

NORTH WEST (INNER) AREA COMMITTEE

30TH JUNE 2005

PRESENT: Councillor M Hamilton (part) in the Chair
Councillors Atha, Bentley, Ewens, Hussain (part), Illingworth
Jennings, Morton (part) and Rhodes-Clayton

OFFICERS: Tom O'Donovan, North West Area Management
Jason Singh, North West Area Management
Andrew Crates, Development Department
Chris Bolam, Development Department
Helen Finister, City Services Department
Paul Markham, City Services Department
Shirley Parks, Education Leeds
Roy Sayers, Education Leeds
Stuart Robinson, Chief Executive's Department

PUBLIC: Martin Cook, Headingley Network
Dr Richard Tyler, Leeds HMO Lobby
Ken Torode, Kirkstall St Stephen's Church and School
Stephen Rennie, Hawksworth Wood Community Association
Wendy Gledhill, Sure Start Mellow Valley
John Greenwood, Burley and Hyde Park Community Safety Project
Freda Matthews, Little Woodhouse Community Association
Penny Bainbridge, Cardigan Centre
Brian Jackson, SELF
James Monaghan, Local Resident

1 Election of Temporary Chair

As there were no Elected Members in attendance from the Headingley Ward at the commencement of the Area Committee, the meeting was inquorate.

Councillor Jennings was therefore elected by those Elected Members present to Chair the meeting on a temporary basis until such time the meeting was quorate.

2 Declarations of Interest

The following personal interests were declared:-

Minute 104 'Open Forum' – Councillor Illingworth in his capacity as a Director of Kirkstall Valley Park

Minute 112 'Inner North West Area Committee Well-Being Budget Report' – Councillor Illingworth in view of his personal involvement with Leeds Organic Growers

Minute 120 'Waste Solution for Leeds' – Councillor Illingworth in view of his personal involvement with Leeds Organic Growers

3 Apologies for Absence

Apologies for absence were received from Councillor Golton, Councillor Minkin and Carrie Aguet.

4 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 ask questions on matters within the terms of reference of the Area Committee.

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

Dr Richard Tyler (Leeds HMO Lobby) – Student Housing Project Group

Dr Tyler made specific reference to the Student Housing Project Group established by the Council in 2001 and expressed his concerns that the Group had not met during the past three months.

Following discussions, Jason Singh, North West Area Management agreed to investigate this matter further with a view to keeping the Chair informed of progress.

(Councillor Morton joined the meeting at 7.10 pm which resulted in the meeting being quorate)

Kirkstall Valley Park

Councillor Illingworth circulated a paper detailing progress on Kirkstall Valley Park with specific reference to the need for public consultation with regards to the future of St Ann's Mills.

Detailed discussion ensued on the contents of the paper.

Councillor Atha proposed that the Area Committee recommend the engagement of the public in consultation on the future of St Ann's Mills.

(Councillor Hamilton joined the meeting at 7.20 pm)

RESOLVED –

- (a) That the contents of the report be noted.
- (b) That approval be given to the recommendation to engage the public in consultation on the future of St Ann's Mills.

(Note: In accordance with Council Procedure Rule 16.5, Councillor Jennings required that a recorded vote be taken in respect of the above motion.

The result of the recorded vote was as follows:-

For: Councillor Atha
Against: None
Abstention: Councillors Bentley, Ewens, Hamilton, Illingworth, Morton and Rhodes-Clayton

The motion was declared carried by one vote for and six abstentions

Dr Richard Tyler (Leeds HMO Lobby) – ‘Headway’ – Issue 13 – July 2005

Dr Tyler circulated a copy of Headway, Issue 13 dated July 2005 for the information of the meeting.

RESOLVED- That the contents of the document be noted.

(Councillor Jennings vacated the Chair at the conclusion of the above item)

5 Election of Chair

The Chief Democratic Services Officer submitted a report explaining the arrangements for the annual election of the Chair of the Area Committee.

The Chief Democratic Services Officer reported that one nomination for the position of Chair had been received, on behalf of Councillor M Hamilton.

RESOLVED –

- (a) That the contents of the report be noted.
- (b) That following an overall majority of votes cast by those Elected Members present at the meeting eligible to vote, Councillor M Hamilton be elected as Chair of the North West (Inner) Area Committee for the municipal year 2005/06.

6 Minutes of the Previous Meeting

RESOLVED – That, subject to the following amended paragraph, the minutes of the meeting held on 7th April 2005 be confirmed as a correct record:-

Matters Arising from the Minutes (Minute 86 refers)

(c) Housing Act 2004 – Licensing of the Private Rented Sector (Minute No 67 refers)

Reference was made to the significance of this Act in terms of the NW Inner Area Committee's area in relation to the compulsory registration of certain HMOs (properties consisting of 3 or more storeys or 5 or more residents) and the elective or discretionary licensing of other HMOs (in areas of low demand).

should have read as follows:-

“(c) Housing Act 2004 – Licensing of the Private Rented Sector (Minute No 67 refers)

Reference was made to the significance of this Act in terms of the NW Inner Area Committee's area in relation to the compulsory registration of certain HMOs (properties consisting of 3 or more storeys and or 5 or

more residents) and the elective or discretionary licensing of other HMOs “

7 Matters Arising from the Minutes

(a) Community Land Trusts (Minute 86(c) refers)

Dr Tyler informed the meeting that the next Headingley Development Trust was due to take place on Thursday 7th July 2005 at 7.30pm at the Yorkshire College of Music and Drama, Shire Oak Road, Leeds 6.

(b) Housing Act 2004 – Licensing of the Private Rented Sector (Minute 86(c) refers)

The Chair enquired if there had been any progress in relation to the Shared Housing Action Plan.

Jason Singh, North West Area Management responded and informed the meeting that the issue was still ongoing.

(Councillor Hussain joined the meeting at 7.40 pm)

8 Key Messages from Area Forums

The Director of Neighbourhoods and Housing submitted a report updating Members on the feedback of Key Messages from Ward Forums and Sub Groups for the information/comment of the meeting.

RESOLVED – That the contents of the report, together with the format of the key messages as outlined in appendix one of the report be noted.

9 Local Authority Appointments to Outside Bodies

The Chief Democratic Services Officer submitted a report outlining the Committee's role in relation to its Elected Member appointments to community and local engagement category appointments to outside bodies which had been delegated to the Area Committee to decide.

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That in respect of the Outside Bodies Schedule, approval be given to the following appointments being made for the annual year 2005/06:-

Burley Lodge Centre – Committee
of Management

Councillor K Hussain
Councillor M Hamilton
+ one remaining
vacancy
to be filled

Mary Jane Butler Trust

Councillor E Minkin

North West Homes ALMO

Councillor B Jennings
Councillor P Ewens
Councillor J Illingworth

- (c) That in relation to Bethel Elderly Day Centre Management Committee, the current appointee referred to in the schedule be reviewed and discussed at a future meeting.
- (d) That in relation to Mary Long Charity for Poor Householders in Headingley, this organisation be removed from the Outside Bodies database as the Charity/Trust no longer existed.

10 Primary Review: Proposals for Headingley Primary Planning Area

The Chief Executive of Education Leeds submitted a report on the Primary School Review with specific regards to proposals for the Headingley Primary Planning Area.

Appended to the report was a copy of the public consultation document dated 6th June-18th July 2005 for the information/comment of the meeting.

Shirley Parks and Roy Sayers, Education Leeds presented the report and responded to Members questions and comments.

Detailed discussion ensued on the contents of the report and appendices.

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That it is the view of this Area Committee that Headingley Primary School should be retained as a building for community use and that the outcome of the public consultation exercise be brought back to this meeting for further discussion in due course.

(Councillor Hamilton declared a personal interest in his capacity as a Governor at St Michael's C of E Primary School in respect of the above item)

11 Graffiti Issues in the Inner Area

The Director of Neighbourhoods and Housing submitted a report on graffiti issues within the North West (Inner) Area.

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

- Graffiti Multi Agency Action Plan
- Graffiti Project Proposal

Tom O'Donovan, North West Area Management presented the report and responded to Members questions and comments.

RESOLVED –

- (a) That the contents of the report , together with the work being undertaken by the graffiti multi-agency group be noted and welcomed.
- (b) That this Committee notes the graffiti action plan as outlined in appendix 1.
- (c) That, subject to approval of the 2004/05 underspend as roll forward, the Well-being proposal as outlined in appendix 2 of the report be approved.

- (d) That the Area Manager be requested to prepare a further report for consideration at the next meeting on proposals for achieving success in relation to output measures and on the actual time and money being spent on the removal of graffiti in the North West (Inner) area, including the city centre as a comparison.

12 Inner North West Area Committee Well-Being Budget Report

Referring to minute 89 of the meeting held on 7th April 2005, the Director of Neighbourhoods and Housing submitted a report on the Well-Being budget for the North West (Inner) Area.

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

- Inner North West Well-being Budget 2005-2006 Projects Agreed for 2005/06
- Inner North West Well-being Budget Revenue Budget 2005-2006 – Expressions of Interest
- Inner North West Well-Being Budget – Capital Programme 2004-2007

Tom O'Donovan, North West Area Management, presented the report and responded to Members questions and comments.

Detailed discussion ensued on the contents of the report and appendices.

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That the budget position of the Well-being budget as outlined in 1.1 and 1.2 of the report be noted.
- (c) That the Well-being revenue projects agreed for 2005/06 as outlined in appendix 1 of the report be noted.
- (d) That new expressions of interest for 2005/06 as outlined in appendix 2 of the report be dealt with as follows:-

<u>Project</u>	<u>Organisation</u>	<u>Decision</u>
Group Development Worker	Voluntary Action Leeds	Agreed, in principle, £13,334.25, subject to roll forward and clarification of match funding
Inner North West Graffiti Project	Breakers Unify/Up Your Street	Agreed £10,575, subject to roll forward
Supporting the Elderly People Project West Park Kirkstall Area	STEP	Agreed £5,300
Little London Crime and Anti Social Behaviour	West Yorkshire Police	Deferred to enable the Area Manager to have further discussions with

the Police and to evaluate the success of the Headingley Pilot Scheme, together with addressing the work of PCSO hours in target areas

- (e) That the Well-being capital projects already agreed as detailed in appendix 3 be noted and that the other capital projects for consideration be dealt with as follows:-

<u>Project</u>	<u>Organisation</u>	<u>Decision</u>
Rosebank Millennium Green	Rosebank Millennium Green	Agreed, in principle, £1,344.20
STEP Older People's Network	STEP	Agreed £8,000, subject to roll forward

- (f) That the small grant budget position as outlined in 4.3 –4.6 of the report be noted and that, subject to roll forward being available, approval be given to increasing the allocation for small grants for 2005/06 to £10,000 on the lines now reported.

13 **Inner North West Area Committee Well-Being Monitoring Report**

The Director of Neighbourhoods and Housing submitted a report on the Well-Being Monitoring Report for the North West (Inner) Area.

Appended to the report was a copy of the 2004/05 Well-Being Revenue Project Monitoring Schedule for the information/comment of the meeting.

Tom O'Donovan, North West Area Management presented the report and responded to Members questions and comments.

Detailed discussion ensued on the contents of the report and appendices.

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That the monitoring process as outlined in the report and appendices be noted.
- (c) That approval be given to the report as the process for feeding back Well-being monitoring to the Area Committee.
- (d) That a further report be brought to the September meeting considering further proposals for the allocation of well-being funds.

14 **Town and District Centres Regeneration Scheme**

The Director of Neighbourhoods and Housing submitted a report on the Town and District Centres Regeneration Scheme.

Tom O'Donovan, North West Area Management presented the report and responded to Members questions and comments.

RESOLVED –

- (a) That the content of the report and appendices be noted.
- (b) That this Committee notes the views of the sub group and endorses this as the view of the Area Committee.
- (c) That the Area Manager be requested to circulate a copy of the outline business case to Members for their information/retention.

15 Section 106 and Greenspace Projects

The Director of Development submitted a report on Section 106 and Greenspace Projects.

Appended to the report were copies of summaries that have been received showing the amount received and amount due in respect of each of the following 'Community Planning Areas', together with examples of projects which are eligible/not eligible for Section 106 greenspace funding for the information/comment of the meeting:-

- Headingley Ward
- Hyde Park and Woodhouse Ward
- Kirkstall Ward

Chris Bolam, Development Department presented the report and responded to Members questions and comments.

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That this Committee notes the Section 106 funds available to the North West (Inner) Area.
- (c) That suggestions for greenspace provision/enhancement to be funded through Section 106 monies be put forward for those funds not yet identified for projects.
- (d) That in relation to the Burley Mills project, the Director of Development be requested to investigate this issue further with a view to ensuring that the matter was not overlooked within the process.

16 District Partnership Action Plan

The Director of Neighbourhoods and Housing submitted a report on the District Partnership Action Plan for the information/comment of the meeting.

RESOLVED – That the contents of the report be noted.

17 Co-opted Members

The Chief Democratic Services Officer submitted a report to remind Members of the provisions for the possible appointment of Co-optees onto Area Committees, and to request Members to specifically consider this matter in relation to this particular Committee.

RESOLVED – That consideration of this item be deferred until the next meeting in September 2005 to allow a full public debate on this issue.

18 Area Committee Function Schedules

The Director of Neighbourhoods and Housing submitted a report on the Area Committee Function Schedules for 2005/06.

Appended to the report were copies of the Area Committee Function Schedules 2005/06 previously approved by Executive Board on 18th May 2005 for the information/comment of the meeting.

RESOLVED - That the contents of the report, together with the Area Committee Function Schedules for 2005/06 as detailed in the appendices be noted.

19 Leeds Local Development Framework: City Centre Area Action Plan

The Director of Development submitted a report on the Leeds Local Development Framework, including reference to the City Centre Area Action Plan.

Chris Bolam, Development Department presented the report and responded to Members questions and comments.

A copy of the document entitled 'Leeds City Centre Area Action Plan' dated June 2005 was also circulated at the meeting.

RESOLVED - That the contents of the report be noted.

20 Waste Solution for Leeds

The Director of City Services submitted a report which provided the Area Committee with information on progress towards the development of a Waste Solution for Leeds City Council and of the intention to address new EU targets for the diversion of significant proportions of municipal waste from landfill.

The report also invited Elected Members to participate in a seminar to discuss potential technological solutions which may be adopted to manage municipal waste in Leeds.

Helen Finister, City Services Department presented the report and responded to Members questions and comments.

In discussing the report, the Area Committee noted that the key milestone plan for the pre-procurement stages of the Waste Solution Project as referred to in Section 2.5 was incomplete.

Helen Finister agreed to supply a copy of the correct document to the Chief Democratic Services Officer to be appended to the minutes of this meeting.

RESOLVED –

- (a) That the contents of the report be noted.
- (b) That the proposed plans for consultation and in particular, the details of the June briefing for Members on waste technologies referred to in paragraph 2.1 of the report be noted.

- (c) That in relation to refuse collection, a further report on this issue be submitted to the Area Committee when the proposals were known, together with addressing the urgent issue of student waste within selected parts of the North West (Inner) area.

21 Highways Service Performance Report

The Director of City Services submitted a report on the performance of Highways Services, the highways maintenance programme for the area and the Service challenges for 2005/06.

Helen Finister and Paul Markham, City Services Department presented the report and responded to Members questions and comments.

A copy of the revised appendices highlighting the Performance Indicators; Highway Maintenance and Leeds Street Lighting PFI was circulated for the information/comment of the meeting.

Detailed discussion ensued on the contents of the report and appendices.

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That in relation to resident parking schemes, this issue be discussed further at the Transport Sub Group, chaired by Councillor Jennings, at a meeting to be arranged in the autumn.

22 Dates and Times of Meetings – 2005/06

RESOLVED – That the following proposed dates and times for the North West (Inner) Area Committee be noted:-

Thursday 8th September 2005 at 7.00 pm (venue to be confirmed)
Thursday 20th October 2005 at 7.00 pm
Thursday 8th December 2005 at 7.00 pm
Thursday 9th February 2006 at 7.00 pm
Thursday 30th March 2006 at 7.00 pm

(The meeting concluded at 9.25 pm)

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AGENDA
ITEM NO.:

Originator: H Finister

Tel: 24(74249)

REPORT OF THE DIRECTOR OF CITY SERVICES

MEETING: ALL AREA COMMITTEES

DATE : JUNE/JULY 2005

SUBJECT : WASTE SOLUTION FOR LEEDS

Electoral Wards Affected :

ALL WARDS

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

This report provides the Area Committee with information on the progress towards the development of the Waste Solution for the City which it is intend will assist in the requirement to reduce the amount of municipal waste by 45% by 2020.

The report also invites Area Committees to participate in a Seminar to discuss potential technological solutions which may be adopted to manage the cities waste.

The Area Committee is requested to note the content of the report.

1 BACKGROUND

- 1.1 Recently introduced EU Landfill Directive targets mean that, by 2020, the UK will have to reduce the proportion of biodegradable municipal waste (BMW) that it landfills to 35% of the tonnage of BMW landfilled in 1995. Failure to meet this, and interim, targets will result in the UK incurring fines of around £0.5m a day. It is highly likely that these fines will be passed on by the Government to the local authorities responsible.
- 1.2 In order to facilitate meeting targets at national level, the Government has introduced the Landfill Allowance Trading Scheme (LATS), whereby each Council or Waste Disposal Authority (WDA) is allocated a rapidly decreasing number of allowances for each year of the scheme between 2005 and 2020, which corresponds to the tonnes of BMW that it is permitted to landfill. Under the scheme any authority landfilling more tonnes of BMW than they have allowances for will face penalties of £150 per tonne.

- 1.3 Landfill allowances can be traded between WDAs, with authorities diverting significant quantities of waste from landfill being allowed to sell excess allowances to those that continue to use disposal as their main option. It is estimated that Leeds City Council will have to divert almost 1.5 million tonnes of BMW between 2005 and 2020, and that, if the current position is maintained, the Authority will face LATS penalties of over £12m by 2009/10 alone, and steadily increasing annual penalties beyond this time. Whilst the Authority is developing contingency plans and a LATS trading strategy to mitigate these financial consequences, this is only likely to reduce the financial threat on a short term basis.
- 1.4 Exploring the opportunities for waste minimisation and further improvements in recycling levels will naturally form a primary and integral part of any future waste strategy for Leeds. However, these initiatives will not be sufficient to achieve the level of landfill diversion required. It is therefore likely that the solution will require the identification of a source of significant investment, and will involve entering into a contract with a partner from the private sector to provide the necessary waste processing, treatment and disposal capacity and facilities to allow the City to meet these long-term landfill diversion targets.
- 1.5 Initial proposals to proceed with this procurement exercise were considered and approved by the Council's Executive Board at its meeting on 19th January 2005.

2 MAIN ISSUES

2.1 Waste Treatment Technology Options

There are a range of technologies emerging for the treatment of waste, and the Authority has appointed consultants to undertake an assessment of the potential options for Leeds. Some technologies are more proven than others, and there may be limitations in terms of what the market will provide. This technical assessment will enable the Council to make an informed decision on the options to be explored in further detail. The outcome of the exercise should be known in August, and residents and Elected Members will be informed and consulted again at this next stage of the project. However, a more detailed briefing session for Elected Members on the full range of available technologies has been organised for 12:30-2:00pm on 27th June 2005 at the Town Hall.

2.2 Waste Solution and Land Use

Government waste management policy requires local authorities to embrace the 'proximity principle' in terms of how it manages municipal waste. This places a requirement on Councils to demonstrate that waste is being dealt with as close as possible to where it is generated. Given the levels of waste to be diverted from landfill by the Council, it is therefore a very real possibility that the Authority will have to investigate the identification of sites in Leeds for a facility for treating its residual waste. Discussions are in progress to identify the most appropriate planning policies and processes for addressing this issue. This will also address the exploration of opportunities for regional partnerships for waste management. There will once again be extensive consultation as these discussions develop.

2.3 Waste Strategy and Environmental Assessment

Naturally, proposals for the treatment of waste will form part of the integrated Waste Strategy for Leeds, which is currently being revised to reflect these new issues.

Alongside the development of the Strategy, the Authority will be carrying out a formal assessment of the environmental impacts of its objectives, with a view to amending the Strategy to minimise these impacts as it develops. It is anticipated that the draft strategy will be completed by December 2005, prior to carrying out full consultation. However, residents and Elected Members will be consulted at the key stages of the Strategy's development.

2.4 Refuse Collection

The Government is recommending that local authorities investigate the benefits of public/private sector partnerships for the provision of the whole waste management process, from collection to disposal, and market intelligence relating to waste management confirms the potential benefits of and preferences for this type of approach. In addition, the Council's Refuse Collection service has been unable to achieve its targeted efficiency savings, and is now costing approximately £1m a year more than if these efficiencies had been made. In order to ensure value for money for the people of Leeds, the decision has therefore been taken to market test the Council's Refuse Collection service against the private sector, and the Authority will also be considering the option of developing a single contract for its waste collection, processing, treatment and disposal.

2.5 Key Project and Consultation Milestones

The table below sets out some of the anticipated key milestones for the pre-procurement stages of the Waste Solution project and the development of the Waste Strategy, and indicates the critical stages at which major consultation programmes with residents, Elected Members and other key stakeholders will be carried out. These initiatives form part of a co-ordinated communications and consultation plan to ensure key stakeholder involvement in the decision making process. The details of this plan will be communicated to Elected Members in due course.

Key Milestone	2005								2006				
	M	J	J	A	S	O	N	D	J	F	M	A	M
Development of revised Waste Strategy													
Strategic Environmental Assessment (SEA)													
Brief stakeholders on key issues													
Technical options appraisal													
Initial market sounding													
Consult on initial technology proposals													
Financial options appraisal													
Selection of preferred technology option(s)													
Funding and affordability assessment													
Draft Waste Strategy to Executive Board													
Consult on draft Waste Strategy													
Amend Waste Strategy as required													
Communicate approved Waste Strategy													
Contract specification development													
Start procurement													

The timescales for this project have been amended from those considered by Executive Board in January 2005, due to the need to comply with new Government guidelines and legislation for the development of waste strategies, and due to the scale of the technical analysis required to inform the selection of technologies. It is currently anticipated that the actual contract start date would be May 2007. However, this is subject to the outcome of the affordability study, and the subsequent funding options available to the Authority.

3 RECOMMENDATIONS

Area Committees are requested to note the information provided in this report and to comment as appropriate. Elected Members are also requested to note the proposed plans for consultation, and, in particular, the details of the June briefing for Members on waste technologies referred to at 2.1.



LEEDS
CITY COUNCIL

AGENDA ITEM NO.:
Originator: Stuart Robinson
Tel: 2474360

REPORT OF THE CHIEF DEMOCRATIC SERVICES OFFICER

MEETING: NORTH WEST (INNER) AREA COMMITTEE

DATE : 8th SEPTEMBER 2005

SUBJECT : CO-OPTED MEMBERS

Electoral Wards Affected :	Specific Implications For :		
	Ethnic Minorities	<input type="checkbox"/>	
	Women	<input type="checkbox"/>	
	Disabled People	<input type="checkbox"/>	
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"/>

EXECUTIVE SUMMARY

This report is submitted to outline to Members the provisions for the possible appointment of Co-optees onto Area Committees, and to request Members to specifically consider this matter in relation to this particular Committee.

1.0 PURPOSE OF THIS REPORT

1.1 This report is submitted to outline to Area Committees the provisions contained in the Area Committee Procedure Rules which allows them to co-opt people onto the Committee.

2.0 BACKGROUND

2.1 Paragraph 4 of the Area Committee Procedure Rules, which form part of the Council's Constitution, deals with membership of the Area Committees.

2.2 In terms of co-optees to the Area Committees, Paragraph 4 basically states:

- Each Area Committee **may** select up to *4 co-opted members to assist in the discharge of the Committee's role;
- Co-opted members may participate in the debate in the same way as Elected Members, but co-optees have no voting rights;
- No co-opted member shall be appointed for a period beyond the next Annual Meeting of the Council i.e. they are annual appointments.

- 2.3 Although the appointments are subject to annual review, there is nothing to prevent a co-optee being re-appointed from one year to the next, provided that the Area Committee and the body nominating that co-optee are happy with that arrangement.

3.0 CURRENT SITUATION

- 3.1 Currently, some Area Committees have co-opted members onto their Committee, and others have not. Where co-opted members have been appointed, they tend to be representatives of local community forums, sometimes Ward-based, and they act as a two-way channel of communication between that forum and the Area Committee.
- 3.2 There is no compulsion to appoint co-optees, nor is there any necessity for them to be representatives of local community forums – it would be equally acceptable, for instance, to appoint someone from the local business community, or to appoint someone for a time-limited period due to their expertise in a particular field that the Area Committee was currently involved in.
- 3.3 In respect of the North West (Inner) Area Committee, it is considered that the Open Forum agenda item, allied to the democratic way in which the Committee currently operates, means that there is no necessity for formal Co-optees, who in any event are non-voting.

4.0 REVIEW

- 4.1 Now that the Area Committees have been operating for a year, it is an opportune time to review the current arrangements.
- 4.2 Those Area Committees which currently have co-opted members should be reviewing and, if appropriate, formally renewing their appointment, in consultation with the body or forum which nominates or elects the current co-optees.
- 4.3 Those Area Committees which currently do not appoint co-optees may wish to give consideration to this matter.

5.0 RECOMMENDATION

- 5.1 That the Area Committee considers its current arrangements regarding the appointment of co-optees.

*4 is the figure stated in Article 10 of the Council's Constitution, which sets out the composition, role and functions of Area Committees. This figure is based on the fact that no Area Committee comprises more than four Wards i.e. the equivalent of one co-optee per Ward, although there is no compulsion for co-optees to be appointed on a Ward basis. Council on 14th September 2005 will be recommended to increase this figure to 5 per Area Committee



LEEDS CITY COUNCIL

AGENDA
ITEM NO:

Originators: Thomas O'Donovan/
Christa Smith/ Kate Baldwin

Telephone: 3057495

REPORT OF: Director, Neighbourhoods and Housing Department

REPORT TO: Inner North-West Area Committee

DATE: 8th September 2005

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)

EXECUTIVE SUMMARY

This report seeks to provide Members with:

- a) a current position statement on the Well-being Budget
- b) a progress report on revenue projects agreed for the current financial year (05/06), (appendix 1).
- c) details of capital projects agreed from the capital Well-being budget. (appendix 2).
- d) Confirmation of the Well-being strategic pause linked to the Area Delivery Plan

Members are asked to note the current position regarding the Well-being budget, consider the current strategic pause in relation to the Area Delivery Plan, the position of the Small Grants Budget, and agree any actions.

1.0 Background

1.1 At the last Area Committee meeting the final allocations of Well-being funding were noted as **£202, 730** revenue funding for 2005/06 financial year, and **£394,196** capital funding over three financial years up to March 31st 2007.

1.2 Members should note the following points: -

- Of the 2004/05 Well-being Revenue funding allocation, £111,776.68 was spent on projects. Therefore, roll forward from 2004/05 is **£90,952.32**.

- Members should also note that the Funding Officer Project under spent last year to a sum of £5,800. This amount will be deducted from the 2005/06 Funding Officer Budget. This information is reflected in appendix 1.
- Additionally, Members should note that the project costings for the STEP project, agreed at the last Area Committee, have changed. The project now requests more funding from the revenue budget and less funding from capital budget, with an overall reduction in costs of £230. Details of the costings are shown in Appendix 1 (revenue) and 2 (capital).
- As agreed at the last Area Committee meeting, the Small Grants allocation for 2005/06 has increased from £5,000 to £10,000 for the current financial year.
- The budget for community skips has been incorporated into the Well-being budget. The skip budget for 2005/06 is £6,000. The current balance in the is budget is £4,400.

2.0 Well-being Strategic Pause

- 2.1 As agreed at the Area Committee on 17th February, all projects should be assessed against the criteria set out in the Area Delivery Plan.
- 2.2 At the last Area Committee it was decided to call a 'strategic pause' on the allocation of the Well-being funding to allow Members to consider further the Area Delivery Plan, monitor spend against the plan, and take a longer term view of priorities for the ADP over say the next 2 –3 years. The Small Grants Fund is not included in the 'strategic pause'.
- 2.3 The North West Area Management Team have carried out a review of the Inner North West Area Delivery Plan which is presented to the Area Committee at item 10.
- 2.4 In summary, the actions within the Area Delivery Plan – Action Plan, that are currently not being addressed are as follows:
 - (a) Manage the proliferation of street adverts – identify areas and individuals/companies responsible & enforcement
 - (b) Develop West Park as a hub for cultural opportunities – identify culture/arts groups to be based as West Park Resource centre
- 2.5 A project to manage the proliferation of Street Adverts (a) has been proposed by the Major Projects Team – Advertising Drum Project. This project is in development and will require consultation with Members in the near future.
- 2.6 Additionally, as outlined in the Area Delivery Plan Review paper, members are asked to consider the formation of Task Groups to look at the Area Committee Delegated Functions (Community Safety, Streetscene and Young People), consider the development of Neighbourhood Improvement Plans, and review spending opportunities around these functions for future years Well-being budgets.

3.0 Well-being Projects

- 3.1 Details of projects agreed for the 2005/06 revenue budget, including a current position statement and project outputs are listed in Appendix 1.
- 3.2 Details of capital projects in the following categories are attached in Appendix 2:
 - Projects agreed in principle
 - Projects pending further information

- 3.3 Following the last Area Committee meeting, organisations have continued to submit expressions of interest to the Well-being budget. These are as follows:
- Headingley Design Statement (Revenue) £10,000 (over 2 years)
 - Advertising Drum Project (Revenue & Capital) - £ Not known
 - About Leeds - LCC Chief Executive Department (Revenue) – Max £1,875 (2005/06, £2,500 2006/07)
 - Artlink (Capital) - £ Not known
 - Additional Policing in Little London (Revenue) £10,000 – project deferred at last Area Committee pending further information.
- 3.4 The above projects are listed for information. Members may wish to consider how to proceed in the light of the strategic pause.

4.0 Small Grants

- 4.1 The following small grant applications have been received:

Organisation	Project Name	Amount	Status
Headingley Network *	Celebrate Headingley	£500	Agreed – payment processed
Highbury Residents Association *	Highbury Mission Field	£200	Agreed – payment processed
Kirkstall Village Community Association *	Kirkstall Festival	£500	Agreed – payment processed
Cardigan Triangle Community Association *	Newsletter and Community Events	£500	Agreed – payment processed
Moor Grange Action Group *	Moor Grange and West Park Community Fun Day	£489	Agreed – payment processed
Where Family Matters*	Where Family Matters	£480	Agreed – payment processed
Caring Together in Little* London & Woodhouse	Healthy Living Activity Groups for Older People	£500	Agreed – payment processed
Ash Road Allotments*	Track Repairs	£500	Agreed – payment processed
Irish Music Project Leeds	'The Gathering'	£1,000	Details have been circulated to Members for approval

- 4.2 The projects marked * have already been agreed by Area Committee Members, and total £3,669.
- 4.3 The Small Grant budget for 2005/06 is £10,000. The current balance is £6,331.
- 4.4 There are also 4 Small Grant applications which are pending further information and will be assessed by the Area Management Team before circulating to members.

5.0 Recommendations

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

- 5.1 Note the budget position of the Well-being Budget as set out at 1.1 and 1.2
- 5.2 Note the Strategic Pause information as outlined in 2.0 –2.3 and consider options for developing projects as stated in 2.4 to 2.6.
- 5.3 Members are asked to consider what if any action to take in the light of 3.3
- 5.4 Note the Well-being revenue projects agreed for 2005/06 listed in appendix 1.
- 5.5 Note the Well-being capital projects agreed listed in appendix 2.
- 5.6 Consider the small grant budget position (4.1-4.4) and consider any action.

Inner North West Well-being Budget 2005-2006
Projects agreed for 2005-06

Project	Delivery Organisation	Revenue cost 05/06	Revenue cost 06/07	Description and Progress	Outputs	Outcomes
Planning Officer	LCC Development Department	£30,000 (* Please note that CIT funding ends 30 th June 2005. Area Committee funding will begin 1 st July 2005)	£40,000	To fund a Community Planning Officer post for the North West Inner Area. Project started and ongoing for 2005-06.	<ul style="list-style-type: none"> ▪ React to current development activity and advise Members and community groups ▪ Attend and advise a number of working groups on planning matters ▪ Monitoring and enforcement ▪ Ensure strategic planning issues are taken forward and important information is communicated 	<ul style="list-style-type: none"> ▪ More informed local communities ▪ Increased participation in planning process ▪ Greater awareness within the Council of issues important to the community
Funding Officer	Voluntary Action Leeds	£43,400 - £5,800 2004/05 underspend = £37,600	£43,400	To fund a Funding Advice Officer post for the Inner North West Area. Project started and ongoing for 2005-06.	<ul style="list-style-type: none"> ▪ Support groups in identifying funders and completing applications ▪ Arrange training sessions for groups ▪ Produce and distribute a quarterly newsletter 	<ul style="list-style-type: none"> ▪ Develop links with community and voluntary sector ▪ Increase awareness of funding opportunities for groups ▪ Community development
Inner North West Skips Budget	North West Area Management Team / Onyx – skips	£6,000		To establish a skips for community use fund. Project started and	<ul style="list-style-type: none"> ▪ Provide skips for community groups to undertake clean- 	<ul style="list-style-type: none"> ▪ Improved streetscene in local neighbourhoods

Appendix 1

Project	Delivery Organisation	Revenue cost 05/06	Revenue cost 06/07	Description and Progress	Outputs	Outcomes
	supplier			ongoing for 2005-06.	ups	<ul style="list-style-type: none"> ▪ Increased community pride
Inner North West Small Grants Fund	North West Area Management Team	£10,000		<p>To establish a small grants fund.</p> <p>Project started and ongoing for 2005-06.</p>	<ul style="list-style-type: none"> ▪ Support voluntary and community groups through grant aid 	<ul style="list-style-type: none"> ▪ Increased range of community activity ▪ Increased community participation ▪ Increased community pride
Royal Park Greenspace		£8,000	£8,000	<p>To provide revenue funding of £8,000 per year for two years to cover maintenance costs of the new facility.</p> <p>Project in development.</p>	<ul style="list-style-type: none"> ▪ New facility effectively maintained 	<ul style="list-style-type: none"> ▪ Better play facilities for children and young people
Promoting Crime Reduction	West Yorkshire Police	£1,100		<p>To promote crime reduction initiatives across the Inner Area.</p> <p>Project in development.</p>	<ul style="list-style-type: none"> ▪ Purchase 25 metal frames to display crime prevention messages at various locations in the Apollo area (NOTE: Subject to ward members agreeing locations of frames). 	<ul style="list-style-type: none"> ▪ Reduction in recorded crime and fear of crime
Festive Lights for Hyde Park	Leeds Lights	£11,238		<p>To fund a further 4 sessions of lights for Burley Road. Funding will cover the costs of hiring and putting up the lights for 4 sessions and also includes electricity costs.</p> <p>Project started and</p>	<ul style="list-style-type: none"> ▪ Provide festive lights at 4 further sessions 	<ul style="list-style-type: none"> ▪ Improved streetscape and environment ▪ Increased Community Pride. ▪ Increased awareness of different cultures/religions

Appendix 1

Project	Delivery Organisation	Revenue cost 05/06	Revenue cost 06/07	Description and Progress	Outputs	Outcomes
				ongoing for 2005-06.		
Woodsley Road Community Centre Manager	Voluntary Action Leeds	£20,397	£20,851	To fund a part time Community Centre Manager at Woodsley Road Community Centre. Project started and ongoing for 2005-06	<ul style="list-style-type: none"> ▪ Community Centre worker in post 	<ul style="list-style-type: none"> ▪ Increased community use at the centre
Study Support Sessions	LCC Youth Service	£2,000		The continuation of the study support project funded in 04/05. Project continuing into 2005-06.	<ul style="list-style-type: none"> ▪ Minimum of 20 Young People attend the Study Support Sessions ▪ 10 Young People regularly attend at least once a week 	<ul style="list-style-type: none"> ▪ Increase in self esteem, build confidence in the young people attending the study support sessions. ▪ More positive approach to education
Up Your Street Project	City & Regional Office of University of Leeds / Community Action at Leeds Met	£3,500	£3,500	Joint funded project (with Leeds University and Leeds Met University). The project has an environmental/streetscene focus and works with student volunteers on a variety of projects. Project started and ongoing for 2005-06.	<ul style="list-style-type: none"> ▪ Establish a recycling project ▪ Respond to ongoing issues of litter/graffiti 	<ul style="list-style-type: none"> ▪ Improve the local environment/streetscape ▪ Encourage recycling ▪ Bring students and local residents together
Hyde Park Unity Day	Hyde Park Unity Day	£5,000		To help fund the Annual Hyde Park unity Day, held in Woodhouse Moor.	<ul style="list-style-type: none"> ▪ Show-case art/dance music event on Woodhouse Moor – a celebration of 	<ul style="list-style-type: none"> ▪ Promote a positive image of the area ▪ Encourage and support local arts ▪ Improve links

Appendix 1

Project	Delivery Organisation	Revenue cost 05/06	Revenue cost 06/07	Description and Progress	Outputs	Outcomes
				Project completed.	ongoing work in the area <ul style="list-style-type: none"> ▪ Various workshops in other local parks and community centres 	between different cultures and between students and residents
Extension of Older Active People Project	Older Active People	£4,000		Extend Older Active People into the North Headingley Area. Project completed.	<ul style="list-style-type: none"> ▪ Extension of the work of the project into the North Headingley area ▪ Providing a range of preventative health activities 	<ul style="list-style-type: none"> ▪ Reduction in social isolation ▪ An increase in the use of older people's skills and experience

Appendix 1

Project	Delivery Organisation	Revenue cost 05/06	Revenue cost 06/07	Description and Progress	Outputs	Outcomes
Headingley development Trust	Headingley Network	£2,500		To prepare a business plan for the Headingley Development Trust, which will comprise of Local Community Associations, residents and investors. Funding will pay for a consultant to assist in the preparation of the Business Plan. The first phase of the Plan is to attract funds for the purchase of Headingley Community Annex. The overall aim of the Trust is to provide community resources, business and group space that support a range of community activity during the day and evenings. Project in development.	<ul style="list-style-type: none"> ▪ Business plan prepared for the acquisition of the Headingley Annex 	<ul style="list-style-type: none"> ▪ Possible acquisition of Headingley Annex
Community Compost	Leeds Organic Growers	£0 (see capital Bid)	£20,000	Leeds Organic Growers will run a green garden Kerbside collection and composting service targeting 40,000 households across Inner North West Leeds. Project in development.	Generate 4 jobs and 10 volunteer placements. Produce 1350 tonnes of compost/soil per year, helping to make the project a self sustaining enterprise after 3 years.	<ul style="list-style-type: none"> ▪ Job creation ▪ Improved environment ▪ Creation of a sustainable community enterprise
Rosebank Millennium Trust	Rosebank Millennium Trust	£4,000		To provide a worker in post for approximately	<ul style="list-style-type: none"> ▪ Organise 6 community clean 	<ul style="list-style-type: none"> ▪ Improvement/ maintenance to the

Appendix 1

Project	Delivery Organisation	Revenue cost 05/06	Revenue cost 06/07	Description and Progress	Outputs	Outcomes
				<p>one day per week and enable the project to develop links with volunteers at the Universities. The project meets Area Delivery Plan priorities of improving community safety for local people and improving existing parks and greenspace provision.</p> <p>Project started and ongoing for 2005-06.</p>	<p>ups</p> <ul style="list-style-type: none"> ▪ Develop a business plan and funding strategy ▪ Submit application to Big Lottery Fund 	<p>local environment</p> <ul style="list-style-type: none"> ▪ Helping to reduce drug use in the area, improving community safety
Hawksworth Wood Development Worker	Hawksworth Wood Community Association	£14,185.50		<p>To bridge the current funding gap and allow the current development worker post to continue. Further funding applications will be submitted to funders such as Big Lottery Fund, to allow the project to continue after 05-06. The project helps to deliver regeneration activity in Hawksworth Wood, one of the priority areas identified in the Area Delivery Plan.</p> <p>Project started and ongoing for 2005-06.</p>	<ul style="list-style-type: none"> ▪ Develop a business plan and funding strategy ▪ Submit funding applications ▪ Involvement in 4 community festivals ▪ Provide trustee training sessions 	<ul style="list-style-type: none"> ▪ Improved community cohesion in Hawksworth Wood ▪ Improved resident involvement in the development of projects and regeneration plans for the area ▪ Improved sustainability of the Community/Voluntary network in Hawksworth Wood
Breakers Unify	Breakers Unify	£3,000		The project provides	<ul style="list-style-type: none"> ▪ Develop business 	<ul style="list-style-type: none"> ▪ Developed youth

Appendix 1

Project	Delivery Organisation	Revenue cost 05/06	Revenue cost 06/07	Description and Progress	Outputs	Outcomes
Development Project				<p>outreach youth work in the area. It meets the Children & Young People and Community Safety objectives in the Area Delivery Plan.</p> <p>Project due to start in October 2005.</p>	<p>and funding strategy</p> <ul style="list-style-type: none"> ▪ Provide 8 break dancing sessions ▪ Establish a youth project to tackle graffiti in partnership with Inner North West Area Graffiti Task Group 	<p>based activity in the area</p> <ul style="list-style-type: none"> ▪ Diversionary youth work
Calling Out	Community Action for Little London and Servias (CALLS)	£20,000		<p>To continue the Development Worker post to December 2005. Work to secure future funding is being undertaken. The project helps to deliver regeneration activity in Little London, which is one of the priority regeneration areas in the Area Delivery Plan.</p> <p>Project started and ongoing for 2005-06.</p>	<ul style="list-style-type: none"> ▪ Develop business plan and funding strategy ▪ Carry out 3 community events ▪ Set up 2 sustainable volunteer placements with CALLS ▪ Carry out 2 community clean ups 	<ul style="list-style-type: none"> ▪ Improved community cohesion in Little London ▪ Improved resident involvement in the development of projects and regeneration plans for the area ▪ Improved sustainability of the community/voluntary network in Little London
Streetscene Services Area Delivery Proposals	LCC City Services	£11,690		<p>This project relates to the Environmental Task Force project allocation (originally allocated £15,000 for this financial year). This project will provide three men and a van for Inner North West Leeds. Details of how</p>		

Appendix 1

Project	Delivery Organisation	Revenue cost 05/06	Revenue cost 06/07	Description and Progress	Outputs	Outcomes
				<p>this project will work in operation is yet to be finalised.</p> <p>Project in development.</p>		
Capacity Building Worker	Voluntary Action Leeds	£13,334.25	£26,668.50	Project in development stages.	<ul style="list-style-type: none"> ▪ To assist 100 organisations by helping them to establish structure, constitution and policies. ▪ To assist groups to communicate more effectively at all levels and engage themselves in the community economic development process. 	<ul style="list-style-type: none"> ▪ The worker will support local voluntary and community organisations in developing their capacity to deliver local project solutions to neighbourhood problems. ▪ The worker will support the Funding Officer post in bringing resources to groups in pursuit of sustainable development plans for community and voluntary organisations.
Inner North West Graffiti Project	Breakers Unify/Up Your Street	£10,575		<p>The project will develop strategies to tackle graffiti vandalism through engaging young people through positive alternatives.</p> <p>Project in development.</p>	To be agreed	<ul style="list-style-type: none"> ▪ Reduction in graffiti vandalism across the area
* Supporting the Elderly People (STEP) Project,	STEP	£7730	£3,300	The project will support the development of the	<ul style="list-style-type: none"> ▪ No. of organisations 	Supporting Older People scheme established.

Appendix 1

Project	Delivery Organisation	Revenue cost 05/06	Revenue cost 06/07	Description and Progress	Outputs	Outcomes
West Park, Kirkstall Area				STEP scheme in the West Park/ Kirkstall area. This scheme will be similar to OPAL (LS16), Horsforth Live at Home Scheme (LS18), HOPS(LS5), OAP (LS6) and MENA (LS6) Project in development.	<ul style="list-style-type: none"> assisted with capacity building ▪ Co-ordinator job created ▪ Office established ▪ Number of persons made aware distraction burglary and advised how to avoid this. 	
		Revenue Cost 05/06	Revenue Cost 06/07			
	SUB TOTAL 1 Projects agreed for 05/06 and 06/07	£225,849.75	£165,719.50			

* Please note that the revenue amount for the STEP project has increased from £5,300 to £7730. This is because some project expenditure that was initially identified as Capital, is actually Revenue. See Appendix 2 which now reflects the reduction in the Capital expenditure to £5340.

TOTALS SUMMARY:

Revenue Budget Allocation 2005-06	£202,730
Roll Forward	£90,952.32
Total Budget available 2005-06	£293,682.32
Total Revenue 2005-06 already agreed	£225,849.75
Revenue 2005-06 remaining	£67,832.57

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**Inner North West Well-being Budget
Capital Programme 2004-2007**

Projects agreed by Area Committee

Project	Delivery Organisation	05/06 Cost	Description and progress	Outputs
Woodhouse Moor Bowls Pavilion	LCC Parks & Countryside	£24,200	To refurbish bowls pavilion at Woodhouse Moor Bowls Club Project in development	<ul style="list-style-type: none"> To replace the bowls pavilion building with a suitable permanent structure
Community Re>Paint Project	Seagulls Re-Use Limited	£4509.35	Project in final development stage.	<ul style="list-style-type: none"> Purchase a van to support the Community Re>Paint project. Collect left-over paint from household and redistribute to community groups, charities and low income households.
Refurbishment of Hawksworth Wood Community Shop	Hawksworth Wood Community Association	£3,850	Project started.	<ul style="list-style-type: none"> Refurbish the community charity shop which is currently in a poor state of repair. Project is match-funded by Community Building Capital grants scheme. Total project costs are £6,000.
Mushroom Bollards for Cragside Fields	LCC Parks & Countryside	£5,000	Work to be carried out in September 2005.	<ul style="list-style-type: none"> Supply and fit mushroom bollards to Cragside Fields
Creation of new space in a community building (ABLE)	Burley Lodge Centre	£100,000 (£50,000 05/06, £50,000 06/07)	Opening up of attic space for office and social community enterprise. Project in development.	<ul style="list-style-type: none"> Increased support to social community enterprise sector Provide 7 managed work spaces, with IT equipment available at low rent to start up social enterprises.
Community Compost*	Leeds Organic Growers	£11,666	Leeds Organic Growers will run a green garden Kerbside collection and composting service targeting 40,000 households across Inner North West Leeds Capital funding used to purchase machinery for the project. Revenue funding also required for 2006/07 and 2007/08 (see 2.1) Project in development	<ul style="list-style-type: none"> Generate 4 jobs and 10 volunteer placements. Produce 1350 tonnes of compost/soil per year, helping to make the project self sustaining enterprise after 3 years.

Appendix 2

Project	Delivery Organisation	05/06 Cost	Description and progress	Outputs
Rosebank Millennium Green	Rosebank Millennium Green	£1,344.20	The project will simplify the Millennium Green site, making the site easier to maintain in future years, therefore contributing to the sustainability. This project is linked to the Rosebank revenue project that the Area Committee have already funded. These works are needed for the long term management and sustainability of the site. Project to be completed Autumn 2005	<ul style="list-style-type: none"> ▪ Removal of hard to maintain shrub beds (x8) ▪ New paving around seating area ▪ Site simplification work completed
≡ STEP Older People's Network	STEP	£5340 (Revenue 05/06 £7730, 06/07 £3,300)	The project will support the development of the STEP scheme in the West Park/ Kirkstall area. This scheme will be similar to OPAL (LS16), Horsforth Live at Home Scheme (LS18), HOPS(LS5), OAP (LS6) and MENA (LS6) Project in development	<ul style="list-style-type: none"> ▪ No. of organisations assisted with capacity building ▪ Co-ordinator job created ▪ Office established ▪ No of people advised of distraction Burglary techniques
TOTAL AGREED		£155,909.55		

* This project was agreed in principle at the April Area Committee, subject to further information and consultation

≡ Please note that the Capital expenditure for the STEP project has been reduced from £8000 to £5340. This is because some expenditure initially identified as Capital is actually Revenue. Please see Appendix 1, which reflects the increase in Revenue expenditure to £7730.

Appendix 2

Projects pending further information – no decision required at present					
Educational facility for children	Learning & Leisure/ Sure Start	£30,000	Build a new facility for childcare provision at the site of the Early Years Centre in Burley	<ul style="list-style-type: none"> ▪ Provision of a new facility (portacabin style) to increase childcare provision in the area 	<ul style="list-style-type: none"> ▪ ▪ ▪
Headingley Environmental Improvements		£50,000			
Little Woodhouse Play Area	Parks & Countryside	£60,000			
Mobile Facility for young people	Learning & Leisure	£35,000	Purchase a unit in partnership with North East	<ul style="list-style-type: none"> ▪ Various locations in the Inner Area 	<ul style="list-style-type: none"> ▪ ▪
Al-Haqq Supplementary School	Al-Haqq Supplementary School	£30,000			
Beckett Park Play Area	LCC Parks & Countryside	To be confirmed	To replace/refurbish the existing play area	<ul style="list-style-type: none"> ▪ New play facility built 	<ul style="list-style-type: none"> ▪
TOTAL		£205,000 (Excluding costs for Beckett Park)			
TOTAL Capital Budget for 3 years (04/05, 05/06, 06/07)		£394,196			
TOTAL Capital Projects		£360,909.55 (Excluding a cost for Beckett Park Play Area)			



LEEDS
CITY COUNCIL

AGENDA
ITEM NO:

Originators: Thomas O'Donovan/
Christa Smith

Telephone: 3057495

REPORT OF: Director, Neighbourhoods and Housing Department

REPORT TO: Inner North-West Area Committee

DATE: 8th September 2005

SUBJECT: North West Inner Area Committee Area Delivery Plan Update & Review

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

This report seeks to provide Members with:

- a) A current position statement on Area Delivery Plan Action Plan
- b) Options for the development of the next Area Delivery Plan
- c) Introduce Neighbourhood Improvement Plans linked to developing future Area Delivery Plans

1.0 Background

- 1.1 As part of the new Council constitution, set out in June 2004, the City Council requires Area Committees to produce an Area Delivery Plan (ADP) for their areas.
- 1.2 In February 2005 the North West Inner Area Committee agreed an ADP and Action Plan for the area (please see appendix 1 for the ADP Action Plan).
- 1.3 The ADP confirms the priorities of the Area Committee and outlines the key activities that the Area Committee and the Area Management Team will co-ordinate and deliver on for 2005/06.
- 1.4 The Area Committee may, in the light of changed circumstances, decide to review the contents of the ADP. In doing so, the Area Committee will need to take account of:
 - The nature of the new issue or concern

- To what extent any change in circumstances fits the ADP

1.5 This reports aims to review the ADP Action Plan and highlight areas in need of action by the Area Committee.

2.0 **ADP Action Plan Monitoring**

2.1 The Action Plan is presented to the Area Committee at appendix 1.

2.2 The Action Plan is monitored by the North West Area Management Team, and has been colour coded to reflect output target achievement.

2.3 70% (33 outputs) of the plan has been coded 'green', stating that outputs are progressing as expected.

2.4 25.7% (12 outputs) of the plan has been coded 'amber', stating that outputs have seen some minor delays or have issues to address but are progressing.

2.5 4.3% (2 outputs) of the plan has been coded 'red', stating that outputs have significant delays or issues to address before progressing.

2.6 The outputs coded red are as follows:

- (a) Manage the proliferation of street adverts – identify areas and individuals/companies responsible & enforcement
- (b) Develop West Park as a hub for cultural opportunities – identify culture/arts groups to be based as West Park Resource centre

3.0 **ADP Review & Development**

3.1 Area Management have monitored the Action Plan linked to Well-being spend and feel that the following proposals provide a framework for the development of future Area Delivery Plans:

3.2 **Theme Task Group Recommendations**

i. Officers recommend that three Area Committee Sub Groups are established to look at service provision within the delegated functions, Community Safety, Children & Young People and Streetscene.

ii. The Objectives of these sub groups would be to:

- Influence key priorities in relation to the services delivered
- Monitoring of performance and delivery of services
- Provide a forum for consultation
- Review the Area Delivery Plan
- Identify gaps in service provision and consider options to address them
- Provide linkages to Departmental Area Service Plans and the District Partnership Action Plan

iii. It is proposed that the membership of each sub group is made up of the following:

- 1 ward member representative from each of the four wards
- Area Manager/ Area Co-ordinator
- Area Management Officer

- Key Service Contacts (Youth Service – Suzanne Wainwright/ John Paxton, Streetscene – Steve Smith/ Graham Hollings, Community Safety – Zahid Butt/ Inspector Tim Kingsman)

3.3 Neighbourhood Improvement Plan Area Recommendations

- i. It is suggested that project commissioning and development could be improved by targeting resources at specific areas of need and developing Neighbourhood Improvement Plans (NIPs) for these areas. This work has been carried out in other areas of the city and is working well.
- ii. Little London is currently being developed as a pilot Neighbourhood Management Area. A Little London Neighbourhood Improvement Plan is in the process of being developed in this area. (For further information please see the Little London Neighbourhood Improvement Area report).
- iii. Following the ongoing work on Town & District Centres, Members have commissioned further work on the smaller neighbourhood Town & District centres that were identified at the Town & District centre sub group in June. It is recommended that the development of NIPs could incorporate these areas within the plans.

3.4 It is therefore suggested that the 2006/07 Area Delivery Plan, as well as plans for future years, could comprise the following elements:

- Detailed plans on the development of projects/ extension and enhancement of services within the theme task groups (Community Safety, Streetscene, and Children & Young People). This element of the ADP will be monitored by the Task Groups.
- Neighbourhood Improvement Plans developed and implemented in areas chosen through consultation with Members. Plans to include 3 –4 improvement areas to focus resources on, and develop neighbourhood shopping centres. These plans could be monitored by the NIP Steering Groups.
- A section of the ADP to be devoted to specific projects such as Community Cohesion, ASHORE area development and Planning Issues, and specific Area Committee Projects such as Funding Officer, Woodsley Road Centre Manager, and major capital schemes.

4 Recommendations

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

- 4.1 Note the contents of this report
- 4.2 Consider and agree the proposals outlined under section 3.2 and 3.3
- 4.3 Establish a Area Delivery Plan/ Well-being Sub Group to consider the details in this report and explore ways to develop the 2005/06 Area Delivery Plan.

Appendix 1: Area Delivery Plan - ACTION PLAN

Inner North West Area Committee Action Plan 2005/06

Community Safety

<u>Action/Process</u>	<u>Lead Officer</u>	<u>Time-scale</u>	<u>Resources</u>	<u>Outputs</u>	<u>Outcomes</u>	<u>Progress Report</u>	<u>Milestones</u>	
Deliver targeted community safety operations with the support of other agencies	West Yorkshire Police/Community Safety/Area Management	3 days every two months	West Yorkshire Police/Community Safety/Area Management/ALMO/Education welfare	<p>Operation Apollo-Reporting and monitoring of specific targets identified by the operation</p> <p>Operation Walksafe – targeting of patrols to robbery hotspots. Particular emphasis during university term time.</p>	<p>Safer community Reduce crime and offer reassurance to communities</p>	Evaluation report produced after each Apollo	Number of agencies involved in action over 3 days	
	Community Safety/Area Management/Leeds North West	April 05-March 06	Community Safety/Area Management/Leeds North West Homes	Support Leeds North-West Area in the delivery of neighbourhood based community safety improvement plans		<ul style="list-style-type: none"> • Safer neighbourhoods • Reduce crime and anti-social behaviour • Offer reassurance to communities 	Action plan produced and updated monthly	<ul style="list-style-type: none"> • Areas chosen • Action group created • community safety improvement plans developed
	Community safety/Universities/Area Management	Throughout year with particular emphasis during term time	Community safety/Universities/Area Management	<ul style="list-style-type: none"> • Deliver community safety actions and initiatives jointly with the universities • Targeted work during Fresher' Week 		<ul style="list-style-type: none"> • Improved co-ordination • Safer communities • Number of joint initiatives undertaken 	6 monthly community safety report in May and November	<ul style="list-style-type: none"> • University representatives attending the Multi Agency Tasking Groups • Joint Initiatives identified and included in the Multi Agency Tasking Group Action Plan

<u>Action/Process</u>	<u>Lead Officer</u>	<u>Time-scale</u>	<u>Resources</u>	<u>Outputs</u>	<u>Outcomes</u>	<u>Progress Report</u>	<u>Milestones</u>
Support the neighbourhood approach to community safety through the use of any existing and additional PCSOs and Neighbourhood Wardens.	Community Safety/West Yorkshire Police	On-going	Community Safety/External	<ul style="list-style-type: none"> Area and number of PCSOs Area and number of Neighbourhood Warden patrols Establish neighbourhood PCSO surgeries in all wards 	<ul style="list-style-type: none"> High visibility/community policing Increase community reassurance 	<ul style="list-style-type: none"> 6 monthly community safety report in May and November 	<ul style="list-style-type: none"> Community policing teams in place and all posts filled PCSOs to be given a beat area Average % of PCSO time spent out on patrol Police attendance at community forums
Deliver initiatives to reduce domestic burglary, in Inner Area	Community Safety/West Yorkshire Police	On-going	Community Safety/Area Management	<ul style="list-style-type: none"> Use of PCSOs to deliver crime reduction packs to victims of burglary and their neighbours Explore the use of ASBOs to target prolific burglars Target crime prevention messages in priority areas 	<ul style="list-style-type: none"> More vigilant and informed communities More neighbourhood Watch participation Reduction in fear of crime Reduce burglaries to no more than 2556 offences Reduce the repeat burglary rate to no more than 11.3% 	6 monthly community safety report in May and November	<ul style="list-style-type: none"> Burglary hotspots identified Initiatives developed and included in Multi agency Tasking Action Plans

<u>Action/Process</u>	<u>Lead Officer</u>	<u>Time-scale</u>	<u>Resources</u>	<u>Outputs</u>	<u>Outcomes</u>	<u>Progress Report</u>	<u>Milestones</u>
Instigate more CCTV particularly through the mobile CCTV initiative, based on Community Safety hotspots	Community Safety/Area Management	April 05-March 06 (based on hotspots)	Community Safety/Area Management	<ul style="list-style-type: none"> Number of days use of van Tackle Neighbourhood specific hotspots 	<ul style="list-style-type: none"> Reduction in issues/hotspots identified – such as anti social behaviour Reduction in fear of crime 	Quarterly report on use of mobile CCTV	<ul style="list-style-type: none"> ASB hotspots identified and collated into priority order
Consider initiatives to address road safety issues.	Area Management/Highways Road Safety Section	April 05-March 06	Area Management/Highways Road Safety Section	<ul style="list-style-type: none"> Number of local community and interest groups to use Speed Indication Devices in hotspot areas Traffic calming measures at Hesketh Road and Queenswood Drive 	<ul style="list-style-type: none"> Reduction in speeding traffic Reduction in road traffic accidents 	Quarterly report on use of SID	<ul style="list-style-type: none"> Hotspot speeding areas identified and reported
Feedback work of the Police through local meetings and networks	Community Safety/Area Management	On-going through local forums	Community Safety/Area Management	<ul style="list-style-type: none"> Number of forums/groups fed back to 	<ul style="list-style-type: none"> Community more informed on work of Police 	6 monthly community safety report	Identify and agree community forums / groups which Police will attend
Increase amount of locally provided drugs treatment services	Community Safety/Police	April 05-March 06	Community Safety/Police	<ul style="list-style-type: none"> More locally provided treatment services available 	<ul style="list-style-type: none"> Increase in numbers of drug users receiving support Reduction in drugs users in area 	6 monthly community safety report	Baseline of provision established Identify and target areas where provision needs to increase
Increase number of Neighbourhood Watch Groups in the Inner Area	Community Safety/Police	April 05-March 06	Community Safety/Police	<ul style="list-style-type: none"> More neighbourhood Watch groups established 	<ul style="list-style-type: none"> More vigilant and informed communities 	6 monthly community safety report	Identify areas to promote neighbourhood watch groups

Streetscene

<u>Action/Process</u>	<u>Lead Officer</u>	<u>Time-scale</u>	<u>Resources</u>	<u>Outputs</u>	<u>Outcomes</u>	<u>Progress Report</u>	<u>Milestones</u>
Tackle graffiti through a range of measures.	Streetscene/Area Management/Community Safety/West Yorkshire Police	April 05-March 06	Streetscene/Area Management	<ul style="list-style-type: none"> Graffiti team to patrol area and reduce graffiti (number of incidents reported and average working days to remove) 	<ul style="list-style-type: none"> Reduction in graffiti Identification and prosecution of offenders 	6 monthly reports	<ul style="list-style-type: none"> Co-ordinate a multi agency response Identify hotspot areas through local consultation
Tackle hotspots for flytipping, flyposting, litter and discarded needles.	Streetscene/Area management	April 05-March 06	Streetscene/Area Management	Streetscene to work on discarded needles, flytipping, littering and dog fouling issues and identify hotspot areas with Area Management	<ul style="list-style-type: none"> Improve Streetscene/environment 	6 monthly progress report	Hotspots identified and joint action taken
	Area Management	April 05-March 06	Area Management	Provide skips for community groups to undertake clean-ups	<ul style="list-style-type: none"> Improved streetscene in local neighbourhoods Involvement of local people in solving local issues 	6 monthly progress report	Area Committee Updated
	Area Management /City Services	April 05-March 06	Area Management/City Services	Support the provision of new litter bins in Little London	<ul style="list-style-type: none"> Reduction of litter on streets Improve local environment/streetscape 	6 monthly progress report	New litter bins provided in area

<u>Action/Process</u>	<u>Lead Officer</u>	<u>Time-scale</u>	<u>Resources</u>	<u>Outputs</u>	<u>Outcomes</u>	<u>Progress Report</u>	<u>Milestones</u>
	City & Regional Office of University of Leeds/Community Action Leeds Met	06 April 05-March	Area Management and Universities	Up Your Street Project – establish a recycling project	<ul style="list-style-type: none"> Encourage recycling 	Quarterly report	Recycling project established Reports produced for Area Committee
Improve highways maintenance over and above the standards programme.	Streetscene/Area Management	06 April 05-March	Streetscene/Area Management	<ul style="list-style-type: none"> Identify local hotspots and issues through consultation 	<ul style="list-style-type: none"> Work with Area Management Team and other agencies to address issues 	6 monthly progress report	Hotspots identified and work undertaken to combat issues
Work within the ASHORE student area	LCC Student Housing Group/NW Housing Partnership/Area Management /Streetscene	Ongoing	LCC Student Housing Group/NW Housing Partnership/Area Management/Streetscene	<ul style="list-style-type: none"> Review operation of Headingley Streetscene Pilot Develop targeted work programme in ASHORE area 	<ul style="list-style-type: none"> Improve streetscene in the student areas 	Report provided as and when required	Action Plan/Report for ASHORE area produced
Manage the proliferation of street adverts.	Planning Department/ Streetscene	06 April 05-March	Planning Officer – North West Inner	<ul style="list-style-type: none"> Identify areas and individuals/companies responsible Enforcement 	<ul style="list-style-type: none"> Reduction in street adverts Improved streetscape 	Report to be produced as and when requested	Hotspots identified and plan developed to deal with issues

Children and Young People

<u>Action/Process</u>	<u>Lead Officer</u>	<u>Time-scale</u>	<u>Resources</u>	<u>Outputs</u>	<u>Outcomes</u>	<u>Progress Report</u>	<u>Milestones</u>
Increase the number of facilities youth workers can use to develop programmes with young people, both buildings and mobiles.	Youth Service/ Area Management	April 05-March 06	Youth Service/ Area Management	<ul style="list-style-type: none"> • Purchase/hire mobile facility for the area • Hire of community venues for youth work 	<ul style="list-style-type: none"> • Improve access to youth facilities • Increase numbers of young people engaged by Youth Service 	Progress report provided on a six monthly basis	Increased number of youth work sessions in operation
Offer a wider curriculum linked to educational development e.g. through Study Support opportunities.	Youth Service/ Area Management/ Education Leeds	April 05-March 06	Youth Service/Area Management/Education Leeds	<ul style="list-style-type: none"> • Number of study support sessions provided • Number of young people supported 	<ul style="list-style-type: none"> • Improved educational attainment amongst target group • Increased access to learning 	Quarterly report provided	
Develop new facilities for children and young people, e.g. Beckett Park play area, support local Sure Starts initiatives.	Parks & Countryside	April 05-March 06	Area Management/Parks & Countryside/External	<ul style="list-style-type: none"> • New play facility at Beckett Park 	<ul style="list-style-type: none"> • Improved play facility • Increased use by local community 	Progress report delivered as and when required	Work started Work completed
Encourage local involvement through local forums during consideration of the schools review in Headingley, Kirkstall	Area Management/ Education Leeds	Ongoing	Area Management/Education Leeds	<ul style="list-style-type: none"> • Assist consultation on schools review through network of forums 	<ul style="list-style-type: none"> • Inform local communities • Provide local feedback to Education Leeds 	Progress report delivered on outcome of consultation	Consultation carried out Report delivered

Parks & Other Greenspaces

<u>Action/Process</u>	<u>Lead Officer</u>	<u>Time-scale</u>	<u>Resources</u>	<u>Outputs</u>	<u>Outcomes</u>	<u>Progress Report</u>	<u>Milestones</u>
Ensure new provision is developed, e.g. Royal Park.	Parks & Countryside/Area Management	April 05-March 06	Parks & Countryside/Area Management	<ul style="list-style-type: none"> Support the development of a recreational facility by providing revenue funding for maintenance. 	<ul style="list-style-type: none"> Capital programme able to progress New facility properly maintained 	Progress report provided as and when required	<p>Work started</p> <p>Work completed</p>
Improve existing provision, e.g. Alexandra Park, Woodhouse Moor.	Parks & Countryside/Area Management/ Groundwork Leeds	April 05-March 06	Parks & Countryside/Area Management	<ul style="list-style-type: none"> Woodhouse Moor Bowls Pavilion improved 	<ul style="list-style-type: none"> Improved facility at Woodhouse Moor 	Progress report provided as and when required	<p>Work started</p> <p>Work completed</p>
Protecting existing provision for a new Parkswatch service	Parks & Countryside	April 05-March 06	Parks & Countryside	<ul style="list-style-type: none"> Number of patrols to tackle anti social behaviour in parks and open spaces 	<ul style="list-style-type: none"> Public reassurance 	Report provided	Hotspots identified through patrols
Give Support to allotments groups.	Parks & Countryside/Area Management	April 05-March 06	Parks & Countryside/Area Management	<ul style="list-style-type: none"> Evaluate need for improvements to allotments (security/fencing) and support where appropriate 	<ul style="list-style-type: none"> Improved security at allotment sites 	Report provided once evaluation complete	Work identified and action plan produced to tackle issues

Community Centres

<u>Action/Process</u>	<u>Lead Officer</u>	<u>Time-scale</u>	<u>Resources</u>	<u>Outputs</u>	<u>Outcomes</u>	<u>Progress Report</u>	<u>Milestones</u>
Put centres on a more stable footing	Area Management/ Funding Officer	April 05-March 06	Area Management	<ul style="list-style-type: none"> Work with a variety of Community centres to develop long term sustainable plans Provide funding for the Community Centre Manager Post at Woodsley Road – managed through VA-L 	<ul style="list-style-type: none"> Develop Community Centre's Business Plans Sustainable community centres Enable the post to continue Community Centre Managed and used effectively Outreach work undertaken Centre sustainability and development 	<p>General report provided as and when required</p> <p>Quarterly monitoring reports on Woodsley Road Community Centre</p>	<p>Business plans developed</p> <p>Woodsley Road worker recruited</p>
Contribute to and support a sustainable plan for Royal Park Primary School	Asset Management/ Area Management	April 05-March 06	Asset Management/Area Management	<ul style="list-style-type: none"> Identify organisations for sustainable long-term use of the building 	<ul style="list-style-type: none"> Building fully occupied Facility maintained and upgraded to DDA standards 	Report provided once consultation has taken place	<p>Report produced</p> <p>Building developed</p>
Research the availability of community facilities in the area.	Area Management	March 05 – July 05	Area Management	<ul style="list-style-type: none"> Community facilities audit carried out 	<ul style="list-style-type: none"> Community facilities database completed 	Report provided when database/audit completed	Report completed
Seek to develop West Park as a hub for cultural opportunities and work.	Area Management/ Learning & Leisure	April 05-March 06	Area Management/Learning & Leisure	<ul style="list-style-type: none"> Identify cultural/arts groups to be based at West park resource Centre 	<ul style="list-style-type: none"> Increase cultural activity within the area. Provide a link for the area into city and regional wide cultural life. 	Progress report developed and research carried out	Report delivered

Regeneration

<u>Action/Process</u>	<u>Lead Officer</u>	<u>Time-scale</u>	<u>Resources</u>	<u>Outputs</u>	<u>Outcomes</u>	<u>Progress Report</u>	<u>Milestones</u>
Progress a new approach to multi agency working in Little London.	Area Management	April 05- March 06	Area Management/AL MO	<ul style="list-style-type: none"> Identify issues and actions for joint working Action plan developed 	<ul style="list-style-type: none"> Joint working developed in the Little London area 	<ul style="list-style-type: none"> Report produced to incorporate action plan 	Report delivered
Improve the appearance of the area	Area Management/Leisure Services/Street scene	April 05-March 06	Area Management/Leisure Services/Street scene	<ul style="list-style-type: none"> Festive lights improve the streetscape along main corridors Restoration of York stone in certain streets. 	<ul style="list-style-type: none"> Improved streetscape and creates a positive image for an area. 	<ul style="list-style-type: none"> Report delivered on these actions – June 05 	Report produced
Target and focus comprehensive renewal initiatives through the District Plan in the priority areas of: - Harolds/Thornville area and the Headingley/ Meanwood border - Little London, Burley and Woodhouse - Hawksworth Wood, West Park, Kirkstall Hill and Burley Park - Tinshill and Ireland Wood	North West District Partnership	April 05-March 06	North West District Partnership	<ul style="list-style-type: none"> Support and complement physical development projects Work in partnership to identify common priorities Support the ALMOs Decency Standard investment in the area Establish local consultative structures Develop neighbourhood based service improvement action plans Maximise involvement of local communities and voluntary sector in delivering local solutions 	<ul style="list-style-type: none"> Ensure that continued and sustained effort is applied to targeted, focussed and comprehensive renewal initiatives. Better neighbourhoods and confident communities 	As required	District Plan produced – July 05

Planning and Development

<u>Action/Process</u>	<u>Lead Officer</u>	<u>Time-scale</u>	<u>Resources</u>	<u>Outputs</u>	<u>Outcomes</u>	<u>Progress Report</u>	<u>Milestones</u>
Support the Community Planning Officer	Area Management	April 05-March 06	Area Management	<ul style="list-style-type: none"> Improve links with residents, community organisations and voluntary groups through the Inner area Planning Group. 	<ul style="list-style-type: none"> Improved knowledge of and involvement in the planning process for local people 	Quarterly monitoring report delivered	Quarterly progress reports produces for Area Committee
Be involved with and supportive of initiatives to reduce the impact of shared housing in the area.	Planning Officer	April 05-March 06	Planning Officer	<ul style="list-style-type: none"> To Let Board signs Licensing issues 	<ul style="list-style-type: none"> Reduction in To Let Boards Impact upon licensing regulation - reduction in numbers of properties developed into student accommodation 	As and when required by Area Committee	Report produced
Support the progression of some major schemes.	Parks & countryside/PCT/Leeds North West Homes	April 05-March 06	Developers/LIFT/PFI	<ul style="list-style-type: none"> Kirkstall Valley Park Kirkstall Joint Service Centre Little London housing PFI. 	<ul style="list-style-type: none"> Sites developed Improvements to area and service delivery 	Progress reports developed as and when required	Action plans developed Sites developed
Support the development and implementation of local design statements through the planning and development process.	Planning Officer	April 05-March 06	Planning Officer	<ul style="list-style-type: none"> Local design statements produced Local people consulted 	<ul style="list-style-type: none"> Areas developed in line with local design statement Areas improved 	Reports provided on the development of local design statements	Local design statements adopted by LCC Planning

<u>Action/Process</u>	<u>Lead Officer</u>	<u>Time-scale</u>	<u>Resources</u>	<u>Outputs</u>	<u>Outcomes</u>	<u>Progress Report</u>	<u>Milestones</u>
Engage the local community's involvement in the proposals to develop the Kirkstall Valley Park.	Area Management	Ongoing	Area Management	<ul style="list-style-type: none"> Engage local community via network of forums and meetings 	<ul style="list-style-type: none"> Kirkstall Valley Park developed in line with local aspirations 	Proposal paper produced once consultation completed	Kirkstall Valley Park Proposal paper produced Park developed
Support the Council in its implementation and development of planning policies in ASHORE area	Planning Officer/Area Management	April 05- March 06	Planning Officer/Area Management	<ul style="list-style-type: none"> Support planning policies H15, H15A & The ASHORE and other initiatives aimed at balancing communities 	<ul style="list-style-type: none"> A more balanced community in the target areas 	Progress report produced as and when requested	Report produced

Partnership Working

<u>Action/Process</u>	<u>Lead Officer</u>	<u>Time scale</u>	<u>Resources</u>	<u>Outputs</u>	<u>Outcomes</u>	<u>Progress Report</u>	<u>Milestones</u>
Establish a new "federation" of youth work providers	Youth Service/ Area Management	06 April 05-March	Youth Service/ Area Management	<ul style="list-style-type: none"> Improve links between Council and Voluntary Sector provision with opportunities through the Higher Education institutions. 	<ul style="list-style-type: none"> Improve access to higher/further education for local young people 	Progress report provided as and when required	<p>Federation established</p> <p>Long term-More local people accessing Higher Education</p>
Support the Funding officer post	Area Management	06 April 05-March	Area Management	<ul style="list-style-type: none"> Improve links with voluntary and community groups Create sustainable development plan for local groups 	<ul style="list-style-type: none"> Improved access to information and funding for local groups Long term sustainability for local groups 	Quarterly monitoring reports	<p>Quarterly newsletter produced</p> <p>Training sessions held</p>
Establish a small grants fund	Area Management	06 April 05-March 06	Area Management/Community group	<ul style="list-style-type: none"> Encourage and support community groups to apply for funding for projects which meet Area Management priorities 	<ul style="list-style-type: none"> Additional resources and support for groups Delivery on Area Management priorities in partnership with local communities 	Update at each Area Committee	Community groups accessing funding
Support groups that have applied through the Objective 2 programme for European funding.	Area Management /Funding Officer	2006 April 05- end	Area Management/Funding Officer	<ul style="list-style-type: none"> Monitor and support ongoing projects. 	<ul style="list-style-type: none"> Work towards long term sustainability for groups 	Progress report to be produced as and when required	<p>Objective 2 funding received in area</p> <p>Projects to improve community assets completed</p>

<u>Action/Process</u>	<u>Lead Officer</u>	<u>Time scale</u>	<u>Resources</u>	<u>Outputs</u>	<u>Outcomes</u>	<u>Progress Report</u>	<u>Milestones</u>
Support initiatives in social enterprise	Area Management /Funding Officer/other Council Departments	April 05- March 06	Area Management/Funding Officer/other Council Departments	<ul style="list-style-type: none"> Seagulls recycling project 	<ul style="list-style-type: none"> Development of social enterprise work in the area 	Progress report to be produced as and when required	Social enterprises established
Service and develop a number of forums and sub-groups as agreed by the Area Committee.	Area Management	Ongoing	Area Management	<ul style="list-style-type: none"> Area Forums established where appropriate Target groups through planned events 	<ul style="list-style-type: none"> Improved consultation with community, in particular with hard to reach groups 	Update reports produced at Area Committees	<p>New forums established</p> <p>Reports to update Area Committee</p>

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AGENDA
ITEM NO.:

Originator: H Finister

Tel: 24(74249)

REPORT OF THE DIRECTOR OF CITY SERVICES

MEETING: North West (Inner) Area Committee

DATE : 8th September 2005

SUBJECT : Streetscene Environment Services

Electoral Wards Affected :

ALL WARDS

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 purpose of this report is to provide Members with an overview of the performance of City Services Environment Services and to provide the service level agreement for the localised teams

1.0 Purpose of the Report

1.1 The purpose of this report is to provide Members with an overview of the performance of City Services Environment Services and to provide the service level agreement for the localised teams

1.2 Contained within this report and its associated appendix are details of

- performance measures and outcomes at a city-wide and area level
- challenges faced by the service in 2005/06 and beyond
- the Service Level Agreement for the Neighbourhood Teams

2.0 Service Delivery

2.1 Appendix 1 provides outcomes against service standard and performance measures for 2004/05.

3.0 Service Challenges

3.1 Refuse Collection

The refuse collection service has changed significantly over the past two years in order to implement efficiencies and improvements. The service is currently provided to 319,000 households on a weekly basis. **Over the past year the performance data shows that 99.32% of all bins have been collected first time, which is one of the highest scores of the Core Cities.**

Until recently, refuse was collected and delivered to two Transfer Loading Stations in the city. The domestic refuse is now collected and delivered directly to landfill which has allowed vital funding to be redirected to support increased recycling across the city. This change has resulted in the procurement of new landfill contracts which facilitate the direct delivery and the closure of both transfer loading stations. Consequently there have had to be changes to the front-line service delivery. The challenge for the service over the coming year is to improve performance further and to reduce costs in order to compete, in the event that the service is market tested.

3.2 Waste Management

The waste management service is in constant change at the moment which is affecting service delivery and decisions about future service availability. The main issues relate to the expectation that the amount of waste going to landfill will be reduced to 33% from its current 80% by 2020 and that recycling will be increased to 30% by 2010.

To address some of these issues, the service has introduced 248,704 recycling bins into the city and a further 20,000 green bags, increased education and awareness activities and the number of bring banks, implemented recycling litter bins, and is recycling leaf fall and street arisings. Improvements have been made to 8 of the 11 household waste sites with East Leeds due to be redeveloped during 2005/06. As a result **recycling and composting in the city for the year for 2004/05 was 19.5%, the highest rate of all the core cities.**

It has been recognised that the arrangements outlined above will not, on their own, reduce the amount of waste going to landfill and therefore a decision was taken by Executive Board in January 2005 to work towards the procurement of a partner to deliver a waste solution for the city. Even with the solution in place there will still need to be a reduction in the amount of waste generated by householders or collected by the authority through traditional methods. For example, proposals are being discussed for a garden waste collection service to remove this waste from the waste stream and to increase the SORT collection service by moving towards a fortnightly collection of black and SORT bins on alternate weeks.

3.3 Bulky Household Collections

This is a non statutory free service provided by Leeds City Council where the collection of large household items is made. In December 2004 the frequency of this service was increased from 4 times per year per household by appointment, with a restriction on the number of items taken, to 13 times per year. Collection is made from the kerbside where the only restriction is the removal of household fittings such as rubble, kitchens and bathrooms. **Over the past year 80,000 bulky collections have been made of which 99.65% have been collected first time.**

Environment Services are not complacent and have kept the service under constant review. It is therefore proposed to make further improvements to the service to support local area priorities particularly organising area based 'blitz' activities.

3.4 Street Cleansing

The level of street cleansing in Leeds is monitored using two methods. Firstly, a self assessment process against agreed national methodology is undertaken on a quarterly basis by the service. To ensure compliance the process is monitored by ENCAMS and the Audit Commission. **2004/05 data showed that out of 100 only 27.5% of our streets were not of a satisfactory standard.**

The second method uses an independent assessment carried out by ENCAMS (Keep Britain Tidy Group). This independent body **states that 96.5% of all Leeds street are of a satisfactory (grade B) or above standard and that 18.2% of Leeds streets are grade A or above.** This means that the vast majority of streets are predominately free of litter and refuse - apart from small items and some streets have no litter or refuse. This compares highly against a national benchmark of 67.9% of streets being grade B or above. **This makes Leeds the cleanest of the Core Cities.**

3.5 Litter Bins

A litter and dog bin strategy was agreed during 2003/04 which included the introduction of a new litter bin protocol and the installation of new multi-purpose litter bins. Nearly 1500 litter bins have been installed within the city during 2004/5. Discussions are now taking place around a 2005/06 programme; however this will be dependent on the identification of revenue funding to empty the bins.

3.6 Ancillary Services

Environment Services also provide the graffiti /fly-poster removal, needlepicking and public convenience service to each Area Committee.

An assessment of the level of graffiti and fly-posting in Leeds has been carried out by ENCAMS as part of their annual assessment of Leeds. The level of graffiti and flyposting in the city has reduced over the past year from 52.8% to 40.3% (includes graffiti on NTL boxes which has still to be resolved with NTL).

Across the city there were **2,298 reported incidents of graffiti in 2004/05 which were cleared in an average of 6.80 days (inside the target of 10 days).**

The needlepicking service is a city wide service of two operatives and funded via the Drugs Action Team. The team respond to reported needles within 24 hours. **During 2004/05 the team have collected 94,120 discarded needles and in 97.5% of cases the needle was removed within 24 hour.**

In 2001/02 a Public Convenience Strategy was agreed by Executive Board for the city. The main points were to:

- continues to provide facilities in the eight District Centres where the Council is the sole provider.
- seeks to secure new provision in eight District Centres where there is no existing provision either by the Council or by other agencies.
- to seek to demolish and/or dispose of 20 facilities that are currently closed based on their status, poor condition, the proximity of alternative provision, or their location in the context of the agreed policy statement.

- to continue to provide a further nine facilities for the foreseeable future, but over the medium term to assess the rationale for providing the public conveniences in the context of:
 - ◆ the provision by other agencies that already exist
 - ◆ their location in terms of the agreed policy statement
 - ◆ any new area management arrangements that may be in existence.

This strategy obviously pre dates the establishment of the Area Committees and the delegation of the budget and therefore requires review.

3.7 Ginnel Cleaning

In November 2004 Environment Services introduced a team to carry out ginnel cleaning across the city. To date 50% of the 1600 ginnels have been visited by this team and it is anticipated that by October 2005 all ginnels will have had at least one full clean undertaken.

3.8 Gulley Cleansing

Gulley cleansing arrangements within the city were far from adequate with gulley cleansing being carried out once every 18 months. In October 2004 additional resources were introduced and the frequency of gulley cleansing is now every 8 months apart from defined 'Wet Areas' where this frequency has increased. Further improvements will be made to this service in October 05 which will see an increased frequency in all areas.

3.9 Grass Cutting

The grass cutting provision transferred to City Services on the 1st March 2005. There have been issues with the mobilisation of the contract which have now been largely addressed. However there still remain issues with land not detailed on the original specification and some issues with the quality of the cut. Environment Service is working with the contractor, Parks and Countryside and the ALMOs to address these issues.

At the current time there is no performance information on the service but this will be provided to future meetings.

3.10 Flytipping Removal

Each Area has been allocated a fly tip removal team which will respond to all reported flytips **within a 24 hour period. 9397 incidents have been reported and these have been removed in an average of 0.84 days.**

City-wide **33 prosecutions have been initiated against fly-tippers and currently there is a 90.3% success rate.**

3.11 Enforcement

Enforcement is a city-wide service which is reactive to complaints. City-wide there have **been 1687 fixed penalty notices issued for environmental offences. There have been 113 prosecutions and a 72.8% success rate.**

4.0 Service Complaints

- 4.1 The nature of Environment Services, which touches every household in the city at least once per week, generates a variety of complaints for a number of reasons. The service also receives a considerable number of requests for service which often suggest that there are a large number of complaints. All requests for service and complaints are recorded by the Contact Centre and at service level onto the Council's complaints system – Seibel. Seibel was introduced on the 16th October 2004 as a systematic way of recording complaints across the authority which is accessible to a wide range of people to verify the status of a complaint. This report therefore can only provide data for a 6 months period.
- 4.2 The total number of contacts with the Council regarding Environment Services was 75,430 of this number **260 where recorded as service complaints under the complaints procedure and these were dealt with within an average of 6 days.**

5.0 LEAP and Rapid Response Resources

- 5.1 4 LEAP Team were deployed in November 2004 to visit each ward of the city 6 times per year to deal with Elected Member referrals around hot spots and areas of concern etc. The LEAP Teams have visited each area **3 times since November 2005 and carried out 5243 jobs.** The Teams have also supported 32 Crime and Grime Initiatives which have been carried out around the city.
- 5.2 The 5 rapid response teams were allocated to each wedge to respond to street cleansing etc. issues which need to be dealt with outside of the normal scheduled work. The Teams have carried out **10,413 jobs dealing with complaints within 1 day on 98% of cases.**

6.0 Community Engagement and Education and Awareness

- 6.1 Education and Awareness around waste management and litter management remains a priority. A programme for 2005/06 has been developed including the use of bus advertising, working with schools, community and youth groups.
- 6.2 The Neighbourhood Environmental Action Team (NEAT) Programme, which is being piloted with four community groups in North East Leeds (Inner), Shadwell Parish Council, 2 groups in South Leeds (Outer) and with 2 groups in West Leeds, has been used to develop skills among community groups to monitor the standard of Environment Services within their area. This scheme uses the same methodology as that used by ENCAMS and provides community groups and Parishes the opportunity to influence the delivery of services within their area. A full evaluation of the programme will be undertaken in September 2005 before recommendations are made on its future use of the programme.
- 6.3 Between February and June Environment Services implemented the 100 days of HELP campaign aimed at raising all key stakeholders' awareness of environmental issues and encouraging engagement in activities to look after their local environment. The campaign engaged over 100 community groups across the city, 65 businesses in various areas of the city, over 100 schools, obtained media coverage on average twice per week and raised over £70,000 to support the campaign. A full evaluation is currently being carried out which will measure the campaign against the original objectives.

8.0 Community Action Service Team (CAST)

8.1 In line with the approvals obtained from Area Committees in the April cycle attached at appendix 2 is the proposed Service Level Agreement for the localised teams for member's consideration.

9.0 Recommendation

9.1 Members are requested to:

- note the contents of this report
- comment on the attached Education and Awareness Programme and the proposed Service Level Agreement for the Area.

Streetscene Services

**Service Level
Agreement**

July 2005

**Area Management Service Level Agreement 2005
Streetscene Services**

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**Area Management Service Level Agreement 2005
Streetscene Services**

1.0 INTRODUCTION

- 1.1** Our aim is to provide a high quality, value for money service which exceeds customer expectation and supports the delivery of the Area Committees priorities.
- 1.2** This document sets out a clear framework for Streetscene Neighbourhood Services to meet the needs of the Area Committee; the services and standards provided and how our services will be monitored.
- 1.3** The Service Level Agreement describes the services provided, their overall aim, what the customer should expect from Streetscene Neighbourhood Services and what the provider would like from the customer. We recognise that adherence to response times is key to successful delivery and customer satisfaction and therefore we have endeavoured to provide more detailed information about response times and how Streetscene Services categorises and prioritises jobs, particularly in the delivery of Street Cleansing.

In addition, we have provided details about each section's key performance indicators, and where appropriate, the discretionary and/or additional services available.

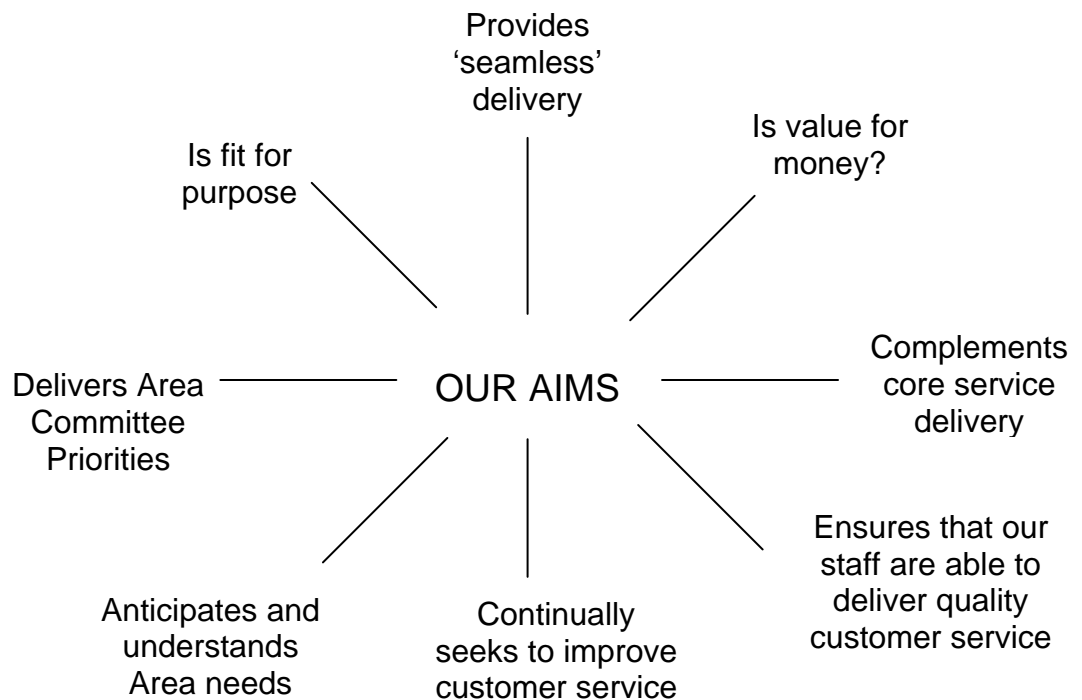
- 1.4** The agreement has been developed following discussions with Area Management Teams and Elected Members during the period April 2005- May 2005.
- 1.5** The Service Level Agreement will be reviewed formally by Streetscene Services (via the Streetscene Project Board) on an annual basis and will be subject to continuous review by Area Committees.

H Finister
Chief Streetscene Services Officer

2.0 OUR VISION AND OBJECTIVES

We are operating within a fluid and challenging environment and aspire to being the best Streetscene Services provider in Britain. To this end Streetscene Services is particularly highlighted within the Corporate Plan with the objective of being Britains Cleanest City by 2010 we have produced a Streetscene Service Delivery Plan for the period 2005-06 which focuses on:

Our service aims are as follows and we believe that our **challenge** is to provide you with a Neighbourhood Streetscene Service which:



Our service plan contains a number of service wide initiatives. One of these is to move closer towards an integrated Streetscene service by co-ordinating and developing front-line services where there are obvious synergies in working practices and customer requirements and where integration will lead to improvements in performance and delivery. In support of this initiative we have embarked upon a change management programme (commenced September 2004) which puts the customer first, pursues a 'seamless' approach to service delivery, management and work practices and provides opportunities for staff at all levels to participate and embrace change.

We are committed to achieving the following objectives:

- Improved customer satisfaction
- Good defined standards and quality
- Value for money
- Focused towards meeting local needs and demands

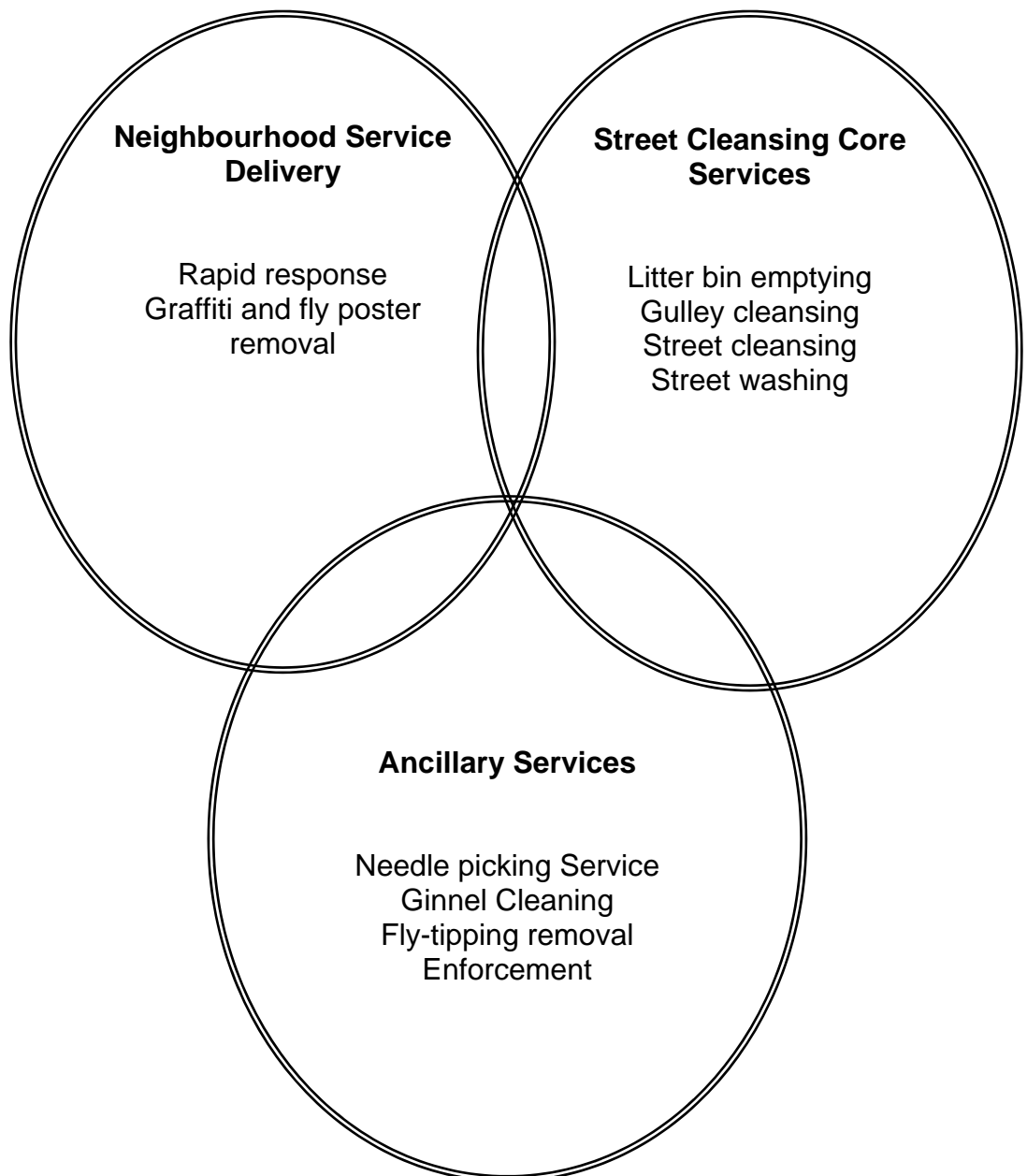
3.0 SERVICE PROVISION AND STANDARDS

a) Aim

To provide an integrated, seamless service based on high quality standards and value for money.

b) Services Provided

Our key customer services areas are grouped as follows:



**Area Management Service Level Agreement 2005
Streetscene Services**

c) Key Performance Indicators - Summary

Streetscene Neighbourhood Service Delivery

Service Standard	How will the standard be measured?
Community Action Service Teams	
We will respond to street cleansing related complaints, identified by Area Committees, which are outside the core services within 24 hours.	Number of jobs reported and time taken to action. <i>Monitoring via work sheets</i>
We will undertake a programme of hot spot cleaning as agreed with the Area Committee.	Number of hot spots agreed and progress against programme. <i>Monitored against agreed programme and work sheets.</i>
Graffiti	
We will remove graffiti from the street within 2 weeks of request (subject to the necessary permission / consent being obtained from building owners.	Area Management Performance indicator AC GR1. <i>Monitored via: Information taken from customer complaints via call centre and daily worksheets. Recorded on daily worksheets and stored on Siebel system.</i>
All reports of offensive or racist graffiti will be removed and investigated by the next working day,	Number of incidents recorded as racist and response times. <i>Monitored via: Information taken from customer complaints via call centre and daily worksheets.. Recorded on daily worksheets and stored on Siebel system.</i>

Street Cleansing Core Service Delivery

Service Standard	How will the standard be measured?
Litter Bins	
We will undertake to empty all litter bins to agreed schedule appropriate to the area.	Number of litter bins emptied against agreed programme. <i>Monitored via work sheets.</i>
Gulley Cleansing	
We will cleanse and unblock all gullies on adopted highways on an 8 monthly cycle.	<i>Monitored via: Information taken from customer complaints via call centre and gulley cleansing schedule. Recorded on daily worksheets and stored on Siebel system.</i>

**Area Management Service Level Agreement 2005
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Litter	
We will maintain the streets of Leeds litter free.	Performance indicator BV199. <i>Monitored via: Information taken from BV199 Officer monitoring sheets, customer complaints via call centre and operational route sheets. Recorded on Highway 1 system.</i>
We will respond to complaints in relation to litter within seven days.	<i>Monitored via: Information taken from customer complaints via call centre and operational route sheets. Recorded on daily worksheets and stored on Siebel system.</i>

Street Cleansing Ancillary Services

Service Standard	How will the standard be measured?
Needles	
We will collect discarded needles within 24 hours of receipt of a report (Monday to Friday).	Area Management Performance indicator AC NP2. <i>Monitored via: Information taken from customer complaints via call centre and daily worksheets.. Recorded on daily worksheets and stored on Siebel system.</i>
Ginnel Cleaning	
We will clean every ginnel at least once per year.	Number of ginnels cleaned in the area. <i>Monitored via work sheets.</i>
Fly Tipping	
We will clear fly tipping within 1.5 days of notification, except that requiring specialist equipment or treatment.	Performance indicator LK1 SC6 <i>Monitored via: Information taken from Customer complaints via call centre and crew route sheets. Recorded on daily worksheets and stored on Siebel system.</i>
Enforcement	
We aim to respond to 90% of reports regarding stray dogs within 1 working day.	<i>Monitored via: Customer and Police referrals data base and daily worksheets and recorded on Excel spreadsheet.</i>
We aim to respond to 100% dangerous dogs posing a risk responded to urgently	<i>Monitored via: Customer and Police referrals data base and daily worksheets and recorded on Excel spreadsheet.</i>
We will take enforcement action following the principles of the Leeds City Council's Environmental Enforcement Policy.	Performance indicator AC FP1 <i>Monitored via: Referrals and recorded on Excel spreadsheet.</i>

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Abandoned vehicles	
All dangerous abandoned vehicles will be removed within 24 hours of being reported by the police.	Performance indicator AC AV2 <i>Monitored via: Police referrals data base and daily worksheets and recorded on Excel spreadsheet.</i>
Other abandoned vehicles will be removed at the expiry of the 7 day statutory notice period.	Performance indicator AC AV4 <i>Monitored via: Customer and Police referrals data base and daily worksheets and recorded on Excel spreadsheet.</i>

**Area Management Service Level Agreement 2005
Streetscene Services**

3.1 Neighbourhood Service Delivery

3.1.1 Community Action Service Teams

Contact Charlotte Anderson (E Mail preferred)

Helpdesk  0113 2243872



charlotte.anderson@leeds.gov.uk

Mobile - 07891 273715

a) **Aim**

To provide support in the removal of waste in a swift and efficient manner, from the Highway, land owned by Leeds City Council and other areas (where specified), within the time limits as directed by the Area Management Team.

b) **Services**

We will:

- ◆ Remove litter and other accumulations of waste abandoned on the highway or in other locations as specified by the Area Management Team
- ◆ Undertake other cleansing operations or such activity as instructed by the Area Management Team.

c) **Response Times and Priorities**

We aim to achieve the following response/completion times and to complete subsequent work following an initial response as quickly as possible. Response times and examples of work type included, although not exhaustive are provided for your guidance.

If your job requirement is not listed or if you are unsure how your job will be prioritised, please contact your Principal Streetscene Area Manager.

Prioritisation of work

Areas of work highlighted by the Area Management Team or the Streetscene Manager which are deemed to require an immediate response, rather than the standard scheduled (core) service, will be prioritised.

The actual speed of response cannot be categorised, and will depend upon a number of factors including:

- ◆ Impact on neighbourhood / environment
- ◆ Level of complaint
- ◆ Disruption to local community
- ◆ Degree of blight suffered by community.

It is therefore essential that each case be treated on its own merits.

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d) Customer Obligations

We would like you to:

Notify the Streetscene Manager of all instances, and be aware of difficult timescales as far as communication is concerned. Please also be aware that an immediate response may not always be possible, due to a variety of issues including land ownership / permission seeking, access difficulties for vehicles, obtaining more appropriate alternative vehicles, etc.

e) Key Performance Indicators

Our performance in respect of the services we can provide will be measured monthly against the following performance measures:-

- Number of jobs reported and time taken to action.
- Number of hot spots agreed and progress against programme.
- No. of compliments/complaints received
- No. of jobs completed
- % Target to complete request first time
- Feedback from Customer Satisfaction Questionnaires



f) Additional Services

Examples:-

Additional work carried out by special arrangement including:
Saturday clean ups
"Crime and Grime" style police led initiatives
Community involvement events etc

3.1.2 Graffiti And Flyposter Removal Services

Contact

 0113 3984760
 frieda.haley@leeds.gov.uk
Duncan.birkett@leeds.gov.uk

a) Aim

To maintain the streets of Leeds free of graffiti and fly posting.

b) Services

We will:

- ◆ Remove offensive and racist graffiti by the next working day (Monday to Friday)
- ◆ Remove general graffiti within 2 weeks of the report

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- ◆ Where budget provision and agreement is given we will apply anti-graffiti treatments to buildings and other structures
- ◆ Remove fly-posting from unofficial sites (Under the direction of Enforcement section)
- ◆ Notify Enforcement section of the possible need for the installation, where appropriate of fly-posting drums.

c) Response Times

Priority 1 - Response within 24 hours

Examples: -

Racist / Hate / Offensive graffiti

Priority 2 - Response within 48 hours

Example: -

Tags and scrawling / defacement in City Centre

Priority 3 - Response within 14 days

Example: -

Tags and scrawling / defacement in area generally

Priority 4 - Response by agreed date

Example:-

Tags and scrawling / defacement on private property where permission and or estimate acceptance needs to be negotiated.

d) Customer Obligations

We would like you to:

Notify Principal Streetscene Area Manager as soon as possible of any problem areas / complaints.

e) Key Performance Indicators

- No of incidents reported
- No. of days to remove

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Streetscene Services**

f) Additional Services

Notification of flyposting to Enforcement section in first instance to assess whether formal prosecution / evidence gathering is appropriate

Fly posting removal from other than LCC authorised sites.

3.1.3 Management Support

Contact

Charlotte Anderson

Area Manager



0113 2243872



charlotte.anderson@leeds.gov.uk



gov.uk

a) Aim

To provide an easily reachable point of contact for Area Management staff who may need to direct / re-direct services.

b) Services

We will:

Be available on either desk phone or mobile phone Monday to Friday 8:00am to 5:00pm
Be available to attend at Area Management offices either on a regular pre-programmed basis or by special arrangement.

c) Response Times

To provide a prompt response to all enquiries.

d) Customer Obligations

We would like you to:

Establish early contact with the Streetscene Manager and arrange introductory meetings to set the necessary guidelines regarding contacts and levels of authority.

3.2 Street Cleansing Core Services

3.2.1 Litter Bin Service

Contact

Helpline 2477500



**Principal Area Manager as
notified on page 22 and 23**

a) Aim

To collect and dispose of waste from litterbins and the maintenance of litter bins and liners, where appropriate.

b) Services

We will:

- ◆ Empty, clean, deploy and maintain all Council litter bins within the area against the published schedule.
- ◆ Ensure that litter bins and liners are thoroughly emptied at ever attendance and any spillage or waste found adjacent to or close to the litter bin including dumped domestic and commercial waste is (clean or) cleared at the same time.
- ◆ Ensure that all litter bins are washed at least six times per year.
- ◆ Ensure that graffiti, fly-posting and other materials on litter bins are reported to Graffiti section as soon as it is discovered.

c) Response Times

Time scale for the emptying of bins if the service fails.

d) Customer Obligations

We would like you to:

Advise the Helpline as soon as possible about instances of damage / vandalism

e) Key Performance Indicators

- Number of bins emptied against agreed programme.
- Number of customer complaints

3.2.2 Gulley Cleansing

Contact

Helpline 2477500



Principal Area Manager as notified on page 22 and 23

a) **Aim**

To carry out routine servicing of gully's in order to prevent minor and major flooding incidents.

b) **Services**

We will:

We will cleanse and unblock all gullies on adopted highways on an 8 monthly cycle.

c) **Response Times**

Standard 8 monthly cycle.

Emergency response usually within 2 hours subject to prioritisation by the Streetscene Manager.

(It must be borne in mind that during times of heavy rain, the whole of Leeds is quite likely to be affected, so that prioritisation decisions need to be made on a "whole City" rather than an "area only" basis).

d) **Customer Obligations**

We would like you to:

Notify the Helpline of any blocked gully's including reports of those where the lids are either missing, or have fallen into the gully itself.

e) **Key Performance Indicators**

- Number of gullies cleansed against total number of gullies in the area
- Frequency of gulley cleansing

3.2.3 Street Cleansing

Contact

Helpline 2477500



Principal Area Manager as notified page 22 and 23

a) Aim

To maintain the streets of Leeds in a clean and acceptable condition.

b) Services

We will:

Sweep mechanically, both roads and footways
Litter pick manually
Remove dead weeds and other detritus

c) Response Times

As per schedule detailed on the web site.

d) Customer Obligations

We would like you to:

Notify the Helpline if the area falls below an acceptable standard

e) Key Performance Indicators

- % of relevant land and highway assessed as having combined deposits of litter and detritus.

3.2.4 Street Washing

Contact

Helpline 2477500



Principal Area Manager as notified on page 22 and 23

a) Aim

Thorough cleanliness of streets

b) Services

We will:

Power wash targeted spillages and areas of known heavy footfall / usage

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c) Response Times

As per schedule detailed on the website.

d) Customer Obligations

We would like you to:

Notify Helpline of streets requiring washing

e) Key Performance Indicators

- Number of streets washed against agreed schedule.

3.3 Street Cleansing Ancillary Services

3.3.1 Needle picking Service

Contact

FREE PHONE 0800 1386227

a) Aim

Removal of discarded hypodermic needles and associated drug paraphernalia

b) Services

We will:

Collect and dispose of by incineration

c) Response Times

Depends upon location, higher priority being given to schools, playgrounds etc
Please note that this is a Monday to Friday service.

Where no complaints are received, the crew patrol known drug dens and remove needles as appropriate.

d) Customer Obligations

We would like you to:

Inform free phone number of all instances where needles are discovered.

3.3.3 Ginnel Cleaning

Contact

Helpline 2477500



Principal Area Manager as notified page 22 and 23

a) Aim

The cleansing of connecting footways

b) Services

We will:

Delitter, remove weeds, sweep.

c) Response Times

Inspection within 7 days of report and work then prioritised as appropriate

d) Customer Obligations

We would like you to:

Notify Helpline of all complaints

e) Key Performance Indicators

- Number of reported ginnels cleansed within 7 days of report
- Number of ginnels cleansed on schedule within the area.

3.3.3 Fly -tipping Removal

Contact

Helpline 2477500



Principal Area Manager as notified on page 22 and 23

a) Aim

Removal of fly tipped and dumped waste on the public highway

**Area Management Service Level Agreement 2005
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b) Services

We will:

Inspect the area and remove waste as appropriate.

NB. In some instances, waste is dumped in such large quantities that the hire of mechanical shovels and tipper trucks is required. This type of equipment has to be hired by the day, and therefore under such circumstances, there may be a short delay until a sufficient volume of work has accumulated.

c) Response Times

As per previous schedules

d) Customer Obligations

We would like you to:

Notify the Helpline of all complaints of fly tipping and dumping.

e) Key Performance Indicators

- Number of fly tipped incidents reported
- Instances of fly tipping investigations
- Number of prosecutions for fly tipping initiated
- Average number of days taken to remove fly tips

3.3.4 Enforcement

Contact

✉ CS Enforce@leeds.gov.uk

a) Aim

We aim to help the people of Leeds enjoy a cleaner, greener, safer City. We aim to have clear, agreed and transparent policies. Offenders will be treated equitably, and with respect, but will have to comply with zero tolerance approaches which help improve the visual environment and the quality of life for the majority in a community.

b) Services

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We will: enforce the law associated with litter; fly-tipping; commercial waste; dog fouling; stray/abandoned/ dangerous dogs; domestic waste; fly posting; placards; overhanging vegetation; abandoned vehicles; A-Boards and other miscellaneous offences.

Work is carried out in response to requests for service, and, proactively, through intelligence led initiatives and educative approaches. A high profile approach is taken including the use of notices, fixed penalty notices and prosecutions. Partnerships with the Police, trading standards, environment agency and others are used to help deliver these aims

c) Response Times

100% dangerous dogs posing a risk responded to urgently

90% reports regarding stray dogs responded to within 1 working day

Other activities are primarily investigative and do not have response times set.

d) Customer Obligations

We would like you to inform us if you witness any environmental crime taking place. If your evidence is good, we will pursue the matter with a view to prosecution.

e) Key Performance Indicators

Enforcement is delivered by a small team operating on a city wide basis. The following relevant KPIs are available on an area basis.

- Fixed Penalties for all offences except dog fouling
- Fixed Penalties for Dog Fouling
- No. of legal Notices issued in period (sec 47, sec 46, sec 59, sec 215, sec 34(5), sec 80)
- No. of dogs returned to owner
- No. dogs taken to kennels
- % dangerous dogs posing a risk responded to urgently
- % reports re stray dogs responded to within 1 working day
- No. of prosecution case files submitted
- No. summonses heard in the period
 - No. found guilty
 - No. found not guilty

Performance Monitoring and Review

4.0 Performance Monitoring and Review

4.1 Aim

To monitor and review the services provided to improve efficiency and customer satisfaction, and in all service areas set up and maintain a robust system for the management and measurement of our performance (cost and quality) against specific tasks and indicators.

4.2 Monitoring and Measurement Mechanisms

A number of performance monitoring mechanisms are already in place in some of our service areas. The intention is to implement comprehensive systems and practices to enable performance measurement for all areas so that the results can be communicated and easily accessible to all our customers and more formally to the Area Committees.

We will undertake the following to produce and inform our Performance Report and to achieve effective performance monitoring of our services:

- Undertake periodic customer satisfaction surveys, analyse and publish results
- Issue consistent customer satisfaction/complaint questionnaires and act upon feedback
- Produce ad hoc and regular service reports on performance against jobs and indicators
- On behalf of the customer undertake random supervisory checks of jobs no less than once in every 3 months
- Maintain activity log books for periodical and special works
- Monitor the number of compliments and complaints received
- Analyse and act upon complaints/complaints received
- Make comparisons with similar organisations and professional disciplines

4.3 Review

This agreement will be formally reviewed on an annual basis by the Area Committee and subject to on-going review by client focus groups which will comprise of Area Management Teams and Area Forums. The Forums will discuss all aspects of service delivery, resolve problems and review opportunities for improvement and change.

Generally, the groups will be required to:-

- Review service performance against the obligations set out in this Agreement
- Review customer requirements
- Discuss and recommend any changes to customer requirements or future demands that Streetscene Services or the customer may have for additional services

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- Review the application of service levels and standards and consider any recommendations for change or improvement
- Share information with regard to departmental and Streetscene Services plans which may impact on service delivery
- Ensure that the service meets customer needs and expectations

5.0 Complaint/Compliment procedures

5.1 Complaints

Our aim is to deal with all complaints effectively and efficiently and to take immediate remedial action to resolve the complaint and to take steps to avoid a re-occurrence. The following procedure will be activated when a written complaint (i.e. via email or letter) is received.

Any matters of dispute or dissatisfaction, after having been addressed initially by the Principle Area Manager or Area Manager, regarding the services provided or standards described in this Agreement should be escalated as follows:

a) First Level

The matter, if unresolved, should be raised with the manager responsible for the service section who will review the matter within 3 working days. If the matter is complex and it is not possible to fully resolve within this timescale then an interim response will be made within the 3 working days, and the matter finally resolved within 15 working days.

Section	Person Responsible
NB - all staff quoted are on E mail system	
NORTH WEST	Vacant Post
NORTH EAST	Ray Johnson 2243349 or 07891 273728
SOUTH	Andrew Milnes 2478438 or 07891 273737
EAST	Vacant Post
WEST	Vacant Post
Enforcement	Steve Waterhouse 2476470

b) Second Level

The matter should be referred to the Head of Section who will review the issue and endeavour to resolve it within 3 working days or if complex within 15 working days as described in the first level.

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Section	Person Responsible
NORTH WEST	Paul Sanderson 2146540 or 07891 273797
NORTH EAST	Glenn Maude 2243390 or 07891 273714
SOUTH	Paul Finnigan 2476277 or 07891 273723
EAST	Glenn Maude as above
WEST	Stephen Wetherill 2243349 or 07891 273826
Enforcement	Graham Wilson 3951501

c) Third Level

If the matter remains unresolved having exhausted all levels the issue, together with appropriate management and customer reports, should be forwarded to the Chief Streetscene Officer (or nominee if appropriate). A final review and response will be made to the complainant within 15 working days.

5.2 Compliments

Our staff are working extremely hard to look after the city and the Area Committee area and often compliments are taken for granted. As such,

We welcome:

- Constructive criticism and comments to enable us to improve our service in the future
- Compliments where they are well deserved because they are important in assisting with staff motivation

In respect of complaints and compliments generally,

We would like you to:

- Liase through the Helpdesk to resolve difficulties or pass on compliments
- Escalate your complaint to the appropriate member of staff as described in the complaints procedure
- Complete our customer satisfaction and/or complaints form so that we can monitor and identify trends
- Provide us with as much information as possible so that we can investigate your complaint thoroughly

Education and Awareness in Leeds 2005 – 2006



Contact:
Sheridan Hilton
Education and Awareness Officer
Tel: 0113 3950778

Contents

Service Plan Summary

Leeds Education and Awareness Team Strategic Plan 2005 – 2006

Introduction

- Description of the service (purpose and function)
- Team Structure

Education and Awareness Programme

- Service Plan Brief

Budget Estimate

Resources

Risk Assessments

Service plan Summary

Our vision

To promote environmental achievement through learning to all the people who live work and study in Leeds.

Strategic Priorities

Our priorities are contained in the table below. This table has been formulated in consultation with the Education Team, the Strategy and Development Manager and the Recycling and Waste Manager. The table is linked to the Integrated Waste Management Strategy.

Priorities	Objective 1	Objective 2	Objective 3
Reach a wide range audience across the City of Leeds	Improve and develop awareness opportunities to schools and community groups	Maintain excellent customer care and meet the needs of the community	Develop increasingly effective partnerships
Develop effective internal resources	Improve access to services including websites and downloadable resources	Develop high quality services and resources	Develop performance/ evaluation monitoring
Develop and maintain a good reputation with the public	Develop "One Brand"	Deliver clear and up to date message	Praise and promote the good work of Leeds Citizens

The Education and Awareness Service Plan will support each city wedge by integrating the District Partnership Implementation Plans. Joined up thinking will help raise awareness of environmental issues and help improve the quality of the built environment through partnerships with each wedge.

Monitoring Arrangements

The delivery of the service plan will be monitored at the Education Project Board Meetings. The Board is made up of officers from City Services and Development, who meet monthly to review performance and decide what action must be taken to improve. The education and

Awareness Officer manage the delivery of all action with the Education and Awareness Assistants and report the progress for each wedge. The members of the Board will monitor all projects/campaigns, plans and risks. Self – evaluation will be embedded into the monitoring process to continually improve the Education and Awareness Programme.

Sheridan Hilton
Education and Awareness Officer

Leeds Education and Awareness Team Strategic Plan 2005-2006

Leeds is a diverse and vibrant community with a growing population. As a local authority, part of our role is to help raise awareness of the issues and educate. We want people in their homes and at work to know what is happening and to participate in our initiatives. Education plays a central role in improving people's access to such initiatives. Being an included citizen is key to accessing the benefits of a modern society and this is what the service plan will aim to achieve.

We intend to achieve this by:

- Feedback
- Campaigns and publicity supporting the waste strategy
- Supporting our recycling initiatives
- Education programmes to Schools and Community Groups

Our vision

To promote environmental achievement through learning to all the people who live work and study in Leeds.

The Integrated Waste Management Strategy aims in part to “Change the culture and behaviour of the public and businesses to make a positive step towards waste prevention and recycling”. This aim is reflected throughout our strategic plan for Education and Awareness and will be delivered through a range of services. The targets and performance measures set out in the Education and Awareness Service Plan will be monitored through our performance management arrangements. We cannot do this without the support of schools community groups and partners in other agencies in the community.

We must be more aware of how our actions affect the people we interact with, the local and the global environment and the legacy we live for future generations long after we are gone. The role of the Education and Awareness Team must be to not only act on all of this by helping schools and community groups to be more environmentally aware, but to get the message across effectively and make it stick. Making sure that adults and children alike are aware that what they do in their day to day lives has huge implications for everyone in this country and the world; “Thinking Globally, Acting Locally” – enabling all the citizens of Leeds to exercise informed and responsible choices.

Strategic Priorities

Our priorities are contained in the table below. This table has been formulated in consultation with the Education and Awareness Team, the Strategy and Development Manager and the Recycling and Waste Manager. The table is linked to the Integrated Waste Management Strategy.

Priorities	Objective 1	Objective 2	Objective 3
1. Reach a wide range audience across the City of Leeds	Improve and develop awareness opportunities to schools and community groups	Maintain excellent customer care and meet the needs of the community	Develop increasingly effective partnerships
2. Develop effective internal resources	Improve access to services including websites and downloadable resources	Develop high quality services and resources	Develop performance/ evaluation monitoring
3. Develop and maintain a good reputation with the public	Develop "One Brand"	Deliver clear and up to date message	Praise and promote the good work of Leeds Citizens

The Education and Awareness Service Plan will support each city wedge by integrating the District Partnership Implementation Plans. Joined up thinking will help raise awareness of environmental issues and help improve the quality of the built environment through partnerships with each wedge.

Priority 1

The audience includes schools, community groups, the city at large and partners. School awareness is a key aim and is addressed through priority 2. In supporting schools, the wider community and partnerships the Education and Awareness Team endeavours to promote the cleaner, greener, safer message. Targets to increase the inclusivity of school, the wider community and to tackle areas of low awareness are measured through priorities 2 and 3.

Improve and develop awareness opportunities to schools and community groups

Developing a wide range of different projects is key if the team want to actively work with schools and the wider community of Leeds. It is important that both schools and community groups find the awareness opportunities useful to them. As a result, all school initiatives will be linked to the National Curriculum. These will include:

- **SORT IT:** Primary schools will be able to book recycling workshops and assemblies up to key stage 2. This programme is delivered through LCC, BTCV and Groundwork Trust - a three way partnership, is free of charge and available to book from 01/01/2005.
- **Teacher resources:** All primary and high schools will be able to access recommended teachers resource list and stats and facts pack (Q and A) for guidance in teaching recycling and waste with in the class room. These are going to be soon available on line.
- **HWSS visit:** Schools will be able visit their local Household Waste Sorting Site for a guided informative tour. A maximum of fifteen students are allowed on site in any one visit (limited due to H & S).
- **Litter education:** Schools will be able to receive guidance in setting up litter education. The Education Team will offer to facilitate stakeholder meetings and give assistance on the educational side. The aim of this exercise will be to encourage the school to take ownership of the litter problem, but also involve affected stakeholders (e.g. school, parents, residents) to find a common solution.
- **Community And City Pride:** Schools will be invited to participate in Community and City Pride, an innovative competition to reward those groups participating in activities that take care of the environment and neighbourhood, e.g. litter picks, recycling projects, reuse waste projects.
- **Other projects:** Other projects will be available (see programme).

Similar activities will be available to community groups:

- **Talks and presentations:** Community groups will be able to book presentations and talks for a wide range of subjects free of charge.
 - ‘Sustainable Waste Management’ - reduction, reuse, recycling and recovery energy from waste
 - ‘Real Nappies’ - the alternative choice to disposable nappies
 - ‘Composting’ - practical compost demonstration
 - ‘Community and City Pride’ - workshop on how to arrange a community clean up and what resources and support are available

All initiatives can be tailored to the target audiences and will be addressed through priority 2 through the development of quality services and resources.

- **HWSS visit:** community groups will be able to visit their local Household Waste Sorting Site for a guided informative tour. A maximum of fifteen people are allowed on site in any one visit (limited due to H & S).
- **Community And City Pride:** Community groups will be invited to participate in Community and City Pride, an innovative competition to reward those groups participating in activities that take care of the environment and neighbourhood, e.g. litter picks, recycling projects, reuse waste projects.
- **Road shows and information stalls:** The Education Team has resources to participate in and support community events with information stalls and a display caravan.

Maintain excellent customer care and meet the needs of the community

In order to maintain excellent customer care the Education and Awareness Team will need to evaluate and monitor the services provided. For all presentations/workshops and targeted projects there will be an evaluation form handed out. This will not only monitor the numbers targeted but will give an indication of:

- Learning level
- Enjoyment level
- Appropriate to the audience (was the decimation of information appropriate to the audience)
- Learning outcomes (specific to curriculum and schools)
- Areas for improvement and further comments
- Self assessment by LCC Education and Awareness Team Member

In order to meet the needs of the community, services such as talks/presentations and workshops will be tailored to meet the needs of the audience. This will be done through consultation with the audience before hand.

Develop increasingly effective partnerships

Working in partnership is important in establishing and maintaining best practice services to schools and community groups. The Education and Awareness Team will endeavour to work in partnership at every

opportunity to ensure the citizens of Leeds receive good quality services and maintain best practice. This will also allow the team to reach the widest audience possible and deliver services which can be tailored to meet the needs of the community.

Priority 2

The Education and Awareness Team aims to improve and develop effective internal resources in three key areas, Improve access to services including websites and downloadable resources, develop high quality services and resources and develop performance/ evaluation monitoring. A number of projects will be delivered to meet this aim over the period 2005-06 and the priorities will be used to measure our success. Access to education services can be improved for external customers, as our website resources come on line. Developing high quality services and resources is a key aim of the team. This will be achieved through partnership working (both in-house and externally) to deliver innovative projects and good customer care insuring the public are not only informed but also:

- Not alienated
- Get involved
- Spread the word

Within this priority, the Team has also identified performance management as a specific area of development. Another key area of improvement includes:

Improved use of information, communication and technology (ICT)

Improve access to services including websites and downloadable resources

The Education and Awareness Team will continuously promote all of its services to ensure the public know of them and how to access the services and the information they provide.

Develop high quality services and resources

Developing high quality services and resources are key to raising awareness effectively across the city. In order to reach the widest audience, the services and resources for the Education Programme will be tailored to different audiences:

Schools

- Presentations/talks and workshops will be Key Stage specific to fit the National Curriculum

- Teacher resource Packs will be developed to include general information on waste and recycling. The packs will contain facts/figures and ideas for follow up work to be carried out in the classroom. To complete the pack, there will be examples of lesson plans and worksheets to use in class.
- Teacher training days will be identified and delivered. These will educate teachers about waste and the environment and how to link it to Citizenship topics. These sessions will empower teachers to take action in school and include waste as a topic taught in school. There will also be opportunities for future links to local partners to further increase awareness.
- Various other projects discussing litter, composting using the media of art and the performing arts.
- The LCC website is to be updated to contain relevant information, contact links and downloadable resources.

Community Groups

- Presentations/talks and workshops will be targeted to fit the needs of the audience.
- Leaflets and other publications in various languages will be available to raise awareness of black landfill bins, green recycling bins, litter and other waste topics.
- The LCC website is to be updated to contain relevant information, contact links and downloadable resources.
- Road shows and information stalls: The Education Team has resources to participate in and support community events with information stalls and a display caravan.

Develop performance/ evaluation monitoring

In order to maintain excellent customer care the Education and Awareness Team will need to evaluate and monitor the services provided. For all presentations/workshops and targeted projects there will be an evaluation assessment form. This will not only monitor the numbers targeted but will give an indication of:

- Learning level
- Enjoyment level
- Appropriate to the audience (was the decimation of information appropriate to the audience)
- Learning outcomes (specific to curriculum and schools)
- Areas for improvement and further comments
- Self assessment by LCC Education and Awareness Team Member

An annual self-evaluation of the Education Programme will be undertaken which focuses on monitoring and reviewing achievements. This process will provide the Education and Awareness Team with appreciative information and the ability to spread good practice throughout the team.

Priority 3

Establishing a good reputation with the public is key if we want to maintain a high level of awareness across the city. By doing this we can effectively increase recycling rates through active participation because the public have the knowledge of how and why.

Develop “One Brand”

Branding of the Education and Awareness Team will allow for instant recognition of the Education Programme and the services it provides. Establishing a good reputation with the public will promote priority 1.

Deliver a clear and up to date message

This will allow the team to raise awareness effectively. We will do this by linking our waste management activities into the education programme. This will allow for a clearer understanding of what happens to Leeds waste through the stages of the waste hierarchy, This in turn will keep the public updated.

Praise and promote the good work of Leeds Citizens

The Education and Awareness Team will provide information on how well we are doing. This will show that we are working in partnership with the community. We will do this because it is important to tell the citizens of Leeds how well they are doing to encourage further effort.

Introduction

City Services Department employs an Education and Awareness Team in its Recycling & Waste Management section to promote recycling and reduce littering across the city. The team will consist of one officer and five assistants. Each assistant will be responsible to promote the work of the Education team in their designated wedge. The table below shows who is responsible for each wedge. The Education and Awareness Officer will cover the East wedge until the vacancy is filled.

Sheridan Hilton	Education and Awareness Officer
Kate Stanley	Education and Awareness Assistant (NE Wedge)
Vacancy	Education and Awareness Assistant (E Wedge)
Rachel Charlton	Education and Awareness Assistant (S Wedge)
Patricia Ogunbor	Education and Awareness Assistant (E Wedge)
Emma Loveridge	Education and Awareness Assistant (NW Wedge)

The purpose and function of the Education and Awareness Team is to promote the reduction of waste across the city. This will be carried out through various campaigns and initiatives targeted to a wide range of audiences. The aim of the varied initiatives will primarily be to promote an increase in recycling rates and a reduction of waste going to landfill. To achieve this, the Education and Awareness Team will deliver effective campaigns tailored to the needs of the audience of each particular wedge.

The Education and Awareness Team will also deliver campaigns to raise awareness of litter as well as composting.

Facts and figures

Recycling and composting of household waste targets for Leeds:

- 14% by 2003/04
- 22.7% by 2004/05 LPSA target (25% nationally)
- 30% by 2010
- 33% by 2015

(Source: Council Waste Strategy)

In order to meet these targets Leeds City Council must educate and raise awareness to allow the citizens of Leeds to make informed decisions about waste and the environment they want to live in.

Structure

City Services Department employs an Education and Awareness Team in its Recycling & Waste Management Department to promote recycling and reduce littering across the city. The team will consist of one officer and five assistants. Each assistant will be responsible to promote the work of the Education Team in their designated wedge.

Education and Awareness Officer

<u>Responsibilities</u>	<u>What does it mean</u>	<u>Action</u>
Strategy		
Assist Strategy and Development Manager	Liaise with Pippa, Graham W., Graham H. and Roger Foyle	Regular meetings, input for and feedback of Education work
Ensure delivery of Best Value Services	Monitor and evaluate	Develop evaluation system
Meet objectives of the Council Corporate Plan	Liaise with relevant clients: RCA, Streetscene, Enforcement	Sit on Education Project Board & Ops Board
Operational		
Develop, implement and monitor Education Programme	Make sure that overall objectives are met	Develop projects, raise profile of projects, set procedures for project work, evaluation and documentation
Develop partnerships with Schools, Businesses, Community Groups and other stakeholders	Make contact	Go to stakeholder meetings (city wide) and develop contacts database
Represent the Service	Represent the team externally and internally	Go to stakeholder meetings (city wide) Sit on board meetings, Education Project Board, Ops Board
Responsible for customer related issues	Implement customer care service	Deliver quality service
Management		
Management of assistants	Oversee development, training, sickness, absence, disciplinary, grievance	Support and promote assistants, take care of equal ops, H&S, organise workload
Management of budget	Plan and oversee budget activities	Budget plan written

Education and Awareness Assistants

<u>Responsibilities</u>	<u>What does it mean</u>	<u>Action</u>
<u>Strategy</u>		
Assist the Education & Awareness Officer in developing creative ideas	Develop creative ideas and projects for the Education Programme	Develop project proposals for the Service Plan
<u>Operational</u>		
Develop resource materials	Work together as a team to	Develop leaflets and campaign promotional material, posters etc
Assist in the implementation of Education Awareness Programme	Deliver aspects of projects for their respective wedges	Work with schools, community groups and other partners to deliver programme.
Monitor and evaluate projects	Use monitoring form to collect information about the audience and the quality of the service	Deliver evaluation monitoring form at the end of the project/session and complete the self evaluation section.
Responsible for customer related issues	Implement customer care service	Deliver quality service
Represent the Service	Represent the team externally and internally	Go to stakeholder meetings (city wide) Sit on board meetings, Education Project Board, Ops Board
Update Officer on progress of projects in respective wedges	Sit on monthly team meetings	Write progress report and discuss in meetings.

Education and Awareness Programme

The Education and Awareness Programme is split into several sections, all of which are detailed on the next page. Full details of all the projects can be found in the appendix.

The service plan has identified 3 delivery priorities within the Education and Awareness Programme.

Delivery Priority 1

Increasing participation in Recycling

The Education and Awareness Team will deliver the programme with a strong emphasis on the importance of recycling, taking ownership for our actions, living in a cleaner, safer, greener city and looking after our local and global environment.

Delivery Priority 2

Reducing contamination of Green Recycling Bins

Contamination of green recycling bins is around 200 tonnes as month. Through clear pictorial messages and simple presentations, the Education and Awareness Team will aim to reduce the amount of contamination.

Delivery Priority 3

Increase awareness of littering

Littering around schools has been identified as an issue that needs addressing as some residents living near schools have been sending in complaints. Through partnership working with both schools and residents, the Education and Awareness Team will strive to raise awareness of litter leading to direct action.

Service Plan Brief

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AGENDA
ITEM NO.:

Originator: H Finister

Tel: 24(74249)

REPORT OF THE DIRECTOR OF CITY SERVICES

MEETING: North West (Inner) Area Committee

DATE : 8th September 2005

SUBJECT : Area Based Graffiti Action

Electoral Wards Affected :

ALL WARDS

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 purpose of this report is to respond to questions raised by Elected Members at the Area Committee meeting in June regarding area based outcomes of graffiti action and agree a method against which future action can be measured.

1.0 Purpose of the Report

1.1 At the meeting in June Elected Members requested feedback on the outcomes of the action taken to date to deal with graffiti and agree a method against which future action can be measured.

2.0 Definition of Graffiti

2.1 Graffiti is defined by ENCAMS (Keep Britain Tidy Group) as

“any informal or illegal marks, drawings or paintings that have been deliberately made by a person or persons on any physical element comprising the outdoor environment, with as view to communicating some message or symbol, etc. to others.”

3.0 What is the Base Data Position Against Which to Measure Improvements?

3.1 There is no single source of data available for the North West Inner area which provides a benchmark against which to measure improvements in levels of graffiti in the area. However, drawing on recent survey's undertaken by ENCAMS at least

provides a basic picture against which some benchmarking in this area can take place.

3.2 In 1999, 2001 and again in 2003 ENCAMs were commissioned to undertake survey's of the Headingley area to track improvements in the quality of the Streetscene Services provided. In 2004 ENCAMs also undertook a city wide survey from which some conclusions can be drawn.

3.3 ENCAMs use a nationally recognised methodology which measures the Adverse Environmental Quality Indicators (AEQIs) on streets within the area. The AEQI's surveyed are as follows:

- Dog Fouling
- Graffiti
- Vandalism
- Fly-posting
- Weeds
- Overflowing Bins

Surveyors are asked to note the absence or presence of each of the above AEQIs in each of the street sites surveyed.

3.4 The table below shows the level of graffiti found in each survey

Table 1 – Graffiti Levels

Year of Survey	Level of Graffiti Found in the Survey
1999	11.7
2001	33.2
2003	50.4
2004	39.8
National Benchmark (2003)	24.0

Graffiti was found on several different types of street furniture, walls, street signs and on lampposts. Utility boxes were the most popular sites.

3.5 The table above shows that whether examined on a local basis or on a city wide basis the presence of graffiti has increased over the past few years but has improved over the last year.

3.6 There is still no system agreed for the objective measurement of effort around graffiti within the area.

4.0 Outcomes for the Graffiti Team in North West Inner Area

4.1 In response to the increased presence of graffiti, the level of graffiti resources was increased city wide in November 2004. Pre November 2004 there were only two graffiti teams and post 2004 this provision was increased to 5 teams operating on a

Wedge basis and one rapid response team operating city wide to deal with offensive material.

4.2 During 200/05 the Graffiti Team dealt with 760 jobs in the area in an average of 6.69 days (target 10 days).

4.3 During the first quarter of 2005/06 the Graffiti Team have dealt with 213 jobs of various sizes in an average of 3.9 days.

4.4 To complete the operational work the Service Manager has been working closely with the North West Multi-Agency Graffiti Group and has committed to:

- Partnership working with all key agencies but specific operational work with West Yorkshire Probation Service and youth based groups such as CALM.
- Regular clean-up patrols in the hot spot areas
- Distribution of Crime stopper posters .
- Provision of Graffiti community clean-up kits to support events etc.

4.5 The Service will continue to support the multi-agency work.

5.0 Multi-Agency Group

5.1 At the June Area Committee Members received an update on the work of the graffiti multi-agency groups together with a copy of the action plan.

5.2 The multi-agency group last met in July and as part of monitoring the effectiveness of their work the following actions were agreed:

- West Yorkshire Police to review and monitor the amount of graffiti over the summer period, to obtain measurable targets and statistics
- North West Community Safety Co-ordinator together with West Yorkshire Police to look at the crime rates and detection rates in relation to reported incidents of graffiti and provide analysis
- Each organisation involved in the multi-agency group to provide details of actions and outcomes in relation to graffiti within the inner north west area, which will be reported to December Area Committee.

6.0 Establishing a Method of Assessing Cleansing Outcomes (including Graffiti Levels) within the Area

- 6.1 There is a need to establish a method of assessing the level of graffiti year on year within the area. The only method known to Streetscene Service is the survey methodology used by ENCAMs which will cost around £7,000 per annum.
- 6.2 However, to further the objectives of the Corporate Plan to become Britain's Cleanest City by 2009 a partnership over the next three years has already been established with ENCAMs. An Officer has been seconded from ENCAMs to support the partnership. This partnership includes the opportunity to undertake area bases survey's which identify issues, trends and makes recommendations for future action.
- 6.3 It is proposed that Area Committee consider using this partnership (at no cost) to establish a position statement for the area around cleanliness issues, including the systematic measurement of graffiti. If agreed the first report will be presented to the Area Committee at the meeting in late Autumn 2005 and every year thereafter for the next three years. The seconded Officer will be present at the Area Committee meeting to provide Elected Members with a brief overview of the proposed methodology.

7.0 Recommendation

7.1 Members are requested to:

- note the contents of this report
- note the brief presentation from ENCAMs on the methodology to be used to assess, monitor and measure cleansing issues such as graffiti.
- If agreement is reached on the ENCAMs proposal to receive a report on the outcomes of the survey at a future meeting.



LEEDS

CITY COUNCIL

AGENDA
ITEM NO:

Originators: Joanne Gomersall

Telephone: 2477811

REPORT OF: Development Department

REPORT TO: North West (Inner) Area Committee

DATE: 8th September 2005

SUBJECT: THE PROPOSED CONSULTATION EXERCISE FOR ABBEY MILLS AND ST ANN'S MILLS KIRKSTALL

Electoral Wards Affected :

Kirkstall

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 purpose of this report is to inform the Area Committee of the details of the proposed refurbishment of the Abbey Mills and St Ann's' Mills sites in Kirkstall and the proposed consultation exercise.

1.0 BACKGROUND

1.1 Abbey Mills and St Ann's Mills are vested in the Development Department and form part of the Council's Small Industrial Unit (SIU) portfolio. The SIU portfolio provides an economic development facility (employment generating) for new/small businesses. Most of the estates are purpose built, however there are a small number of older type properties of which these two former mill buildings are examples.

1.2 An SIU typically ranges from approximately 27.8 m2 (300 sq ft) to 139.4 m2 (1,500 sq ft) in size. Most of the available properties are industrial units, however, there are some small office units within the portfolio. It is the size of the units, together with the location and flexible letting terms that makes them an important facility in respect of economic development. In addition the formal links that exist between the Council and other business support agencies, also greatly assists new/small businesses.

- 1.3 Recent Research has highlighted a shortage of quality small unit space in Leeds. This shortage is having an impact on Leeds' ability as a city to create new businesses, new sources of employment and wealth for local people. There is some evidence that small businesses are relocating to neighbouring authorities/other parts of the region.
- 1.4 Research has shown that SIU's continue to provide an important economic development function, in addition however, there is a need to improve quality and diversify the Portfolio to meet the demands of the economy. In particular, there is a recognised requirement to provide small offices, with shared management and service support for high growth businesses. This type of facility is called managed workspace or incubation units. The business support costs are shared and therefore reduced and within incubation units a more intensive level of support is provided to encourage a high turnover of tenants.
- 1.5 As part of the Council's ongoing Asset Management programme, Council owned buildings are surveyed to assess their condition and to identify any backlog maintenance issues. Abbey Mills and St Ann's Mills were surveyed as part of this programme. The surveys identified that substantial repairs/improvements were necessary with backlog maintenance of £1.1m identified across the two sites. This backlog maintenance has arisen because the Council budget has been prioritised for the provision of frontline services, such as Education and Social Services. Further expenditure would be required to fully refurbish the two sets of buildings.
- 1.6 In addition to the above, one of the main tenants at Abbey Mills relocated, leaving over 50% of the accommodation vacant. Likewise at St Ann's Mills, one of the major tenants is due to vacate in the near future, leaving much of the accommodation at this site also vacant. These factors along with the level of capital investment required, therefore made it necessary to review the future of both sites.
- 1.7 Investigations were undertaken and various options for the future of both sites were considered. Discussions with Planning Services concluded that the Abbey Mills site was more suited to alternative uses and that in addition to the existing industrial use, mixed use (part work shop/office/residential) would be acceptable as would office and residential use. Abbey Mills is a Grade II listed building and Planning Services considered that a conversion to residential use, would best protect the character and fabric of the building, thereby securing its long-term future.
- 1.8 Planning Services consider that St Ann's Mill is not suitable for residential use and should continue to be used for the existing industrial/commercial purposes. Notwithstanding this, it was recognised the site clearly needed to be upgraded and refurbished.

2.0 **PROPOSAL**

- 2.1 After exploring the various options, it was concluded from the initial investigations that the preferred option was to dispose of Abbey Mills for residential conversion and use the receipt generated to refurbish the St Ann's Mills site to create quality units. This would result in both sites being regenerated and the St Ann's Mill site would be retained for employment generating use as part of the Council's SIU portfolio.
- 2.2 Under the proposal, the six businesses currently operating at Abbey Mills would be offered accommodation at the St Ann's Mills site. The St Ann's Mill building would be refurbished to provide the small, modern units required by today's fledgling businesses. The existing dilapidated industrial units may be demolished to provide new purpose built units.

2.3 In addition it is also proposed to make a sum of money available from the proceeds of the sale of Abbey Mills and from a contribution from Asset Management budgets to upgrade and enhance the immediate area surrounding both mill sites and the riverside walks. It is proposed to take account of the views of the Kirkstall community in deciding how this money is spent.

2.4 These proposals were considered and agreed by the Council's Executive Board in December 2004. Officers were instructed by the Executive Members to carry out further work to firm up the proposal and report back with detailed costings. A copy of the Executive Board Report is attached at Appendix 1 to this report and gives a more detailed explanation of the options for the two sites and the rationale for selecting the preferred option.

3.0 **PRESENT POSITION**

3.1 The detailed work is now nearing completion and a draft planning and development brief for Abbey Mills is being prepared.

4.0 **CONSULTATION**

4.1 The consultation for the planning and development brief for Abbey Mills is the subject of a separate report to this committee. This consultation exercise is part of the planning process relating to Abbey Mills and is not connected to the proposals for the St Ann's Mills site.

4.2 It must be recognised that under the proposal supported by the Council's Executive Board, St Ann's Mills will not be declared surplus and would therefore remain an operational property. In addition, under the proposal the use would remain unchanged and the site would continue in an employment generating use.

4.3 Under normal circumstances, when refurbishing a Council operational building/site, the Council would not carry out a public consultation exercise. However, it is recognised that a significant degree of interest in this proposal has been generated and that some confusion exists within the Kirkstall Community regarding the proposals. In order to address this, the Council proposes to carry out a consultation exercise that will relate to the overall and wider proposals for both Abbey Mills and St Ann's Mills.

4.4 To ensure the consultation is representative and impartial, it will be undertaken by a research company from the Council's approved contract framework. The consultants will ensure the survey is conducted in accordance with Best Value Performance Indicators and the guidelines for Data Collection and Analysis provided by the ODPM (Office Of The Deputy Prime Minister). Based on these principles, the research will involve a random survey of households within the Kirkstall Ward. The survey methods employed will be a combination of postal and part door to door. The consultants will be responsible for all aspects of the survey, including random selection of households, handling the postal returns, data collection and analysis.

4.5 It is anticipated the research will be undertaken in September.

- 4.6 In addition to the research as outlined above and on the recommendation of the consultants, it is also intended to produce a press release, make information available on the Council's web site and produce an information leaflet. The leaflet will be freely available and there will be provision included on the leaflet for members of the public to gain further information and/or express their views.
- 4.7 Officers have also held a briefing meeting with the Kirkstall Valley Community Association and have given an undertaking to meet with other organisations within the area.
- 4.8 Following the consultation on the planning and development brief and the overall proposal for both sites, it is intended to report back to the Council's Executive Board. The report that Executive Members will consider will include the detailed costings for the proposals and the results of the research and public consultation.
- 5.0 **RECOMMENDATION**
- 5.1 The Committee is requested to note the content of this report and forward any comments to the Director of Development before 31 October 2005.



LEEDS
CITY COUNCIL

AGENDA
ITEM NO:

Originators:
Jonathan Richards

Telephone: 247 8073

REPORT OF: Director Of Development Department

REPORT TO: Inner North-West Area Committee

DATE: 8th September 2005

SUBJECT: ABBEY MILLS, KIRKSTALL – PLANNING AND DEVELOPMENT BRIEF

Electoral Wards Affected :

Kirkstall

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

This purpose of this report is to inform the Area Management Committee that a Planning and Development Brief is being prepared for the Grade II listed Abbey Mills, Kirkstall. The brief will provide guidance for developers seeking to refurbish the Mill complex for residential use. A number of key planning issues will be addressed in the brief. These include:

- The historical importance of the site - building conservation and archaeological issues
- access arrangements
- car parking provision
- retention of trees
- greenspace provision
- affordable housing provision

Public consultation will last for a period of three month starting at the end of August.

1.0 BACKGROUND:

1.1 A planning and development brief for the refurbishment of the Abbey Mills is currently being prepared. The brief is primarily aimed at guiding the potential refurbishment of the site for residential use (approximately 30-40 units).

Public Consultation

- 1.2 It was initially proposed that a 6 week period should be allowed for consultation (starting at the end of August and running through to the end of September/ beginning of October). However, Ward Members have requested a longer time frame for this consultation given its importance. In particular, when this consultation period was discussed with the Kirkstall Valley Community Association, it was noted that this would be too short a period for them to fully consult the local residents and prepare a response. This issue was exacerbated by the consultation period starting during the tail end of the main holiday period. Consequently, the potential for extending this consultation period has been considered and it is now proposed that it will now run for a three month period (finishing in December).
- 1.3 As part of this consultation, it is proposed that the brief will be circulated to:
- Kirkstall Ward Members
 - Inner North West Area Management Committee members
 - local residents/community groups – e.g. the Kirkstall Valley Community Association
 - the residents of Abbey Villas
 - relevant external bodies including English Heritage, the Civic Trust and the West Yorkshire Archaeological Service
- 1.4 Copies of the brief will be placed for public inspection, together with comment forms at:
- Kirkstall Library
 - the main City Library
 - the City Council's Development Dept Enquiry Centre (Leonardo Buildings).
- 1.5 The practicalities of placing the brief for inspection in other locations (e.g. the Leisure Centre/Morrisons) are also to be explored.
- 1.6 The brief will also be available on the City Council's web-site (www.leeds.gov.uk).
- 1.7 Information posters will be prepared and placed in key locations stating where the brief can be viewed. Leaflets will also be distributed local households.
- 1.8 Where requested, officers will attend meetings with residents groups etc to discuss the content of the brief and the potential for a manned exhibition will be explored.

Key Planning Issues

- 1.9 The main issues that the planning brief will address are described below:
- 1.10 **Building Conservation** - Abbey Mills is Grade II Listed. It was originally an industrial complex related to the processing of corn and the manufacture of textiles, primarily dating from the 19th century (with buildings incorporating some earlier material), with some 20th century extensions and alterations.
- 1.11 Various parts of the site are vacant and are in a serious state of disrepair in need of investment. The brief will help to ensure that the site is properly refurbished, thereby securing it's long term future and maintenance. The brief will also ensure that

alterations to the buildings required as part of any refurbishment scheme are in keeping with its listed building status.

- 1.12 **Archaeology** - The complex is the oldest and best preserved of a group of three mills which formerly stood on the Kirkstall Mill Race. The earliest documented mill structures on the Abbey Mills site appear on the Cardigan Estate Map of 1711, however, there is evidence to suggest that the Mill Race is Medieval in origin, and it is believed that there was a mill on this site during the Medieval period. An archaeological evaluation of the site is therefore essential. The West Yorkshire Archaeological Service are carrying out an evaluation of the site, and the findings of this survey will be incorporated into the brief. Any detailed refurbishment proposals prepared by prospective developers will need to demonstrate that the archaeological issues identified in the brief have been taken into account and all submitted schemes will need to be accompanied by a detailed archaeological assessment. Furthermore, the implementation of any works on the site will also be the subject of archaeological monitoring.
- 1.13 **Access** - Access to the complex of buildings is considered to be unsuitable for additional traffic movements in its current form. Alterations to the existing entrance (i.e. widening and providing sight lines) would require the demolition of listed high stone walls which are of high conservation value. As a result, alternative access arrangements are being explored. Consequently, the brief is likely to include a proposal for closure of the existing access (leaving it open for pedestrian use only) and will propose a potential alternative access route through the grounds of Abbey Villas. Further detailed design work and consideration of the potential impact of this proposed access is currently still being investigated. The residents of Abbey Villas have been consulted on this proposed new access route and indicative drawings of it have been presented to the Kirkstall Valley Community Association.
- 1.14 **Retention of Trees** - A full tree survey has been undertaken to assist in the formulation of proposals. All proposals should avoid the loss of any of the trees, but where there is no alternative, tree loss will be kept to a minimum. The loss of the main mature trees will be avoided and loss of trees will be subject to suitable replacement planting.
- 1.15 **Greenspace** - Amenity space cannot be provided on the site due to the shortage of available space (the listed buildings take up the bulk of the site). Consequently, off-site improvements will be required. It is suggested that these will be focussed on the adjacent waterside pathway link to the Abbey grounds from Bridge Road. Separate to this, a sum of money has been identified within the overall Abbey Mills/St Ann's Mills proposals for public realm improvements in the area. A separate consultation will take place on where this money is to be spent.
- 1.16 **Car parking** - There is only a limited amount of space in which car parking can be accommodated within the site. However, the brief will seek to ensure that car parking should not overly dominate the exterior space and that the layout of any car parking areas should be designed sensitively, incorporating suitable landscape and boundary treatment.
- 1.17 **Affordable housing provision** - Based on an assessment of housing need, 20% of the total number of residential units provided will need to be affordable. As part of this requirement, it is proposed that improvements to Abbey Villas will be paid for by the developer.

2.0 RECOMMENDATIONS:

- 2.1 Members are requested to note the content of this report and forward any comments to the originator of this report.



**REPORT OF THE DEVELOPMENT DEPARTMENT
REPORT TO: EXECUTIVE BOARD
DATE: 15 DECEMBER 2004**

SUBJECT: ABBEY MILLS AND ST ANN'S MILLS KIRKSTALL

Electoral Wards Affected:	Specific Implications for:
	Ethnic Minorities <input type="checkbox"/>
	Women <input type="checkbox"/>
	Disabled People <input type="checkbox"/>
Executive Board Decision <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 The purpose of the report is to make proposals regarding the refurbishment/remodelling of Council property at Abbey Mills and St Ann's Mills, Kirkstall, so as to assist in the regeneration of the Kirkstall Valley.

EXECUTIVE SUMMARY

The report considers the need for capital investment at the Abbey Mills and St Ann's Mills small industrial units. It examines a number of options to achieve the required investment and also considers total cessation of the service. On balance the report concludes, that due to other service pressures, mainline capital is unlikely to be made available to resolve the issues and that the preferred option is to dispose of the more valuable Abbey Mills site and to re-invest the proceeds at St Ann's Mills

2.0 BACKGROUND

2.1 Abbey & St Ann's Mills form part of the City Council's Small Industrial Unit (SIU) portfolio. The SIUs consists of 13 industrial estates comprising 248 units which was originally developed in the late seventies/early eighties to provide accommodation for new/small businesses. Most of the estates were developed in inner city areas (within a 3 mile radius of the city centre). The SIUs were originally developed as a way of tackling high unemployment since in the late seventies the private sector was considered to be "risk averse" in developing small units at an affordable price in these areas. The Council with assistance from various Government/EU funding programmes therefore filled the gap in provision by developing it's own portfolio of small units.

Though the investment climate has significantly improved over the last twenty five years there is still a need for the Council to influence the small unit market. Recent research conducted by the Development Department has demonstrated that there is a shortage of small units available in the City on terms which are affordable and sufficiently flexible for new/small businesses particularly in "City Fringe" locations. In fact there is evidence to suggest that the economic success of Leeds is actually driving out lower value uses (such as small industrial units) in favour of higher value developments. A current survey of available industrial premises in the Kirkstall area indicates that only one unit of less than 1000 sq ft is available and only 6 non-Council units of between 1000 and 5000 sq ft. A recent baseline study on the City Growth Area, which includes Armley/Kirkstall, indicates that there is little industrial/commercial accommodation under 5000 sq ft coming forward in these residential communities.

- 2.2 Members will recall that in May 2004 Executive Board received a report about proposals for the creation of a new Kirkstall Valley Park, to be based, in part, upon land owned by the City Council, and that the Board gave its support, in principle, to further feasibility work being carried out on those proposals.
- 2.3 A planning framework is being prepared for the area between the City Centre and the Kirkstall railway viaduct and an overall framework is being considered for the Kirkstall Centre. This will have regard to the proposals from Alders and the Pinnacle Group (Kwik Save site), the LIFT scheme proposed for Kirkstall Hill, and the redevelopment of Abbey Mills and St Ann's Mills. In the interim officers are carrying out a co-ordination role and will produce detailed guidance as required. A framework has been produced for Kirkstall Forge and pre-application discussions are underway.
- 2.4 Notwithstanding the above studies, decisions are needed on some specific issues in the Kirkstall Valley which cannot await the final outcome of the above exercises. In particular, these concern Abbey Mills and St Ann's Mills (marked A and S respectively on the attached plan at Appendix 1) – two SIU sites operated by the Council. Neither of these sites have purpose built industrial units, being, as they are, based in and around old mill buildings which date from the nineteenth century. Consequently the individual units do not generally meet the requirements of modern day small or start-up businesses and they do not meet the specification set by the Development Department for the evolution of the service which is predicated upon the creation of small, ideally purpose built accommodation and/or managed workspace.

The St Ann's Mills site offers the potential to contribute to the proposed Kirkstall Valley Park if sensitively remodelled with associated public realm works (river crossing, riverside walkway etc).

- 2.5 The units at Abbey Mills and St Ann's Mills are 37% and 83% occupied at the present time, with annual rent rolls of £21,520 and £20,500 respectively. In total over the two sites there are 8 small businesses employing 49 people. One major occupier of space at St Ann's Mills is intent upon leaving the site. The empty units are in such a poor condition that it would not be prudent to seek to relet them without first investing significant sums of capital.

- 2.6 Full surveys of the two sites in August 2003 by the Asset Management Service of the Development Department have identified backlog maintenance totalling £626,000 (Abbey Mills) and £433,000 (St Ann's Mills) respectively. These figures need to be updated for inflation and fees added. If the Council was to invest such sums at the two sites on backlog maintenance alone it would be unlikely to improve the functionality of the industrial units since the works identified are of essentially a wind, weather tight and health and safety nature. However, it is acknowledged that the main three storey mill building at St Ann's Mills (see photograph at appendix 3(ii)) might, because of its large, uniform floor plates, lend itself well to some kind of remodelling if any additional funding was available.
- 2.7 Neither site is easily upgradeable to meet the requirements of the Disability Discrimination Act. Consequently, Members will appreciate that in order to continue to operate both sites the Council would need to invest something in the order of £2m in capital refurbishment works with no guarantee that the units created would all be appropriate for modern day requirements and as a consequence, therefore, all be lettable. Such a refurbishment is estimated to increase the combined rent rolls by some £70,000 per annum.
- 2.8 There is currently no specific provision within the Capital Programme for expenditure on these two sites, although some general provision for dealing with backlog maintenance across Council departments does exist within the Asset Management Capital Programme.
- 2.9 St Ann's Mills has no specific land use allocation in the UDP. Policy GP3 stresses that on unallocated land the existing land uses will remain the dominant land use of an area. The existing use of the mill is light industrial (B1c). Consequently, employment use would be considered acceptable in principle. Abbey Mills is also used for light industrial but could support residential and/or office use. Accordingly the Council has had independent valuations carried out which value the sites at £375,000 (St Ann's Mills) and £1,650,000 (Abbey Mills).*
- 2.10 The Council is therefore faced with the challenge of creating some high quality, purpose built SIUs in the Kirkstall area to protect those businesses already operating there, and to create some scope for growth, and also, bringing up to standard buildings on the two sites so as to contribute to the regeneration of the Kirkstall community. This report now goes on to examine a number of options for delivering these objectives.

3.0 **OPTION APPRAISAL**

- 3.1 The Council has no other sites available in the Kirkstall area which are suitable for the reprovisioning of these SIUs.

Consequently the following options are now examined:-

- (i) Make available £2m of Capital Programme resources and retain/refurbish both sites for SIUs.

* Abbey Mills existing use value (light industrial) is only £300,000. A mixed use 'living over the shop' valuation of Abbey Mills produces a value of only £450,000.

- (ii) Dispose of both sites and use the receipts to support the mainline Capital Programme.
- (iii) Dispose of St Ann's Mills and re-invest the capital receipts in Abbey Mills.
- (iv) Dispose of Abbey Mills and re-invest the capital receipts in St Ann's Mills.

3.2 The options are assessed against the following criteria:-

- (i) Ability to create and protect jobs in the Kirkstall area through the provision of appropriate, modern small industrial units.
- (ii) Extent of call upon the existing Capital Programme resources or the enhancement thereof.
- (iii) Ability to address backlog maintenance on both sites.
- (iv) Ability to support/fund public realm works on both sites.
- (v) Extent to which the proposals are complementary to the Kirkstall Valley proposals.
- (vi) Extent to which the rent roll is protected/enhanced.
- (vii) Extent to which the Council retains control.

3.3 **Option 1** – make available £2m of Capital Programme resources and retain/refurbish both sites for SIUs.

3.3.1 As previously stated, no specific Capital Programme provision exists for the required works. The Council's Asset Management Group does have available some £3m through to 2006/07 for backlog maintenance works but given the other pressures on this budget is able to recommend only that a maximum of £200,000 be released for these purposes.

The advantages and disadvantages of this option are therefore:-

3.3.2 Advantages:-

- (i) Retains both sites in full Council control
- (ii) Maximises, in the short term, the square footage available for letting as SIUs.
- (iii) Protects existing Kirkstall businesses, albeit, in somewhat inappropriate buildings.

3.3.3 Disadvantages:-

- (i) Requires an unfunded injection of at least £1.8m into the Capital Programme.
- (ii) Little visible investment in the two sites as a result of incurring this expenditure, and hence little impact upon local physical regeneration, with the buildings continuing to appear tired.
- (iii) The expenditure includes no remodelling and therefore would leave the Council with a collection of inappropriately sized/shaped units, which would continue to be difficult to let.

- (iv) No budget available for public realm works (river crossings/riverside walkways etc. at the two sites).
- (v) The extra rent roll generated (£69,670pa) would not justify the net £2m capital investment.

3.4 Option 2 – Dispose of both sites and use the capital receipts to support the mainline Capital Programme.

3.4.1 Sale of the two sites might realise a figure in the region of £2,025,000 (£1,650,000 for Abbey Mills, £375,000 for St Ann's Mills).

3.4.2 Advantages:-

- (i) Contribution to Capital Programme resources.
- (ii) Likely improvement of Abbey Mills site for residential, along with some associated public realm works.
- (iii) Possible private sector improvement of St Ann's Mills as industrial units.

3.4.3 Disadvantages:-

- (i) Loss of all Council operated SIUs in this area of Kirkstall. Paragraph 2.1 of this report explains the rationale for Council intervention in this aspect of the local economy.
- (ii) No guarantee of protection for existing businesses operating from the two sites.
- (iii) Loss of current rent roll of £42,000 per annum
- (iv) No guarantee of significant improvement of St Ann's Mills or associated public realm works (eg river crossing, riverside walk).

3.5 Option 3 - Dispose of St Ann's Mills and re-invest the capital receipts in Abbey Mills.

3.5.1 Advantages:-

- (i) Retains sufficient square footage at Abbey Mills to accommodate existing tenants from both sites
- (ii) May help to protect current rent roll
- (iii) Would result in some improvements to Abbey Mills although these would not be significant due to the low value of the capital receipt receivable for the St Ann's Mills site.
- (iv) Possible private sector investment in St Ann's Mills

3.5.2 Disadvantages:-

- (i) Lower site value of St Ann's Mills limits scale of investment at Abbey Mills.
- (ii) Nature of works at Abbey Mills would be essentially dealing with backlog maintenance with no ability to consider the remodelling/refurbishment of the site or to deal properly with DDA issues. Consequently, the Council would be left with units which would continue to be inappropriate for their use.

- (iii) There would be no visible improvement of the Abbey Mills site, and no budget for public realm works. As such there would be little contribution to the physical regeneration of the valley.
- (iv) No guarantee of any investment or public realm works at St Ann's Mills once in private hands.
- (v) Reduction in total square footage available for Council run SIU sites in Kirkstall.
- (vi) Abbey Mills is a grade II listed building which will never lend itself well to industrial use (eg difficulty in incorporating an industrial goods lift).

3.6 **Option 4** - Dispose of Abbey Mills and re-invest the capital receipts in St Ann's Mills.

3.6.1 Advantages:-

- (i) Maximises capital receipts available for re-investment in small industrial units in Kirkstall.
- (ii) Eliminates backlog maintenance at St Ann's Mills and also allows significant remodelling/refurbishment leaving the Council with modern, appropriate units.
- (iii) Facilitates the complete refurbishment of the 3 storey stone building on the St Ann's Mills site with the opportunity to also replace the fourth storey and pitched roof lost in a fire some years ago, if viable. The value of the spare development land at St Ann's Mills would increase as a result of the upgrading of the site.
- (iv) Retained site can accommodate all tenants intending to remain on the two current sites.
- (v) Rent roll protected and enhanced.
- (vi) Budget would support Council funded public realm works at both St Ann's Mills and Abbey Mills.
- (vii) Likely major private sector refurbishment of Abbey Mills for either residential or office use. There have already been unsolicited approaches from prospective buyers for Abbey Mills.
- (viii) More appropriate use (residential and/or office) of the key Abbey Mills site adjacent to Kirkstall Abbey

3.6.2 Disadvantages:-

- (i) Loss of control of Abbey Mills site
- (ii) Initial reduction in total square footage available for Council run SIUs in Kirkstall, although the supply could be replenished through development of spare land at St Ann's Mills.

3.7 Summary of Options

3.7.1 In terms of their ability to meet key objectives the merits of the four options can be summarised in the table below.

Options Budgets/Objectives	1	2	3	4
	Retain both sites	Sell both sites	Sell St Ann's Mills, retain Abbey Mills	Sell Abbey Mills, retain St Ann's Mills
Asset Management budget available (£000s)	200	-	200	200
Capital receipts available (£000s)	-	2,025	375	1,650
Contribution to capital programme (£000s)	-	2,025	-	-
Backlog maintenance to be addressed (£000s)	1,060	-	626	433
Sufficient budget to cover backlog maintenance on retained properties.	N	Y	N	Y
Sufficient budget to cover remodelling/refurbishment and DDA issues on retained properties	N	Y	N	Y
Sufficient budget to cover public realm works at St Ann's Mills	N	Y	N	Y
Sufficient budget to provide public realm works at Abbey Mills	N	Y	N	Y
Likely that both sites will contribute to physical regeneration of Kirkstall	N	Y	N	Y
Retention of sufficient quantity of Council SIU space in Kirkstall	Y	N	Y	Y
Retention of sufficient quality of Council SIU space in Kirkstall	N	N	N	Y
Rent roll protected	Y(?)	N	Y(?)	Y(?)
Guaranteed protection of existing tenants	Y	N	Y	Y
Retains both sites in Council control	Y	N	N	N

3.8 On balance therefore, it will be noted that option 4 – dispose of Abbey Mills and reinvest the capital receipts at St Ann’s Mills - would appear to be the best option. In summary, this would leave the private sector to completely refurbish Abbey Mills (with associated section 106 contributions for public realm works, supplemented by Council funded works). The capital receipts generated, when taken with the Asset Management contribution to backlog maintenance, would allow a major refurbishment of St Ann’s Mills, bringing these units up to modern day standards. There would also be sufficient monies remaining for public realm works at St Ann’s Mills. With the impending departure of one of the St Ann’s Mills tenants there would be sufficient space at St Ann’s Mills, under the proposals, to accommodate all other tenants who currently occupy the two sites. The proposals provide the opportunity to make a significant contribution to the physical regeneration of the Kirkstall Valley and would be consistent with the proposals to create the new Kirkstall Valley Park adjacent to the St Ann’s Mills site.

3.9 The Director of Corporate Services has carried out a discounted cash flow exercise for each of the four options and the net present values produced are as follows:-

		NPV (£m)
Option 1	- Retain both sites	1.37
Option 2	- Sell both sites	2.04
Option 3	- Sell St Ann’s, retain Abbey	2.20
Option 4	- Sell Abbey, retain St Ann’s	2.91

This analysis therefore also supports the choice of option 4 as the way forward. Option 4 is, therefore, the one recommended to Executive Board.

4.0 THE PROPOSALS IN PRINCIPLE (subject to consultation and planning)

4.1 Planning officers and the Civic Architect continue to be consulted about the proposals. A scheme on the following lines could form the basis of consultation with the Kirkstall community.

4.2 Abbey Mills

- Refurbishment for residential and/or offices.
- Some limited demolition of later, poor quality additions to the property.
- Some new build adjacent to the river.
- New egress from the site further from the main signalled crossroads than the current access/egress.
- New publicly accessible spaces within the site thus helping to re-establish the heart of the Kirkstall Village.
- Riverside walkways as appropriate.

4.3 **St Ann's Mills**

Complete refurbishment of the 3 storey stone building, possibly re-instating the former 4th storey and pitched roof. Remodelling of the same to provide smaller floor plate managed workspace more appropriate to the needs of small businesses and the aspirations of the Development Department.

Demolition/rebuilding/relocation of some of the smaller stand alone units to facilitate a later, more strategic redevelopment of the site.

Strengthening of the existing bridge over the goit.

New pedestrian footbridge over the river to the site proposed for the nature reserve element of the new Kirkstall Valley Park.

Riverside walkways as appropriate.

5.0 **ISSUES**

5.1 **Tenant Holding Over**

5.1.1 One tenant at St Ann's Mills is liable for dilapidation costs under the terms of his lease. An estimate of these costs is given in the confidential section of this agenda. It is not believed that the tenant has the means to meet such costs and any attempt to pursue him for them would be likely to result in the winding up of his business which employs 12 people. The tenant is currently holding over. Given that the departure of this tenant would facilitate the proposal above, and that he intends to relocate to alternative premises in the Kirkstall environs, thus protecting the existing jobs, it is necessary to consider whether he should be allowed to surrender his lease, without meeting his dilapidations obligations. This issue is discussed further in the confidential section of this agenda.

5.2 **Vesting of Land**

5.2.1 Some of the land at Abbey Mills is vested in the Neighbourhoods and Housing Department (see plan at appendix 2(i)). Ideally to achieve the optimum redevelopment solution on this site this land would be included in the proposals. Agreement will therefore be required with the Department of Neighbourhoods and Housing and the North West ALMO. Initial discussions indicate that both are supportive in principle of the proposals, subject to a satisfactory apportionment of the capital receipts generated by the site.

5.3 **649 Kirkstall Road**

5.3.1 649 Kirkstall Road is a small Council owned, stone built, detached house on two storeys totalling some 1,260 sq ft (see plan at Appendix 1, site K). The building dates from the late nineteenth century and is of some local historic interest. Unfortunately, because of its remote location and the fact that it has been unoccupied now for 13 years the building has been severely vandalised. Estimates suggest that it would cost in the order of £150,000 to restore the house (which is relatively small in terms of floor area) back to a habitable form. There is very poor vehicular access to this property from Kirkstall Road and this makes the property unattractive to potential buyers. There is, therefore, a strong possibility that even if the Council was to restore this building it would find it extremely difficult to protect it from further vandalism pending any disposal. The building is currently secured but continues to represent a health and safety risk and continued inaction is not an option.

5.3.2 The Asset Management Unit has polled all Council departments to establish if there is any requirement for a building in this location (eg visitor centre) and no demand has been identified. Similarly, there is no sponsoring department for any third party/voluntary sector use. In reality, the building is unsuitable, because of its design and the lack of parking space, for anything other than residential use.

5.3.3 As a result of the above – that is, the health and safety position, the risk of investing over £150,000 in the property with no guarantee of a future disposal, and the associated risk of further vandalism, officers are of the view that the property should be demolished. The Civic Architect, who has visited the site, supports this view, and has proposed that the materials could be re-used on the St Ann’s Mills or the Abbey Mills site. Demolition is estimated to cost in the region of £15,000 and would be the subject of a report to the Council’s Asset Management Group seeking support for the allocation of funding.

6.0 FINANCIAL IMPLICATIONS OF THE PREFERRED OPTION

6.1 The capital cost of the works proposed are estimated as:-

	£000’s		
	St Ann’s Mills	Abbey Mills	Total
Refurbish Mill building	1,200		1,200
Extra storey and pitched roof to Mill building	420		420
Other buildings	200		200
Landscaping/Riverside walkways	250	250 *	500
Pedestrian bridge over river	<u>50</u>		<u>50</u>
Subtotal	2,120	250	2,370
Fees at 12%	255	30	285
Removal costs/compensation/cost of voids	—	<u>200</u>	<u>200</u>
Total	<u>2,375</u>	<u>480</u>	<u>2,855</u>

*City Council allowance over and above any developer S106 contribution

6.2 The capital receipt from the disposal of Abbey Mills is expected to be in the region of £1.65m.

6.3 A contribution towards backlog maintenance of £0.2m could be made available from the Asset Management priority major maintenance budget.

6.4 A fully refurbished St Ann’s Mills with an additional floor added to the main mill building is estimated to produce a rent roll of £271,000 per annum - £229,000 in excess of the current rent roll from the two sites and £159,000 in excess of that which could be delivered by carrying out the more basic upgrading of both sites if they were to be retained. This latter sum would support prudential borrowing of £1.67m.

6.5 Total capital funding available therefore could be:-

	£000's
Capital receipts	1.65
Asset Management priority major maintenance	0.20
Prudential borrowing	<u>1.67</u>
Total	<u>3.52</u>

6.6 Members will note therefore that potential total funding of £3.52m exceeds capital required of £2.85 by some £0.67m. This surplus will be needed to cover any capital payment to NW ALMO to reflect its interest in the Abbey Mills site and to enable it to declare the site surplus to its requirements (see paragraph 5.2).

6.7 **Capital Value of the Completed Development** - The current value of St Ann's Mills is £375,000. The total capital invested in the Mills under the preferred option (paragraph 6.1) excluding public realm works is £2.04m. The value of the completed development is estimated to be £3.25m. It will be noted, therefore, that the capital value of the completed development does justify the financial investment if the proposal was to be appraised on a purely commercial basis.

7.0 RISK ANALYSIS

7.1 The main risk associated with the two sites in question is that if no capital investment is made then the sites will:-

- (i) Remain non DDA compliant.
- (ii) Increasingly become a health and safety risk.
- (iii) Become increasingly difficult to let, with the consequent impact upon rent roll.
- (iv) Not contribute to the regeneration of the Kirkstall area.

To avoid these risks this report proposes the pursuance of option 4 – sell Abbey Mills and re-invest the proceeds in St Ann's Mills.

7.2 The risks associated with this option are:-

- (i) Failure to secure a buyer for Abbey Mills – from the unsolicited enquiries received for these premises to date officers are confident that there will be significant market interest in this site.
- (ii) Capital cost over-runs at St Ann's Mills. The estimates provided in this report allow for the usual provision of contingency sums. However, should tenders exceed the estimates then the specification would be reviewed to identify potential cost savings. In particular, the provision of the fourth storey in the old mill building would be tested again against rent roll assumptions.
- (iii) Failure to be able to re-let the new accommodation created at St Ann's Mills. Officers are confident that significant demand exists for the right type of units. However, it is also possible that the risk on re-letting could be passed to a private sector partner and this is discussed further at Section 9.

8.0 CONSULTATION

8.1 The three Kirkstall Ward Members have been briefed on the proposals and their views are as follows:

- (i) Two Members are supportive of the broad thrust of the proposals. That is, to dispose of Abbey Mills and to reinvest the proceeds at St Ann's Mills. These two Members also reluctantly support the demolition of 649 Kirkstall Road but expressed regret that this had become inevitable as a result of previous inaction by the Council.

With regard to the disposal of Abbey Mills, one of these two Members did have a preference for a mixed use 'living over the shop' solution for the site but acknowledged that the lower disposal value (£450,000) this would attract made delivery of the overall proposals much more difficult.

The support of these two Members for the broad proposals was caveated as follows:

- (a) That there would be ample time for Ward Members to comment upon the detailed planning briefs as they emerge. This is not a problem.
 - (b) That there should not be intensive development on the Neighbourhoods and Housing land at Abbey Mills. One Member expressed a desire for a sizeable part of this land to be incorporated into the adjacent Kirkstall Abbey Park grounds. The merits of this will be addressed at the planning brief stage and after consultation with the Parks and Countryside Service. This will ultimately be a decision for Executive Board since it may affect the value of the disposal and also increase future revenue maintenance costs.
 - (c) That there should be no new through road created between the Allders site and the Abbey Mills site (by bridging the river). Such a new road is not currently envisaged.
 - (d) That officers revisit the defined boundary for the Abbey Mills disposal and consider, in consultation with Ward Members, whether this should be extended slightly to include the pocket park and one other small problem building on the site. Officers can comply with this request.
 - (e) Maintaining public access to the river on both sites is of paramount importance and a pedestrian bridge at St Ann's Mills, connecting the site to the proposed Kirkstall Valley Park, is essential.
 - (f) The public realm works are an essential part of the proposal in that they seek to address the key issue of community regeneration.
- (ii) One Member did not support the proposals, objecting to both the Abbey Mills\St Ann's Mills elements and also to the demolition of 649 Kirkstall Road. He put forward an alternative proposal as follows:
 - (a) Retain both Abbey Mills and St Ann's Mills
 - (b) Consider some disposals to existing tenants at Abbey Mills to generate some (small) capital receipts and to develop a mixed economy solution on that site. He was advised that officers could not, from a property management perspective, support adhoc disposals within the greater Abbey Mills site.

- (c) Seek to relocate St Ann's Mills tenants and use the 3 storey mill building to house local community groups, perhaps paying a market rent.
- (d) Retain No 649 Kirkstall Road for community use.

Officers' general view on the alternative proposal for the three sites is that it does not address the pressing issue of the condition of the buildings. It raises very little capital and could significantly increase the demand for revenue support from community groups. When viewed in the context of the ongoing community centre review it would exacerbate the problem of community groups with limited funding of their own being moved into poorly maintained and inappropriate buildings.

- 8.2 Overall then, there is support in principle from two Ward Members, subject to the caveats at 8.1 (a) to (f), with the other Ward Member being opposed to the proposals. This Ward Member has made a counter proposal which is not supported by officers because it is not believed to provide a deliverable route to solving the main problem, ie the poor condition of the buildings.
- 8.3 It is proposed that there should be full consultation with the Kirkstall community upon the preferred public realm works at Abbey Mills and St Ann's Mills (budget allowed £530,000 plus fees) and any S106 monies from the developer of Abbey Mills. Any proposals would be consistent with those emerging from the Kirkstall Valley Park consultation.

9.0 CASHFLOW IMPLICATIONS

- 9.1 The proposed way forward seeks investment of up to £2.855m of capital resources prior to the delivery of a capital receipt from the disposal of the Abbey Mills site. This would create a cash flow pressure within the existing Capital Programme. The revenue implications of any prudential borrowing might also prove difficult for the Development Department to contain during the period when the newly refurbished units at St Ann's Mills are empty and being remarketed. If a private sector partner could be identified to provide the capital for investment at the St Ann's Mills site, in exchange, for example, for a share of the rent roll, then this might obviate the need for the Council to find the capital required for the works in advance of the disposal of Abbey Mills, and thus also ease any revenue pressures.
- 9.2 Clearly, any such partnership would need to have regard to the objectives set down at paragraph 3.2. If the delivery of these objectives could be safeguarded through the partnership then this is an approach which would be supported by officers. Executive Board is therefore requested to support the exploration of such avenues in parallel with the proposal for a more traditional, Council funded scheme.

10.0 EQUALITY

- 10.1 The proposed works to the retained St Ann's Mills will make these premises completely DDA compliant.
- 10.2 The Development Department continues to seek the views of SIU tenants and non-tenants regarding the preferred form of business support which they require, with the aim of delivering a tenant and employee mix in the SIUs which is representative of the wider Leeds community.

11.0 LINKS TO CORPORATE OBJECTIVES

- 11.1 The proposed scheme scored 140 when tested against the Capital Scoring Matrix approved by Executive Board. This matrix assesses schemes in terms of their contribution towards the achievement of corporate objectives. The minimum score for inclusion in the Capital Programme is 110.
- 11.2 In particular, the proposals are relevant to the Vision theme of 'Competing in a Global Economy' with its focus areas of economic competitiveness and access to employment. The proposal is targetted on reducing unemployment which is a key priority associated with this Vision theme.

12.0 SUMMARY AND CONCLUSIONS

- 12.1 Backlog maintenance at St Ann's and Abbey Mills stands at over £1m. Along with required DDA works and the need for major refurbishment the total bill is likely to exceed £2m. Even if such capital investment is made the industrial units on these sites will not meet modern day requirements and the rent roll is not anticipated to increase significantly as a result of the investment. No provision for such capital works currently exists within the Capital Programme.
- 12.2 'Do nothing' is not an option. The units are proving increasingly difficult to let and health and safety and DDA issues are increasingly becoming of concern.
- 12.3 Whilst it is important to retain some small industrial units in the Kirkstall area and to protect the jobs which currently exist on the two sites this report acknowledges that, due to other service pressures, it is unlikely that the Council would seek to fund all of the necessary works from mainline capital. Consequently, this report proposes a solution which, other than for a £200,000 contribution from the Asset Management priority major maintenance capital scheme, is essentially self-financing. Of the options considered only the disposal of Abbey Mills, with the proceeds re-invested in St Ann's Mills, can fulfil this criterium. This is, therefore, the option recommended to Members.

13.0. RECOMMENDATIONS

- 13.1 Executive Board is requested to agree the following principles:-
- (i) The retention of small industrial units in the Kirkstall Valley at the St Ann's Mills site.
 - (ii) The opening of formal negotiations with the tenants of Abbey Mills regarding a relocation to St Ann's Mills.
 - (iii) The marketing and disposal of Abbey Mills.
 - (iv) The ring-fencing of the Council's element of the Abbey Mills capital receipt to the refurbishment of St Ann's Mills.
 - (v) Negotiations with the NW ALMO regarding the entitlement of the ALMO to a share of the capital receipt from the Abbey Mills site.
 - (vi) Consultation with the Kirkstall community regarding the preferred form of public realm works at the sites of Abbey Mills and St Ann's Mills.
 - (vii) The demolition of 649 Kirkstall Road and the re-use of the materials in the new developments.
 - (viii) The injection into the Capital Programme of a sum of £100,000 for feasibility and design work on the preferred option.
 - (ix) The seeking of expressions of interest in a partnership for the redevelopment of the St Ann's Mills site.

- (x) Officers to further develop the proposals contained in this report and to bring back a more detailed report when designs have been prepared and costed to RIBA stage D and the results of the marketing of the Abbey Mills site are known.

13.2 Executive Board is asked to instruct officers regarding the dilapidations issue at St Ann's Mills.



REPORT OF: Director, Neighbourhoods and Housing Department

REPORT TO: North West (Inner) Area Committee

DATE: 8th September 2005

SUBJECT: Designated Public Places Order (DPPO)

Electoral Wards Affected :

- Headingley ✓
- Hyde Park & 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

EXECUTIVE SUMMARY

This report provides members with information about the Designated Public Places Order (DPPO) process, which is used to designate an area as a place where it would be a criminal offence to consume alcohol after being requested by a Police Constable or PCSO not to do so and asks Members to consider seeking evidence for a DPPO in the Headingley area.

1. LEGAL FRAMEWORK

1.1 Designated Public Places Orders (DPPOs) are made under the Criminal Justice and Police Act 2001. Under the Act, the Council can by Order (or a series of Orders) designate public places within which it is an offence to consume alcohol after being requested by a Police Constable or Police Community Support Officer (PCSO) not to do so. An Officer can also ask any person to surrender alcohol or open alcohol containers if the Officer reasonably believes the person is, has been or intends to consume alcohol in that place. In due course Wardens can be accredited to exercise these powers.

- 1.2 There is a fixed penalty for the offence of £40. If an arrest is necessary, the penalty on conviction is a fine of up to £500.
- 1.3 The legislation does not ban the drinking of alcohol in designated public places, and therefore it **does not** prohibit drinking alcohol in authorised street cafes and at authorised public entertainment in public areas. Nor does it apply to any premises or areas covered by a licence allowing the consumption of alcohol. The legislation is designed to reduce anti-social street drinking either during the day time (typically street users of alcohol and other substances) or in respect of night time issues such as people drinking in the street on their way to and from licensed areas and premises e.g. in the queue for a club having left a public house or in a fast food queue.

2. EXISTING POWERS

- 2.1 In common with many other cities, Leeds has existing bylaw provision in respect of public drinking. The bylaws will cease to have effect under the Criminal Justice and Police Act 2001 on 1 September 2006. The Government intends that DPPOs should replace such bylaws.
- 2.2 The Confiscation of Alcohol (Young Persons) Act 1997 (as amended) already gives powers to the police and PCSOs to confiscate alcohol held by or for the use of a young person under the age of 18 in public and certain other places.
- 2.3 Problems of litter, including bottles and glass outside licensed premises, are dealt with under the Environmental Protection Act 1990. S87 allows fixed penalty notices of £50. S93 allows Street Litter Control Notices to be served on relevant businesses. The penalty on conviction for failing to comply with such a notice is £2500. The Department of City Services is currently developing a policy on the use of Street Litter Control Notices.

3. SUPPORTING EVIDENCE

- 3.1 A request for a DPPO would be made to the Area Committee and the Area Manager would then be delegated to gather evidence of nuisance or annoyance to members of the public or a section of the public or disorder associated with the consumption of intoxicating liquor in that place. This would be done by discussion with the police and other agencies involved in the local Community Safety Partnership. The Area Manager in consultation with the Chair of the Area Committee would then assess whether there is sufficient evidence for the making of a DPPO and if so, commence statutory consultation and advertisement as set out in the flowchart. The Area Manager in consultation with the Chair of the Area Committee would then decide whether to recommend a DPPO.

4. CONSULTATION

- 4.1 The Act and Regulations require consultation with a number of people before an Order is made. These include the Police, Parish or Community Council, licensees, owners or occupiers of land affected and the police/councils of any land near to the proposed area which may be affected by the Order.
- 4.2 Consultation with the Police should be regarded as a key step as the power of enforcement lies with the police. If the police do not support the making of any particular Order then its effect, in practice, will be minimal.

4.3 Methods of consultation could include:

- publication of an 'order of notice' via the local press to inform the general public.
- discussions at meetings of the Pudsey Weetwood Divisional Community Safety Partnership, resulting in support for the proposal
- discussions at the Pudsey Weetwood Anti-Social Behaviour Panel, resulting in support for the proposal
- direct consultation with licensees via West Yorkshire Police
- direct consultation with North West Inner Area Committee

4.4 Following the consultation, if the designated order is approved, compulsory signage needs to be distributed throughout the area. This will be done via the licensees themselves displaying signage on their premises and via notices situated in prominent positions around the specific area. This signage will inform customers/general public that they are in a designated alcohol free zone and explain the conditions that are attached to the order.

4.5 The design for the signs has already been established as a result of Leeds City Centre and Wetherby Town Centre becoming designated alcohol free zones.

5. RESOURCE IMPLICATIONS

5.1 The cost of designating an area are limited to the costs associated with the statutory consultation and the statutory advertising together with the recommended signage to inform the public of the designation.

5.2 All costs associated with the consultation process and signage would have to be approved by the North West Inner Area Committee.

5.3 Set out below are approximate costs:

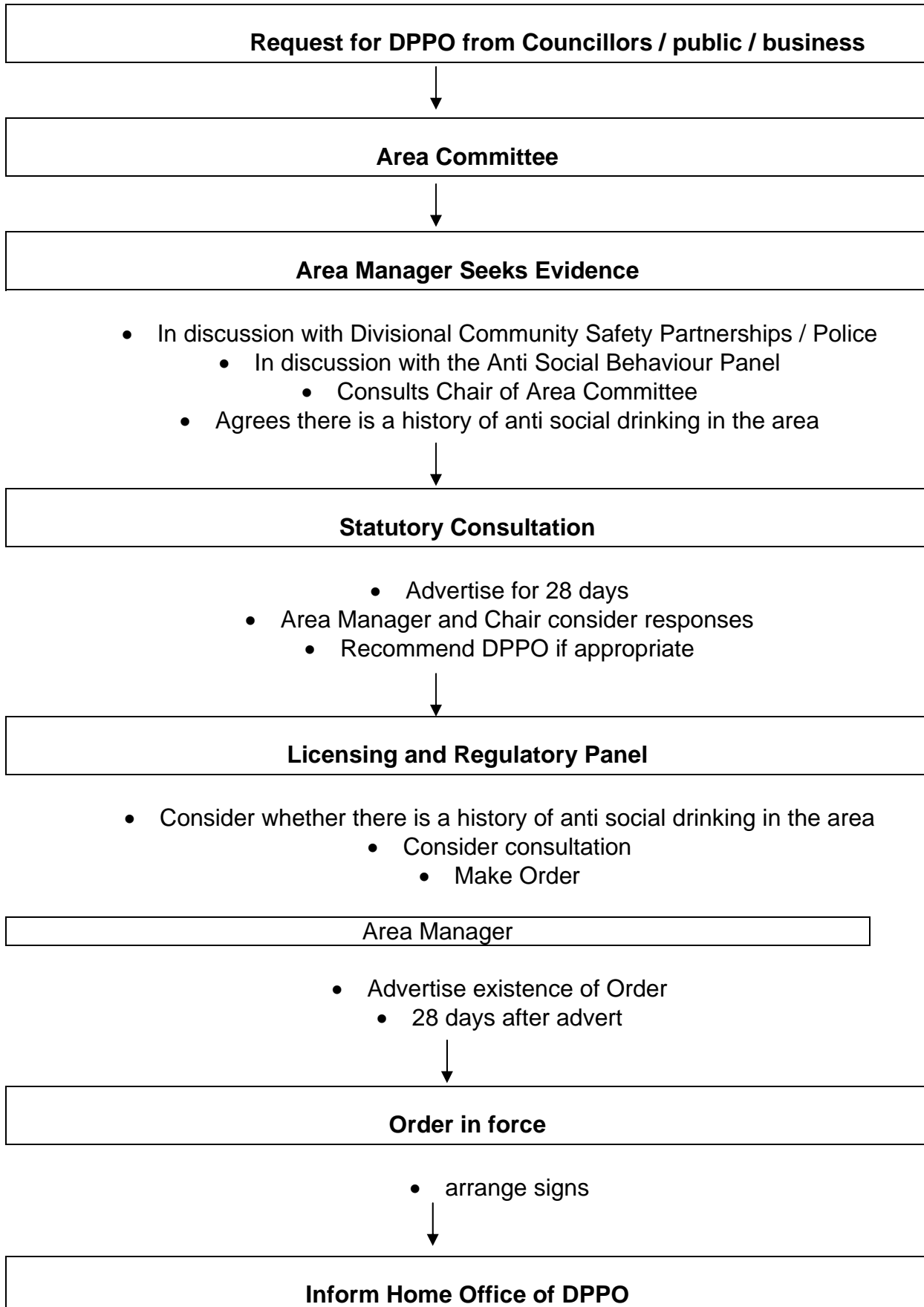
- | | |
|---|--------------|
| • Advertisement in local press | £800 |
| • Signage (including fixing to post/wall) | £500 |
| • Posters for licensees | £200 |
| • TOTAL | £1500 |

6. RECOMMENDATIONS

6.1 Members are asked to:

- (i) note the process for a DPPO
- (ii) consider requesting the Area Manager to seek evidence of the need for a DPPO in the Headingley area.

Proposed Process for making Designated Public Place Orders (DPPOs)





LEEDS
CITY COUNCIL

AGENDA
ITEM NO:

Originators: Lianne James
Ann Allcock

Telephone: 24 78089

REPORT OF: Chief Regeneration Officer

REPORT TO: Inner North-West Area Committee

DATE: 8th September 2005

SUBJECT: Kirkstall Joint Service Centre (JSC) update 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)

EXECUTIVE SUMMARY

This report seeks to update the Committee on the current position of the Kirkstall Joint Service Centre

The Leeds North West Primary Care Trust and the Council have been working together to develop a Joint Service Centre in Kirkstall in order to re-provide local NHS and council services in accessible modern facilities; bring health and council services together in one building, closer to the local population and to provide facilities to enable services which currently operate from a hospital closer to peoples homes.

We are working on finalising the range of health and council services which will provide services from the building and are anxious to consult the local community further. We will be present at the Kirkstall festival on 9th July 2005 in order to get more feedback from the community. We have set up project groups and will be looking to have a community representative join us.

Leeds LIFT Ltd. was formed in September 2004 and will be constructing the building and we are currently completing a detailed technical tenants requirements which will be submitted to them in September. This will start a process which will see the JSC opened for business at the end of 2008

1.0 Background

1.1 Council's corporate objective

- 1.1.1 The Council's Corporate Plan 2005 – 2008 recognises delivering Joint Service Centres as a priority action towards achieving two elements of the seven strategic outcomes: 'Transforming Our Services' and 'Better Outcomes for Local People'.
- 1.1.2 The Council's Customer First vision is that residents and visitors will be able to get information and advice on a full range of Council services at a convenient and accessible local facility (or by home visit where appropriate). Wherever possible, the intention is to ensure that the most disadvantaged communities have a local one stop service, supporting the Council's aim of "closing the gap".
- 1.1.3 In January 2003 Executive Board approved the reports and recommendations of a major cross-cutting best value review: Access to Services. The Access to Services review recommended extending the services available through one stop centres and further development of local 'one stops' through use of existing buildings or partnership arrangements e.g. with Health. Outlets involving other major partners as well as Council service providers are defined as Joint Service Centres (JSCs) rather than one stop centres. Key objectives for improving customers' experience of accessing Council services were agreed, as follows:
- improving access for everyone
 - designing services around our users
 - combating exclusion
 - increasing efficiency
 - delivering continuous improvements.

- 1.1.4 The preferred service outlet option was a Joint Services Centre (JSC) , but increased levels of co-location of services in existing buildings (which may also be improved) would also play a part in achieving the above 'one stop' objectives.
- 1.1.5 The review acknowledged that a key issue would be finding the necessary funding to extend current provision. It was recommended that funds be obtained principally by reconfiguring access away from single service public buildings to multi-service provision. It was expected that this would release resources by closing buildings in poor locations, and/or of poor quality. In addition, some extra resources were sought in the form of a bid to the Office of the Deputy Prime Minister (ODPM) for Private Finance Initiative (PFI) credits.
- 1.1.6 The principles to be used to identify suitable locations for new face to face provision were approved by Executive Board in October 2003. This report recommended the development of the one stop/joint service centre approach, recognising the importance of working with partners, in locations which are:
- accessible:
 - within a District Centre, or other easy to reach "community" location
 - on a major radial road or supported by public transport
 - be close to adequate parking spaces (including disabled spaces)
 - located in each area wedge: a minimum provision of two centres in each wedge supported by a network of additional One Stop services
 - within a mile of the most disadvantaged community areas: 90% of households on benefit to be within a mile of a one stop centre

1.2 Need

- 1.2.1 Work was then undertaken to establish where need was greatest and to analyse demographic information, such as levels of unemployment and ethnicity, and predicting future user demand, based on the relationship between levels of deprivation (as indicated by benefit take-up) and monthly demand for services at existing One Stop Centres. The projected monthly demand has been used to help determine priority neighbourhood locations, the scale of provision required, along with the future staffing requirements.
- 1.2.2 The resulting "Proposals for future Face to Face provision" were approved by Executive Board in December 2003. Harehills, Chapeltown and Kirkstall were identified as priorities for new Joint Service Centres and for application of the successful bid for PFI Credits earmarked for "Making local authorities more accessible to the public".

1.3 ODPM

- 1.3.1 ODPM require the PFI credits to be used for JSCs as, "multi-agency and multi-service premises offering a range of facilities under one roof, aiming to improve accessibility of information and services to local communities, and to

exploit the possible synergies of co-locating a range of services". Executive Board approved the Outline Business Case (OBC) requesting £15.7m PFI Credits for the three JSCs in September 2004. The OBC was approved by the ODPM in December 2004.

- 1.3.2 ODPM's expectation is that there will be demonstrable service integration benefits in terms of both improved service quality and efficiencies, and that this will be over and above the more obvious co-location benefits. The PFI credits, therefore, cannot be used simply to assist with the costs of re-providing office accommodation, but must be linked to improved provision of integrated customer facing services. The implication of this is that Council service providers relocating into the JSCs will need to meet the full cost of relocating some office based functions.
- 1.3.3 The OBC contains an appraisal of three procurement options:
- Traditional procurement
 - PFI
 - PFI through the Leeds Local Improvement Finance Trust (LIFT)
- 1.3.4 Following a quantitative and qualitative comparison of the three options it was determined that the LIFT procurement route is likely to best meet the Council's requirements and offer best value for money.
- 1.3.5 ODPM now expect the JSCs to be procured via Leeds LIFT and the PFI credits committed in line with the programme. To achieve this, the three JSCs would have to reach financial close through the LIFT scheme approval process, and the Final Business Case would have to be 'signed off' by ODPM by financial close of the tranche which is anticipated by April 2007. This is a challenging programme, which requires urgent progress in relation to site identification and assembly.

1.4 Leeds LIFT

- 1.4.1 "LIFT" is an abbreviation for the Leeds Local Improvement Finance Trust. LIFT is a national initiative about building new health and social care centres. Leeds LIFT is a public/private partnership in which local NHS Trusts, the Council and ambulance service are partners with a private sector company. It is not the same as the private finance initiative.
- 1.4.2 Leeds LIFT is a long term partnership which is important to the Council because of its potential as one of a number of means of delivering regeneration. Leeds LIFT will put in place supply chain arrangements for a twenty-five year period, that will allow the Council, Primary Care Trusts, Leeds Teaching Hospitals NHS Trust, Leeds Mental Health Teaching NHS Trust and West Yorkshire Metropolitan Ambulance Service to commission new community and social care facilities.
- 1.4.3 Executive Board decided that the Council should be a Strategic Partner and Shareholder in Leeds LIFT Ltd.(December 10th 2003 and July 21st 2004 respectively). The Leeds LIFT agreement was signed on September 28th 2004, from which point the partnership became fully operational.
- 1.4.4 Having carried out the assessment referred to above regarding the procurement options and obtained Executive Board approval to secure PFI

Credits, the Council then made a commitment via the Strategic Service Development Plan (SSDP) in December 2004 to procure these three JSCs via Leeds LIFT Ltd., for the reasons set out below.

1.5 SSDP

1.5.1 The Strategic Service Development Plan sets out the strategic priorities for the respective partners in LIFT and is regularly reviewed. Potential schemes and requirements in localities are identified and LIFT works with the partners to progress schemes from feasibility to financial close, after which Leeds LIFT Ltd. is responsible for their construction and maintenance to the identified requirements and budget.

1.5.2 Schemes in the SSDP are approved by the Strategic Partnering Board (SPB), on which all of the LIFT partners sit. The SPB oversees LIFT's activities as well as setting the strategic direction of the partnership. Inclusion of a scheme in the SSDP can, in certain circumstances, preclude the option of procuring it through alternative routes. Given that the Council has satisfied itself that LIFT is the appropriate route for procuring the JSCs, their inclusion in the SSDP is reasonable, so long as their delivery remains within the timescale and associated affordability constraints approved by Executive Board and ODPM in the OBC. It should also be noted that PCTs in most circumstances now have to procure through LIFT, so where the Council wishes to promote JSCs with health partners, if it does not regard LIFT as the best procurement option, then the scheme is unlikely to proceed.

1.5.3 Now that the JSCs are included in the SSDP, there are two formal scheme approvals, Stage 1 and Stage 2, which will be required from the SPB for these schemes. Stage 1 approval is sought when 'headline' tenants' requirements are clear along with an affordability envelope. Leeds LIFT then prepare outline design proposals and an indicative LeasePlus price. Following Stage 1 approval, which would be the next approval stage for the JSCs, should the Council withdraw, then it would be liable for Leeds LIFT LTD's abortive costs. After Stage 1 approval detailed design work is carried out before seeking Stage 2 approval, and moving towards financial close; any withdrawal by the Council before financial close could lead to payments for "loss of profit" to Leeds LIFT Ltd. and costs to the PCTs if they have delays or can no longer continue with their scheme development on the sites.

1.6 Kirkstall JSC

1.6.1 In relation to Kirkstall JSC, Leeds North West Primary Care Trust and Leeds City Council are working with the Leeds LIFT Company to develop a new Joint Service Centre in the Kirkstall area in order to:

- re-provide local NHS and council services in accessible modern facilities
- bring health and council services together in one building, closer to the local population
- provide facilities to enable services which currently operate from a hospital closer to peoples homes.

- 1.6.2 A search was carried out to identify potential sites in the Kirkstall area that met the requirements of paragraph 2.1.6 detailed above. There is little available Council owned land in this area suitable for the size of the JSC and the identified site is the area of land between Beecroft Street, Kirkstall Lane and Commercial Road.
- 1.6.3 Local ward members and Planning are keen to develop this area as the District Centre for Kirkstall and have been working closely with a Private Development Company. The site is well located for local transport facilities and a JSC here would help develop the District Centre with adjacent new retail units. The JSC project team is working with other officers, Leeds LIFT and the private development company about arrangements for the site.
- 1.6.4 The Leeds City Council services currently intending to locate in Kirkstall JSC comprise of Customer Services, Social Services, Library Services and Environmental Health Services. The intended PCT Services consist of two GP surgeries, Local NHS services, an outpatient department, a day Surgery department and a diagnostics suit including x-ray and ultrasound facilities.

2.0 Current Position

2.1 Leeds City Council Work Programme

- 2.1.1 From January 2005 to date, the project team within Neighbourhoods and Housing have been progressing activities in relation to Leeds LIFT and the JSCs on a number of fronts. The work ahead focuses on progressing the procurement of the JSCs through to the first formal approval stage by the Strategic Partnering Board for LIFT (Stage 1 approval) due in May/June 2006. Stage 2 approval would be required in April 2007 with the JSC constructed and operational in December 2008.
- 2.1.2 In order to meet this timetable, by the beginning of September the Council and the PCTs need to have provided LIFT with sufficient detailed information as to their space and service delivery requirements to enable them to design a building layout that meets those requirements on the site identified and prepare an initial cost plan. It is essential to submit Tenants requirements or LIFT cannot commence their work. The project team are working with Council service departments to ensure detailed information is assembled on the client issues within the Tenants Requirements, and to complete most of the other technical, programme, legal and affordability requirements, by the agreed deadline. This will allow LIFT's design work to commence.
- 2.1.3 This involves specifying the service objectives, accommodation and service delivery requirements of Council services in JSCs, including technical and performance standards, as well as any requirements the Council may have regarding costs (for instance providing an affordability threshold) and the lease agreement. This area of work is being progressed in partnership with the relevant Primary Care Trusts (PCTs), who are locating services in the JSCs, and who have to provide the same information. It is intended to jointly produce with North West PCT one set of TRs for Kirkstall JSC. Leeds LIFT are dependent on provision of Tenant Requirements, without which they cannot commence designing the scheme beyond initial feasibility stage.
- 2.1.4 The LIFT initial design and cost plan process takes 8 – 9 months. During the early part of that process (Sept – Nov 2005) the Council will continue to

refine its detailed technical Tenants Requirements and performance standards, taking external advice where necessary, to complete the Tenants' Requirements process.

- 2.1.5 Submission of the TRs to LIFT does not, at this stage, finally commit the Council to the scheme or to any costs associated with LIFT's scheme development and design work.

2.2 Consultation

- 2.2.1 The citizens of Leeds are a major stakeholder in any proposal to offer additional Customer Services via One Stop Centres or Joint Service Centres and following a Customer Services Focus Group Workshop in January 2003, a postal survey was undertaken to obtain the views of the public with regard to the location and mix of other services in providing new One Stop Centres and Joint Service Centres.
- 2.2.2 In excess of 2500 survey forms were issued to residents across Leeds in March 2003. A 17.36% response rate was achieved. The respondents felt more strongly that any potential development should be on a popular bus route and near to shops. The findings from the postal survey have been used as the basis in the development of Kirkstall Joint Service Centre.
- 2.2.3 More recently, a joint (LCC & PCT) consultation event took place at St Matthias in May 2005, where invitations had been extended to the public via health services and general posters in the area. Unfortunately, this was poorly attended. A further consultation event was then undertaken at the Kirkstall Festival on 9th July 2005, with representation from PCT and LCC. There was a stall with an information board, leaflets and balloons promoting the Kirkstall JSC. Names and contact details were also taken by anyone wishing to be involved in further focus groups which they can join to be consulted with through the design process. Contact details were also given out to anyone wishing to get further information. The event was well attended and well received and the general feeling was positive regarding development on the proposed site.
- 2.2.4 It is anticipated that future consultation will be taking place within the exhibition being organised by the private sector developer, Pinnacle, likely to take place mid/late September 2005.
- 2.2.5 A Kirkstall JSC User Group will be established involving officers from LCC and PCT service areas and local residents, utilising the contact names given at the Kirkstall Festival event.
- 2.2.6 Council officers will collectively ensure Kirkstall ward Members are kept regularly informed of progress.

3.0 Conclusion

- 3.1 Significant progress has been made, the two key milestones being the signing of the Leeds LIFT agreement and the formal approval of the Outline Business Case with the successful bid for PFI credits.
- 3.2 Continued work is taking place on the more detailed Tenant Requirements, which will enable Leeds LIFT Ltd to determine size, design and therefore cost, which will then enable a decision for stage 1 approval in May/June 2006.

3.3 A communication plan now needs to be prepared to ensure that local ward members, the public generally and those specifically involved in a User Group are kept informed and involved in order to contribute views at appropriate stages of the process.

4.0 Recommendations

4.1 NW Inner Area Committee Members to note this report and request a further update in 6 months.

4.2 North West Inner Area Committee members request officers to prepare a Communication Plan which will achieve the objectives outlined at 3.3.



LEEDS

CITY COUNCIL

AGENDA
ITEM NO:

Originator: Dave Sherborne

Telephone: 247 6326

REPORT OF: The Director of Development Department

REPORT TO: North West (Inner) Committee

DATE: 8th September 2005

SUBJECT: Road Accidents in North West Inner Area

Electoral Wards Affected :

Headingley
Hyde Park & 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

EXECUTIVE SUMMARY

This report presents a brief summary of the injury accident/casualty totals in the four wards which make up the North West Inner area.

The figure are supplied for the period 2000-2004.

In addition, the junctions within the wards which have the highest number of injury accidents in the last 5 years are identified.

The lengths of road which have injury accident rates above the national average are also identified.

1.0 INFORMATION

1.1 The accident/casualty figures for the 4 wards are show in the table below.

Ward	Year	All Casualties	All KSI Casualties	Pedestrian Casualties	Car Occupant Casualties
Headingley	2000	94	10	19	55
	2001	78	9	16	44
	2002	69	5	11	49
	2003	71	5	10	37
	2004	68	10	18	35
Hyde Park & Woodhouse	2000	169	6	24	117
	2001	172	8	26	103
	2002	181	15	18	134
	2003	159	14	29	103
	2004	138	10	26	93
Kirkstall	2000	133	20	9	56
	2001	127	17	17	90
	2002	170	14	15	128
	2003	158	13	14	116
	2004	122	11	18	71
Weetwood	2000	107	16	21	61
	2001	88	10	14	57
	2002	99	13	12	68
	2003	94	13	13	58
	2004	86	5	7	59
LEEDS	2000	4912	495	665	3356
	2001	4525	439	618	3091
	2002	4544	518	582	3169
	2003	4452	443	555	3026
	2004	4126	435	520	2738

1.2 The above table shows that although there is an annual fluctuation in all the casualty totals, the total casualty figures for all the 4 wards and Leeds as a whole show that the 2004 totals were the lowest since 2000.

1.3 The figures for the killed and seriously injured casualties (KSI's) showed wider fluctuations, with Weetwood having a particularly good 2004 and Headingley having a disappointing one.

1.4 Whilst the annual pedestrian casualty totals for Leeds are showing steady improvement, for the NW Inner area only Weetwood follows this pattern.

1.5 The majority of casualties in all the 4 wards are still car occupants, but there is some evidence of an improving situation throughout.

2. **Specific Junctions**

2.1 Each year a listing of all the junctions in Leeds with 15 or more injury accidents in the past 5 years is published. The listing for 2000-4 is being prepared at the moment but the provisional listings show that out of 101 such junctions, 11 are in the NW Inner area.

2.2 The junctions are:

Headingley

Otley Road junction with Shaw Lane, 30 injury accidents

Headingley Lane junction with Bainbrigge Road, 20 injury accidents

Otley Road junction with North Lane, 15 injury accidents

Hyde Park and Woodhouse

Clay Pit Lane junction with Meanwood Road, 38 injury accidents

Kirkstall Road junction with Viaduct Road, 38 injury accidents

Headingley Lane junction with Woodhouse Lane, 33 injury accidents

Burley Road junction with Cardigan Road, 25 injury accidents

Woodhouse Lane junction with Rampart Road, 20 injury accidents

Woodhouse Lane junction with Clarendon Road, 18 injury accidents

Kirkstall

Commercial Road junction with Abbey Road, 35 injury accidents

Weetwood

Ring Road junction with Otley Road, 30 injury accidents

3. **Specific Lengths of Road**

3.1 Each year a listing of all the lengths of road in Leeds with an injury accident rate above the national average for the type of road, in the past 5 years is published. The listing for 2000-4 is being prepared at the moment but the provisional listings show that out of 72 such lengths 6 are in the NW Inner area.

3.2 Owing to the fact that some of the lengths of road are in more than one ward, the six lengths are listed together as:

Cardigan Road, 192% above expected accident rate

Morris Lane/Spen Lane, 147% above expected accident rate

Woodhouse Lane, 130% above expected accident rate

Burley Road, 126% above expected accident rate

Queenswood Drive, 39% above expected accident rate

Kirkstall Road, 17% above expected accident rate

4. **Other Casualty Reduction Measures**

4.1 As well as targeting those specific locations with existing injury accident problems, the Council is also providing support with training and education to assist in helping everyone use the roads more safely.

- 4.2 School Travel plans are being developed throughout Leeds which encourage less children to use the car.
- 4.3 The routes thus identified are being treated with measures to reduce vehicle speed and encourage walking and cycling.
- 4.4 Child pedestrian and child cycle training is taking place in many schools.

5. **Conclusion**

- 5.1 The above report gives a brief summary of the safety problems within the NW Inner area; further information is available about the measures being taken at all of the sites and lengths mentioned above.
- 5.2 It is also possible to identify schools where School Travel Plans have been agreed and where pedestrian and/or cycle training has been carried out during the last educational year.
- 5.3 The numbers of casualties in Leeds and the NW Inner area are reducing but there is still much work to be done to continue this trend.

6.0 **Recommendation.**

- 6.1 Members are requested to note the contents of this report and make any comments.



LEEDS
CITY COUNCIL

AGENDA
ITEM NO.:

Originator: Jane Cash
Tel: 0113 2375252
Email: jane.cash@leeds.gov.uk

REPORT OF THE CHIEF RECREATION OFFICER
REPORT TO NORTH WEST (INNER) AREA COMMITTEE
DATE : 8TH SEPTEMBER 2005

SUBJECT : PITCH STRATEGY UPDATE

Electoral Wards Affected :

Hyde Park & Woodhouse

Kirkstall

Weetwood

Headingley

Specific Implications For :

Ethnic Minorities

Women

Disabled People

Executive Board Decision

Eligible for Call In

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

EXECUTIVE SUMMARY

This report outlines the Sports Pitch Strategy approved by Executive Board in October 2003, progress made to date, and the plans for its implementation in the future.

1.0 Background

1.1 The 2003 report endorsed by the Executive Board, entitled 'Playing Pitch Strategy' highlighted several issues regarding the pitches provided by the Parks and Countryside Division which consist of 111 sites - 57 single pitch sites, 56 multi-pitch sites and 276 pitches, Education which provides 163 sites and 324 pitches and private/voluntary sports clubs which provide 117 sites and 208 pitches.

1.2 The key issues for the Authority that arose from the Playing Pitch Strategy are:-

- There is a shortage of junior and mini soccer pitches city-wide.
- There is a shortage of accessible pitches in certain parts of the city.
- The overall quality of pitches do not meet customer expectations.
- There is a need to rationalise the number of single pitch sites.
- There is a lack of quality ancillary facilities (e.g. changing facilities and car parking) throughout the city.

2.0 Recent Pitch and Facility Improvements

2.1 Over the last three years, improvement works to the following sites have been undertaken.

Site	Improvements	Cost
		£
Alwoodley Recreation Ground	Pitch drainage	12,000
Barley Hill Recreation Ground	Pitch drainage, levelling & reseeding	40,000
Bramley Falls Park	Drainage to 2 pitches	54,197
Adwalton Moor, Drighlington	Changing Room	20,000
Glen Road, Morley	Changing Rooms	200,000
Hembrigg, Morley	Drainage to 2 pitches	70,175
King George V Playing Fields, Horsforth	Drainage to 3 pitches	88,739
Potternewton Playing Fields	Fencing	2,193
Rose Lund Centre	Changing Room	61,000
St Gregory's	Pitch Drainage	100,000
Barley Hill Recreation Ground	Sand slitting and reseeding	15,000
Bedquills Recreation Ground	Changing Rooms	62,000
Glen Road, Morley	Fencing	11,000
Shadwell Centre	New changing and pitches	170,000
TOTAL		906,304

3.0 The Vision

3.1 The Playing Pitch Strategy, along with an Executive Board Report in October 2002, established a vision of a network of 'Community Club' sites across the city. Community Club sites will provide a holistic approach to facility development and sport development criteria.

3.2 A 'Community Club' site from a facility mix criteria will consist of:-

- A minimum of 5 pitches (senior, junior and mini)
- Access to an artificial training area
- Changing facilities
- Car parking

3.3 A 'Community Club' site from a sport development perspective will consist of:-

- Charter standard/Club mark teams
- Coach education/development opportunities
- Girls/womens development
- Disability/inclusion for facilities/events
- Target groups encouraged to participate – juniors, girls, BME groups

- School – club links developed
- Child protection policies and first aid training in place

3.4 Through this holistic approach it is envisaged that Community Club sites will provide:-

- A financially self-sustaining voluntary organisation, less reliant on the City Council.
- Co-ordinated local sports provision.
- Increased local participation opportunities for boys, girls, bme groups and players with disabilities
- A consistent approach to sports governing body and City Council requirements on issues such as health and safety, child protection, recruitment and training.
- Opportunities for the development of player and coaching pathways
- An increase in participation, performance and excellence in grass pitch sports.

3.5 Currently, there are several sites/clubs which are in private ownership or leased to a club fulfilling the facility and sport development criteria of Community Club sites. These sites are:-

- Wigton Moor Sports Association
- Leodiensians
- West Park Bramhope
- Farsley Celtic

These Clubs/Sports Associations and the way they function will form the basis from which Learning and Leisure Community Club sites will be developed.

3.6 All of the potential Community Club sites were assessed in terms of potential for facility upgrade and potential to fulfil all of the sport development criteria. Excluding those privately owned/leased sites (who are already fulfilling all of the community club criteria), 2 sites per wedge/one site per Area Committee have been identified initially as the first sites to become Community Clubs. These are:-

North East Inner	Roundhay Park
North East Outer	Wetherby Ings
East Inner	Fearnville Sports Centre
East Outer	Temple Newsam
South Inner	Middleton Leisure Centre
South Outer	Rothwell Sports Centre
West Inner	Bramley Park
West Outer	Queens Park, Pudsey
North West Inner	Tinshill Recreation Ground
North West Outer	King George's Fields, Horsforth

3.6 The identification of these Community Club sites has enabled a hierarchical classification of each site within each Area Committee based on pitch numbers, changing facilities, multi-sport opportunities, charter standard teams and junior sport development opportunities. The location of the pitches within this Area Committee is shown in Appendix 1. The pitch hierarchy is shown in Appendix 2.

4.0 Delivery of the Strategy/Vision

4.1 The delivery of the Playing Pitch Strategy will combine the following key aspects:-

4.1.0 Financial Opportunities

4.1.1 The investment required in playing pitch provision has been conservatively estimated at £12.5 million. A list of all Learning and Leisure sites and their requirements in terms of improvements and the associated costs are shown in Appendix 3.

4.1.2. The Authority will need to seek funding opportunities in the form of Lottery, Green Leeds, Football Foundation and Section 106.

4.2.0 Planning Policy

4.2.1 The rationalisation of pitches along with the need to analyse all possible sources of investment may place a requirement on the Authority to consider all options when looking to develop and improve the grass pitch stock. SWOT analysis of each Area Committee for opportunities and constraints are shown in Appendix 4.

4.2.2 In the context of the Unitary Development Plan and PPG17, playing pitches are protected in particular by Sport England, and some single pitch sites will need to revert to public open space as other developments/improvements in the area, take place.

4.3.0 Consultation

4.3.1 During the development of the Strategy, consultation was carried out with a number of organisations including Sport England, regional governing bodies, Departments within the Authority, schools, sports clubs and Ward Members.

4.3.2 Continued consultation with all of the stakeholders named above, plus Area Committees, is vital to the success of the future implementation of the pitch strategy.

5.0 Recommendations

- 6.1 The Area Committees are requested to note the progress to date made with the Pitch Strategy, be aware of the practical implications of its implementation, and support future playing pitch development in line with the strategy.

AREA COMMITTEE – NORTH WEST INNER

SITE	CURRENT POSITION	PROPOSED DEVELOPMENT	YEAR	COST	COMMENTS
Tinshill Rec	6 pitch site with no changing rooms – 5 football, 1 rugby	Full pitch drainage works. Changing rooms linked to Ralph Thorsby	2006	£990K	Will become NW Inner's community club site on completion
Butcher Hill	3 pitch site with no changing rooms – 3 football	None identified		£570K	Pitches require drainage system. Changing rooms required.
Cragside Rec	Single pitch site – 1 football	None identified		£60K	Pitch requires drainage system.
Kirkstall Abbey	3 pitch site with no changing rooms – 2 rugby league, 1 football	None identified		£650K	Pitch require drainage system. Changing rooms required.
Queenswood Drive	2 pitch site – 1 cricket pitch (private) and 1 rugby league with changing rooms	None identified		£120K	Pitch requires drainage system and additional pitch could be created.
Hartley Avenue Park	Single pitch site – 1 football	None identified		£65K	Pitch requires drainage works
Archie Gordon Complex	One rugby League pitch	None identified		£70	Pitch requires drainage works

Appendix 4

AREA COMMITTEE INFO – SWOT ANALYSIS

North West Inner

Kirstall Abbey
Bus Vale
Kirkstall Education C.C.
University of Leeds
Archie Gordon Complex
Elida Gibbs

Queenswood Drive
Sacred Heart Primary
Lawnswood YMCA
Abbey Grange School
West Park Centre
Tinshill Rec
Cookridge Primary

Cragside Rec
Hartley Avenue Park
Butcher Hill

Strengths

Leeds University
Kirkstall Rugby Union
Milford R.L.
West Park
Tinshill Rec
Archie Gordon Complex

Opportunities

West Park
Bus Vale
YMCA
Tinshill Rec
LIFT

Weaknesses

Poor pitch conditions
Poor ancillary facilities
Finance – lack of resources

Threats

Community access to Education Sites



LEEDS
CITY COUNCIL

AGENDA
ITEM NO:

Originators:
Thomas O'Donovan /
Christa Smith/Kate Baldwin

Telephone: 0113 3057495

REPORT TO: Inner North-West Area Committee

REPORT OF: Director, Neighbourhoods and Housing Department

DATE: 8th September 2005

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 checked="" type="checkbox"/>	Not eligible for Call in (details contained in the report)	<input type="checkbox"/>
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EXECUTIVE SUMMARY

The purpose of this report is to update Members of the Inner Area Committee on the feedback of Key Messages from ward forums and sub groups. Members are asked to note the key messages and agree any actions.

1.0 BACKGROUND

1.1 The principle of Key Messages has been devised in order to provide a formal communication method for the main outcomes of ward 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:

- | | |
|--------------------------------------|--------------------------|
| Kirkstall Burley Forum | Headingley Forum |
| Hyde Park & Woodhouse Forum | Transport Group |
| Planning Group | Headingley Stadium Group |
| Central Headingley Strategy Group | |
| Community and Higher Education Forum | |

1.2 Members agreed at the December meeting that 'Key Messages' report to the Area Committee will replace forum minutes being included in the Area Committee papers.

2.0 RECOMMENDATIONS

2.1 The Area Committee is asked to:

- Note the format of the Key Messages in Appendix 1 and consider any actions.

Appendix 1:

Hyde Park & Woodhouse Forum – 13th July

For information:

- Forum members to link with the police following the house searches following the London Bombings 07/07/05. Members of the forum to report any tensions/ problems in the community to the Neighbourhood policing team.
- Hyde Park & Woodhouse Forum to feed in Streetscene hotspots and problem areas to the new Streetscene Area Delivery Service
- Youth point are working with young people to develop a Young People's Forum for the area.

For Action:

- The Hyde Park & Woodhouse Forum promote the idea of developing a filofax to include details of all the local groups working in neighbourhoods and under specific themes such as young people, the environment, womens groups etc. This could be done throughout the whole of the North West, but would need to be a commissioned project. The Forum suggests that the Inner Area Committee looks at commissioning this project.

Headingley Forum - 14th July

For Information:

- Graffiti Clean-up kits which are very effective at removing pen, some spray etc from hard surfaces i.e. streetsigns and street furniture are available to Community Groups. Contact Gerry Burnham Tel: 3057502.
- The Neighbourhood Policing Team (NPT) has a new mail box address: Nptbell@westyorkshire.pnn.police.uk all emails go through to the NPT Sergeant.

For Action:

- In light of the disposal of the Headingley Community Centre Annex North Lane and also the Primary Schools Review effecting Headingley Primary School. **The Council is requested to keep the Headingley Forum informed of any proposals for the future use of both buildings.**
- The forum raised concerns that Becketts Park was being used as a large car park on graduation days and also asked how the £5.00 charge was used. **Refer to Parks and Countryside.**
- Madeline Joy House – despite a court ruling banning students from occupying this dwelling allegations have been made that students moved in on the 1st July 2005. **Refer to Planning and Legal.**

- Headingley Taps – part of the car park is being used as an outside seating area thereby reducing the amount of available car parking spaces. **Refer to Planning.**
- Streetscene Services – it was agreed that this had been a particularly bad year in terms of the amount of rubbish thrown out by students at the end of term. **The Area Committee is asked to prioritise this issue to ensure ongoing co-ordinated action.**
- It was requested that during August when students are away and therefore there is not as many bins to empty, Streetscene Services ensure that bins are put back in gardens and that enforcement use their powers to ensure landlords clear gardens etc. **Refer to Streetscene Services.**
- Concerns were raised about the condition of Sparrow Park – a small piece in greenspace on Cardigan Road. The area needs clearing and landscaping. **Refer to Planning - issues around ownership of the land.**
- It was suggested that traffic calming measures may be required on Chapel Lane. **Refer to Highways.**

Planning Group

For Information:

- The group is considering the possibility of an Area Action Plan for Inner North West Leeds under the provisions of Planning Policy Statement 12: Local Development Frameworks. It is intended that the plan would particularly consider housing issues in relation to the proposed Area of Student Housing Restraint as well as Houses in Multiple Occupation. Such a plan would also consider issues including regeneration and the development pressures upon Conservation Areas and Central Headingley. Consultations with Officers on an Area Action Plan for Inner North West Area have taken place and the group is awaiting further responses from Officers before further consideration

Central Headingley Strategy Group - Thursday 14th July

For Information:

- The Area Committee meeting on September 8th is due to discuss a ban on public drinking in Central Headingley. The CHSG proposed support for this ban.
- The CHSG supports the initiative for the creation of Neighbourhood Design Statements, along the lines of that produced for Far Headingley, for other parts of Inner NW Leeds, especially Headingley.

For Action:

- A Transport Sub Group meeting is being arranged for 27th September at 7.00pm at West Park Centre. The CHSG asks to be invited to the meeting.
- Headingley Renaissance Document – looking for additional funding (approx £1,500) to fund increased print costs.



LEEDS
CITY COUNCIL

AGENDA ITEM NO.:
Originator: Louise Tonkinson
Tel: 0113 247 8895

REPORT OF THE ACTING CHIEF OFFICER EXECUTIVE SUPPORT

MEETING: North West (Inner) Area Committee Meeting

DATE : 8th September 2005

SUBJECT : About Leeds - The City Council's Newspaper

Electoral Wards Affected :	Specific Implications For :
ALL	Ethnic Minorities <input type="checkbox"/> Women <input type="checkbox"/> Disabled People <input type="checkbox"/>

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

This paper proposes a city wide communications solution for area committees. It makes specific proposals on how the new **About Leeds** newspaper can benefit area management and best used to meet their communications needs.

This paper recommends that committees support the future development plans of the newspaper, the proposed contribution of content for area management and associated financial support.

A further report will be presented at a later date to discuss options for support of the paper in future years.

1.0 BACKGROUND

- 1.1 At their meeting in February 2002, Full Council agreed the need for a review of "Leeds" the civic newspaper. Members requested that particular consideration be given meet the changing demand of the council structure and communications requirements, as well as to assess the potential of introducing commercial advertising to help fund the production of the newspaper.
- 1.2 As a result of this review and the proposed changes in format, CMT and departmental management teams across the council have agreed (May 2005) to contribute towards the costs of producing the newspaper. Leader Management Team has also given their full support for the future of the newspaper as a key communications tool and the recommendations of greater department and area management level involvement.
- 1.3 This paper proposes a city wide communications solution for area management committees. It makes specific proposals on how the new **About Leeds** newspaper can benefit area management and best used to meet their communications needs.

- 1.4 MORI research has found that council newspapers are in the top three preferred methods of receiving information, as voted by residents. Of 361 councils surveyed only 42 councils (mainly rural) did not have a council newspaper.
- 1.5 This report recommends that the newspaper is the most effective method of communication for area committees. The benefits of using the newspaper as an external communications tool for departmental and council messages are:
- **Wide audience range / readership** – distributed to 325,000 households
 - **Flexibility** - to meet service and departmental needs
 - **Low cost** – A one off publication with 325,000 distribution can cost up to ten times as much as one page in the paper.
 - **Effective distribution** – 99.8% guaranteed. Potential to target postcodes for specific literature if required.
 - **Regular and planned** – 4 times per year to allow for annual planned communications programmes
 - **Forum for consultation and feedback**
 - **Editorial control** – for the council and individual departments.
 - **Credibility and association**
 - **Corporate Communications Team provides and manages the full production package, including a copyediting service, design, print and distribution** – removing the associated costs for departments on resources.
- 1.6 **In 2002, 84% of the people who responded to a readership survey said they would like the newspaper to continue to be published.**

2.0 AREA MANAGEMENT PROPOSALS

2.1 Area management could use the newspaper to:

- Communicate latest developments on area management
- Provide a forum for resident consultation and idea sharing
- Advise residents of committee meetings and other key events
- Provide residents with community news
- Target delivery to specific wedge areas (subject to delivery costs)
- Work in collaboration with district partnerships
- Promote 'Area Management making a difference' - grant information
- Share details of area delivery plans
- Highlight people or community profiles
- Provide unbiased, factual information relating to contentious community issues

2.2 It is proposed that one page per wedge (5) in a supplement-style ***Living in Leeds*** section (5 pages of every 16-page edition) is dedicated to area management in every issue. Each page will be clearly branded and feature regular sections i.e. committee dates for your diary. There will be four issues per year, distributed in March, July, September, and December. Each page will feature news from both inner and outer

2.3 Area committees could apply for more than one page per issue if there was a requirement. This could either be arranged on an issue-by-issue basis for a one off event or promotion or as a permanent fixture. There would be a further cost implication for the allocation of more pages.

- 2.4 It would also be possible to insert leaflets or other communications into the newspaper and then to distribute to specific wards, wedges or postcode areas. This would be particularly useful if committees wished to target a specific area for consultation, communication or promotion of an event. There would be a small cost for this additional distribution but this would be considerable less than the costs of distributing the insert on its own, costs are dependent on circulation sizes.
- 2.5 Ideas for content would be sourced and drafted at the area management level, however the Corporate Communications Team would provide a copywriting service to ensure text is written/edited to suit the newspaper's house style. The cost for this service, in addition to costs for design and distribution management would be covered by an annual, inclusive fee (please see 3.0).
- 2.6 By having a consistent presence in every edition, the work of area management will be seen holistically, helping residents to gain a clearer impression of how the wedges interact and overlap, whilst also appreciating the work being undertaken where they live. Regular assured space in each edition for each wedge would also mean an equal weighting of publicity to every area of the city.
- 2.7 A distinction will be made between Neighbourhoods and Housing and area management because the council aimed to give area management a separate identity. It was important that Neighbourhood and Housing also have a content presence to communicate other non-area management related information, on a comparable basis to other departments.
- 2.8 If adopted, these proposals recommend that area committees should be advised against producing any other newsletters for residents, this only refers to the production of additional regular newsletters to specific households or wedges. It is not recommended that the newspaper is the only form of communication but instead that it should be the main form of regular written communications.

3.0 COSTS

- 3.1 It is proposed that each area committee (10) contribute towards the costs of copy editing, design, print and production and distribution for the allocated 5 pages.
- 3.2 It is proposed that each committee makes a contribution during the current financial year, 2005/6 of £625 per edition. This will be a total of £1,875, covering the Autumn, Winter and Spring editions.
- 3.3 It is recognised that some committees may have already committed publicity funding for this financial year (2005/06). Where this has occurred, committees should agree to allocate a reasonable contribution based on an assessment of their current spend on publicity and then from 2006/07 agree to the following charges.

It is proposed that for 2006/7 the following charges apply;

Per committee, per issue	Annual cost 2006/07
£625	£2500

4.0 RECOMMENDATIONS

This report recommends that area committees:

- support the newspaper as a future tool for their communications
- agree and approve the financial contribution for 2005/06



LEEDS

CITY COUNCIL

AGENDA
ITEM NO:

Originators:
Thomas O'Donovan (305 7495)
Michael Phillips (247 6143)

REPORT OF: The Chief Regeneration Officer

REPORT TO: Inner North-West Area Committee

DATE: 8th September 2005

SUBJECT: Little London Neighbourhood Improvement Area

Electoral Wards Affected :

Hyde Park and Woodhouse

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 purpose of this report is to

1. Provide an update on the progress of the Little London Housing Private Finance Scheme,
2. Introduce Neighbourhood Management as a multi agency model for more intensive intervention in priority areas,
3. Provide the Area Committee with an update on the work of the Little London Neighbourhood Board and its Task Groups,
4. Brief the Area Committee on the current consultation exercise.

1.0 Introduction

1.1 The Little London area has been identified as an area requiring a comprehensive approach to regeneration, it is listed as an 'action area' in the current District Partnership Plan and the Unitary Development Plan (2002). The area comprises approximately 2,327 households of which 1,400 are Council owned.

1.2 Key characteristics of the area include an average house price of £67,000 (£128,000), a benefit rate of 51.0 (22.3), and, primary school key stage 2 results of 65 (79). Figures in brackets are an average for the city.

1.3 Particular issues which need to be addressed include:

- Housing conditions/ tenures
- A poor environment
- Negative perceptions of the area
- Extremely high levels of crime and fear of crime (amongst the highest across the West Yorkshire Police area)
- Lack of co-ordination of key service delivery / poor access to services from user perspectives
- Failure to harness the potential of a very active and 'rich' local third sector resource in addressing service / community renewal issues
- Poor access and incremental progressions to key training and employment opportunity.

2.0 Background

2.1 In a bid to access the funding required to deliver potential solutions to those issues outlined above, in May 2002 Leeds City Council submitted an Outline Business Case (OBC) to the Office of the Deputy Prime Minister (ODPM) to fund a Housing Private Finance Initiative scheme for Little London.

2.2 The aims of the PFI scheme were to :

- Improve council homes by modernising them and increasing energy efficiency
- To potentially demolish poor quality housing and sell sites for new build housing to broaden the housing market and widen choice for residents
- Improve the external environment and general appearance of the estate
- Improve open space
- Reassess access and layout of the estate
- Improve community safety
- Regenerate the area

Once homes have been improved the PFI contractor would maintain the homes and the environment to a specified standard for a period of 30 years, after such time the properties would revert back to LCC ownership.

2.3 The main proposals within the original PFI bid were as follows: -

- the refurbishment and improvement of 1,150 homes
- Lovell Park Towers and Oatland Towers (200 flats) were to be leased to a private developer to refurbish the blocks and let flats out to private tenants.
- demolition of Carlton Carr and Carlton Gate maisonettes (47 homes)
- a number of sites within the area were identified for new homes for private sale/rent

2.4 The PFI Project has not progressed as quickly as first anticipated. This has been due to changes to technical guidance by the Government, and the market for housing PFI projects.

2.5 As a result, the ODPM have now asked that LCC to establish whether there is market interest in the scheme, and to review its scope if necessary, and to re-affirm with the community that the project meets the regeneration objectives for the area. This provides an opportunity to consider the changes ODPM have recently made to

their guidance, which now includes the provision for new build Council owned stock to be funded through PFI.

- 2.6 This also represents an opportunity to reappraise the scheme in the context of Leeds North West Homes, the Arms Length Management Organisation (ALMO) investment plans and programme, as well as the model of neighbourhood management being developed by the North West Area Management Team.

3.0 Neighbourhood Management Context

- 3.1 The North West Area Management Team has initiated the development of a multi agency approach to neighbourhood regeneration by establishing the Little London Neighbourhood Board. This currently consists of representatives from key service providers and residents groups, whom it is intended, will oversee the development and delivery of a Neighbourhood Improvement Plan.

- 3.2 The Board has met on two occasions and established five Task Groups. These focussed task groups are made up of key statutory representatives along with representatives from local voluntary and community organisations and tenants groups and address the following themes Community Safety, Housing and Environment, Health and Well-being, Education and Employment and Youth and Leisure. Each Task Group has drafted an Action Plan which will:

- develop evidence based solutions to the core problems
- co-ordinate intervention by the public and other key service agencies until a sustainable and acceptable level of stability is returned to Little London
- identify and improve upon existing management deficiencies
- involve local residents in longer term plans to bring about the lasting improvement of their neighbourhood and returning ownership of its future to them through a partnership approach to regeneration
- monitoring and evaluating implementation
- build a new way of working based on co-operation, problem solving and resident feedback.

These action plans will form the comprehensive Neighbourhood Improvement Plan.

- 3.3 A consultation process is currently underway in Little London. This is to reaffirm the regeneration objectives with the community and to identify potential delivery options, one of which may be a Private Finance Initiative, it also represents an additional opportunity to help inform the action plans outlined above.

4.0 Consultation

- 4.1 The consultation process is being led by Leeds North West Homes who have appointed a 'Tenant's Advisor', Banks of the Wear (BOW) to provide independent advice to residents. They have carried out a successful questionnaire survey over the last month designed to both quantify and qualify residents' perceptions of life in Little London. 150 questionnaires were returned by post, in addition to a further 150 completed via door-step interviews. Some of the key findings include:-

- 46% of residents have been living in Little London for more than 10 years
- Over 80% of households have no children

- Residents were found to appreciate the **location** of their property, together with its **size** and the **area** in general. A high percentage of residents stated that they intended to stay living in the area for many years.
- Residents identified four key neighbourhood problems, focusing on:-
 1. A scruffiness associated with the streets in the area, exacerbated by fly tipping and residents discarding rubbish
 2. A lack of security presence with which to make residents feel safe
 3. Measures to deal with anti social behaviour (typically drugs) and irresponsible tenants
 4. A need for improved greenery maintenance and grass cutting

- 4.2 This information will be further supported by data gathered informally and formally at an Open Day held on the 18th August 2005 at the Little London Primary School. The Open Day consultation material has been designed in such a manner as to encourage residents to actively participate and to identify issues on the ground, such as crime hot spots. The Consultation Working Group, including residents and Ward Members, agreed the format of the consultation material.
- 4.3 The results of this process will be presented by Banks of the Wear to a meeting of key Little London Stakeholders on the 5th September 2005. The principal issues will be summarised, with discussion then focusing upon a proposed process and timescale of how to develop regeneration options from the consultation data, ensuring community consultation at key stages.
- 4.4 In the light of this work consideration will be given to adapting the current Little London Board structure, with a view to establishing a body to include members from the Little London Stakeholder meeting, as the means for developing these options. Banks of the Wear would then be used again to appraise the options and the associated delivery method with the Little London community. It is envisaged that this process will be completed by mid December 2005.
- 4.5 The aim of developing a regeneration plan for Little London over this timescale through this process is to ensure that resultant projects will have the vital stakeholder support required to succeed. At key milestones throughout the life of the project it is the intention to report back to the North West Inner Area Committee.

5.0 Recommendation

- 5.1 Members are asked to note the contents of this report.