycle as a standing item.

5.0 What have been identified as the re-active service issues within the Area Committee Boundary?

- 5.1 Attached at appendix 3 is information which has been collated which shows the areas identified as 'hot spots' by Environment Services Division and Enforcement. Although these are areas at this point in time that require constant activity and monitoring

around litter, fly-tipping and needles this can change and there may be other areas which Elected Members are aware of.

5.2 Fly-tipping and needle teams are in place to respond urgently to complaints received about these areas, and many are under surveillance by the Enforcement Team. In addition, Elected Members have the Local Environmental Action Programme (LEAP) which will visit all wards six times per year to carry out intensive clean-up operations. It is proposed that this continues and that where possible more pro-active measures are taken to stop the activity.

5.3 Highways respond to complaints of pot holes etc and a team is sent within 24 hours to dangerous pot holes. However, long term solutions to some highways issues are determined by the funding available and officers continue to identify the budget required to improve the condition of the network. The shortfall is currently around £60 million.

6.0 What have been identified as pro-active service issues within the Area Committee Boundary?

6.1 There are already a number of activities which are taking place or are in the planning stage which are targeted at managing local issues.

- Leeds East
 - an initiative called 'Banrock' has brought Area Management, Streetscene Services, Community Safety, Police and the ALMOs together to tackle anti-social behaviour and environmental issues. This initiative has already seen the Killingbeck Police crime figures drop by 1900 since the start of the initiative in April 2004.
 - detailed discussions are taking place around the establishment of 'Neighbourhood Management Areas'
 - Streetscene is involved in the Renew project.
- North East
 - a multi-agency Police and Streetscene operation called 'Arrow' has taken place in the Beckhills.
 - work is ongoing to develop and pilot resident monitoring of environmental standards through a programme called NEAT.
- North West
 - discussions are taking place to establish more responsive working arrangements within the Student ASHORE area.
- West Leeds
 - a pilot project has recently concluded which was aimed at raising awareness of litter and recycling among school children. The project has also been used as the basis to obtain funding to introduce the work City-wide which will take place from January 2005.

- agreement has recently been reached to carry out a litter awareness campaign in 2005 for the area.

- South Leeds

- joint initiatives have already taken place with the Police facilitated by the Area Management Team.

- 6.2 Notwithstanding this, looking after the environment is a multi-agency issue and will only be effective if all key stakeholders contribute and manage more effectively and co-ordinate their service provision. With this in mind the Streetscene Board works closely with a number of these stakeholders and is establishing the framework against which a difference can be made locally.
- 6.3 At a local level Streetscene Service have identified Area Officers who will have a responsibility for leading and working with other key agencies within the area to take a pro-active and practical approach to problem solving local issues and then delivering the agreed solution. This arrangement is being piloted in the Beeston Hill area in December and January before it is introduced City-wide.
- 6.4 Not every issue can be resolved over night and therefore some planning needs to take place in order that workable and deliverable solutions can be found. It is proposed that where Area Committees have identified 'clusters' of local neighbourhoods as priorities for action, that these are used as the starting point.
- 6.5 It is proposed that where arrangements do not already exist that Streetscene Managers take the lead and that proposals for future action are put before the Area Committee in the new year for discussion and approval.

7.0 Monitoring Service Standards

- 7.1 Arrangements are already in place for Area Committees to monitor the performance of Streetscene Services against the agreed National, Local and Area Management performance indicators. However, there is no agreed arrangement for the monitoring of the service standards which have been provided within the information package.
- 7.2 It is proposed that once the NEAT programme, which is being piloted in North East Leeds, has been evaluated that this will be one vehicle which will be used to provide community feedback on standards. In addition, it is also proposed that agreement is reached that at appropriate times Area Committees would carry out their own customer satisfaction survey which will assist in the continuous improvement of the services delivered.

8.0 Recommendation

8.1 Members are requested to:

- note the contents of this report
- agree to receive a further report on priority neighbourhood action.

ISSUE TO BE ADDRESS		ACTION	Action Taken to date	
1	Achieve LPSA target	<ul style="list-style-type: none"> Review cleansing methods and scheduling arrangements for high density residential and industrial areas, recreation sites and associated car parks and transport centres (Zone 2) 	Revised street cleansing arrangements were introduced across the City on the 1 st November 2004 which take into account the requirements in Zone 2 areas.	Nov 04
2	Implementation of Streetscene initiative across the City	<ul style="list-style-type: none"> Introduce <ul style="list-style-type: none"> revised street cleansing arrangements bulky household collections refuse collection zoning co-ordination with grounds maintenance LEAP 	On the 1 st November 2004 <ul style="list-style-type: none"> revised bulky household collection service was introduced. a LEAP programme to be delivered six times per year was implemented revised street cleansing (covered above). leaf fall collection and recycling introduced discussions are still ongoing with regard to refuse collection. grass cutting contract is currently being evaluated. 	Nov 04
3	Raise Public Awareness	<ul style="list-style-type: none"> Improve information to householders on use of wheeled bins and household waste sites 	-a leaflet was circulated to all households in August 2004	Dec 04
		<ul style="list-style-type: none"> Increase Enforcement activity in zone 2 areas to ensure public awareness of responsibilities 	Targeted action has been taken in areas such as Harehills and South Leeds. A programme of activity is being planned for the new year.	Oct 04
4	Increase provision of litter and dog waste bins	<ul style="list-style-type: none"> Introduction of dual purpose litter bins in identified locations across the city 	Consultation has taken place on the location and implementation of litter bins and these will be installed during December 2004 and January 2005.	Oct 04

	ISSUE TO BE ADDRESS	ACTION	Responsible Officer	Sept 04
5	Improve graffiti and flyposter removal provision	<ul style="list-style-type: none"> • Agree protocol for removal of graffiti with ALMOS Other LCC Departments Utilities • Introduction of 0800 number for public reporting of graffiti 	<p>Ongoing</p> <p>Number to be launched in January 2005</p>	<p>Jan 05</p> <p>Jan 05</p>
6	Reduce the instances of graffiti and flyposting	<ul style="list-style-type: none"> • Agree organisational policy on flyposting, flyposting drums, anti-graffiti treatments • Co-ordinate activities with police to encourage reporting of tagging/flyposting 	<p>Flyposting policy launched in October 2004</p> <p>Agreement reached with Police on use of Crimestoppers. Further discussions taking place about action which can be taken to resolve issues.</p>	<p>Sept 04</p> <p>Sept 04</p>
7	Improve the appearance of open spaces, grass verges etc and highways	<ul style="list-style-type: none"> • Review weed control arrangements to reduce presence of weeds on the highway • Co-ordination of grass cutting with Street Cleansing Services - including expectations of new contractor 	<p>Ongoing</p> <p>Ongoing</p>	<p>Nov 04</p> <p>Mar 05</p>

ISSUE TO BE ADDRESS		ACTION	Responsible Officer	
8	Improving the quality of roads (work which directly contributes to Streetscene)	<ul style="list-style-type: none"> Implementation of highways maintenance programme which will ensure that the appearance of the highways meets customer expectations Implement new ways of working which involve patching rather than potholing 	Ongoing	Apr 04/05
			Where ever possible patching work is under taken rather than potholing. This depends however on how dangerous the pothole appears to be.	Apr 04/05
9	Ensure Streetscene contributes to the community Safety Agenda	<ul style="list-style-type: none"> Introduce 'Crime & Grime' arrangements with the police. Improve co-ordination of Enforcement activity by implementation of the Best Value Review of Enforcement. 	Discussions are currently taking place with the Police and other partners to organise anti-social behaviour Police operations around the LEAP programme. Applications are being submitted to ODPM for funding of the Crime and Grime initiative for 2005/6.	Nov 04
			Ongoing	Apr 04/05

ISSUE TO BE ADDRESS		ACTION	Responsible Officer	
10	Increase Pride in the local community environment	<ul style="list-style-type: none"> • Work with Health Schools Initiative to increase awareness among young people about litter management. • Launch public awareness campaign using buses, council vehicles, litterbins etc. • Work with local community youth groups on litter management • Evaluate 2003/04 Community Pride/City Pride Initiative to determine year 2 action 	<p>Funding has now been obtained for the introduction of a Primary School awareness campaign across Leeds.</p> <p>A programme of education and awareness has to be implemented including:</p> <ul style="list-style-type: none"> - bus advertising campaign which started in September 2004 and will run until March 2005. - various newspaper articles have appeared in media sources encouraging recycling - adverts for litter bins have been developed and will be implemented along with the installation of the new litter bins. -radio advertising will begin in the new year <p>Education and awareness officers appointed in July are meeting with Community /tenants/residents and community groups across the city.</p> <p>The City and Community Pride Awards took place on the 22nd October and were well received. An detailed evaluation is now taking place to inform the programme for 2005.</p>	<p>Sept 04</p> <p>Sept 04</p> <p>July 04</p> <p>Nov 04</p>
11	Work with Area Committees to improve local areas	<ul style="list-style-type: none"> • Establish consultation arrangements with Area Committees to ensure local views are included in the work of Streetscene. • To work jointly with Area Committees to find solutions to local issues. • Ensure that Streetscene issues are an integral part of the Area Delivery Plan. 	<p>Across all Area Wedges there are examples of work which is being planned or undertaken to identify and find resolution to specific local issues.</p>	



CITY SERVICES DEPARTMENT

Area Management
Streetscene Services



LEEDS
CITY COUNCIL

Performance Indicators

Introduction

Effective organisations monitor their performance in order to know how well they are doing and in order to identify opportunities for improvement.

City Services' performance indicators allow the monitoring over time of the Department's, and therefore, the Council's key priorities. Effective performance management ensures efficient allocation of resource, better planning, and identification of areas for improvement. Service level performance management facilitates the monitoring of service standards and helps to identify areas of strength and weakness within service delivery.

Certain performance measures (Best Value Performance Indicators) allow benchmarking and comparison with similar authorities, e.g. Core Cities, to ensure Leeds is competitive.

All performance measures allow the monitoring of progress over time in order to identify trends in service delivery and to apply appropriate risk management processes to the planning of services within Leeds.

Reporting is essential to ensure equality of service delivery and high-quality services to the people of Leeds. It allows comparison across areas and enables area management committees to identify priority actions for improvement on an area basis.

The Department has worked to provide a portfolio of measurable Performance Standards and Indicators for the Area Management meetings. These were identified through a review of service standards and through consultation with Area Managers.

Those indicators that could not be reported on an area basis, that were only available annually or that were irrelevant in terms of area management are not included in this report.

There are three types of performance indicator in the matrix:

1. Best Value Performance Indicators (BVPIs) - prefixed "BV"

These are national measures of performance, set by central Government. We are required under law to report our performance against these indicators and to produce a Best Value Performance Plan (BVPP) on an annual basis.

In order to ensure that these indicators are continually monitored throughout the year, where possible we report on these indicators on a quarterly basis, at Departmental and Service level performance monitoring meetings, to the Area Management Committees and to the Corporate Accountability Meetings.

2. Local Key Performance Indicators (LKIs) - prefixed "LKI"

In order to monitor local priorities that are not reflected in the statutory BVPIs the Department has set several Local Key Performance Indicators.

These are reported on quarterly at Departmental and Service level performance monitoring meetings, to the Area Management Committees and to the Corporate Accountability Meetings.

3. Area Management Committee Performance Indicators (ACPIs) - prefixed "AC"

These are performance indicators that were included only for the Area Management meetings, based on service standards.

These are reported to the Area Management Committees only, on a quarterly basis.

Service Area		Ref.	Performance Indicator	How Collated
HIGHWAYS SERVICES	Streetlighting	AC SL1	Average working days to repair lamp following report	Highways One at Middleton. Standard model reports exist to extract this data. Done by the Senior Lighting Engineer.
		LKI SL1	% of street lamps not working as planned	
	Highways Maintenance	LKI HM2	% of repairs to dangerous damage to roads and pavements which were carried out within 1 day of the Authority first becoming aware of the damage	Performance data comes from an Excel spreadsheet updated by Highway maintenance from Highway One database.
		AC HM1	% of repairs to urgent defects carried out within 14 days	
ENVIRONMENTAL SERVICES	Recycling & Waste	BV 91	% of population resident in the authority's area served by a kerbside collection of recyclables.	Data Analysed by Environmental Services. Data is from SUPERBASE database that is used to create the refuse collection route sheets.
	Refuse Collection	LKI RC1	Number of household waste collections missed per 100,000 collections	Base data is from SUPERBASE as above. Missed bins are recorded by the refuse collection crews and then input to SUPERBASE. This data is amalgamated with missed bin data from Siebel to produce the final figure.
	Street Cleansing	AC SC1	% of relevant land and highways assessed as having combined deposits of litter and detritus in either the clean or light categories	4 Monthly surveying is carried out in order to elicit this data. Wards are surveyed on a sample basis using deprivation indices to ensure that the sample is representative
	Graffiti Removal	AC GR1	No. of incidents reported	Data recorded by Graffiti removal team onto an Excel spreadsheet. Analysis is done by hand, by the Graffiti Team Manager
AC GR2		Average working days to remove		
ENVIRONMENTAL SERVICES	Needle Picking	AC NP1	No. of incidents reported	Raw data is from Siebel system.
		AC NP2	No of needles collected	Comes from Community Safety (from Siebel?)
		AC NP3	% collected within 24 hours	
		AC NP4	Average working days to remove	
	Fly Tipping	AC FT1	Number of flytipping incidents cleared	
		LKI SC6	Average number of days taken to remove fly tips	

Service Area		Ref.	Performance Indicator	How Collated
ENFORCEMENT	Fly Tipping	AC FT2	Instances of fly tipping investigations	From Enforcement Team, usually by hand (written).
		AC FT3	No. of prosecutions for fly tipping initiated	
	Littering/Dog Fouling	AC FP1	No. of littering/dog fouling fixed penalty notices issued	
	Abandoned Vehicles	AC AV2	Number of 24 hour notices	Data is currently taken from an Excel spreadsheet. Performance Management Team perform the analysis from the raw data.
		AC AV2	% removed within 24 hours	
		AC AV3	Number of 7 day notices	
		AC AV4	% removed within 7 days	

AREA MANAGEMENT PERFORMANCE INDICATORS
CITY SERVICES
 Inner - North West

Service Area		Ref.	Performance Indicator	2003/04 Citywide Result	2004/05 Citywide Target	1st Quarter 2004/5	2nd Quarter 2004/5	3rd Quarter 2004/5	4th Quarter 2004/5	Compared to Citywide	Trend - 2003/4 to 2004/5	On Target	2005/06 Citywide Target	2006/07 Citywide Target
HIGHWAYS SERVICES	Streetlighting	AC SL1	Average working days to repair lamp following report	7.2	5.0	4.3	5.3			4.9	Improving	On Target	5.0	5.0
		LKI SL1	% of street lamps not working as planned	1.75%	1.60%	1.20%	1.20%			1.60%	Improving	On Target	1.30%	1.10%
	Highways Maintenance	LKI HM2	% of repairs to dangerous damage to roads and pavements which were carried out within 1 day of the Authority first becoming aware of the damage	96.5%	98.0%	95.7%	91.4%			91.1%	Declining	Off Target	100.0%	100.0%
		AC HM1	% of repairs to urgent defects carried out within 14 days	New Indicator	97.0%	100.0%	90.2%			95.5%	New Indicator	Off Target	97.5%	98%
ENVIRONMENTAL SERVICES	Recycling & Waste	BV 91	% of population resident in the authority's area served by a kerbside collection of recyclables.	76.2%	80.5%					80.6%	-	-	81.0%	81.5%
	Refuse Collection	LKI RC1	Number of household waste collections missed per 100,000 collections	127	80					1144	-	-	60	59
		AC RC1	Percentage of household waste collections made on schedule	99.87%	99.20%					98.9%	-	-	99.94%	99.94%
	Street Cleansing	AC SC1	% of relevant land and highways assessed as having combined deposits of litter and detritus in either the clean or light categories	32.0%	27.5%					28.0%	-	-	26.5%	26.5%
	Graffiti Removal	AC GR1	No. of incidents reported	1,890		148	135			1,060				
		AC GR2	Average working days to remove		10.00	2.65	5.00			3.51	N/A	On Target	10.00	10.00

AREA MANAGEMENT PERFORMANCE INDICATORS

CITY SERVICES

Inner - North West

Service Area		Ref.	Performance Indicator	2003/04 Citywide Result	2004/05 Citywide Target	1st Quarter 2004/5	2nd Quarter 2004/5	3rd Quarter 2004/5	4th Quarter 2004/5	Compared to Citywide	Trend - 2003/4 to 2004/5	On Target	2005/06 Citywide Target	2006/07 Citywide Target
ENVIRONMENTAL SERVICES	Needle Picking	AC NP1	No. of incidents reported	1,276		153	60			1,656				
		AC NP2	No of needles collected	86,351		22,049	3,262			96,230				
		AC NP3	% collected within 24 hours	86.0%	86.0%	76.0%	98.0%			86.7%	Declining	Off Target	87.0%	88.0%
		AC NP4	Average working days to remove	0.78	1.00	1.19	0.19			0.75	Declining	Off Target	1.00	1.00
	Fly Tipping	AC FT1	Number of flytipping incidents cleared				410			4,413				
		LKI SC6	Average number of days taken to remove fly tips	1.70	1.50		0.55			1.05	Improving	On Target	1.30	1.10
ENFORCEMENT	Fly Tipping	AC FT2	Instances of fly tipping investigations				7			91				
		AC FT3	No. of prosecutions for fly tipping initiated	41		2	1			39				
	Littering/Dog Fouling	AC FP1	No. of littering/dog fouling fixed penalty notices issued	219		25	26			693				
	Abandoned Vehicles	AC AV2	Number of 24 hour notices	1318		12	8			195				
		AC AV2	% removed within 24 hours			73.0%	87.5%			88.9%	N/A			
		AC AV3	Number of 7 day notices	1414		32	14			454				
AC AV4		% removed within 7 days			79.0%	85.7%			83.5%	N/A				

NORTH WEST AREA WEDGE

Fly Tipping Hot Spots

- Ashville's, Headingley
- Brudenell's, Headingley
- Burley Lodges, Kirkstall
- Clayton Wood (off Ring Road)
Weetwood
- East Chevin Road, Otley
- Hawkswood Estate, Kirkstall
- Holt Lane, Cookridge
- Holtdales, Cookridge
- Hyde Park (bottle banks/car park) -
Headingley
- Ilkley Road, Otley
- Iveson's, Weetwood
- Knotsford Lane, Otley
- Marlborough Street, Kirkstall
- Redcote Lane, Kirkstall
- Sandford Road, Kirkstall
- Silkmill's, Cookridge
- Stanmore's, Kirkstall
- Weston Estate, Otley
- Willow's, Kirkstall
- Woodsley Road (bottle banks/car
park) – Kirkstall
- Back Blenheim Terrace
- Carlton Green
- Carlton Place
- Oatland Place
- Rillbank Lane
- St John's Close
- Ridge Road, off Meanwood Road
- Spencer Place

Needle Hot Spots

- Autumn Avenue, Woodhouse
- Bagby Fields, Woodhouse
- Lofthouse Terrace, Little London
- Raywood Close, Yeadon
- Servia Hill, Woodhouse
- Victoria Road, Headingley
- Woodhouse Square, Woodhouse

Litter Hot Spots

- Britain in Bloom has an impact on all
the villages within the area.
- Brudenells, Esholts, Ashvilles
- Burley Lodges, Kirkstall
- Clayton Road/ Sandford Road
- Cricket Matches/Rugby at the
Headingley ground
- East Chevin Road, and the Western
Estate at Otley all require
- Hawksworth Estate
- High Street & Town Street Yeadon
- Holt Park Estate
- Meanwood Road
- Student departures/arrivals in July and
September.



REPORT OF THE CHIEF RECREATION OFFICER

MEETING: Inner North-West Area Committee

DATE : December 9th 2004

SUBJECT : The Parks and Countryside Service

Electoral Wards Affected :

- Headingley
- Hyde Park and Woodhouse
- Kirkstall
- Weetwood

Specific Implications For :

- Ethnic Minorities
- Women
- Disabled People

Executive Function	<input type="checkbox"/>	Council Function	<input checked="" type="checkbox"/>	Eligible for Call In	<input type="checkbox"/>	Not eligible for Call In (details contained in the report)	<input type="checkbox"/>
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1.0 Purpose of this Report

1.1 This report sets out the strategic context for, and a description of the Parks and Countryside Service. Information on key performance management initiatives is outlined together with the results of a major resident survey. The report highlights the challenges facing the service in terms of investment and the investment required to deliver the fixed play strategy and the playing pitch strategy.

2.0 Description of Service

- 2.1 There is an increasing awareness and emphasis on the importance that parks and greenspaces play in every day life. The report 'Living Spaces: Cleaner, Safer, Greener' published by ODPM in October 2002 stated that 'the Government is committed to action to make public spaces cleaner, safer, greener places that enhance the quality of life in our neighbourhoods, towns and cities.'
- 2.2 In a recent survey conducted for the development of Vision 2 Leeds' proximity to the countryside and its parks came second and third respectively as the aspects respondents most like about living and working in Leeds.
- 2.3 Recognising the importance of parks and greenspace to Leeds people, we are developing a Parks and Greenspace strategy for Leeds with the assistance of CABE Space, a body established by the Government to facilitate the regeneration of parks and greenspaces.
- 2.4 As part of the Recreation Service, the Parks and Sport services are working together to maximise opportunities for physical activity and fitness in Parks to assist in delivering key Council strategies on health, wellbeing and obesity issues.

- 2.5 The Parks and Countryside service manages around 4,000 hectares of parks and greenspace. The service has 626 full-time equivalent employees, and has a gross expenditure of £25million with an income target of £15million, leaving a net charge to the Council of £10million per annum.
- 2.6 The mission of the Parks and Countryside service is “to manage the environment for recreation”. In order to fulfil this mission the service has developed 5 service themes which are outlined below.

Outdoor Play

- 2.7 The service manages 155 playgrounds located mainly in parks and local neighbourhoods . There are also 16 skateparks located around the city, which reflects the increasing focus of the service in providing facilities for teens and young people that include youth zones and places to socialise and play sports and games.

Outdoor Sport

- 2.8 The Playing Pitch Strategy audit identified 276 sport pitches managed by the service as the main provider of pitches in Leeds. In addition there are 226 school pitches most of which are maintained by Parks and Countryside. The audit identified 437 clubs using these facilities on a regular basis for football, cricket, rugby league, rugby union, and hockey.
- 2.9 There are 79 bowling greens within Parks requiring intensive care and maintenance, which are used regularly by 54 clubs.
- 2.10 The service manages and maintains the City Councils 5 golf courses at Middleton, Roundhay, Gotts, Oulton and Temple Newsam. The number of rounds of golf played during 2003/04 was 174,429. Following a marketing exercise the Executive Board agreed to a lease of the Oulton Golf Course and this will be finalised early in 2005.
- 2.11 The service also facilities a wide range of other outdoor sports and recreational activities. Some of these are provided where natural features make the activity feasible for example rock climbing at Otley Chevin, and sailing at Yeadon Tarn. Other sports are provided in response to a particular local demand e.g. the Khabaddi pitch at Roundhay and the Beanie pitch at Banstead. The sports and other activities provided comprise of angling, athletics, tennis, basketball, khabaddi, outdoor chess, cycling, water sports, rock climbing, orienteering, sailing, running, boules, and general physical activity, walking and exercise.

Parks and Open Spaces

- 2.12 There are 7 major or ‘city’ parks in Leeds namely Otley Chevin Country Park, Kirkstall Abbey Estate, Middleton Park, Golden Acre, Roundhay Park, Temple Newsam Estate and Lotherton Hall Estate. In addition there are 75 community parks, 94 recreation grounds and 383 areas of local green space. There are 156 nature conservation sites and around 170 woodlands and plantations managed by the service. The service also deals with tree issues on behalf of City Services and the ALMO’s; and in total manages around 1.5 million trees and 1,200 hectares of woodland.
- 2.13 As part of the recent tendering exercise for ALMO’s and Highways grounds maintenance, 184 parks and open spaces have been identified for transfer to Learning and Leisure.

Green Infrastructure

- 2.14 The term ‘green infrastructure’ refers to areas of greenspace, floral features, and street trees that all contribute to the visual attractiveness of Leeds as a City. As mentioned

above highway verges and shared areas of open space around Council housing are currently subject to a tendering exercise with the intention of letting a contract for streetscene grounds maintenance from March 2005.

- 2.15 An audit of greenspace with recreation or conservation value was undertaken over the Summer of 2004. This has involved identifying land with recreation or conservation value vested with other Departments (mainly Neighbourhoods and Housing) that is not directly managed by Parks and Countryside. This is land that typically has the following attributes:
- Land that contains recreational facilities
 - Sites considered as a 'pocket park'
 - Land that has recreational potential if managed appropriately which could for example involve local community groups or partner organisations
 - Woodland areas
 - Nature conservation sites

This land has been excluded from the grounds maintenance tender and it is anticipated that it will transfer to Learning and Leisure from 1st March 2005.

- 2.16 The Parks and Countryside service also carries out a grounds management and maintenance service on behalf of schools and other Council Departments.

Statutory Services

- 2.17 The 22 open cemeteries and 3 crematoria make an important contribution to the provision of greenspace in the City, and the service is also responsible for 21 closed church yards. The burials and cremation service deals with around 7,500 deaths each year of which 5,900 are cremations and 1,600 are burials.
- 2.18 There are 1,157 paths within the Leeds Metropolitan boundary, amounting to a total length of 777km of public rights of way. These Paths are comprised of 620km of Public Footpaths, 153km of Public Bridleways and 4km of Public Byways. The network represents an important linkage to and from many areas of formal greenspace, and countryside areas in both an urban and rural setting.
- 2.19 There are 96 listed allotment sites for which the Parks and Countryside service is responsible. Around two-thirds of sites are 'Self Administered', involving a group of allotment holders entering into a formal agreement with the Authority to lease the Allotment site. The remaining third are 'Council controlled' which means that all management and administration is carried out by the service.

Access and Countryside Service

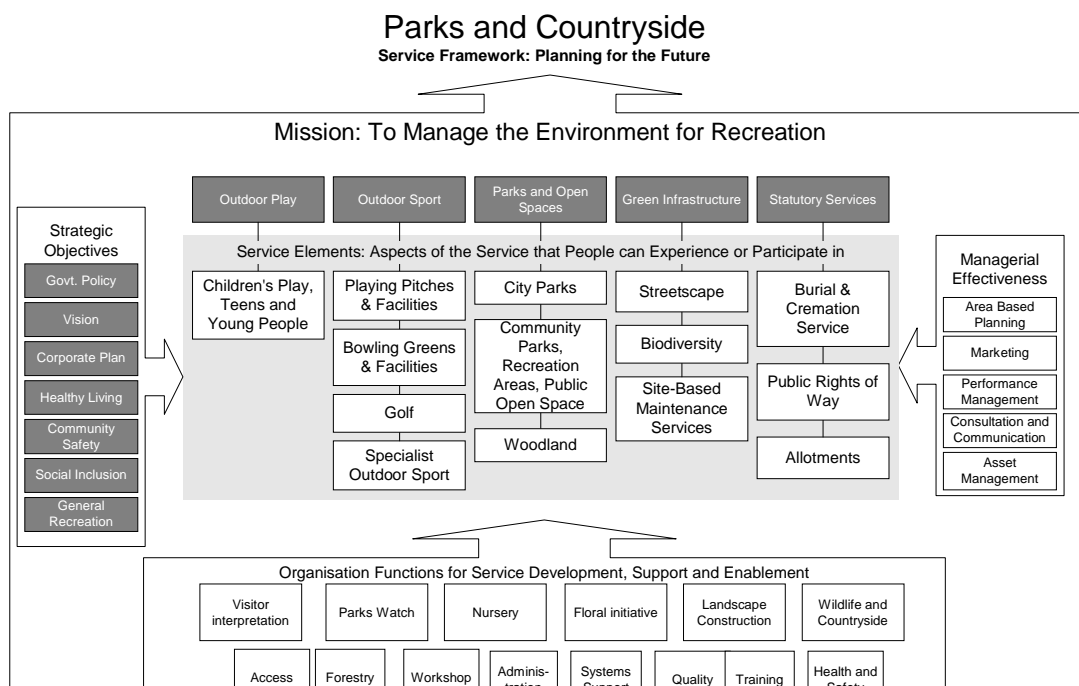
- 2.20 As described above, within the Leeds District there are 1,157 paths amounting to 777km of public rights of way. This path network links the urban centres with the rich and diverse natural environment of Leeds with its 17 Sites Special of Scientific Interest (SSSI), 7 statutory Local Nature Reserves and over 150 non-statutory nature conservation. Over 1,200 species of wild plant have been recorded in the district including 14 species of orchid. Leeds is home to a surprising range of wild plant and animal species many of which are afforded legal protection and require particular management regimes to thrive.
- 2.21 The Access and Countryside Section not only has the statutory duty to look after and protect and develop the Public Rights of Way network but also has the duty to advise the Local Authority regarding statutory obligations in respect of protected species, SSSI and nature conservation land management, and Biodiversity issues.

2.22 The section helps ensure a strategic and comprehensive approach to PROW, nature conservation and biodiversity issues across Leeds and encourages the use of parks and greenspaces as outdoor classrooms, through the following actions:

- Promotes the active management of key nature conservation sites, habitats, and species throughout Leeds.
- Co-ordinates a strategic approach to PROW, nature conservation and biodiversity issues.
- Promotes sustainable ecological management of the City Council's land and woodland estate.
- Facilitates the enjoyment and greater understanding of the natural environment.

Overall Service Framework

2.23 The 5 service themes described above and supporting service elements, all represent the service from a customer perspective, i.e. aspects of the service that people can experience or participate in. They are represented in the core of the following service framework.



The diagram also illustrates a number of strategic objectives at either a national or corporate level, which impact on each area of the service.

The framework also illustrates the functions that have a role to play in the development of the service overall or contribute to a number of service themes or provide a support and enablement role.

2.24 These 'support' functions include the workshop which is responsible for maintaining over 1,600 items of plant and machinery; the plant nursery which produces 4 million bedding plants each year (around 95% from seed), 5,000 hanging baskets, and 8,000 cut flower arrangements; and the city wide parks patrol service which regularly runs joint exercises with the police and works closely with the anti-social behaviour teams, youth service and other agencies.

- 2.25 The Parks and Countryside service has an important role to play in its contribution to educational activities. 36,000 young people benefit from ranger led events and activities which focus on conservation issues and caring for the environment.
- 2.26 There are also a number of educational activities undertaken by Woodland Officers within the service. The Tree Warden Scheme involves over 80 voluntary Tree Wardens located across the City, some of which are organised into 'Friends of' groups. An annual training programme (11-12 full day sessions) covers cross-curricula aspects of tree care and woodland management. There is also the 'Teaching Trees' initiative to promote the use of woodlands as outdoor classrooms to support teachers, and activities are arranged with local schools involving around 1,500 children developed specifically to meet the needs of the National Curriculum.

3.0 Strategic Context

Parks and Greenspace Strategy

- 3.1 The Leeds Initiative published its first Cultural Strategy in 2002 which identified the need for a Parks and Green Space Strategy. This strategy is currently being developed by the Parks and Countryside service with assistance from CABI Space, a body established by the Government to facilitate the regeneration of parks and green spaces.
- 3.2 Consultation has involved the publication of "Towards a Parks and Greenspace Strategy" early in 2004 which was sent to a number of stakeholders and also widely publicised, including on the Council's web site. There is ongoing focus group consultation with a range of targeted groups as part of the strategy development and a draft strategy is due early in 2005, with the final strategy due for completion in Summer 2005.
- 3.3 The Parks and Green Space Strategy will:
- Define the different types of parks and green space in the Leeds metropolitan district within an overall typology and catchment.
 - Emphasise the importance of parks and green space in supporting the regeneration of the city and improving peoples access to green space
 - Identify the key issues concerning the provision and management of parks and green space in Leeds
 - Recognise the impact of partners in helping to address the above issues
 - Enable us to find new ways to respond to customer requirements
 - Demonstrate how the parks and green spaces in Leeds can advance the City's aspiration to be an international cultural centre
 - Enable us to become proactive within the sustainable development agenda
 - Assist us in establishing joined up environmental co-ordination at a local area level
 - Identify a vision for the future of parks and green space in Leeds and develop priorities within a 10 year action framework (2005 – 2015)

Fixed Play Strategy

- 3.4 The Fixed Play Strategy was agreed by Executive Board in September 2002 and is now being implemented in partnership with Ward Members and the Development Department through the use of Section 106 funds. Early in 2005 a report will be presented to each Area Committee detailing the type and location of each playground and suggestions for future provision in each area.
- 3.5 It was anticipated in the 2002 report that implementation of the strategy would require a 10 year programme with an estimated total cost of around £7.5 million. £4 million has been invested over the last 4 years, funded primarily through Section 106 and SRB

schemes. The challenge will be to maintain the level of necessary investment following the cessation of the SRB programme and in those areas unlikely to benefit from Section 106 funding.

Playing Pitch Strategy

3.6 The Playing Pitch Strategy was approved by the Executive Board in October 2003. The key findings of the Audit included the need to address issues of quality and access to playing pitch facilities, and the need to develop a range of 'Community Club' sites to accommodate the growing number of sports clubs and users, whilst at the same time providing a balanced provision across the city.

3.7 The following specific steps are proposed in the short, medium and long term.

Short Term

- Area Committees will be provided with information contained in the pitch assessment and strategy, with a view to developing implementation plans specific to each area
- Officers from Learning and Leisure will work closely with the Development Department regarding interpretation of planning policy and guidelines

Medium Term

- The review of the lettings policy be completed particularly with regard to the use of playing pitches
- Sport clubs forums will be established across the City to allow input into the implementation process and for the Department to feedback progress
- The Sport Leeds Board Infrastructure Group will be involved in managing the implementation of the strategy and development of area plans
- Regular reports will be provided to Asset Management Group with regard to the rollout of area based implementation plans and to inform decision-making on specific proposals.

Long Term

- Implementing the strategy will be a long term commitment requiring close working with a range of partners and other organisations

3.8 Sustained investment will be a critical factor in implementing the strategy successfully. The report to Executive Board identified a minimum capital investment of £10m to bring Parks and Countryside pitches up to a good quality standard.

Allotments Strategy

3.9 We have recently produced an outline of a draft Allotments Strategy for wide consultation. A recent focus group session identified some of the following benefits and opportunities from having an allotment and promoting their wider use by the community:

- **Health** - the benefits that exercise brings and overall physical well-being. An effective way of reducing stress and anxiety.
- **Diet** - the produce (i.e. fruit and vegetables) is generally more nutritious than processed food, and is in the main organically grown.

- **Education** - opportunity to engage with schools as well as a means of engaging with disaffected young people

Urban Forest Strategy

3.10 It is planned to develop an urban forest strategy and tree policy for both the Council and partner organisations. The strategy would have the following aims:

- To set out the obligations of the Council in relation to trees and woodlands
- Identify key performance indicators for development and management
- Define, and identify the geographic distribution of all Council owned sites and trees and woodlands
- Emphasise the importance of the Leeds Urban Forest
- Identify the key issues concerning the provision and management of the Leeds Urban Forest
- Set out the structures and processes that will deliver the aims and objectives
- Enable new ways to respond to customer requirements
- Assist in establishing joined up environmental co-ordination at a local area level

4.0 Residents Survey

4.1 The residents survey was sent out to 30,000 households and 4,500 young people and children at the end of January 2004, as follows:

- | | |
|--|--------|
| • Adults (based on the Electoral Register) | 30,000 |
| • Young People aged 12-16)(sample of Breeze card holders) | 2,000 |
| • Children aged 5-11) | 2,500 |

The sample of 30,000 households/residents for the adult survey was taken from the Electoral Register with an even geographic spread across the City based on 395,000 people who had consented to their personal data being used for this purpose.

4.2 The survey has been carried out in partnership with the Institute of Leisure and Amenity Management (ILAM), specifically with an ILAM consultant who has conducted this survey with many other local authorities. The results of the survey can therefore be benchmarked with the results from other local authorities.

The specific breakdown of the 8,742 returned questionnaires is as follows:

- | | |
|--|-------------|
| • Adults | 6,842 (23%) |
| • Young People aged 12-16)(Breeze card holders) | 700 (35%) |
| • Children aged 5-11) | 1,200 (48%) |

4.3 Analysis of the 6,842 adult respondents shows that 6,267 use a park (92% of all respondents); and 5,579 use an identified Leeds' park as their normal park (82% of all respondents). Analysis of the 688 young person respondents shows that 661 use a park (96% of all respondents); and 654 used an identified Leeds' park as their normal park (95% of all respondents).

Statistically, using these figures across the Leeds population would show the equivalent visits to identified Leeds' parks is around 51 million. This does not account for the visits to Leeds major parks, such as Roundhay, Lotherton, Otley Chevin, Golden Acre and Temple Newsam from non Leeds residents.

The survey showed both adults and young people predominantly visit for between half an hour and a maximum of 2 hours during each visit.

4.4 The main reasons to visit for adults were as follows:

Reason	Equiv. Visits
Exercise	21.5 million
To take children to play	6.5 million
To relax	19.5 million

For young people, the main reasons to visit were:

Reason	Equiv. Visits
Meet friends	8.9 million
Play sport/games	8.7 million
Play with friends	8.3 million

4.5 The following table indicates the most popular parks for adult respondents:

Park	Responses	Equivalent Annual Visits
Roundhay Park	1148	3,690,163
Pudsey Park	303	1,693,294
Horsforth Hall Park	293	1,548,995
Temple Newsam Estate	413	1,465,424
Golden Acre Park	459	1,356,457
Middleton Park	169	1,112,439
Woodhouse Moor Park	113	1,072,482
Meanwood Park	136	1,024,658
Tarnfield Park	132	951,784
Rothwell Country Park	193	946,194

4.6 It is intended to carry out this survey again in 2005 and 2006, and thereafter every 3 years. The results of each survey will be reported to Area Committees and will form one of the services' key performance indicators.

5.0 Green Flag

5.1 The Green Flag Award scheme provides for a national standard for parks and green spaces across England and Wales. The award is managed by The Civic Trust on behalf of CABI Space, and it has backing in England from the Office of the Deputy Prime Minister, English Heritage, The Countryside Agency, and English Nature. In 2004 the Parks and Countryside Service entered four parks: Chevin Forest Park, Pudsey Park, Lotherton Hall Estate and Temple Newsam Estate for the award, all of which are now confirmed as successfully achieving the award.

5.2 The key criteria for assessing relevant sites against the standard are as follows:

- A welcoming place
- Healthy, safe & secure
- Clean & well maintained
- Sustainability
- Conservation & heritage
- Community involvement

- Marketing
- Management

- 5.3 In order to assist the service with performance management we arranged for 31 managers from the service to be trained as Green Flag judges. As well as contributing to the overall success of the scheme, these judges are applying their knowledge across 150 Leeds parks over the next 3 years to raise issues about the quality of greenspace and help facilitate the improvement of services in line with the nationally accepted criteria. The first 47 parks, woodlands, cemeteries and nature conservation sites are currently being assessed and will be complete by November 2004. A new performance indicator for the Parks and Countryside Service will be developed based on the "percentage of sites that meet the green flag standard".
- 5.4 Based on the analysis of results so far, it would appear that 13% of the 47 sites assessed would meet the full Green Flag standards and criteria. A full breakdown of each site and the criteria met will be presented to Area Committees in due course.

6.0 Best Value Review and Service Comparisons

- 6.1 The Best Value Review of Parks and Countryside presented to Executive Board in December 2001 explored comparisons between Leeds and Core Cities in terms of the direct cost of maintenance of **community parks**. The comparison showed that the average spend per hectare for Leeds was £1,874 compared to a mean of the other Core Cities of £6,500. Since the Best Value review, £560k has been allocated to the Parks and Countryside budget for horticultural maintenance improvements.
- 6.2 Work recently carried out for the Leisure Scrutiny Board with regard to the Cemeteries and Crematoria function of Parks and Countryside indicated that the average cost of grounds maintenance for Leeds compared to other local cities is:
- Leeds Cemeteries £4,322; Other local cities £6,417
 - Leeds Crematoria £3,242; Other local cities £7,083
- 6.3 During 2004 a survey was conducted into grass cutting arrangements among the Association of Public Service Excellence (APSE) members which was published in October 2004. The results indicate that the average number of grass cuts per annum by other Local Authorities on housing estates and general amenity/recreation areas is 17. A similar comparison with Glasgow City Council showed that their average number of cuts is 20. Both of these figures compare to an average of 13 cuts per annum in Leeds.

7.0 RECOMMENDATION

- 7.1 Members are asked to note the content of the report and the services provided by Parks and Countryside and to note that reports on the following issues will be presented in early 2005:
- Playing Pitch Strategy
 - Fixed Play Strategy
 - Evaluation of the market testing exercise for Streetscene Grounds Maintenance.

Appendix 1: List of Sites to be Assessed using the Green Flag Criteria

Wedge Area	Site Name	2004	2005	2006
East Wedge	Allerton Bywater Sport Ground		2	
	Banstead Park		2	
	BarleyHill Park		2	
	Beckett Street Cemetery	1		
	Castlehill Woods			3
	Chippies Quarry			3
	Compton Road Pocket Park	1		
	East End Park	1		
	Garforth Cemetery		2	
	Glebelands Rec, Ninelands Lane			3
	Grove Road Recreation Ground		2	
	Halton Dean - Primrose Valley			3
	Harehills Cemetery			3
	Harehills Park			3
	Hollinghurst woods		2	
	Kippax Meadows			3
	Linesway	1		
	Lowther Lake			3
	Manston Park		2	
	Saville Road Recreation Ground	1		
	Skelton Woods	1		
	St Mary's Kippax			3
	Townclose Hills		2	
	Whinmoor Park, Coal Road	1		
	Whitkirk Cemetery		2	
	Temple Newsam Estate	1		
	Sub Total		8	9
North East Wedge	Addymans Wood			3
	Buslingthorpe Recreation Grd			3
	Carr Manor Recreation Ground		2	
	Chapel Allerton Park	1		
	Cranmer Bank Recreation Ground		2	
	Gipton Woods		2	
	Gledhow Valley Woods	1		
	Harland Way (within Leeds boundary only)			3
	Lotherton Hall Estate	1		
	Meanwood Park		2	
	Moss Woods		2	
	Potternewton Park	1		
	Roundhay Park			3
	The Ings Wetherby			3
		4	5	5
North West Wedge	Adel Woods			3
	Becketts Park		2	
	Bedquilts Recreation Ground		2	
	Burley Park	1		
	Engine Fields			3
	Golden Acre Park	1		
	Grove Hill Park, Otley			3
	Hanover Square	1		
	Hawksworth Woods	1		
	Holt Lane			3
	Horsforth Cemetery			3
	Horsforth Hall Park		2	
	Hungerhills Woods		2	
	King George's Playing Fields			3
	Kirk Lane Park		2	
	Kirkstall Abbey Estate			3
	Lawnswood Crem	1		
	Lovell Park	1		
	Micklefield Park, Rawdon			3
	Nethermoor Park, Guiseley		2	
	Nunroyd Park, Guiseley		2	
	Otley Cemetery			3
	Otley Chevin Country Park	1		
	Rawdon Crem	1		
	Scotland Woods		2	
	Tarnfield Park, Yeadon	1		
	The Hollies			3
	Tinshill Recreation Ground		2	
	Wellcroft			3
	Wharfemeadows Park, Otley	1		
	Woodhouse Moor Park	1		
Woodhouse Ridge			3	
Woodhouse Square		2		

Wedge Area	Site Name	2004	2005	2006
	Woodside Recreation Ground	1		
	Yeadon Cemetery		2	
	Sub Total	12	11	12
South Wedge	Adwalton Moor			3
	Beeston cemetery			3
	Beggars Hill	1		
	Bruntcliffe Cemetery	1		
	Churwell Park	1		
	Cottingley Crematorium			3
	Cross Flatts Park	1		
	Dartmouth Park	1		
	Drighlington Park		2	
	East Ardsley Recreation Ground		2	
	Fairburn Ings			3
	Gildersome Cemetery			3
	Hembrigg Recreation			3
	Hesketh Recreation Ground		2	
	Holbeck Cemetery			3
	Holbeck Moor			3
	Hunslet Cemetery			3
	Hunslet Lake	1		
	Hunslet Moor			3
	John O'Gaunts Recreation Ground		2	
	Lewisham Park	1		
	Lofthouse Cemetery	1		
	Lofthouse Recreation Ground	1		
	Lowry Road			3
	Merrion St Gardens		2	
	Middleton Park	1		
	Parish Church Gardens		2	
	Park Square			3
	Rothwell Cemetery		2	
	Rothwell Country Park		2	
	Scatcherd Park		2	
	Sissons Wood		2	
	Springhead Park		2	
	Sub Total	10	11	12
West Wedge	Armley Park	1		
	Bramley Falls Wood Park		2	
	Bramley Park		2	
	Brookfield Recreation Ground	1		
	Calverley Park (Victoria Park)	1		
	Calverley Woods			3
	Chatsworth Recreation Ground	1		
	Farfield Recreation Ground	1		
	Farnley Hall Park			3
	Farnley Reservoir		2	
	Farsley Cemetery			3
	Farsley Recreation Ground	1		
	Hainsworth Park			3
	Ley Lane Recreation Ground		2	
	Nan Whins Wood	1		
	New Farnley Park		2	
	New Wortley Cemetery			3
	New Wortley Recreation Ground			3
	Post Hill		2	
	Pudsey Cemetery			3
	Pudsey Park	1		
	Queens Park, Pudsey	1		
	Rodley Park Recreation Ground			3
	St. Mary's Cemetery		2	
	Stanningley Park	1		
	Tyersal Park		2	
	Upper & Lower Wortley Cemetery		2	
	Weasel Fields Recreation Ground		2	
	Western Flatts Cliff Park	1		
	Westroyd Park			3
	Woodhall Lake	1		
	Sub Total	12	10	9
139	Grand Total	46	46	47



LEEDS
CITY COUNCIL

AGENDA
ITEM NO:

Originators: David A Jones /
Thomas O'Donovan

Telephone: 214 4839

REPORT TO: Inner North-West Area Committee

REPORT OF: Director, Neighbourhoods and Housing Department

DATE: 9 December 2004

SUBJECT: Housing Act 2004. Towards a Local Implementation Plan

Electoral Wards Affected :

Headingley
Hyde Park and Woodhouse
Kirkstall
Weetwood

Specific Implications For :

Ethnic Minorities
Women
Disabled People

Executive Function **Council Function** **Eligible for Call In** **Not eligible for Call in**
(details contained in the report)

1.0 Purpose of this Report:

1.1 The purpose of this report is to update members of the Area committee on the Housing Act 2004 and the possible implications for this area and,

1.2 Provide the Committee with an update on the current position with Area of Student Housing Restraint (ASHORE) policy and the Shared Housing Action Plan.

2.0 Background

2.1 The Housing Act 2004 amongst other things, provides a new Housing, Health and Safety Rating System (HHSRS) to replace the current housing fitness standard, a provision to update, by order, the statutory overcrowding provisions and the licensing of Houses in Multiple Occupation (HMOs): mandatory licensing for larger, higher-risk HMOs and discretionary powers to license smaller, multiple-occupied properties. Enabling local authorities to tackle low housing demand and problems of anti-social behaviour through new powers to selectively license private landlords. A detailed summary is attached at Appendix 1.

2.2 The Act is an enabling Act and further secondary legislation is still awaited,

however, it is estimated that across the city more than **eight and a half thousand properties** will require mandatory licensing. It is thought that approximately **five thousand** of these are in the North West Inner Area.

3.0 Policy H15, ASHORE & Diversity Zones

- 3.1 The Revised Deposit of the UDP Review proposes to introduce a replacement policy for the adopted version of Policy H15. The policy seeks to resist residential development for students (requiring planning permission) within the Area of Student Housing Restraint (ASHORE) due to the manifest problems of a concentrated student population. The Review is still at the public inquiry stage although a two day round table session attended by all the principal stakeholders has already taken place to discuss the implications and reasonableness of revised Policy H15 and ASHORE. .
- 3.2 Whilst the UDP Inspector has yet to report back on the acceptability of the revised policies, the Council is actively resisting student related developments within the ASHORE boundary under the revised policy and in conjunction with the adopted version.
- 3.3 To date, a number of refusals have been successfully defended at appeal and a working party has been set up within the Development Department to monitor activity in this area and to improve overall implementation and enforcement of the policies. The full wording of revised Policy H15 as it appears in the Revised Deposit is attached at Appendix 2.
- 3.4 In addition to the above, the Leeds HMO Lobby has sought to introduce a new policy called a Diversity Zone. Originally proposed as Policy 'H15B' in the UDP Review its aim is to set a limit on the proportion of HMOs permitted in an identified Zone (or number of zones), which will serve as a target for their reduction.
- 3.5 This recommendation has been rejected by the Council as HMOs (as defined through planning case law) are in fact a rarity in the ASHORE area. The student population is concentrated in "shared houses" and purpose built accommodation. Zones to control HMOs would therefore have no influence on the overall concentration of student housing, but would give a misleading message that the Council is able to control the % concentration more than it can.
- 3.6 If in the future "shared houses" are brought within planning control (through national legislation or new case law) the designation of sub-areas with % targets set for the amount of student housing would be a practical possibility. The Council could consider this "fine grained" approach if it had the control necessary for implementation but at present there are no signs this is going to happen.

4.0 Review of the Shared Housing Action Plan

- 4.1 In 2001 a Review of Privately Rented Shared Housing in Leeds was undertaken by Leeds City Council, which resulted in the drawing up of an Action Plan for improvement. Three years on, officers in the Performance & Improvement Team, Chief Executives Support Unit are now reviewing that Action Plan. The Service Development Officer, Neighbourhoods and Housing has commissioned the review

on behalf of the Student Housing Working Group, which has responsibility for monitoring the progress of the Action Plan.

- 4.2 The Council and its partners are committed to creating sustainable, confident communities; there should be no places in Leeds where people choose not to live. However, despite this, and due largely to the high level of shared housing occupied primarily by a transient population of students and young people in areas of Leeds particularly close to the Universities, some communities have demographically imbalanced populations.
- 4.3 In these areas some long-term indigenous residents are experiencing a range of problems associated with high densities of shared housing and a transient population. Despite these problems, the Council and key stakeholders recognise and value the contribution the Universities together with other higher educational establishments, students and graduates make to the Leeds economy and communities.
- 4.4 A wide range of consultation is being carried out as part of the review, with the opportunity for community groups, residents, students, Council officers and local Councillors, to name but a few, to contribute to drawing up a revised, up to date Action Plan. The role of the Area Committee in the revised Action Plan will need to be considered.
- 4.5 The purpose of the review of the Shared Housing Action Plan (SHAP) is to identify what has and has not been achieved since its inception; where actions have not been achieved, are these actions still valid and if not, why not. The review also aims to identify what the key issues are today, three years on, and ultimately the review will result in a revised Action Plan, which is agreed and signed up to by the key stakeholder parties.
- 4.6 As part of the review and the development of the revised Action Plan, it is important that all key stakeholders identify what part they can play in ensuring that shared housing across Leeds contributes effectively to creating sustainable and confident communities.

5.0 Leeds HMO Lobby

- 5.1 The Leeds HMO Lobby has produced a consultative document 'Stemming the Tide' which is attached for reference and information at Appendix 3. Although this document will be considered in regard to the shape of the local implementation strategy for the Housing Act 2004, it in no way represents current Council Policy.

6.0 Next Steps

- 6.1 The ODPM has just published "Licensing in the Private Sector: Consultation on the Implementation of HMO Licensing". This document now requires examination. It is proposed that a response to this document is sent prior to the 9 February 2005 deadline.
- 6.2 A 2005/06 revenue bid has been submitted for additional staff resources to assist with the preparation for Mandatory Licensing and its subsequent implementation.

7.0 Recommendations.

Members are asked to:

- a) Consider the contents of this report and its appendices and agree any actions.

2004 HOUSING BILL

A SUMMARY OF MATTERS RELATING TO THE PRIVATE RENTED SECTOR

1. HOUSING HEALTH & SAFETY RATING SYSTEM

- Replacement for the Housing Fitness Standard
- Will apply to HMOs and singly occupied property
- System identifies and rates the severity of a range of hazards found in dwellings according to their risk to health & safety
- Health includes mental health
- Version 2 of the Rating system will be developed by the time the Bill is enacted
- If a hazard is above a specified rating trigger (category 1) Local Authorities will have to take enforcement action; below the trigger (category 2), action will be discretionary
- Enforcement action can be Hazard Awareness Notice, Improvement Notice, Suspended Improvement Notice, Prohibition Order, Warning Notice, Demolition Order/Clearance Area
- Local Authorities can declare a Clearance Area if the condition of the properties in it are hazardous
- Local Authority can charge for serving enforcement Notices
- Undertakings to do remedial works will be permissible
- Powers are available to the Local Authority to carry out work in default and/or prosecute where legal contraventions are found
- Enforcement action guidance to be issued by the Government

2. LICENSING OF HOUSES IN MULTIPLE OCCUPATION

- Mandatory licensing system for higher risk HMOs
- The higher risk HMOs to be licensable will be defined in a later Government Order
- Discretionary licensing system to be available for lower risk HMOs and for which a business case will need to be put forward to the Government
- The business case will need to show that a significant proportion of HMOs in an area are being ineffectively managed to a point that there are problems for the occupiers or members of the public
- A discretionary scheme will operate same as if it was mandatory
- An Exemption Order can be issued for up to six months if the landlord intends to take steps to avoid an HMO being licensable
- Regulations will prescribe standards to be attached to the licence
- Licence conditions will include number, type and quality of amenities & health & safety standards
- Category 1 and 2 hazards cannot be remedied using the licence conditions - such hazards will need to be remedied using the Notice procedure as described in the previous section
- Defn. of HMO remains largely unchanged i.e. house occupied by persons who do not form a single household and who share an amenity
- Single household = family

APPENDIX 1

- 2 persons sharing excluded from defn. - therefore 3 people sharing = HMO
- Houses converted to self contained flats after 1984 and in accordance with Building Regs. will not be included in the defn. of HMO
- Buildings in non self contained flats will be HMOs
- HMO Control Orders to be replaced by Interim or full Management Orders
- If licence refused or revoked - Local Authority will need to make a Management Order
- Govt. are to issue an Approved Code of Practice for the Management of HMOs to complement the existing HMO Management Regulations.
- Local Authorities may make it a licence condition that the licensees attend a training course on the HMO Management Code of Practice
- Licences will last for 5 years
- HMOs owned by Public bodies will be exempted from licensing
- Halls of Residence will be exempted if they are operated by the Educational Institutions that own them
- Licensing regime to be self funding - licence fee will be payable
- No rent will be payable for unlicensed HMOs that should be licensed and compensation will be payable if rent has been charged and paid
- Licence conditions will include matters relating to property management, tenant behaviour, improvement works, occupancy levels, prevention of occupation of parts of the HMO, provision of safety certificates for essential services, provision of a tenancy agreement, obtaining references
- 'Fit and proper person' requirement for licensee and anyone managing the property on their behalf
- Licensee has to be the most appropriate person to be the licensee
- Before issuing a licence Local Authority need to be satisfied that the license holder has satisfactory management arrangements in place + funding and is competent to be a manager
- Procedure for application - notice to landlord with proposed licence - period of representation - licence issued - right of formal appeal - tenant can also appeal about conditions
- Procedure same for acceptance or refusal

3. SELECTIVE LICENSING OF PRIVATE LANDLORDS IN AREAS OF LOW DEMAND

- Local Authorities will be able to apply to the Sec. of State for powers to licence privately rented houses in areas of low demand
- Characteristics of low demand include high numbers of empty properties, low property prices, high turnover, anti social behaviour
- Area will need to be one that is subject to comprehensive regeneration action
- Business case to be put to Govt. to achieve as designation
- Govt. will provide criteria for suitability of an area for selective licensing
- Licence conditions will include matters relating to management, tackling anti social behaviour, property condition, property use and occupation and contents, take up of references, safety certification and terms of occupation
- Licence will require landlord or manager to be fit and proper person

APPENDIX 1

- Licences will run for 5 years
- HMO licensing regime will over ride selective licensing regime where an HMO is within an area subject to selective licensing
- Props refused a licence or licence revoked will be subject of an Interim Management Order
- Local Authority can issue an Exemption Order for up to 6 months if a landlord wishes to avoid a property being licensable

4. HOME INFORMATION PACK

- Persons selling their property will need to include in a home information pack the usual information that is required as part of the conveyancing process so as to speed up the conveyancing process
- The pack will need to include a house condition report and including a report on the energy efficiency of the property
- The house condition report will need to have been prepared by a bona fide surveyor who must fall into a yet to be determined certified category
- The enforcement agency will be the local Weights and Measures Authority

Neil Marsden

247 6242

05.01.04

Appendix 2

Policy H15 as set out in the Revised Deposit UDP Review:

In the area of student housing restraint defined on the proposals map, the following development will not be permitted:

- i. Student halls of residence and alterations, extensions and re-developments of existing halls which would result in a net increase in bedspaces
- ii. Extensions to existing student housing which result in an increase in habitable rooms
- iii. Houses in multiple occupancy, and flats of 3 or more bedrooms unless subject to an occupation condition prohibiting occupation by full time students

The area of student housing restraint is identified under policy R1 as an area policy initiative where the manifest problems of a concentrated student population will be addressed in partnership with the local community, other service providers, the Universities, Unipol and landlords. Particular themes include:

- Improving communication and understanding between students landlords, Universities and the local community
- Improving the noise environment
- Improving the visual environment
- Better regulation and enforcement
- Dealing with the residual effects of dispersal
- Lobbying for enhanced legislative control

Leeds HMO Lobby

Stemming the Tide

- 1 In its *Grand Strategy*, presented to LCC's Student Housing Project Group on 29 April 2002, Leeds HMO Lobby proposed • reorientation of student accommodation throughout the city, • resistance to increased concentration of student accommodation in LS6, • revival of the diversity of the population in LS6. National and local developments are going some way to achieving these objectives.
 - 1.1 Nationally, the **Housing Bill** will introduce HMO licensing. The Bill has made its way through the Commons, and currently is before the Lords. It has not been amended as the Lobby lobbied (lowering the criteria for mandatory licensing). Nevertheless, mandatory licensing at any level will help resist their development in ASHORE.
 - 1.2 Locally, the Leeds UDP Review will introduce **ASHORE**, an Area of Student Housing Restraint. The Review is about to go to Public Inquiry, and the Proposed Alteration is supported by all principal stakeholders (Council, community, universities, but not local landlords). ASHORE will resist student housing in the Area, and encourage it elsewhere.
 - 1.3 Specifically, the former CIT for Headingley, Kirkstall & Weetwood appointed a **Project Planner**, who has been able to make a significant contribution to resisting individual cases of student housing development (for instance, Tudor Cottage in Orville Gardens).
- 2 Nevertheless, student housing continues to increase in Inner NW Leeds.
 - 2.1 Despite the imminence of ASHORE, and its support in appeals by several Planning Inspectors, the officers of the Development Department are too often prepared to recommend approval of applications evidently intended for student housing.
 - 2.2 Anecdotal evidence demonstrates the continued turnover of properties to student housing. Many homes in Rochester Terrace have recently been put on the market, following the penetration of the street by student houses. On Headingley Hill (Manors & Richmonds and surrounding streets), over the last two years, on average one house per month has been converted to student use.
 - 2.3 The Development Department produced a couple of years ago a map of *Student Population 2000*, and it has just published another of *Main Student Areas 2002*. Comparison of the two maps shows two things: (1) the increased intensity of student penetration in existing areas (for instance, the whole of the area between Woodhouse Moor and St Michael's Lane is now saturated, rather than only parts), and (2) the expansion of the student housing area (for instance, across North Lane and into Beckett Park, into Far Headingley, into Meanwood, through Burley as far as Kirkstall Lane, and across the river around Kirkstall Brewery).
- 3 Therefore action is needed. The increase of student housing continues in Inner NW Leeds, it has not even been halted, let alone reversed. The need is for urgency, and for additional measures. At the very least, existing options must be stringently enforced by Development Control (and Enforcement). In addition, new measures are needed.

APPENDIX 3

3.1 Diversity Zone: in the consultation on Leeds UDP Review, Leeds HMO Lobby submitted a Representation proposing the addition of a Policy H15B, a *Diversity Zone*. The purpose of this is to embed in planning policy the objective of a *reduction* of HMOs in ASHORE (at present, policy goes no further than restraint). It does so by proposing a ceiling on the proportion of HMOs in sub-areas of ASHORE, lower than present levels, towards which Development Control should aim. The Lobby therefore proposes that this Policy be adopted by the revised UDP (or failing that, as Supplementary Planning Guidance).

3.2 Additional Licensing: the Housing Bill provides, not only for mandatory licensing, but also for additional licensing of HMOs. In this provision, a local authority may designate an area within which any or all HMOs may be licensed, in addition to those already subject to mandatory licensing. LCC is obliged to implement mandatory licensing, but hitherto has been resistant to considering additional licensing. But HMO licensing (or the refusal thereof) provides a mechanism to actually *reduce* HMOs in ASHORE. Leeds HMO Lobby therefore proposes that LCC declares its intention to seek to introduce additional licensing into ASHORE at the earliest opportunity.

3.3 HMO Officer: a key issue in the implementation of HMO licensing, and the reversal of the housing trend in Inner NW Leeds, is that of resources, specifically staffing. The former CIT showed that the locality need not be dependent on the city, by appointing its own Project Planner. Leeds HMO Lobby therefore proposes that the local Area Committee follows suit by appointing, as a partner to the Project Planner, a HMO Officer, whose primary role will be to catalogue HMOs in ASHORE, in the first instance to assist the city's implementation of mandatory licensing, and subsequently to demonstrate the need for additional licensing in the Area.

5 July 2004



LEEDS

CITY COUNCIL

AGENDA
ITEM NO:

Originators: David A Jones &
Thomas O'Donovan

Telephone: 0113 214 4815

REPORT TO: Inner North-West Area Committee

REPORT OF: Director, Neighbourhoods and Housing Department

DATE: 9th December 2004

SUBJECT: Planning Officer - Evaluation and Future Funding

Electoral Wards Affected :

Headingley
Hyde Park and Woodhouse
Kirkstall
Weetwood

Specific Implications For :

Ethnic Minorities
Women
Disabled People

**Executive
Function**

**Council
Function**

**Eligible
for Call In**

Not eligible for Call in
(details contained in the report)

EXECUTIVE SUMMARY

The Area Committee (CIT) Planner was established by secondment in July 2003. The current funding for the post is due to expire in July 2005. The Planning Officer has fulfilled a number of functions including; development advice; supporting local ward based participatory and action planning activities; providing educational advice on the planning system and enforcement of legislation and application monitoring. The post had originally been established to provide a planning advocacy service at a local level in a area of very high concentrations of student housing and speculative property development and renovation to meet high student housing demands.

The introduction of the Housing Act 2004, and the development/ implementation of the Council's Area of Student Housing Restraint (ASHORE) policy have had a considerable impact on the work of the Committee Planner, the role has proved extremely useful and at times essential in progressing planning related issues through the CIT and its consultative forums.

At its last meeting, the Committee deferred a decision on funding the Planning Officer for future years pending a report on the Housing Act 2004 and how it's implementation will impact on the Committee Area and how the Area Committee may be able to support and perhaps resource it's delivery at a local level within the context of a City-wide response to the legislation. This report appears separately on the agenda, Members are asked to make their decisions on the recommendations below with due reference to the Housing Act 2004 Report.

1.0 PURPOSE OF REPORT

- 1.1 This report seeks to update Members of the Area Committee on the work of the Planning Officer and to consider options for the future.

2.0 BACKGROUND

- 2.1 The principle of a Planning Officer post was first conceived by the former Headingley Kirkstall & Weetwood Community Involvement Team in 2002 due to the area's high student population and the unique development pressures that exist.
- 2.2 The post was filled by secondment in July 2003 and the initial job description indicated that the postholder would provide strategic planning advice and guidance to Members of the CIT (including associated community groups/representatives), and to pursue planning initiatives for improvement. The appointment was initially made on a 12 month basis although it was likely to be extended to a second year. This has occurred and the extended contact is due to expire early in July 2005.

3.0 MAIN FUNCTIONS OF THE PLANNING OFFICER

- 3.1 The Planning Officer's role has developed since its inception. The main functions of the role are listed below and give an indication of the current workload:

3.2 Development Advice:

- One of the of the main functions of the position has been to react to current development activity and advise Members and community groups about the acceptability of proposals, including how best to resist those which are unacceptable by identifying conflict with planning policy, guidance and material considerations. Advice of this nature has been provided either in person via briefing sessions/residents meetings, over the phone or in writing. Advice is not limited to formal applications and is accessed by community/residents groups as and when development proposals affect them but more regularly by Elected Members.

3.3 Participation:

Attendance at a number of working groups has been necessary and is ongoing to ensure strategic planning issues are taken forward and important information is communicated. The following list includes those groups that consider planning matters:

- **Headingley Centre Strategy Group** – Responsible for developing a strategy for central Headingley, part of which will be adopted as 'Supplementary Planning Guidance'.
- **Student Housing Project Group** – Responsible for implementing the 'Action Plan' developed by the Private Rented Sector Strategic Working Group which aims to resolve conflict between students and host communities.
- **North West Area Committee Sub Group (Planning)** – Formed to consider planning matters specific to the area and to communicate relevant planning information to the Area Committee.

- **North West Area Committee Sub Group (Project Monitoring)** – Responsible for evaluating the Planning Officer’s performance and setting priorities for the future.

3.4 **Education/ Policy:**

- A key element of the post has also been to explain how the planning system operates, what is/isn’t a material planning consideration and how local and central government policies are implemented at a local level. By improving local knowledge, stakeholders are better equipped to take part in the planning process and to challenge unacceptable proposals both now and in the future.
- Area based planning policy is also being drafted in the form of the Headingley Centre Strategy and the proposed restriction on ‘To Let’ boards. Assistance has also been provided to progress the Far Headingley with Weetwood and West Park Neighbourhood Design Statement and with developing the Council’s ASHORE policy.

3.5 **Monitoring/ Enforcement:**

- Monitoring and reporting breaches of planning in terms of unauthorised works or those not built in accordance with approved plans takes place. Analysis of appeal decisions also forms part of the monitoring role to ensure stronger reasons for refusal are developed where necessary.

4.0 **IMPLICATIONS OF AREA MANAGEMENT**

- The introduction of Area Management has brought about a number of issues that need to be considered. It has altered the original boundary covered by the post as the new Hyde Park & Woodhouse Ward has been added to the North West’s Inner Wedge. In doing this 3 new Ward Members will have access to the service. As this new Ward has a number of specific issues relating to regeneration it is important that this area is brought into the postholder's existing workload e.g. Little London’s PFI project.
- The North West Area Committee is divided into inner and outer wedges and whilst the two areas have very different planning issues to consider, they both have linked management responsibilities and are under considerable development pressures which are of equal importance to individual Ward Members. Accordingly, consideration should be given to the benefits of extending the Planning Officer’s boundary of responsibility to include the whole of the North West Wedge.
- For information, any extension would require additional funding over and above the current amount in order to cover increases in the cost of living allowance as agreed by the Council and to allow for potential salary increments of the postholder.

5.0 DEVELOPMENT DEPARTMENT RESTRUCTURE

- The planned line management of this post was to be to the Principal Planning Officer, however, following restructure, this post no longer exists. The Head of Development Services has agreed to take responsibility for the day to day management of the post.

6.0 IMPACT OF THE POST

- The role of the Planning Officer has evolved and become much more strategic and proactive e.g. running consultation exercises on pre-application enquiries - allowing public opinion to be gauged prior to a formal application being submitted.
- The ongoing work of the post includes developments such as the Little London PFI and also the working groups as listed in 3.3

7.0 RECOMMENDATIONS

7.1 The Area Committee is asked to:

- Comment on the effectiveness of the Planning Officer post.
- Note the main functions of the Planning Officer as detailed in the report and to consider any amendments (3.0 - 3.5).
- Agree that future monitoring and evaluation of the post will be by six monthly reports to the Area Committee.
- Note that day to day management responsibilities for the post will be undertaken by the Head of Development (5.0).
- Consider extending the post for a two year period beyond July 2005 in principle subject to budget availability at a cost of approximately £70K to the Area Committee and request officers bring back a further costed report in February 2005.



LEEDS
CITY COUNCIL

AGENDA ITEM NO:
Originator: Gill Marshall
Tel: 2478822

REPORT OF THE DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES

TO: INNER NORTH WEST AREA COMMITTEE

DATE: 9 DECEMBER 2004

SUBJECT: PROPOSALS FOR A SPECIAL CUMULATIVE IMPACT POLICY UNDER THE LICENSING ACT 2003

<p>Electoral Wards Affected:</p> <p>Headingley Hyde Park and Woodhouse</p>	<p>Specific Implications For:</p> <p>Ethnic Minorities <input type="checkbox"/> Women <input type="checkbox"/> Disabled People <input type="checkbox"/></p>
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Executive Function <input type="checkbox"/>	Council Function <input checked="" type="checkbox"/>	Eligible for Call In <input type="checkbox"/>	Not eligible for Call In (details contained in the report) <input type="checkbox"/>
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1.0 PURPOSE OF REPORT

1.1 The purpose of this report is to advise Members of the Inner North West Area Committee of proposals to adopt a Special Cumulative Impact Policy under the Licensing Act 2003 in respect of Headingley and Hyde Park and Woodhouse and to seek the views of the Area Committee to inform the decision making.

2.0 BACKGROUND

2.1 The Licensing Act is intended to reform and modernise the existing arrangements for licensing the sale of alcohol, the provision of public entertainment including music, dancing and indoor sports, theatres, cinemas and the provision of late night refreshment, with the aim of replacing these with a simpler, transparent and accountable system.

2.2 The existing arrangements involve two separate licensing authorities: magistrates and local authorities. The Act will integrate these arrangements under the control of a single licensing authority, namely the local authority.

2.3 In summary, two licences will replace the existing requirements, as follows:

- Personal Licence: issued to an individual in order to sell alcohol at any premises with the benefit of a compatible Premise Licence.
- Premises Licence: issued to a premise for the purpose of providing any form of public entertainment and/or the sale of alcohol or hot food at night.

- 2.4 The aim of the Licensing Act is to provide greater freedom and flexibility for the leisure and hospitality industry so that the public may be offered greater choices, whilst balancing the greater freedoms by providing tougher powers for the police, courts and licensing authority to deal with those who act against the public good.
- 2.5 Key measures contained in the Act are:
- Flexible opening hours with a potential for up to 24 hour opening, up to seven days a week, subject to consideration on the impact on local residents. This, it is hoped, will help minimise public disorder resulting from fixed closing times.
 - A single scheme for licensing premises which sell alcohol, provide public entertainment or provide refreshment late at night. This will bring together the six existing licensing regimes cutting down on red tape.
 - A new system of personal licences which allow holders to sell or serve alcohol for consumption on or off any premises possessing a premises licence
 - Personal and premises licences to be issued by local authorities.
 - Relaxation in the admission of children (subject to necessary protection measures)
 - Toughened measures to deal with under age drinking and alcohol related crime and disorder.
 - Powers to the Police to close down premises which have become a focus of crime and disorder or public nuisance.
- 2.6 The Secretary of State has issued Guidance under Section 182 of the Act to aid licensing authorities and to ensure the spread of best practice and greater consistency of approach when drafting their licensing policies, and administering the new Act.
- 2.7 The guidance makes it clear that the focus of the licensing policy should relate to matters that are in the control of individual licensees in respect of their licensed premises and activities.
- 2.8 The licensing policy should be written in accordance with this guidance and essentially with a view to promoting the following licensing objectives :
- The prevention of crime & disorder
 - The safety of the public
 - The protection of children from harm
 - The prevention of public nuisance
- 2.9 The Council will begin to receive applications to convert existing licences to the new format from 7 February 2005. These new licences will go live from a date to be announced but which is expected to be in November 2005.
- 2.10 Those applications which are for the conversion of an existing licence to the new style licence must be granted by the Council on the same terms and conditions as the licences currently in force, unless there is an objection by the police on grounds relating to crime and disorder. An Applicant who fails to apply for conversion between 7 February and 6 August 2005 loses his or her entitlement to convert.
- 2.11 During the period between 7 February 2005 and 6 August 2005, Applicants may apply not only to convert their licences to but also to vary the conditions upon which the licence is held. This could include the deletion of certain conditions or extension in the nature, scale and timing of the licence activities in the premises. Under the new

regime there will no longer be permitted hours for the sale of alcohol and therefore Applicants will be able to seek a licence which will allow them to operate 24 hours per day, 7 days per week. On an application to vary the licence in this way comments may be received by the Council from responsible Authorities (Police, Fire and certain Council Departments) and from interested parties who are (or are representatives of) local residents or businesses.

- 2.12 Officers will generally deal with applications where no representations have been made whether the premises are applying to convert or to vary the terms of their licence. Where however representations have been received then the matter will be dealt with by a Sub-Committee of three Members of a new Licensing Committee which must be constituted under the Act.

3.0 CONSULTATION ON THE LICENSING POLICY

- 3.1 Members will recall that the Council carried out a district-wide consultation in August and September of 2004 upon a draft licensing policy for Leeds. Initial feedback from the consultation has been reported to the Scrutiny Board Central and Corporate Functions and to Executive Board on 17 November. The revised policy will be presented to Executive Board on 15 December and will need to be adopted by the Council at its meeting on 12th January 2005.
- 3.2 Within the licensing policy, the Council is entitled to adopt a Special Cumulative Impact Policy which will help to limit the impact of licensed venues in the areas to which it applies. Cumulative impact is not a matter which is set out in the Act itself, but arises from the guidance issued by the Secretary of State. That guidance makes it clear that the decision to adopt such a policy must be based on robust evidential grounds and that the areas covered should be carefully defined and regularly reviewed.
- 3.3 One of the key messages arising from the consultation was on this issue of cumulative impact. The original draft of the licensing policy did not propose Cumulative Impact Policies, but instead the Council provoked debate on the subject by asking a direct question through the consultation. That question asked whether there were any areas of Leeds where the number and type of licensed venues was already at such a level as to create a cumulative impact, and if so what those areas were and what the problems were that were being experienced. Clear messages were received as a result of that consultation that the Council should look at such policy in parts of the city centre, and Headingley.
- 3.4 The effect of a cumulative impact policy is to create a presumption that new licences will be refused and applications to vary existing licences by significantly increasing the scale or timescale of operation may also be refused. However, that presumption can be rebutted by the Applicant demonstrating that his or her application would not add to the cumulative impact being experienced. The Council could still only refuse the application where it receives representations and it is satisfied that it is in the interests of promoting the four licensing objectives to do so. Effectively the policy places the burden on the applicant to show that granting the licence will not add to the impact already being experienced rather than requiring the responsible authorities or the public to show that it will.

4.0 EVIDENCE GATHERING

- 4.1 Officers have gathered evidence to enable Members to consider whether such a policy should in fact be adopted in the areas identified. The results of the evidence gathering exercise were reported to Executive Board on 17 November. Attached to this report at **Appendix 1** is a summary of the evidence gathered.
- 4.2 The Executive Board authorised consultation on the adoption of the policies that officers proposed as a result of the evidence gathering exercise. A copy of the proposed policy wording is attached to this report for Members' information at **Appendix 2**. Members will note from the summary that proposals are made in respect of the areas of Headingley and the Hyde Park and Woodhouse corridor along the A660. A copy of the full evidential report can be accessed via the Council's Internet site (www.leeds.gov.uk/licensing).
- 4.3 Further consultation will be undertaken, as authorised by Executive Board, by way of letters to licensees and residents associations. There was publicity about the proposals by way of an advert in the Yorkshire Evening Post on 23 November and information on the Council's website. Information has been sent to all elected Members on the proposals. Officers have requested comments by 3 December in order that these can be reported back to a Working Group of the Scrutiny Board Central and Corporate Functions, scheduled for 6 December. All comments will be collated and put before the meeting of the Executive Board on 15 December and to the Council on 12 January 2005.
- 4.4 It has been suggested and agreed that the comments of the Inner North West Area Committee should inform the decision making. Although the meeting of the Committee is not scheduled until after the consultation officially closes, it has been agreed that this report should be presented to the Area Committee Meeting, and the comments of the Area Committee will be reported back to the Executive Board and to the Council meeting.

5.0 RECOMMENDATIONS

- 5.1 Members are requested to consider the attached proposals and to provide any comments on the proposals so that officers can report these to Executive Board on 15 December 2004.

Background Papers

Report to the Executive Board October 2004

Report to the Executive Board July 2004

Report to the Executive Board November 2004

Draft Licensing Policy

Outcome of Licensing Consultation: Final Report 7 October 2004

Executive Summary of the evidence to support a special Cumulative Impact policy

1. Area 1 – City Centre – Supporting Evidence

Section 3 of Appendix 2 sets out the grounds for such a policy in the city centre and outlines the evidence available. The main focus of the evidence is on the impact of the number of licensed premises and their customers on crime and disorder in the city centre. It details existing initiatives including CCTV and the alcohol designated places order and refers to the findings of the Leeds Evening and Night Time Economy Study. West Yorkshire Police identify six streets which provided an initial view of where such policies might apply and provided statistical evidence of recorded crime in the area between July and September 2004 linked to licensed premises.

- 8 of the top 12 venues for recorded assaults are in the identified area
- there were 46 recorded assaults at the venues
- 30 of the assaults occurred at the 8 premises within the area
- there were 24 offences of Grievous Bodily Harm
- 11 of the 24 occurred in the early hours of Sunday and 5 in the early hours of Saturday
- peak offending time was between midnight and 3 am
- take aways and taxi queues act as flash points for crime and disorder.

Leeds Community Safety provide similar data from the crime and disorder audit and from a project with the hospitals where those presenting as assault victims were asked if they had been drinking and if so where. Between April and July 2004 55% of the 1320 assault victims had been drinking, 184 had been at licensed premises and 21% of those (39 assaults) were at premises within the proposed area.

City Services provide data about the environmental impact of the premises and Environmental Health provide evidence of public nuisance.

Information is given on the closing times and capacities of venues in the area. Taking into account only pubs, clubs and bars and excluding restaurants there are 57 venues open in the area after the traditional closing time of 11 pm with a potential capacity of 33,376. At 1 am there are still 52 premises open with a capacity of 32,000 people and at 2 am 29 of those premises close leaving up to 14,500 people who must find another venue or transport home.

Development Department and City Centre Management are broadly supportive of a special policy provided it does not impact on the ability to provide for a vibrant and culturally dynamic city centre.

The conclusion drawn in respect of the city centre is that any policy should be aimed at limiting the numbers of new pubs, clubs and bars who focus on the sale of alcohol to large numbers of customers. The policy should also seek to restrict the numbers of new take aways providing food in the area after 11pm as such venues act as a flash point for the problems.

2. Area 2 – Headingley – Supporting Evidence

Section 4 of Appendix 2 sets out the grounds for a policy in Headingley and the evidence gathered in support. In this area the impact is in terms of public nuisance to residents in the predominantly residential area.

The report shows that there is some crime that is linked to the premises in the area but not at the levels seen in the city centre. There were 18 reported violent offences at licensed premises in Headingley between April and June 2004. Nonetheless West Yorkshire Police highlight a fear of crime caused by groups of young people on the street who had consumed alcohol. This mirrors the feedback from residents during the consultation.

The report highlights strong concerns from Environmental Health about possible noise nuisance and the effect on quality of life for residents if the number of venues or their opening hours are extended.

Information on closing times and capacities highlights that 5 venues are open beyond 11 pm with a potential capacity of 2,500 people. The majority of these people will leave the venues between 12.30 and 1 am.

Development are supportive of a policy for Headingley feeling it fits well with the ASHORE project and the Headingley Centre Strategy.

The conclusion drawn in respect of Headingley is that any special policy must seek to limit the growth of new large scale venues which open late and also seek to restrict requests to extend opening hours in the residential area.

3. Area 3 – Woodhouse and Hyde Park Corridor – Supporting evidence.

Section 5 of Appendix 2 details evidence that large numbers of people travel this corridor to either begin their night out in the city centre and return to Headingley or travel from Headingley venues into the city. Given that Headingley is only three miles from the city centre there was concern that the area would suffer displacement of nuisance and crime if polices were adopted either side.

In particular the report notes the high crime rate in the area and the work carried out as part of Operation Cape and Operation Walksafe to address these issues. People travelling in that area late at night who have visited

licensed premises may well become victims of crime. The crime rate could worsen if the result of the special policy was to encourage new venues or late night opening in the area.

From the Leeds Metropolitan University to Hyde Park Corner there are 10 venues excluding restaurants and a number of take aways. Some of those venues are linked to the Universities. The total capacity is over 7000 people.

Environmental Health highlight complaints already existed about noise from premises in the area.

The conclusion drawn is that a policy should be adopted to monitor the area closely and either refuse new licences or impose conditions including limits to hours and capacity if necessary

4. Conclusions and Recommendations

Section 7 of Appendix 2 brings together the conclusions highlighted by the report and noted above in this summary and recommends that further consultation should be undertaken on the proposed policy before Executive Board receive the final version of the policy in December 2004.

DRAFT**CUMULATIVE IMPACT POLICY**

The Licensing Authority is applying a special cumulative impact policy to areas of the City Centre and the Headingley district of Leeds, and to a small corridor in between.

The map showing the areas to which the policies apply is attached to this Licensing Policy as Appendix

These areas have been identified because the Licensing Authority believes that the cumulative impact of the number and concentration of licensed premises in these areas are adversely affecting the promotion of the following licensing objectives.

- Prevention of crime and disorder.
- The prevention of public nuisance.

Each area has been identified as giving rise to concerns during consultation on the licensing policy. As a result, evidence was gathered from a number of agencies, including:

- West Yorkshire Police
- Leeds Community Safety Partnership
- Development Department, Leeds City Council
- Environmental Health Services, Leeds City Council
- City Services Enforcement Division, Leeds City Council
- City Centre Management, Leeds City Council

The evidence gathered from the agencies is summarised in Appendix

Following a consideration of that evidence the Licensing Authority formulated draft policies for the areas identified, and consulted with the agencies who have provided evidence and with:

- Licensees and those representing licensees
- West Yorkshire Fire and Rescue Service
- Those representing local residents and businesses

As a result of that consultation, the Council has adopted the following Cumulative Impact Policy.

Area 1 – City Centre – the area around the Corn Exchange, along Boar Lane, up Park Row and to the top of Cookridge Street

Within Area 1 as shown on the map in Appendix there is strong evidence of an impact on crime and disorder caused by the number of licensed venues within the area and the number of people attending those venues.

There is also evidence of public nuisance problems, most particularly noise nuisance at and from licensed premises, including noise from music, noise caused by people queuing to enter the premises, noise caused by people leaving the premises, and noise caused through the manner of exiting the premises, including noise caused by taxis and private hire vehicles. Whilst noise attenuation measures imposed as a result of planning or existing

licensing conditions have addressed some of the public nuisance elements, the evidence suggests that it remains the case that there is a problem caused by the movement of people and associated noise in these areas. Taxi ranks and take aways act as flashpoints for crime and disorder and public nuisance.

There is also evidence of environmental impact, including litter and unlawful advertising.

Within this area there are a large number of pubs, clubs and bars with relatively high capacities. At present these venues close at similar times leading to large numbers of people on the streets. The ability of the transport system to disperse these numbers rapidly with minimal impact on crime and disorder and public nuisance is in doubt. Whilst the new regime may lead to staggered closing times the competitive nature of the Leeds night time economy suggests that most venues will seek extensions to the same or similar closing times.

The Licensing Authority takes the view that in respect of Area 1 the principal problems are caused by the number of people attending the licensed premises in this area, and by their movement to and from the various venues, to and from hot food take aways and the sources of transport into and away from the City Centre. Although Leeds City Council has introduced extensive CCTV coverage, worked closely with existing licensees and door supervisors, and has introduced an Alcohol Designated Public Places Order in respect of the City Centre, the Licensing Authority believes that the city centre should be allowed a period of time to adjust to the new regime before assessing whether the capacity of existing venues is extended and new venues are given licences. Accordingly, the Licensing Authority resolves to adopt a policy which will seek to prevent any further extension of the numbers of people or licensed premises in that area at critical times.

The Licensing Authority wishes to encourage the provision of a range of entertainment in the area and to reduce the dominance of pubs, bars and nightclubs.

It is the Licensing Authority's policy on receipt of relevant representations to refuse applications in Area 1 for night clubs and for pubs and clubs which are characterised as large capacity vertical drinking premises (sometimes called high volume vertical drinking establishments) which are premises with large capacity used primarily or exclusively for the sale or consumption of alcohol, and which have little or no seating for patrons.

It is also the Licensing Authority's policy on receipt of relevant representations to refuse applications for new premises seeking a licence to provide hot food between 11.00 pm and 5.00 am where the food is purchased to take away from the premises as opposed to premises where the food is to be consumed on the premises and whilst patrons are seated at tables provided for that purpose.

The Licensing Authority recognises that take aways are not currently licensed and therefore this part of the policy applies only to new premises and not to existing premises (as at 7 February 2005) seeking a licence for the first time.

An applicant wishing to obtain a licence for premises falling within the above descriptions must identify, through the risk assessment process and operating schedule, the steps that he or she intends to take so that the Licensing Authority can be satisfied that granting a new licence will not add to the impact already being experienced. In particular, an applicant for a large capacity vertical drinking establishment should have addressed those matters set out in paragraphs 7.80 and 7.81 of the guidance issued by the Secretary of State under Section 182 of the Licensing Act 2003 for a large capacity vertical drinking establishment.

AREA 2 - Headingley

Area 2 as defined on the map at Appendix relates to the Headingley district of Leeds.

Headingley is a predominantly residential suburb, which lies 3 miles to the North West of the city centre. It is home to a population of approximately 26,000 (2001 census) and hosts the Headingley Test Cricket Ground and the Rugby League Ground. It has a high student population due to its proximity to the Universities. Research shows that the existing venues within Area 2 have relatively high capacity for residential areas, and currently enjoy longer opening hours than traditional pub venues.

The Licensing Authority considers that the principal impact demonstrated by the evidence gathered in respect of Area 2 is upon the licensing objective of preventing public nuisance. In particular, evidence shows that local residents are concerned with noise nuisance and other forms of anti social behaviour. Residents are concerned about the noise nuisance on the streets caused by those who have been drinking at licensed premises, congregations of people at takeaways (with associated nuisance) and noise nuisance caused by the demand for transport (in particular taxi and private hire vehicles). Residents particularly raise concerns about the late hours at which such nuisance occurs.

It is the Licensing Authority's policy, on receipt of relevant representations, to refuse applications in Area 2 for new night clubs and for pubs and clubs which are characterised as large capacity vertical drinking premises (sometimes called high volume vertical drinking establishments) which are premises with large capacity used primarily or exclusively for the sale or consumption of alcohol, and which have little or no seating for patrons.

It is also the Licensing Authority's policy to refuse applications to materially extend the opening hours of any licensed premise within the area.

The Licensing Authority has imposed this policy because of the impact of public nuisance on an area, which is primarily residential. Given the existing problems, the Licensing Authority considers that to allow new pubs, clubs and bars in Headingley or to allow the existing licensed premises in Area 2 to extend their opening hours would increase the impact of these licensed premises on the residents in the area. In particular, in assessing applications in respect of Area 2, the Licensing Authority will take into account the following criteria:

- That the area is primarily residential
- That there should be a distinction between operating hours (and the associated nuisance caused) on weekdays and on weekends, including Sundays prior to Bank Holidays.
- That the two areas are linked by a major arterial road (the A660) and evidence provided by West Yorkshire Police suggests that a number of people choose to begin or end their night out by travelling from Headingley into the City Centre and vice versa.

An applicant wishing to obtain a licence for new premises falling within the above descriptions or extensions to existing opening hours must identify, through the risk assessment process and operating schedule, the steps that he or she intends to take so that the Licensing Authority can be satisfied that granting a new licence will not add to the impact already being experienced. In particular, an applicant for a large capacity vertical drinking establishment should have addressed those matters set out in paragraphs 7.80

and 7.81 of the guidance issued by the Secretary of State under Section 182 of the Licensing Act 2003 for a large capacity vertical drinking establishment.

AREA 3 – Woodhouse and Hyde Park corridor

Area 3 relates to the arterial road (the A660) linking Area 1 (City Centre) and Area 2 (Headingley District). It is shown on the map attached to this policy as Appendix

In formulating its policy in respect of Areas 1 and 2, the Licensing Authority is mindful that the evidence shows that large numbers of people choose to begin their night out in Headingley and thereafter travel into the City Centre or, alternatively, choose to begin their night out in the City Centre and return to Headingley at the end of the evening, perhaps by public transport or taxi or private hire vehicle, and perhaps involving visits to licensed premises in Headingley, or premises serving takeaway food, before returning to their place of residence.

The Licensing Authority has also taken into account representations from West Yorkshire Police about existing crime and disorder problems in Area 3 and information about new high capacity premises, which have recently opened in Area 3, which are already the subject of complaint.

The Licensing Authority is concerned that by adopting policies in respect of Areas 1 and 2, there will be a tendency to displace either the crime and disorder or public nuisance impact into Area 3.

As a result, the Licensing Authority proposes to adopt a policy in respect of Area 3 that, on receipt of relevant representations, necessary conditions will be applied to all premises licences in the area to ensure that the problems experienced in Areas 1 and 2 are not displaced into Area 3.

Such conditions might include (but are not limited to):

- Restriction of hours
- Restriction of capacity

Or the Authority may refuse to grant the licence or variation sought due to the impact on the licensing objectives.

Review of the Special Cumulative Impact Policy.

The Licensing Authority intends to review the operation of the special cumulative impact policy six months after the second appointed date, which will allow sufficient time for meaningful information to be gathered on the impact of the new arrangements and the policy.



AGENDA ITEM NO.:
Originator: Zahid Butt (214 4602)

REPORT OF: Director of Neighbourhoods and Housing

REPORT TO: Inner North-West Area Committee

DATE : December 9th 2004

SUBJECT : Community Safety – Multi Agency Work

Electoral Wards Affected :

- Headingley
- Hyde Park and Woodhouse
- Kirkstall
- Weetwood

Specific Implications For :

- Ethnic Minorities
- Women
- Disabled People

Executive Function <input checked="" type="checkbox"/>	Council Function <input type="checkbox"/>	Eligible for Call In <input type="checkbox"/>	Not eligible for Call In (details contained in the report) <input type="checkbox"/>
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1.0 PURPOSE OF REPORT

1.1 The purpose of this report is to provide members with information about Operation Apollo, which is a multi agency crime reduction / prevention initiative planned in Pudsey Weetwood Police Division.

2.0 BACKGROUND

2.1 Traditionally various agencies have participated in multi agency action days connected with enforcement action. These action days have usually arisen from community safety issues reported to various agencies and have been one off action days to tackle specific problems, for example, anti social behaviour. East Leeds have taken this a step further, and have developed Operation Banrock, which is a programme of multi agency action days to tackle community safety issues. Operation Banrock can be rolled out to any geographical area in East Leeds and is delivered on a 4 weekly rolling programme. Having examined this model, Leeds Community Safety, Pudsey Weetwood Police and Area Management have agreed to put plans in place to develop Operation Apollo, which is based on the Banrock model.

3.0 OPERATION APOLLO

3.1 Operation Apollo aims to bring agencies together to concentrate effort in particular geographical areas within the Pudsey Weetwood Police Division. This involves activities which agencies would probably have delivered in the area, but not aligned or joined up. The following outlines the agencies involved and some of the services they may deliver under Operation Apollo:

Area Management

Prioritisation of Neighbourhood Wardens
Prioritisation of PCSOs
Involvement of detached youth work teams if appropriate

Police

Executing arrest warrants
Drug raids based on intelligence
Arrests for non-attendance at court
Bail / curfew checks
High PC patrols
Visits to victims of crime

City Services

Removal of graffiti
Litter pickers on streets
Removal of dumped rubbish

Highways

Repairing of street lighting
Repair / renewal of damaged street furniture

Anti Social Behaviour Unit

Visits to victims to anti social behaviour
Visits to perpetrators of anti social behaviour

North West Homes / Housing Associations

Arrears visits
Tenancy visits (for breach of tenancy)
Visits to perpetrators of anti social behaviour
Environmental Caretakers undertaking re-active and proactive environmental works
Garden letters delivered to ALMO properties with unkempt gardens

Warrant Officers

Executing warrants for non payment of court fines

- 3.2 All agencies involved will assist in delivering Crime reduction packs and be available to undertake joint visits, where appropriate. Other agencies will be involved in tackling issues identified within their responsibility, for example Education Welfare for truancy sweeps, environmental health to secure abandoned private properties.
- 3.3 Intelligence data such as Police crime statistics, ASB statistics and housing will help decide the area to deliver Apollo. The aim will be to choose areas of concern to the majority of agencies. PCSOs and neighbourhood wardens will undertake an environmental audit of the chosen area and pass information onto relevant agencies for action (for example graffiti removal team) 2 weeks before the action day.

3.4 Once the action day has been delivered agencies will undertake an evaluation of the process and look at what improvements are required for the next action day, which may include the participation of additional agencies.

4.0 RECOMMENDATIONS

4.1 Members are asked to note the contents of this report and offer comments.



REPORT OF: THE DIRECTOR OF NEIGHBOURHOODS AND HOUSING

MEETING: Inner North-West Area Committee

DATE : December 9th 2004

SUBJECT: LEEDS CITY COUNCIL COMMUNITY CENTRES REVIEW

Electoral Wards Affected:

- Headingley
- Hyde Park and Woodhouse
- Kirkstall
- Weetwood

Specific Implications For:

- Ethnic Minorities
- Women
- Disabled People

Executive Function	<input type="checkbox"/>	Council Function	<input checked="" type="checkbox"/>	Eligible for Call In	<input type="checkbox"/>	Not eligible for Call In (details contained in the report)	<input type="checkbox"/>
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1. PURPOSE OF THE REPORT

- 1.1 The report covers a number of issues related to community centres following recent reports to the Council's Executive and Neighbourhoods and Housing Scrutiny Boards.
- 1.2 It confirms current departmental vesting arrangements for the centres, highlights a number of operational issues and seeks Area Committee views on a draft new pricing and lettings policy for the use of those centres which are directly managed by the City Council.

2. BACKGROUND

2.1 The Community Centres Review has been ongoing in three phases:

- ◆ Information gathering
- ◆ Consultation
- ◆ Implementation

Earlier phases of the review included consultation through the former Community Involvement Teams.

2.2 The review is now in the implementation phase and officers from Neighbourhoods and Housing, Learning and Leisure, Development and City Services have been developing proposals to make the community centre portfolio sustainable over the

longer term. The three main areas of work which have been the subject of reports to the Executive Board and Scrutiny are:

- ◆ Asset Management Issues - Analysing the number of facilities and their condition/suitability for future service delivery.
- ◆ Operational Issues - Assessing the revenue cost of the service and in particular the high cost of caretaking.
- ◆ Lettings and Pricing Policy Issues - Developing a revised policy for lettings in centres which is consistent and improves the net operating deficit of the service.

3. ASSET MANAGEMENT ISSUES

- 3.1. As part of the review process the Scrutiny Board for Neighbourhoods and Housing made a series of recommendations concerning the future provision of Council operated community centres in May 2004. With specific reference to asset management issues Scrutiny made the following recommendation:

'That Executive Board request officers to progress the rationalisation of community centres, with corporate guidance, with a view to retaining and maintaining only those centres which are considered viable and appropriate to the needs of the local community, having due regard to the views of elected Members.'

That Executive Board request that this rationalisation begin immediately.'

The Executive Board considered the issue in June 2004 and was keen to see progress on the rationalisation of assets, subject to consultation.

- 3.2. At the start of the Community Centres Review in 2001 the Council owned 108 community facilities distributed throughout the City. For the purposes of this report these are the facilities that are now managed by either Learning and Leisure or Neighbourhoods and Housing. Through the information gathering phase of the review two key points were identified, namely:

- ◆ The distribution of Council run community centres appeared uneven and the rationale for the current makeup of the portfolio was unclear and largely historic.
- ◆ Many community centres were in need of capital investment to address issues of poor condition. In addition, the suitability of many facilities appeared to be poor with a number of centres being housed in buildings, which were not originally designed for community use.

- 3.3. Whilst the review process has been underway there have inevitably been asset management issues associated with the portfolio that have had to be addressed. As a consequence of this process 17 community facilities have closed since 2001 and the Council has also opened 3 new community centres since the review began.

- 3.4. There are currently 94 facilities under the responsibility of the Department of Neighbourhoods and Housing and the Department of Learning and Leisure. Appendix 1 lists the centres in each area. It shows the department now responsible for the asset and whether the centre is leased to an external organisation or directly managed by the City Council.

- 3.5. In order to make further progress in making the Community Centre portfolio more sustainable, officers considered the potential for further rationalisation of facilities. At the October 2004 Executive Board, Members approved in principle the disposal/closure of the following facilities:
- ◆ South Leeds: Bangladeshi Centre, Tunstall Road – Negotiations are taking place to dispose of the Council's land interest in this site to the Bengali Mother Tongue and Cultural Organisation at open market value.
 - ◆ NW Leeds: Cardigan Centre – This facility is currently leased to a third party. The occupier has expressed an interest in purchasing the site and it is proposed that the Council progress this option subject to satisfactory terms being agreed.
 - ◆ NW Leeds: Kirkstall Hill Community Centre – This facility is a former school kitchen built in the 1930's and is of pre-fabricated construction. It is in poor condition and would require significant capital investment. Recent usage has been low and the premises are now vacant following the sole user closing their playgroup.
 - ◆ NW Leeds: Headingley Annexe – The presumption here is that the premises will be vacant subject to the Royal Park School site development. Nearby, Headingley Community Centre provides a good community resource.
 - ◆ West Leeds: Wyther Community Centre – This facility has low usage and is in poor condition with significant capital investment required. The proposal is to look at supporting the move of existing use to the Armley Lazer Centre or nearby schools.
- 3.6. In addition, it was agreed that officers would review the 89 facilities that would then remain and develop further proposals for reshaping the portfolio to report to a future Executive Board meeting. In doing this officers will consider issues such as:
- ◆ The existing usage of the facility.
 - ◆ The opportunity to improve provision through some form of consolidation of existing provision.
 - ◆ The opportunity to provide improved provision through planned developments in future LIFT projects and/or Building Schools for the Future.
 - ◆ Opportunities that may exist in planned regeneration projects that are proposed for key areas of the City.
 - ◆ The location of the facility in the context of broader issues in the local area including regeneration, community cohesion and levels of deprivation.
 - ◆ The suitability of existing accommodation for community use.
 - ◆ The current condition of existing facilities and the merits/problems associated with the refurbishment of the premises.
 - ◆ The current revenue running costs of the facility in the context of existing usage and the value for money afforded by the existing arrangements.
- 3.7 Once initial work has been done, consultation will take place which will include local ward members. The review will give opportunities to improve the portfolio of centres that remain and respond to local needs and opportunities e.g. the potential for local management committees to manage centres in some areas. A combination of capital receipts from disposing of any centres, planned capital investment and Area

Committee Capital Well Being allocations will provide greater opportunities to invest in the centres which are the most sustainable over the longer term.

4. OPERATIONAL ISSUES

- 4.1. The operational issues reported to the Executive Board centred largely on the revenue running cost of the service. For 2003/04 the net cost of the service, excluding asset rental, was £2.9m.
- 4.2. Work undertaken by officers has identified the potential to make efficiency savings in the operation of the service, which generate year-on-year revenue savings for the Council.
- 4.3. The operational management of Community Centres is now being undertaken by City Services (alongside the management of other civic buildings) on behalf of Learning and Leisure and Neighbourhoods and Housing. City Services are working with the client departments to reduce the costs of service provision through a range of actions including:
 - ◆ Reviewing the opening times for centres
 - ◆ Determining whether caretakers are required at all times currently deployed in centres
 - ◆ Reducing long-term sickness cases
 - ◆ Reducing the occasions that are covered using over-time
 - ◆ Employing new staff on revised terms and conditions
 - ◆ Continuing to negotiate changes to current staff contracts of employment with staff and their Trade Union representatives
 - ◆ Ensuring that staff rotas adhere to the European Working Time Directive and in particular the need to reduce working weeks below 48 hours.
- 4.4 Each of the Area Management Teams will be involved in work to bring about efficiency savings to the portfolio in each area. Ward members will be consulted on any significant changes to operational arrangements to a centre in their area e.g. changes to times when there will be a regular caretaking presence.

5. PRICING POLICY

- 5.1 With regard to lettings and pricing policy issues the Neighbourhoods and Housing Scrutiny Board made the following recommendation in May 2004:

- ◆ *That the Executive Board resolve that a consistent community lettings and charging policy is developed across the Council.*

At the Executive Board in June, Members agreed that a new policy was required and requested a revised lettings and pricing policy be drafted for all centres for consultation.

- 5.2 Accordingly, officers developed a draft proposal for Executive Board's consideration. The principles that sit behind the draft policy are as follows:
 - ◆ The prices charged for the use of community centres should be transparent and be consistently applied across all centres

- ◆ There should be no hidden subsidies and any subsidies levied should be paid for by a client budget
- ◆ College user rights should be levied a service charge that reflects the legitimate cost of their occupation

5.3 The draft lettings and pricing policy is attached at Appendix 2 and views from Area Committees are invited on it, along with views on which local organisations/forums should be consulted on it. Consultation will also take place with all known existing users of community centres. In addition to information about the draft new policy being placed in each community centre affected, information will also be circulated to other public buildings e.g. One-Stop Centres, Libraries and Leisure Centres and be made available on the Internet. Following consultation, which is anticipated to take place until the end of February 2005, a final pricing policy will be presented for Executive Board's approval.

5.4 A key part of the draft pricing policy is a proposal to levy a service charge for the use of Council Community Centres by Colleges exercising their User Rights, which were established following the split of the colleges from the Council in 1992. Whilst the Council has not previously levied a service charge to date, advice from the Chief Legal Officer confirms that the Council is able to levy a service charge in this instance. Further work is now being done on this by officers in the Learning and Leisure Department.

6. RECOMMENDATIONS

6.1 Members of the Area Committee are asked to:

- ◆ Note the issues in the report in relation to the overall portfolio of community centres and the departmental vesting arrangements now in place for centres in the area
- ◆ Give details of any local organisations/forums which should be consulted on the draft pricing and lettings policy to the Area Manager within two weeks of the meeting
- ◆ Give their views on the draft pricing and lettings policy by providing comments to the Area Manager by the end of January 2005

APPENDIX 1

NORTH WEST LEEDS COMMUNITY CENTRES

Community Centre	New Department	Wedge	Ward	Directly Managed or Leased
Beckett Park Centre	NHD	Inner	Weetwood	Leased - Beckett Park Community Association
Headingley C.C	NHD	Inner	Headingley	Directly Managed
Woodsley Road C.C	NHD	Inner	Hyde Park & Woodhouse	Directly Managed
Guisley Theatre	NHD	Outer	Guisley & Rawdon	Leased - Guiseley Theatre LTD
Southview Centre	NHD	Outer	Otley & Yeadon	Directly Managed
Weston Lane Y.C	NHD	Outer	Otley & Yeadon	Directly Managed
Yeadon Town Hall	NHD	Outer	Otley & Yeadon	Directly Managed
Holt Park C.C	LLD	Outer	Adel & Wharfedale	Directly Managed
Little London C.C	LLD	Inner	Hyde Park & Woodhouse	Directly Managed
Meanwood C.C	LLD	Inner	Weetwood	Directly Managed
Roseville Centre	LLD	Inner	Headingley	Directly Managed
Woodhouse C.C	LLD	Inner	Hyde Park & Woodhouse	Directly Managed
Cross Green Y.C	LLD	Outer	Otley & Yeadon	Directly Managed
Greenacre Hall	LLD	Outer	Guisley & Rawdon	Leased - Greenacre Community Hall Association
Horsforth Mechanics Institute	LLD	Outer	Horsforth	Directly Managed
Stanhope Drive Y.C	LLD	Outer	Horsforth	Directly Managed
Tarn Activity Centre	LLD	Outer	Otley & Yeadon	Directly Managed

NHD = Neighbourhoods and Housing Department

LLD = Learning and Leisure Department

First Draft - for Consultation with Executive Board

LETTINGS AND PRICING POLICY FOR COMMUNITY CENTRES MANAGED BY LEEDS CITY COUNCIL

1. BACKGROUND

Work done to date through the Council's community centres review has highlighted that in general the Council's portfolio of centres have high maintenance backlogs, significant and increasing running costs and wide variations in usage.

As part of the implementation phase of the review, the Council is seeking to ensure that the city's community centres are run more efficiently and provide a better quality service. This includes looking at the costs of operating centres and the lettings and pricing arrangements which apply.

In relation to lettings and charging, there are a number of different arrangements in place at present which reflects the fact that the centres were formerly spread across a number of different council departments. Some of the key points are:

- The policy and pricing schedule for some centres has not been updated for over 10 years.
- There are variations in prices charged for the use of similar facilities.
- A number of colleges have user rights of a number of community facilities. The user rights in question date back to the split of the colleges from the Council in 1992. Since that date, service charges have not been made to the colleges for their use of Council facilities.
- There are a significant number of centres with very low levels of income generation.

Both the Neighbourhoods and Housing Scrutiny Board and the Council's Executive Board have agreed that a new policy for lettings and pricing is required. The Council's Executive Board in June 2004 requested a revised lettings and pricing policy be drafted for all centres for consultation.

2. KEY OBJECTIVES OF THE POLICY

- Letting arrangements and the prices charged for the use of community centres should be transparent and be consistently applied across all centres
- Prices charged for the use of facilities should make a significant contribution to the costs of overall service provision and there should be no hidden subsidies

- Lettings and pricing arrangements should encourage access to community facilities for everyone
- College user rights should be levied a service charge that reflects the legitimate cost of their occupation
- Centres should be collectively managed on an area basis with Area Committees leading on ensuring that local groups are best served by the facilities

3. PRINCIPLES

Leeds City Council aims to provide, promote and encourage access to community facilities for everyone, particularly those at risk of social exclusion. Access to community facilities is important to support community involvement and participation and can help to support community cohesion through bringing people together and developing relationships between people from different backgrounds. This lettings and pricing policy reflects and supports these aims.

Fees and charges represent an important source of income, providing finance for an activity that is designed to achieve City Council objectives and benefits to local communities and individuals. The policy recognises the potential conflicts between raising income through charges and promoting access and usage of services, particularly by groups on low incomes and community organisations with limited resources.

Key principles which will apply to the lettings and pricing policy are:

- The policy will be transparent and consistently applied to all centres directly managed by the City Council
- Charges will be fair and reasonable and not exceed the market rate
- The Council will apply concessions to promote equality of access to community centres
- Charges will be simple to understand and administer

This policy will complement work being done to develop a new policy for community use of space in other Council owned facilities e.g. schools and libraries.

4. LETTINGS PROCEDURES

Standard conditions of hire will apply to all community centres and at all times (based on existing conditions used by the Learning and Leisure Department).

Anyone wishing to hire a community centre will be required to complete the appropriate letting form at a set date prior to the intended date of the let.

No lettings will be permitted without the completion of the letting form in order to ensure that appropriate insurance and licensing arrangements are in hand. The

above period of notice will also enable the City Services Department to make arrangements to open and close the facility and undertake any necessary cleaning prior to and following the let.

An approved key holder system will be established for Leeds City Council departments and external organisations based in community centres and/or taking out lettings. In situations where someone is an approved keyholder then a caretaker would only be needed if the programme or use warranted it.

Preference will be given to 'block' bookings across a period of time and for multiple-hour bookings at evenings and weekends.

The City Council reserves the right to ask hirers to be flexible about the time/day they are requesting and wherever possible will approve bookings when a centre is already being used or prior to/after a booked slot.

5. PRICING

Lettings charges will reflect room size, standard and range of facilities (e.g. kitchens, toilets) with similar prices charged for similar facilities.

A schedule of prices will be developed for each centre. Once agreed, the pricing schedule will be displayed in each centre and made available on the internet.

6. CONCESSIONARY HIRE

There will be no concessions for public agencies or private organisations/individuals.

Colleges with user rights will be levied a service charge that reflects the legitimate cost of their occupation.

There will be no concessions on Friday evenings, weekends or bank holidays (as a result of high demand and/or extra costs of providing service).

Area-based discounts (subject to availability) will be nominated by the local area committee for allocation to:

- Groups/meetings for older people and young people
- Groups representing disabled persons
- Fundraising events by registered charities
- Other groups agreed by the relevant area committee

There will be no concessions for:

- Members surgeries (to be met by an allowance from Member Services)
- Members public meetings (to be met by an allowance from Area Management)
- Leeds City Council Departments

EFFECTIVE DATE OF POLICY AND REVIEW

The policy will be subject to consultation prior to its implementation with Elected Members, existing users and potential users.

It is anticipated that the new policy and pricing structure will be effective from March 2005 for new bookings and from April 2005 for existing users.

Once implemented the policy will be subject to review every two years. This will ensure that the policy reflects Council priorities, community needs and the costs of service provision.

CONSULTATION

Leeds City Council welcomes comments and suggestions about this new policy and how it may impact on your area or organisation.

The views of Members and users of community centres will be actively sought.



LEEDS
CITY COUNCIL

AGENDA
ITEM NO:

Originators: Thomas O'Donovan

Telephone: 214 4839

REPORT TO: Inner North-West Area Committee

REPORT OF: Director, Neighbourhoods and Housing Department

DATE: 9 December 2004

SUBJECT: Inner Area Committee Well-being Budget Report

Electoral Wards Affected :

- Headingley
- Hyde Park and Woodhouse
- Kirkstall
- Weetwood

Specific Implications For :

- Ethnic Minorities
- Women
- Disabled People

Executive Function
Council Function
Eligible for Call In
Not eligible for Call in

 (details contained in the report)

1.0 Purpose of this Report:

This report seeks to:

- a) Provide Members with a current position statement on the Well-being Budget.
- b) Provide Members with a progress report on projects agreed at the last meeting and additional proposals received.
- c) Provide Members with details of Small Grant applications received.

2.0 Background

2.1 At its last meeting the Area Committee noted the final allocations of **£202,729** revenue funding for 2004/05 financial year and **£394,196** capital funding over three financial years from 2004/05 to March 31st 2007.

2.2 Members should note the following points: -

- The revenue funding is for 2004/05 only and therefore not only should this be committed as soon as possible, but every effort should be made to ensure that the funding is actually spent by March 31st 2005. There is no guarantee that the allocation can be rolled over into the following financial year.
- A total of **£8,482** is remaining in the small grants fund.

- The budget for community skips has been incorporated into the Well-being budget. So far this year £2523.22 has been spent. The total figure allocated for the year is **£6000**.
- At the last meeting it was agreed to contribute £20K per annum for Parkswatch from Well-being Budgets for a period of 3 years commencing on 1st April 2005. This may now be covered within core Council budget decisions 2005/06 (further information awaited).
- The committee has approved, in principle, to funding up to £16,000 for the Royal Park Greenspace Scheme from the 2005/06 and 2006/07 Well-being Revenue Budget (£8,000 from each financial year respectively). This is subject to budget provision being available in these financial years.
- The committee has approved, in principle, the allocation of £3,750 from the 2004/05 Well-being Budget, and to pre-allocate funding of up to £37,500 from the 2005/06 and 2006/07 Well-being Revenue Budget (£18,500 and £19,000 respectively per year) for a part time worker to be recruited and employed for the Woodsley Road Community Centre. This is subject to budget provision being available in these financial years.

2.3 The following are the eight priority themes agreed by the Area Committee that ideally the 2004/05 Well-Being budget should be allocated against-

- Cleansing related streetscene improvements
- Improving the standard of roads and footpaths
- Enhancing the streetscape and the environment
- Protecting and supporting vulnerable people
- Maintaining community assets that are deemed to be valuable
- Tackling antisocial behaviour by young people
- Improving facilities for young people to use
- Addressing issues linked to shared housing

3.0 Well Being Projects

3.1 Details of projects agreed at the last meeting, including any material changes, are attached at Appendix 1. The Area Committee is requested to consider and agree changes.

3.2 Details of projects received since the last meeting are attached at Appendix 2. The Area Committee is asked to consider and agree.

4.0 Small Grants

4.1 The following small grant applications are presented for information:

Organisation	Project Name	Amount
Hawksworth Wood Community Association	Water Colour Workshops	£500
Little London Arts	Community Publicity Distribution	£500
Moor Grange Action Group	Moor Grange and West Park Community Fun Day	£500

5.0 Recommendations

Members of the Inner North-West Area Committee are requested to:

- 5.1 Note the current budget position of the Well-Being Budget as set out at 2.1.
- 5.2 Note the Well-being projects listed in Appendix 1.
- 5.3 Agree changes to Well-being project schedule (Appendix 1).
- 5.4 Agree additions to Well-being project schedule (Appendix 2).
- 5.5 Note the small grants detailed at 4.1.

Appendix 1

Inner Area Committee Well being Projects 2004/2005

Project	Delivery Organisation	Provisional Costs Agreed at Area Committee	Current Actual Costs	Possible Capital Project Cost	State of Readiness
Beckett Park Play Area	LCC Parks & Countryside			To be confirmed	Feasibility stage (Submitted since last Area Committee see Appendix 2)
Woodhouse Moor Bowls Pavilion	LCC Parks & Countryside	£24,200		£24,200	Feasibility stage
Feasibility Fund - Cardigan Road corridor - streetscape	LCC Highways	£5,000	£5,000		Project in development.
Kirkstall Road & Otley Road corridors - streetscape/signage	LCC Highways	£5,000	£5,000		Project in development.
Roads, footpaths and signage across area	LCC Highways	£20,000	£20,000		Project in development.
Blenheim Square	Groundwork Leeds	£5,000	£1,785.63		Costs from Groundwork are only for a fee quote for a sketch masterplan & consultation to provide a plan for the site. Seeking clarification on landownership.
Environmental Task Force	LCC City Services	£20,000	£20,000		Feasibility stage - City Services have agreed to provide details of options available and costs
Festive Lights. Burley Road, Cardigan Road junction to Burley Road, Hollis Place	LCC Leisure - Leeds Lights	£34,500	£9,772		In development. Full costings obtained. £9,772 for 04/05 for initial wiring costs and 1 festival (Eid in Jan) then a further £8466 in 05/06 for 3

Appendix 1

Project	Delivery Organisation	Provisional Costs Agreed at Area Committee	Current Actual Costs	Possible Capital Project Cost	State of Readiness
junction.					festivals.
Older Active People	Older Active People	£8,000	£8,000		In development - Gap funding for the intergenerational project to bring older and younger people together through activities with local schools and local older people.
Burley & Hyde Park Community Safety Project	Burley & Hyde Park Community Safety Project	£32,000	£8,000		In development - Gap funding to support the project until the end of the financial year. The project aims to reduce crime and the fear of crime in partnership with the community and service providers.
Mobile CCTV	Leeds Community Safety	No cost Presented	5 Days large van: £1,750		In development. Awaiting detailed costed options (estimated costs for hiring mobile CCTV vans £150 per day for small van, £350 per day for large van).
Woodsley Road Community Centre	To be determined	£3,750	£3,750		Tendering process underway. Eight organisations invited to tender.
Study Support Sessions	Youth Service	£13,000	£13,000		In development - some final work regarding costings is currently being undertaken by Youth Service.
Youth Premises/facilities in Weetwood, Kirkstall & Headingley.	Youth Service	£5,000	£5,000		At implementation stage - suitable premises are currently being sourced by Youth Service.
Mobile Youth Project -	Youth Service	£4,000	£4,000		At implementation stage - Music

Appendix 1

Project	Delivery Organisation	Provisional Costs Agreed at Area Committee	Current Actual Costs	Possible Capital Project Cost	State of Readiness
Burley and Kirkstall wards. Detached youth work to engage young people into alternative activities					project to involve young people in the Kirkstall/Burley area. The project will provide experience of marketing, cultural differences and political influences on music. It is available to all young people encountered by Youth Service detached staff.
Trading Standards	Trading Standards	£1,600	£1,250		In development – Detailed project to follow.
Increased Policing in Headingley	West Yorkshire Police/LCC Community Safety	£7,500	£7,500		In development - Project will focus on increasing police presence in Headingley centre during key times (pub closing times, especially Thursday, Friday and Saturday nights).
SIDs	Community Safety	No Cost	No Cost		In development – Dates for training and hire of equipment to be agreed
Burglar Alarms	Environmental Health	£5,000	£5,000		Feasibility stage
Environmental Awareness Campaign	LCC City Services	£5,000	£5,000		In development
Far Headingley Village statement	Far Headingley Village Society	Recent Proposal	£3000		In development (Submitted since last Area Committee see Appendix 2)
Burley Model Allotments	LCC Parks & Countryside	Recent Proposal	£1,843		In development - costing given would provide for one new double

Appendix 1

Project	Delivery Organisation	Provisional Costs Agreed at Area Committee	Current Actual Costs	Possible Capital Project Cost	State of Readiness
					gate and replacement fencing for the damaged corner. (Submitted since last Area Committee see Appendix 2)
Totals					
		Well Being Revenue 04/05 £202,729	Well Being Revenue 04/05 £202,729	Well Being 3 Year Capital Programme £394,196	
		Agreed at last Area Committee	Current Actual	Possible Capital Projects	
		£198,550	£128,650.63	£24,200	

Please note that the projects highlighted in bold have yet to receive Area Committee approval to proceed.

**APPENDIX TWO
OUTER AREA
POTENTIAL COMMISSIONED WELL – BEING REVENUE PROJECTS**

Priority Theme:

➤ **Cleansing related Streetscene Improvements**

Issue	Location/ Wards(s)	Action	Lead Agency/ Group	Costed Propos al	Timescale /Ongoing	Expected Outcome
Environmental / Community Pride	All	To establish a 'Skips for Community Use' fund ¹	NW Area Managemen t Team	£4,000	1 year (up until end March 05)	Environmental Improvements to local hotspot areas. Increasing local people's pride and involvement in their communities
Litter	All Wards	Increased litter removal	City Services	£20,000	To be confirmed	Improved & cleaner environment

¹ Additional information regarding the skips budget, including amount spent year to date, to be included in report

**APPENDIX TWO
OUTER AREA
POTENTIAL COMMISSIONED WELL – BEING REVENUE PROJECTS**

Priority Theme:

➤ **Enhancing the streetscape and environment**

Issue	Location/ Wards(s)	Action	Lead Agency/ Group	Costed Proposal	Timescale/ Ongoing	Expected Outcome
Environmental	Guiseley & Rawdon	Benton Park School – cut back overhanging tree branches	Parks & Countryside	£2,000	To be confirmed	Environmental improvements for residents who live near to the school
Improving the standard of car parks	Otley & Yeadon	Surface improvements to the car parks in Chevin Forest Park	Parks & Countryside	£9,000	To be confirmed	Improved car parking facilities
Enhancing the streetscape and the environment	All	Replacement of old signs and new signage	Highways	£150 per sign	8-10 weeks	Improved environment, community safety
Environmental Awareness	All Wards	Education & Awareness campaign in schools around litter and more widely on recycling.	City Services	£5,000	To be confirmed	Improved awareness of environmental issues
Litter	All Wards	Additional litter bins to enhance original provision	City Services	£15,000	To be confirmed	Reduced litter incidences in all areas.
Enforcement	All Wards	Additional enforcement resources to the area on a twice weekly basis	City Services	£5,000	To be confirmed	

**APPENDIX TWO
OUTER AREA
POTENTIAL COMMISSIONED WELL – BEING REVENUE PROJECTS**

Priority Theme:

➤ **Improving the standard of roads and footpaths**

Issue	Location/ Wards(s)	Action	Lead Agency/ Group	Costed Proposal	Timescale/ Ongoing	Expected Outcome
Improving the standard of roads ¹	Adel & Wharfedale	Moor Road, Bramhope – carriageway repairs	Highways	£5,000		Road improved
Improving the standard of roads	Adel & Wharfedale	Church Hill, Bramhope – carriageway repairs	Highways	£5,000		Road improved
Improving the standard of roads	Guiseley & Rawdon	Layton Mt, Rawdon – footway and carriageway repairs	Highways	£5,000		Road improved
Improving the standard of roads	Horsforth	West End Close, Horsforth- carriageway repairs	Highways	£5,000		Road Improved
Improving the standard of roads	Otley & Yeadon	Barfield Ave, Yeadon – Minor kerb and footway repairs	Highways	£5,000		Footway improved
Improving the standard of roads	Otley & Yeadon	Warm Ave, Yeadon – carriageway repairs	Highways	£8,000		Road improved
Improving the standard of roads	Otley & Yeadon	North Street, Yeadon – Carriageway repairs	Highways	£7,000		Road Improved
Improving the standard of roads	Otley & Yeadon	Bolton Road, Yeadon – carriageway repairs	Highways	£4,000		Road Improved

¹ The road improvements mentioned here are some of the smaller scale improvements that the Wellbeing fund could help to deliver.

**APPENDIX TWO
OUTER AREA
POTENTIAL COMMISSIONED WELL – BEING REVENUE PROJECTS**

Priority Theme

➤ **Maintaining community assets that are deemed valuable**

Issue	Location/ Wards(s)	Action	Lead Agency/ Group	Costed Proposal	Timescale/ Ongoing	Expected Outcome
Support needed for community organisations	All	Funding Officer	VAL (Voluntary Action Leeds)	£33,000 – full year costs for 17.5 hours per week.(3 months costs- £8,250)	To be determined	Fundraising advice, support and training. Capacity development of groups. Providing information services.
Planning, support and guidance for outer area	All	Planning Officer	Development Department	£35,000 – full year costs for full-time Planning Officer (3 months costs- £8,750)	To be determined	Planning support and guidance to Members. Better awareness of planning issues amongst the local community.

Priority Theme

**APPENDIX TWO
OUTER AREA
POTENTIAL COMMISSIONED WELL – BEING REVENUE PROJECTS**

➤ **Tackling Anti Social behaviour by young people**

Issue	Location/ Wards(s)	Action	Lead Agency/ Group	Costed Proposal	Timescale/ Ongoing	Expected Outcome
Young People who are involved in ASB	Otley Otley & Yeadon ward	Otley Area outdoor activity group - A 10 week programme for 12 young people known to police, working on raising self esteem self-confidence and self worth.	Youth Service	Total cost of £2,500 for a 12 week programme.	To start January 2005	Reduction in ASB for the community and for young people. Engagement in a positive activity that raises self esteem and diverts from ASB as well as learning transferable skills.
Diversionary project	All. Specifically the project would work in Otley, Pool Guiseley & Holt Park	A music project for young people who are subject to ASBO's or supervision orders, or are on the verge of receiving them.	Youth Service	£4,000 for 12 weeks which includes hire of music equipment, venue, and a computer with music software	12 weeks from Jan 05	Engagement in a positive activity that raises self esteem and diverts from ASB. Also provides young people with some understanding on the impact music can have on them and their peers.

**APPENDIX TWO
OUTER AREA
POTENTIAL COMMISSIONED WELL – BEING REVENUE PROJECTS**

Issue	Location/ Wards(s)	Action	Lead Agency/ Group	Costed Proposal	Timescale/ Ongoing	Expected Outcome
				and a minibus for a visit to a recording studio.		
Selling of alcohol to under age young people	All wards or targeted to specific location	Enforcement programme including visits to off -licence premises, letters and test purchasing.	West Yorkshire Trading Standards	£1,600	Targeted during school holiday periods	6-10 premises visited and enforcement programme carried out. Reduction in number of complaints.
A need to engage non school attendees in alternative projects and support their movement back into mainstream schools	Horsforth	HIPYS project - Horsforth Involvement Project for Youngsters (non school attendees)	Youth Service	£5,000 for 12 young people for 12 weeks	1 years funding	Improve life and employment opportunities of target young people. Engagement of young people in positive developmental, activities
Tackling ASB by Young People	Outer Area	Co-ordinate drugs and alcohol awareness work with 3 Primary Schools through an arts programme.	DAT Locality Co-ordinator	£5,000	6 Months	Increase in awareness of drugs and alcohol issues amongst the student population of the target schools. Co-ordination of drugs and

**APPENDIX TWO
OUTER AREA
POTENTIAL COMMISSIONED WELL – BEING REVENUE PROJECTS**

Issue	Location/ Wards(s)	Action	Lead Agency/ Group	Costed Proposal	Timescale/ Ongoing	Expected Outcome
						alcohol work undertaken in target schools
Anti social behaviour and young people (Cars and youths on Retail Park, youth nuisance in Horsforth)	Guiseley & Rawdon Horsforth Could be extended to all wards.	Increased police presence	West Yorkshire Police.	£7,500 for 350 police hours	6 months	Reduction in ASB and complaints
Tackling ASB by Young People	Outer area	Co-ordinate drugs and alcohol awareness work with 3 High Schools	DAT Locality Co-ordinator	£5,000	6 months	Increase in awareness of drugs and alcohol issues amongst the student population of the target schools. Co-ordination of drugs and alcohol work undertaken in target schools
Tackling ASB by Young People	Westfield, Guiseley	Alleygating	North West Area Management Team & Community Safety co-ordinator	To be confirmed	6 months	Reduction in ASB and fear of crime.

**APPENDIX TWO
OUTER AREA
POTENTIAL COMMISSIONED WELL – BEING REVENUE PROJECTS**

Priority Theme

➤ **Improving facilities for young people**

Issue	Location/Wards(s)	Action	Lead Agency/Group	Costed Proposal	Timescale /Ongoing	Expected Outcome
Capacity Building	Both inner and outer areas.	The workers remit would include supporting local voluntary and community sector groups in setting up & running young people projects. Post to be offered as a one year secondment from the Youth Service.	Youth Service	£25,000 - 1 f/t Youth Development Worker £ 5,000 – Support equipment costs. (Costs for 3 months - £6250)	This would provide 1 years funding	Growth in provision available and used by young people. Engaging with more young people, including those rurally isolated and hard to reach. Reduce & prevent crime and ASB involving young people.
Lack of premises/ venues for youth work in area.	Pool village, Horsforth Town Street, Leisure Centre Sports Hall in Otley and Yeadon. (Otley &	Rent existing facilities in the area	Youth Service	Up to £5,000.	Depending on how much money they receive would depend on the length of time	Reduction in anti-social behaviour by targeted young people who would be engaged in centre-based work.

**APPENDIX TWO
 OUTER AREA
 POTENTIAL COMMISSIONED WELL – BEING REVENUE PROJECTS**

	Yeadon, Horsforth, Adel & Wharfedale)				they can hire venues for.	
Lack of facilities for young people in the Rawdon area	Guiseley and Rawdon	Micklefield Park – development of a skatepark	Parks & Countryside	£70,000 funding from NW Outer Area Committee S106. Ward Based Initiative.		Skatepark

**APPENDIX TWO
 OUTER AREA
 POTENTIAL COMMISSIONED WELL – BEING REVENUE PROJECTS**

Priority Theme

➤ **Initiatives to reduce speeding traffic**

Issue	Location/ Wards(s)	Action	Lead Agency/ Group	Costed Propo sal	Timescale /Ongoing	Expected Outcome
Reduce speeding	Outer area	Pilot SIDs - dependent on voluntary and community sector delivering this.	Voluntary/Community sector	£3,000	ongoing	Reduce incidence of speeding traffic



LEEDS CITY COUNCIL

AGENDA
ITEM NO:

Originators: Thomas O'Donovan
/ Richard Jackson

Telephone: 214 4839

REPORT TO: Inner North-West Area Committee

REPORT OF: Director, Neighbourhoods and Housing Department

DATE: December 9th 2004

SUBJECT: Funding Officer Evaluation

Electoral Wards Affected :

Headingley
Hyde Park and Woodhouse
Kirkstall
Weetwood

Specific Implications For :

Ethnic Minorities
Women
Disabled People

**Executive
Function**

**Council
Function**

**Eligible
for Call In**

Not eligible for Call in
(details contained in the report)

1.0 Purpose of this Report:

1.1 The purpose of this report is to update members of the Area Committee on the 4 possible options to progress the Funding Officer Project.

2.0 Background

2.1 The project was established in April 2003 by the Headingley, Kirkstall and Weetwood CIT for two years, to provide fundraising information, support and training to the local voluntary and community sector (VCS) groups. In the second year (from April 2004) it was agreed that the project would begin to involve VCS groups within the Hyde-Park and Woodhouse Ward, initially by sending them a copy of the newsletter and provision of training if required.

2.2 A paper was brought to the last Area Committee on the Funding Officer project and further information was requested on the options available.

3.0 Future Project Delivery Options

3.1 The following options are presented for consideration, with particular attention drawn to Options 2 and 3.

Option 1.

This Option is identical to the existing delivery structure, with one part-time worker covering Headingley, Kirkstall and Weetwood wards. It is noted that there is a lack of capacity to develop the project due to the lack of worker hours in this option, particularly now that the project covers a larger area (including Hyde Park & Woodhouse).

This project costs **£32,000** per year (details in appendix 1)

This service provides:

- Direct support via email, telephone and face to face, to groups and individuals on completing funding applications.
- Training sessions.
- Production and distribution of a quarterly newsletter.

Option 2.

This option is almost identical to the existing delivery structure, but extends the work in Hyde Park & Woodhouse Ward and increases the hours of the worker to full time, to deal with the extra workload of the larger area and expand services available. This option covers the whole of the Inner North West Area.

This service is likely to cost approximately **£43,400** per year (details in appendix 2)

This service provides:

- Direct support via email, telephone and face to face, to groups and individuals on completing funding applications.
- Training sessions.
- Production and distribution of a quarterly newsletter.

The increase in costs from the existing project is primarily due to: -

- increased staffing costs (to one full time staff member)
- additional resource demands from groups
- provision of more training

This is also balanced against a reduction in initial set-up costs as some of these have been met within the existing project.

Option 3.

This Option, as well as addressing fundraising, also deals with the wider capacity building need across the inner area. The need for a group development worker, in addition to the fundraising worker, has been identified by a number of community and voluntary groups in the Inner North West Area.

This level of service would require one full time fundraising worker and one part time group development worker.

The cost would be approximately **£62,250** per year (details in appendix 3)

The Fundraising Worker would:

- support groups in identifying funders,
- assist in completion of application forms,
- support larger groups in looking at a fundraising strategy,
- Enable and encourage ongoing communication between groups.

The Group Development Worker would:

- Support and advise groups on the organisational structures they require in order to attract funding. This would include advice on management structures, constitutions, monitoring and evaluation, project planning, accountability and financial procedures. This worker would also assist with organisational sustainability issues and business planning.

Both workers would contribute to providing training for groups and would contribute to a monthly newsletter.

Option 4.

This option is similar to Option 3, but extends the work of the Group Development worker to full time. This would enable more group development and capacity building work to be carried out across the area.

The aim of the worker would be the same as above with emphasis on business planning and sustainability of groups. The worker would look at options to enable groups to become self sustaining community/social enterprise organisations, hence reducing the need for continuation funding for projects.

The extra funding will be sought from Objective 2 funding, with match funding coming from the Area Committee, as outlined in option 3.

The total project costs **£82,300** per year (£62,250 from Area Committee under Option 3, £20,730 from Objective 2). - (details appendix 4).

(If this option is approved the Registration of Interest form for Objective 2 will be submitted to the Objective 2 team on Friday 10th December. A decision on the funding will be made by July 2005).

4.0 Location of Postholder

- 4.1** It is felt that the postholder(s) should be located within the local community, so that maximum impact of the project is realised. There are 4 possible locations of the postholder(s), these are: Cardigan Road Centre, Burley Lodge Centre, Leeds Mind offices (Cardigan Road) and Woodsley Road Multicultural Centre. The Cardigan Centre and Burley Lodge have both confirmed they have available office space and Leeds Mind will have availability from April onwards. VA-L has not been able to ascertain whether Woodsley Road has any available office space. VA-L are in the process of investigating options for location.

5.0 Duration of the Project

- 5.1** If the maximum benefit of the project is to be achieved, funding will be required for the project for two years. This is particularly important if Option 4 is the preferred option, as Objective 2 funding will need to be sought for a period of two years to match the Area Committee funding.
- 5.2** However, a decision on the duration and commitment to the project will need to take into account the as yet to be identified project bids against the 2005/06 and 2006/07 Well-being budgets. It is therefore suggested that members make a decision on the options based on this, and review the preferred option in July 2005, once demands on the 2005/06 and 2006/07 budgets are known.

6.0 Corporate Procurement

6.1 Officers of the Corporate Procurement Unit are currently reviewing the project to ensure that it complies with contract and procurement rules.

7.0 Recommendations.

Members are asked to:

- a) Consider the above four options and agree which option, if any, they would like to pursue (see 3.1).
- b) Members are asked to note the options for location of the postholder, listed in 4.1, and ask Area Management officers and VA-L to agree an appropriate base.
- c) To agree, in principle, funding from 2005/06 and 2006/07 for the preferred option, taking into account points raised in 5.2.
- d) Agree that a further report on the Funding Officer is presented to the Area Committee once budget implications for 2005/06 are known.

Appendices

Appendix 1

Option 1 Costings

Expenditure

Staff costs	£21,576
Overhead costs (VA-L)	£2, 154
Overhead costs (alternative base)	£3,638
Project Costs	£4, 520
Total Expenditure	£ 31,888
Surplus/ Loss	£112
Total Costs	£32,000

Appendix 2

Option 2 Costings

Expenditure

Staff Costs	£33,094
Overhead costs (VA-L)	£2,154
Overhead costs (alternative base)	£3,638
Project costs	£4,520
Total Expenditure	£43,406
Surplus/Loss	-£6
Total Costs	£43,400

Appendix 3

Option 3 Costings

Expenditure

Staff Costs	£48,282
Overhead costs (VA-L)	£3,104
Overhead costs (alternative base)	£5,229
Project costs	£5,620
Total Expenditure	£62,235
Surplus/Loss	£16
Total Costs	£62,250

Appendix 4

Option 4 Costings

Expenditure

Staff Costs	£64,788
Overhead Costs (VA-L)	£4,193
Overhead costs (alternative base)	£7,276
Project costs	£6, 020
Total Expenditure	£82,277
Surplus/Loss	£23
Total Costs	£82,300

(These costings are for 2 full time workers. If this option is selected, and Objective 2 funding application is successful, Area Committee funding for this option will be reduced to the figures shown in option 3).



LEEDS
CITY COUNCIL

AGENDA ITEM NO.:
Originator: John Bracewell
Tel: 2144837

REPORT OF Director, Neighbourhoods and Housing Department

MEETING: Inner North-West Area Committee

DATE : 9th December 2004

SUBJECT : Capital schemes and expenditure

Electoral Wards Affected :

Headingley
Hyde Park and Woodhouse
Kirkstall
Weetwood

Specific Implications For :

Ethnic Minorities
Women
Disabled People

Executive Function	<input checked="" type="checkbox"/>	Council Function	<input type="checkbox"/>	Eligible for Call In	<input type="checkbox"/>	Not eligible for Call In (details contained in the report)	<input type="checkbox"/>
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1.0 Purpose of Report

1.1 The purpose of this report is to alert Members of the Area Committee to a request to bring forward any potential projects that may require capital funding either through the Council's Capital Programme or the Committee's own capital allocation through its Well-Being Budget.

2.0 Background

2.1 This report deals with two possible routes for supporting schemes or projects in the Inner North-West Leeds Area that may require capital funding. One is the Council's main capital programme which is funded from a variety of sources including capital receipts from sale of assets. This will usually be through schemes identified as a priority by Departments but which the Area Committee wishes to lend its support. The other is the Area Committee's own capital budget through its Well-Being allocation. This allocation from the Executive Board for 2004 - March 31st 2007 is £394,196. Currently the only possible commitment against this budget is support for refurbishment of the Woodhouse Moor bowls pavilion, which is the subject of a separate note on this agenda, amounting to £24,200.

3.0 Well-Being Budget – capital expenditure

3.1 The Well-Being capital budget can fund new developments or be part of a package of funding for a more significant capital scheme or simply add value to an existing initiative. It can fund Council projects or be used in effect as grant aid to outside organisations provided

that the use to which the money is put would be classed as capital expenditure by the Authority.

3.2 Although March 2007 may seem a long way away, Members will be aware that some capital schemes can have a long lead-in period prior to funding actually being required for capital works. This might be because of feasibility studies, planning consent or other issues. Some of the other Area Committees have begun to bring forward capital schemes for further work, discussion and approval.

3.3 Officers dealing with asset management and capital expenditure across the Council have asked Area Committees to confirm the proposed use of their Wellbeing capital allocation. Where schemes have been approved by the Area Committee it is intended to include these in the Capital Programme for 2005 onwards, to be reported to Executive Board in February 2005. It would assist the asset management planning process if details can be provided of any schemes being considered by the Area Committee. They do not at this stage have to have been fully approved by Area Committees, but could be listed in general terms if this is more appropriate. More importantly, this will advise for central Finance the likely profile of capital spend by Area Committees over the period to March 2007.

3.4 Officers are aware that Area Committees will not be unduly rushed into bringing forward capital projects and any funding that is not the subject of proposals for the Executive Board report is not in any way under threat. However, if Members are in a position to put through schemes this would be welcomed. In view of this Members are asked to inform the Area Manager of any proposals by December 31st that they would wish to have developed or brought forward for approval by the Area Committee.

4.0 The Council's capital programme

4.1 There may be schemes that may not be able to be funded from the Well-Being capital Budget, for instance because they may be requiring too substantial a level of funding. The opportunity then exists to get them registered as part of the current review of asset management / capital pressures. If Members wish to raise ideas with officers in Area Management this would be welcome, even if it is to consider schemes which may spend little or nothing in 2004 / 05 since the capital programme is a rolling one and investigative work may be required before actual funding on a capital scheme is needed. This may include schemes which are part of a Departmental programme but which the Area Committee wishes to identify as a priority. It should be noted that there is a system for prioritising Capital Programme bids and that the Programme is oversubscribed.

5.0 Recommendations

5.1 That Members of the Area Committee note the two routes through which capital schemes may receive support.

5.2 That by December 31st Members raise with the Area Manager any proposals or ideas for development around capital schemes that may be eligible for support from the Area Committee's Well-Being Budget.

5.3 That Members note the opportunity to raise ideas or schemes with the Area Management Team that may be put forward as a possibility for funding from the capital programme.



LEEDS

CITY COUNCIL

AGENDA
ITEM NO:

Originators: Thomas O'Donovan

Telephone: 0113 214 4815

REPORT TO: Inner North-West Area Committee

REPORT OF: Director, Neighbourhoods and Housing Department

DATE: 9th December 2004

SUBJECT: Key Messages from Area Forums

Electoral Wards Affected :

- Headingley
- Hyde Park and Woodhouse
- Kirkstall
- Weetwood

Specific Implications For :

- Ethnic Minorities
- Women
- Disabled People

Executive Function	<input checked="" type="checkbox"/>	Council Function	<input type="checkbox"/>	Eligible for Call In	<input type="checkbox"/>	Not eligible for Call in (details contained in the report)	<input type="checkbox"/>
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1.0 PURPOSE OF REPORT

1.1 The purpose of this report is to update Members of the Inner Area Committee on the feedback of Key Messages from area forums and sub groups.

2.0 BACKGROUND

2.1 The principle of Key Messages has been devised in order to provide a formal communication method for the main outcomes of area forums and sub groups to be fed into the Area Committee structure. The following are the key local forums and sub groups in our area:

- | | |
|--|---|
| <ul style="list-style-type: none"> Kirkstall Burley Forum Proposed Hyde Park & Woodhouse Forum Planning Group Headingley Centre Strategy Group Community and Higher Education Forum | <ul style="list-style-type: none"> Weetwood Forum Proposed Headingley Forum Transport Group Hawksworth Wood Forum Headingley Stadium Group |
|--|---|

2.2 A 'Key Messages' report to the Area Committee will replace forum minutes being included in the Area Committee papers.

3.0 RECOMMENDATIONS

3.1 The Area Committee is asked to:

- Note the format of the Key Messages in Appendix 1 and consider any actions.
- Agree that future Key Messages from area Forums and Sub Groups be brought to the Area Committee in this format.

Appendix 1:

KEY MESSAGES FOR AREA COMMITTEE

Kirkstall Burley Forum, 11th November 2004

For Action:

1. Forum's support given to planned speeding measures proposed for the Queenswood Road/ Queenswood Drive area. **Area Committee support is requested.**
2. Dangerous location of bus stop on Butcher Hill - people having to step into the road to see if a bus is coming. **Area Management Team to follow up.**
3. Concerns around the road marking layout on the mini roundabout on Spen Lane/Queenswood Drive - makes the junction dangerous. **Area Management Team to follow up.**
4. Litter problem caused by pupils at Abbey Grange School and Lawnswood dropping litter before and after school. **Area Management Team to follow up as part of the Well-being Education Awareness Project.**

For Information:

1. Kirkstall Valley - Planning Framework expected pre-Christmas.
2. Planned refurbishment of BTCV Hollybush Centre
3. Commemoration of the 25th Anniversary of Kirkstall Festival.



LEEDS
CITY COUNCIL

AGENDA ITEM NO:

Originators:

Jason Singh

Telephone: 214 4840

REPORT OF: THE DIRECTOR, NEIGHBOURHOODS AND HOUSING DEPARTMENT

COMMITTEE: INNER NORTH WEST AREA

DATE: 9th DECEMBER 2004

SUBJECT: NORTH WEST LEEDS DISTRICT PARTNERSHIP/ REGENERATION PLAN UPDATE

Electoral Wards Affected :

Headingley
Hyde Park and Woodhouse
Kirkstall
Weetwood

Specific Implications For :

Ethnic Minorities
Women
Disabled People

Executive Function

Council Function

Eligible for Call In

Not eligible for Call in

(details contained in the report)

1.0 PURPOSE OF THIS REPORT:

- 1.1 **To update** the committee on work undertaken to date by partners, including the North West Leeds Area Management team to establish and progress the North West Leeds District Partnership (the Partnership),
- 1.2 **To brief** the committee on initial partnership priorities and initiatives for joint action, and,
- 1.2 **To inform** the committee on the current review of the Leeds Neighbourhood Renewal Strategy, and the development of a North West Leeds Regeneration Plan and local implications.

2.0 BACKGROUND:

- 2.1 Leeds Initiative's work on establishing District Partnerships has been undertaken in parallel to the work in the Council to establish the Area Management Service and Area Committees. The report on Area Management and District Partnerships considered by Executive Board of the City Council in October 2003, reported the consensus view that there should be five district partnerships based on the area management wedges.

2.2 It was agreed that core membership of the district partnerships across the City would comprise:

- Leeds City Council
- Primary Care Trust
- Police
- ALMO
- Education
- Local business
- Voluntary bodies
- Other local partners as appropriate

3.0 AREA COMMITTEE MEMBERSHIP AND LINKAGES

3.1 The Chairs of both the Inner and Outer Area are members of the Partnership's Executive Board, along with the Chair of Leeds North West Homes and the Council's Area Manager (please see appendix 1).

4.0 PROGRESS TO DATE IN NORTH WEST LEEDS:

4.1 **Partnership Management and support** - an officer development group comprising Chief Officers from the Council's Area Management team, Leeds North West Primary Care Trust, Weetwood Police Division, Leeds North West Homes and the Derek Fatchett City Learning Centre have been meeting monthly since May 2004. Leeds City Council Area Management staff will lead the administrative, organisational and developmental support to the Partnership for the first year, this function will be rotated between member agencies in future.

4.2 **Meetings and Leadership** - the Partnership's Executive Board had its inaugural meeting on 18 October. At this meeting it was requested by board members and agreed unanimously that a Council representative should chair the Executive Board for the first year. The two Area Committee Chairs will share the role with each serving a six-month term, Councillor Graham Latty is the current Chair. A programme of monthly Chief Officer co-ordination meetings, quarterly Executive Board meetings and six monthly consultative conferences has been agreed.

4.3 **Community Involvement** - a participatory partnership-planning workshop was held on 8 July and attended by over 100 voluntary, private and public sector service delivery organisations from across North West Leeds. Delegates unanimously welcomed the establishing of the partnership as a positive step towards sustainable regeneration and service based community renewal in the area. The day also helped to crystallise and prioritise views on issues that required urgent partnership working, as well as define the partnerships terms of reference and structure/membership. A further community conference event is planned for February 2nd 2005.

4.4 **Structure and Membership** - appendix one shows a diagrammatic illustration of the Partnership structure and Executive Board membership. The illustration suggests a critical tiered relationship with the three existing area based thematic partnership groups, each of which are represented on the Executive Board:

- The Weetwood Divisional Community Safety Partnership,
- The North West Leeds Housing Partnership, and,

- The North West Leeds Children and Young People Strategic Partnership.

Membership of the Partnership has not yet been finalised, there are still a number of key North West Leeds agencies who are not yet involved, for example, the Universities.

4.5 Initial work priorities - the Partnership is currently developing work programmes for the remainder of 2004/ 2005 and for 2005/ 2006. Initial emerging priorities include:

- Developing, delivering and implementing a new Regeneration Plan for North West Leeds,
- Targeted comprehensive regeneration work in priority neighbourhoods such as Little London,
- Service Improvement for the entire 169,000 population as a whole whilst emphasising effort on narrowing the gap service responses across the area
- Joint user focus and community engagement structures, and,
- Joint project initiatives to support older people in the community, tackling alcohol abuse amongst young people aged 13 - 19, and tackling drugs issues.

4.6 Specific Early Actions - at the Board meeting on 18 October, the Partnership received a report and presentation from the PCT on the **Rapid Response Service** which is an new initiative to invest in and modernise services in the North West PCT to deliver a package of consistent and rapid intervention of care, treatment or diagnosis in order to prevent hospital admissions of older people. The number of unplanned admissions of elderly people to hospitals has been increasing. There is a view, supported by local evidence, that a high proportion of these patients do not need to be admitted. However, admission often does take place for a variety of reasons, for example, because community based services don't have the capacity to prevent these admissions and are not configured to respond fast enough on a consistent basis in order to prevent the admission. The PCT has developed a new 24hour (7 day a week) co-ordinated service to address the above issue and in turn keep people out of hospital if an admission can be avoided, the service includes; nursing support, night sitting, day sitting, physiotherapy, occupational therapy, social care support, medicines management, falls management and access to a consultant geriatrician.

4.7 The Partnership welcomed this initiative as an innovative step to addressing a key need of older people in the community, it also agreed that a wide range of supporting and complementary initiatives need to be developed in other partner agencies, particularly, the ALMOs, Social Services, Community Safety, Voluntary Sector and Police. Further work is being undertaken by the Officer Group on how resources and current community based services can be deployed and developed to enhance the delivery of the Rapid Response Service.

5.0 DEVELOPING A NEW REGENERATION PLAN FOR NORTH WEST LEEDS

5.1 A key element of the Partnership's work for the next 6 months will be the development of a new regeneration plan for North West Leeds. The current Leeds Neighbourhood Renewal Strategy was adopted in 2001 and is based principally upon the delivery of floor targets and focussed interventions in four key priority neighbourhood renewal areas across Leeds, non of which fall into North West Leeds. A number of significant city wide and sub-regional structural changes all of which impact on the delivery of regeneration and community based renewal have driven the need to review the current approach to regeneration, these include:

- The revision of the original Vision for Leeds and the adopting of **Vision for Leeds II 2004 – 2020** over the summer by the Leeds Initiative as the new Community Strategy for Leeds with the key aims of: **Narrowing the gap** between the most disadvantaged people and communities and the rest of the City; **Going up a League** as a City - making **Leeds an internationally competitive city** and developing Leeds' role as the regional capital,
- **Area Management** and the Council's agenda for more locally devolved service delivery and accountability,
- The development of a 'City-Regional' strategic programme for **Urban Renaissance**, which promotes connectivity and growth corridors across the City,
- The establishment of five **District Partnerships** to oversee and co-ordinate delivery of regeneration and renewal strategy on an area basis, and,
- The move to a **'single pot'** approach to investment planning by Yorkshire Forward.

5.2 The Leeds Initiative through the City Council, has commissioned consultants to undertake the review and develop a new Regeneration Plan for Leeds. It is proposed that the new plan will consist of one overarching Regeneration Plan which will detail city-wide actions and projects that will address issues and problems that are common to more than one district, and, five further **District Regeneration Plans**. These plans will provide a 'road map' to achieving the Leeds Initiative's Narrowing the Gap aims between 2005 and 2008 in each of the five Leeds Districts. They will contain clearly defined actions for the three-year period and will also provide:

- A summary of the key regeneration issues/problems facing the District,
- A gap analysis of service provision and regeneration activity in the District,
- Detailed actions with linkages to the eight themes of Vision II, with realistic time-scales, clear outputs and outcomes, and identified lead organisations,
- A schedule of additional key projects which will make a difference in each area, and,
- An overall description of the role of each District Partnership in delivering the 'Narrowing the Gap' aim and the eight themes of Vision II in the District.

5.3 The Partnership will lead the shaping and delivery of the North West Leeds Regeneration Plan and will be working closely with and steering the consultants between now and February 2005, further information on consultative events will be made available to Members.

6.0 RECOMMENDATIONS

The Committee is asked to:

- 6.1 Note the progress that has been made in establishing the North West Leeds District Partnership,
- 6.2 Note the work being commissioned to develop a new North West Leeds District Regeneration Plan, and,
- 6.3 Agree to receive a further update report on the development of the Regeneration Plan in February.
- 6.4 Note the Partnership's ability to add value to schemes like the PCT's initiative described

Appendix 1 Proposed North West Leeds District Partnership Structure

