



**NORTH WEST (OUTER) AREA COMMITTEE**

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**Meeting to be held Greenacre Hall, New Road Side, Rawdon, Leeds 19  
on Monday, 3rd November, 2008 at 2.00 pm**

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**MEMBERSHIP**

Councillors

B Anderson	-	Adel and Wharfedale
J L Carter	-	Adel and Wharfedale
C Fox	-	Adel and Wharfedale
S Andrew	-	Guiselley and Rawdon
J Bale	-	Guiselley and Rawdon
G Latty	-	Guiselley and Rawdon
A Barker	-	Horsforth
B Cleasby	-	Horsforth
C Townsley (Chair)	-	Horsforth
C Campbell	-	Otley and Yeadon
R Downes	-	Otley and Yeadon
G Kirkland	-	Otley and Yeadon

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**Agenda compiled by:  
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**Stuart Robinson**

**W N W Area Manager: Steve Crocker  
Tel: 395 0966**

## **A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS**

There are certain functions that are defined by regulations which can only be carried out at a meeting of the Full Council or under a Scheme of Delegation approved by the Full Council. Everything else is an Executive Function and, therefore, is carried out by the Council's Executive Board or under a Scheme of Delegation agreed by the Executive Board.

The Area Committee has some functions which are delegated from full Council and some Functions which are delegated from the Executive Board. Both functions are kept separately in order to make it clear where the authority has come from so that if there are decisions that the Area Committee decides not to make they know which body the decision should be referred back to.

# A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded)</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Chief Democratic Services Officer at least 24 hours before the meeting)</p>	
2			<p><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></p> <ol style="list-style-type: none"> <li>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</li> <li>2 To consider whether or not to accept the officers recommendation in respect of the above information.</li> <li>3 If so, to formally pass the following resolution:-</li> </ol> <p><b>RESOLVED</b> – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p> <p><b>No exempt items or information have been identified on this agenda.</b></p>	

Item No	Ward	Item Not Open		Page No
3			<b>LATE ITEMS</b>  To identify items which have been admitted to the agenda by the Chair for consideration  (The special circumstances shall be specified in the minutes)	
4			<b>DECLARATION OF INTERESTS</b>  To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct	
5			<b>APOLOGIES FOR ABSENCE</b>	
6			<b>OPEN FORUM</b>  In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair	
7			<b>MINUTES OF THE PREVIOUS MEETING</b>  To receive and approve the minutes of the previous meeting held on 22 <sup>nd</sup> September 2008.	1 - 10
8			<b>LEEDS BRADFORD INTERNATIONAL AIRPORT - EXTENSION OF THE TERMINAL BUILDING (COUNCIL FUNCTION)</b>  To receive a report of the Director of Environment and Neighbourhoods and a presentation on the proposed extension of the terminal building at Leeds Bradford International Airport.	11 - 16

Item No	Ward	Item Not Open		Page No
9			<b>LEEDS COLLEGES MERGER - CONSULTATION (COUNCIL FUNCTION)</b>  To consider a report of the Director of Environment and Neighbourhoods seeking agreement from the Area Committee on a process by which it was felt that appropriate influence could be made on future delivery of post 16 and adult learning by the new merged College.	17 - 18
10			<b>COMMUNITY SAFETY 2004-2008 (EXECUTIVE FUNCTION)</b>  To consider a report of the Director of Environment and Neighbourhoods providing details of crime statistics during the period April 2004 and March 2008, together with highlighting key activities during this period.	19 - 34
11			<b>AREA MANAGERS REPORT (EXECUTIVE FUNCTION)</b>  To consider a report of the Director of Environment and Neighbourhoods providing Members with progress on a number of projects and initiatives in Outer North West Leeds as determined by the Area Delivery Plan for 2008-11.	35 - 38
12			<b>PROPOSALS FOR COMMUNITY ENGAGEMENT (EXECUTIVE FUNCTION)</b>  To consider a report of the Director of Environment and Neighbourhoods on the Community Engagement Strategy.	39 - 46
13			<b>WELL-BEING BUDGET REPORT (EXECUTIVE FUNCTION)</b>  To consider a report of the Director of Environment and Neighbourhoods providing the Area Committee with a current position statement on the well-being budget, details of proposed projects and small grant applications received to date.	47 - 50

Item No	Ward	Item Not Open		Page No
14			<p><b>KEY MESSAGES FROM AREA COMMITTEES SUB GROUPS AND FORUMS (EXECUTIVE FUNCTION)</b></p> <p>To consider a report of the Director of Environment and Neighbourhoods updating Members on progress made at the Area Committee sub groups and ward forums that have taken place since the last Area Committee meeting.</p>	51 - 54
15			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Monday 15<sup>th</sup> December 2008 at 2.00pm in the Civic Hall, Leeds.</p> <p><b>MAP OF TODAY'S MEETING</b></p> <p>Greenacre Hall, New Road Side, Rawdon, Leeds LS19 6AS</p>	55 - 56

## NORTH WEST (OUTER) AREA COMMITTEE

MONDAY, 22ND SEPTEMBER, 2008

**PRESENT:** Councillor G Latty in the Chair

Councillors B Anderson, S Andrew, J Bale,  
A Barker, C Campbell, B Cleasby,  
R Downes, G Kirkland and G Latty

**19 Chair's Opening Remarks**

Councillor G Latty, in his capacity as Deputy Chair, welcomed everyone to the September meeting of the North West (Outer) Area Committee held at Cookridge Methodist Church, Otley Old Road, Cookridge, Leeds 16. He informed the meeting that Councillor C Townsley had been admitted to hospital on 21<sup>st</sup> September 2008. Members conveyed their best wishes to Councillor Townsley for a speedy recovery.

**20 Exclusion of the Public**

**RESOLVED** – That in relation to the exempt 'Appendix 1' to the report referred to in Minute 31 'Pricing and Lettings Policy for Community Centres', this Committee accepts the officers' recommendation that the appendix should have been regarded as non-exempt information and requests that the document be released within the public domain.

**21 Declaration of Interests**

The following personal and prejudicial declaration was made:-

- Councillor S Andrew in his capacity as a Member on the Yeadon Town Hall Users Licence Committee - Well-Being Budget Report (Agenda Item 8) (Minute 26 refers)

**22 Apologies for Absence**

Apologies for absence were received on behalf of Councillor C Fox and Councillor C Townsley.

**23 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 10 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, specific reference was made to the following issues:-

- Parking in Guiseley

Mr R M Dawson, a Guiseley resident referred to the above issue, with specific reference to the following areas of concern:-

- the restriction of parking at Morrisons in Guiseley
- the restriction of parking in Oxford Road, Oxford Avenue and Ashtofts Mount where the required notices had already been issued
- the preparation of the car park in Netherfield Road for public use, this having been gifted to the Council

In concluding, he requested the Area Committee to include the question of parking in Guiseley to be on the agenda at the next meeting of the Guiseley and Rawdon Forum on 12<sup>th</sup> November 2008.

- Emptying of Brown Bins on Old Pool Bank

Hazel Lee, a local resident referred to the above issue and queried when the bins would be emptied.

Following a brief discussion, Jane Pattison, North West Area Management agreed to investigate the matter, with a report back at the next meeting.

- Appointment of a new North West Outer Police Inspector

At the request of the Deputy Chair, Inspector Richard Coldwell attended the meeting to talk about his aims and vision for the North West Outer area following his recent appointment to the position of North West Outer Police Inspector.

Discussion ensued on the content of his presentation and specific reference was made to the following key issues:-

- the need for Members to be supplied with police contact numbers relevant to the North West Outer area
- the need for Members to continue to work closely with the police and to engage more with the Neighbouring Police Teams

Members noted and welcomed the presentation and requested Jane Pattison, North West Area Management, to write to the former North West Outer Police Inspector, Simon Hepworth thanking him for his excellent work within the North West outer area.

(Councillor A Barker joined the meeting at 1.36 pm during discussions of the parking in Guiseley issue)

## **24 Minutes of the Previous Meeting**

**RESOLVED** – That, subject to the following amendment, the minutes of the previous meeting held on 23<sup>rd</sup> June 2008 be approved as a correct record:-

- Rawdon Littlemoor School Quiz Night – Open Forum (Minute 6 refers)

The minute should have read as follows:-

Draft minutes to be approved at the meeting  
to be held on Monday, 3rd November, 2008



- 'Otley and District Schools Road Safety Quiz'

Hazel Lee, a local resident reported on a very successful quiz night held recently at Otley Methodist Church in conjunction with the Otley and District Road Safety Committee. Members noted that the winners of the quiz were Rawdon Littlemoor School.

## 25 Matters Arising from the Minutes

- (a) Well-being Budget Report (Minute 8(a) refers)  
Jane Pattison, North West Area Management informed the meeting that works had now been completed by Highways at the corner of High Street/Victoria Avenue.
- (b) Key Messages from Area Committee Sub Groups and Forums (Minute 8(c) refers)  
Jane Pattison, North West Area Management reported that a joint meeting between the Community Safety Sub Group and the Children and Young People's Sub Group had been arranged for the 30<sup>th</sup> October 2008.

## 26 Well-being Budget Report

Referring to Minute 9 of the meeting held on 23<sup>rd</sup> June 2008, the Director of Environment and Neighbourhoods submitted a report providing the Area Committee with a current position statement on the well-being budget, details of proposed projects and small grant applications received to date.

Jane Pattison, North West Area Management presented the report and responded to Members' queries and comments.

Discussion ensued on the contents of the report.

### RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That this Committee notes the current position of the Well-being budget as detailed in Sections 1.0 and 2.0 of the report now submitted.
- (c) That the following projects as outlined in Section 3.0 of the report be dealt with as follows:-

<u>Name of Project</u>	<u>Name of Delivery Organisation</u>	<u>Decision</u>
Westfield Avenue Tree Planting	LCC Highway Services	Agreed £1,260 revenue
Weston Estate Litter Bins	Weston Estate Community Day Steering Group	Agreed £2,000 revenue, together with a review being undertaken by offices on the existing bins in this area

Upgrading of Bar Facilities	Yeadon Town Hall Users Licence Committee	Agreed £10,000 (£5,000 Guiseley and Rawdon / £5,000 Otley and Yeadon)
Yeadon Westfield Junior School PTA 'Jack's Garden'	Yeadon Westfield PTA	Agreed £1,347.88 revenue
Queensway Children's Centre Play Scheme	Queensway Children's Centre	Agreed £1,000 revenue
Otley Market Place Regeneration	LCC West North West Area Management	Agreed £20,000 capital
Replacement of mains water supply pipe	St Wilfrid's Church Parochial Church Council	Agreed £1,677.31 revenue
Conservation Area Review of Town Gate and Park Gate	City Development Sustainable Development Unit	Agreed £13,000 revenue
Cookridge Village Hall Electrical Replacement	Cookridge Village Association	Agreed £7,500 revenue
Pool-in-Wharfedale Village Hall Refurbishment	Pool-in-Wharfedale Village Memorial Hall Management Committee	Agreed £6,000 revenue
Friday Night Project	Friday Night Project	Agreed £642.00 revenue, together with a request that this application be reviewed should funding be received from the Youth Services

- (d) That the small grants as detailed in Sections 4.1 and 4.2 of the report be noted.
- (e) That in relation to the 'Bulb Bonanza' small grant application, the West and North West Area Manager be requested to look into the consultation process with a report back to the Area Committee.

(Councillor S Andrew having previously declared a personal and prejudicial interest in the upgrading of bar facilities at Yeadon Town Hall, left the room during this item taking no part in the discussion or voting thereon)

**27 The Newly Formed WNW Environmental Action Team**

The Director of Environment and Neighbourhoods submitted a report providing information to Members about the newly formed Environmental Action Team and how they would be working in the Outer North West area.

Ruth Lees, West North West Environmental Action Team Manager, Environment and Neighbourhoods presented the report and responded to Members' queries and comments.

In summary, specific reference was made to the following issues:-

- clarification of the teams role in relation to drainage issues and overhanging vegetation  
*(The WNW Environmental Action Team Manager responded and confirmed that drainage issues related to household drains only. The Committee noted that the team were directly responsible for removing overhanging vegetation etc on road signs/street signs, including footpaths)*
- clarification of the general policy in relation to flyposting for charity events and the need for the Council to revisit this policy with a view to being more moderate in taking legal action in larger areas i.e. North West Outer, together with concerns expressed with regards to increased commercial advertising in the area and response times for complaints  
*(The WNW Environmental Action Team Manager responded and agreed to forward a copy of the policy on placards and advertising for community events to Members on the Committee for their retention/information)*
- clarification of the empty properties strategy with specific reference to the poor state of derelict properties at White Cross, Guiseley  
*(The WNW Environmental Action Team Manager responded and agreed to investigate this matter with a report back to Members)*
- clarification of the policy where signs were nailed to trees and the actions taken over larger signs
- the need for the team to be more proactive in removing advertising signs on major key routes i.e. Dyneley Arms crossroads on the A660  
*(The WNW Environmental Action Team Manager responded and agreed to investigate this matter further with a report back to Members)*
- clarification as to whether the team of enforcement officers had increased or decreased  
*(The WNW Environmental Action Team Manager responded and confirmed that they still required more staff to manage the service effectively)*
- the concerns expressed that small areas of graffiti were not being removed over long periods and clarification of the powers available to the Council in this area
- the difficulties incurred by Elected Members in trying to match up emails/ letters received from the Environmental Action Team

*(The WNW Environmental Action Team Manager responded and agreed to investigate this matter further with a report back to Members)*

**RESOLVED –**

- (a) That the contents of the report be noted.
- (b) That the West and North West Environmental Action Team Manager be requested to provide further information on those matters referred to above.

**28 Area Committee Roles for 2008/09**

The Director of Environment and Neighbourhoods submitted a report presenting the Area Committee with details of their area function schedules and roles in relation to these service areas for 2008/09.

Appended to the report was a copy of the following document for the information/comment of the meeting:-

*'Report of the Director of Environment and Neighbourhoods – Executive Board – 16<sup>th</sup> July 2008 – Area Committee Roles for 2008/09'*

Steve Crocker, West and North West Area Manager presented the report and responded to Members' queries and comments.

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

In summary, specific reference was made to the following issues:-

- the need for the Council and well-being functions outlined in the report to be more specific, operational and budget related
- the need for consultation on such issues within the North West Outer area to be commenced without delay
- the need for the Area Committee to have a 'key' role in managing the NW Outer area  
*(The WNW Area Manager responded and acknowledged the collective views of Elected Members in this regard)*
- the views expressed that street cleansing was not meeting the needs of residents in terms of value for money and for better communication to take place with Elected Members  
*(The WNW Area Manager responded and informed the meeting that discussions were still ongoing with the Chief Environmental Services Officer in this area)*
- clarification of the backlog maintenance needs in relation to Community Centres i.e. Yeadon Town Hall (£40k) and Guiseley Town Hall and the need to identify maintenance plans and costings within the document  
*(The West North West Area Manager responded and informed the meeting that there was still a huge backlog of maintenance plans. The Committee noted that under the new proposals there would be an Action Plan for each Community Centre)*

- clarification of whether the budget would be transferred over for community centres to the Area Committee and the Committee's input into the lettings policy and community green spaces
- the concerns expressed about the lack of gully cleansing in Otley which had resulted in recent flooding of the area
- the concerns expressed that departmental responsibility for weed growth was not referred to within the document

#### **RESOLVED –**

- (a) That the contents of the report and appendices be noted.
- (b) That the West and North West Area Manager be requested to convey as a 'key message' of this Area Committee that the Council and well-being functions outlined in the report should become specific, operational and budget related and to also demand that consultation on such issues within the North West Outer area be commenced without delay.

(Councillor R Downes left the meeting at 3.10 pm at the conclusion of this item)

#### **29 Outer North West Area Delivery Plan 2008-11**

The Director of Environment and Neighbourhoods submitted a report seeking approval of the Area Committee on the Outer North West Area Delivery Plan (ADP) for 2008-2011.

Appended to the report was a copy of the Outer North West Area Delivery Plan (ADP) for 2008-2011 for the information/comment of the meeting.

Jane Pattison, North West Area Management presented the report and responded to Members' queries and comments.

Detailed discussion ensued on the contents of the report and appendices with specific reference to the following issues:-

- the need to revise the wording around the Health and Wellbeing theme to reflect the difficulties in obtaining funding by commissioning groups and to demonstrate that, locally, health was very important to all  
*(Jane Pattison, North West Area Management responded and agreed to revise the relevant Performance Indicator)*
- the need to revise the wording in Section 8.2 'Health and Wellbeing' around the key target focusing on the worst 10% priority neighbourhoods and to address the important issue of child poverty  
*(Jane Pattison, North West Area Management responded and agreed to revise the document)*
- a suggestion that officers' in North West Area Management look at the merits of a street dancing project run in South Leeds for those youngsters who do not do sport or attend youth clubs for rolling out within the North West Outer area  
*(Jane Pattison, North West Area Management responded and agreed to look into this matter)*

- the need to introduce a dialogue that related to problems within the area concerning healthcare and the Health Trusts which should be area based

**RESOLVED –**

- (a) That the contents of the report and appendices be noted.
- (b) That, subject to a number of minor revisions, approval be given to the Outer North West Area Delivery Plan 2008-11 in accordance with the report now submitted.

**30 Key Messages from Area Committees Sub Groups and Forums**

The Director of Environment and Neighbourhoods submitted a report updating Members of the Area Committee sub groups and ward forums that have taken place since the last Area Committee meeting.

Jane Pattison, North West Area Management presented the report and responded to Members' queries and comments.

**RESOLVED –** That the contents of the report be noted.

**31 Pricing and Lettings Policy for Community Centres**

Referring to Minute 17 of the meeting held on 23<sup>rd</sup> June 2008, the Director of Environment and Neighbourhoods submitted a report outlining proposals for a new pricing and lettings policy for Leeds City Council managed Community Centres.

Gerry Burnham, North West Area Management presented the report and responded to Members' queries and comments.

Detailed discussion ensued on the contents of the report and appendices with specific reference to the following issues:-

- clarification as to why the Area Committee was getting involved in internal recharges regarding Councillors' surgeries and the need to amend the discount schedule to say 'nil' in this regard
- the need for the public to be made aware of the new pricing structure as the consultation moves forward
- the need for the Area Committee to be made aware of the actual costs in relation to all of their facilities i.e. floor area/number of rooms etc and to move towards a sustainable funding scheme for income

**RESOLVED –**

- (a) That the contents of the report and appendices be noted.
- (b) That this Committee notes the proposed pricing structure as outlined in the report now submitted.
- (c) That approval be given to a planned programme of consultation with the user groups at each of the affected centres.
- (d) That a further report be received in February 2009 with a view to agreeing the new pricing structure.

**32 Date and Time of Next Meeting**

Monday 3<sup>rd</sup> November 2008 at 2.00 pm (venue to be confirmed)

(The meeting concluded at 3.40 pm)

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Originator: Jane Pattison

Tel: 395 2832

Report of the Director of Environment & Neighbourhoods

North West (Outer) Area Committee

Date: 3<sup>rd</sup> November 2008

Subject: Leeds Bradford International Airport – Extension of the terminal building

<p><b>Electoral Wards Affected:</b></p>           <div style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></div> Ward Members consulted (referred to in report)	<p><b>Specific Implications For:</b></p> <div style="display: flex; justify-content: space-between;"> <span>Equality and Diversity</span> <input style="width: 40px; height: 20px;" type="checkbox"/> </div> <div style="display: flex; justify-content: space-between;"> <span>Community Cohesion</span> <input style="width: 40px; height: 20px;" type="checkbox"/> </div> <div style="display: flex; justify-content: space-between;"> <span>Narrowing the Gap</span> <input style="width: 40px; height: 20px;" type="checkbox"/> </div>
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Council Function	<div style="border: 1px solid black; display: inline-block; width: 30px; height: 20px; line-height: 20px;">x</div>	Delegated Executive Function available for Call In	<div style="border: 1px solid black; display: inline-block; width: 30px; height: 20px;"></div>	Delegated Executive Function not available for Call In Details set out in the report	<div style="border: 1px solid black; display: inline-block; width: 30px; height: 20px;"></div>
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## Executive Summary

Leeds Bradford International Airport (LBIA) is the fifteenth largest airport in the UK in terms of passenger throughput and is the largest in the Yorkshire and Humber Region. The LBIA plays a vital role in the economy of the region, facilitating commerce and tourism and providing both direct and indirect employment. As part of plans to improve the way LBIA functions an internal re-organisation of the terminal building and an extension to it have been proposed.

Following a period of public consultation, the airport produced a masterplan in 2005, covering the period 2005-2016, which identified the need for additional terminal facilities. While some improvements have already been made, many areas within the terminal building have become constrained creating congestion and delay, and the standard of the facilities provided have not kept pace with customer requirements and expectations.

The objective of the improvements will be to enhance the levels of service and passenger experience. A range of options have been considered for delivering these objectives. The selected option is a two storey landside extension and some re-organisation of existing terminal facilities, including an enlarged security search facility as required by the DfT. At ground floor level the extension will provide expanded arrival and departure facilities and the first floor will provide a new departure lounge with associated retail use. Overall, the proposals will deliver new facilities well integrated with the existing building sympathetic in both size and scale.

The presentation of these plans to this Committee is part of a wider engagement process that will incorporate the public and key stakeholders including the business community. LBIA have been working closely with Leeds City Council and will continue to do so in bringing forward this scheme. Following this and other similar events, the current expectation is that a planning application will be submitted towards the end of November 08.

#### 1.0 Purpose of this Report

Attached at Appendix 1 is a report to provide Committee Members with information on LBIA's plans to improve the efficiency of the airport through internal changes to the terminal building and a two storey extension.

#### 2.0 Implications for Council Policy and Governance

The proposed development will be assessed as part of the formal planning application process and will be considered in the context of the Development Plan and any other material considerations.

#### 3.0 Legal and Resource Implications

The planning application will be assessed within the existing resources of the City Development Department and its legal implications will be considered where relevant.

#### 4.0 Recommendations

The Outer North West Area Committee members are invited to note and comment upon the comments of the report and the presentation.

#### Background Papers

Leeds Unitary Development Plan  
The future of Air Transport

### Leeds Bradford International Airport- Extension of the terminal building

#### 1.0 Background Information

LBIA is the fifteenth largest airport in the UK in terms of passenger throughput, and the largest in the Yorkshire and Humber Region.

LBIA plays a vital role in the economy of the Region, being important in facilitating commerce and tourism, and in providing both direct and indirect employment. Recent growth trends are indicative of the strong market for air transport that exists within the Region.

The LBIA masterplan was published in 2005 and covers a period up to 2016 and addresses some longer term proposals for airport infrastructure up to 2030. The need for improvements to the airport's terminal facilities is set out in the masterplan and established at national level in the White Paper 'The Future of Air Transport' and supported by the Regional Spatial Strategy for Yorkshire and Humber.

#### 2.0 Main Issues

The main considerations are:

- The need for improvements
- The principle of development
- Development details
- Impact on the highway infrastructure
- Sustainable design

##### The Need for Improvements

The re-organisation and expansion of the existing terminal building is necessary to provide passengers with a good standard of facilities. The proposals will improve the circulation of people throughout the airport and reduce the delays and congestion currently experienced, particularly at peak hours.

The proposed improvements to existing facilities within the terminal building are vital in maintaining the airports competitiveness, so that it can compete with rival airports such as Newcastle, Manchester, East Midland and Liverpool. The continued success of the airport provides considerable benefits to the local and regional economy.

##### The Principle of Development

The entire airport is located within the Green Belt which would normally restrict development. However, in order to facilitate airport development an Airport Operational Land Boundary (AOLB) has been identified in the Leeds Unitary Development Plan (UDP). This means that development that is directly related to the airport can be considered acceptable in principle. The entire site lies within the AOLB. Leeds UDP Policy T30A indicates a general commitment towards development at the airport and the airport masterplan and the White

Paper 'The Future of Air Transport' acknowledge the need for improvements to the terminal facilities.

### Development Details

The proposals will provide internal improvements to the existing terminal and a new two storey extension to its landside face.

Internal modifications include re-modelling of the immigration facility to provide a larger queue area, more desks and support offices, and an enlarged security search facility as required by the DfT. In addition, re-organisation of the domestic baggage reclaim hall will increase circulation space and improve space for the coach gate hold room.

The two storey extension will provide in the region of 4,600sqm of accommodation, of which 2,300sqm will be provided at ground floor level to improve the concourse, check in and security facilities, and 2,300sqm at first floor level to provide a departure lounge and retail link to the existing first floor catering provision.

Passengers will experience a more comfortable layout of facilities reducing delays and congestion as they journey through the building. The new concourse will be considerably wider and provide excellent circulation space.

### Impact on the Highway Infrastructure

Through the improvements proposed to the terminal building, the airport is reviewing its flight schedules in order to mitigate the impact of vehicular movements on the highway network at peak hours.

An updated Travel Plan and Surface Access Strategy have been submitted to Leeds City Council. Latest monitoring indicates a considerable increase in public transport usage at the airport from 27% in 2005 to 34% in 2008 (it should be noted that the public transport modal share does not include for passengers travelling to the airport using shuttle buses).

New long stay car parking has been approved by Leeds City Council and is being built out in phases at the airport. As part of the approval, a package of highway measures has been secured by the Council to facilitate a greater number of traffic movements than currently take place.

### Sustainable Design

The airport commissioned a sustainability appraisal in parallel with the development of the masterplan. The sustainability appraisal has informed the development of the masterplan and subsequently this proposal. The proposals have scope for the incorporation of renewable technologies and it is the intention to achieve a Good BREEAM assessment rating. The options being considered include:

- Water conservation;
- Solar water heating; and
- Rainwater recovery

The key criteria to be applied in the assessment of these technologies are whole life cost and life cycle impact in terms of carbon emissions, appropriateness to the site and energy demands of the development.

LBIA is fully aware of its environmental responsibilities and will continue to take action to mitigate environmental impacts.

### 3.0 Conclusions

Improvements to the terminal facility are needed to improve the passenger experience and ensure that LBIA can compete with other regional airports. LBIA plays an important role in the local and regional economy. The need for improved terminal facilities is acknowledged in the airport masterplan and the White Paper 'The Future of Air Transport'. The proposals fall entirely within the AOLB established in the Leeds Unitary Development Plan, where Policy T30A supports in principle airport development.

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Originator: Steve Crocker  
Tel: 395 0966

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## Report of the West North West Area Manager

### Outer North West Area Committee

Date: 3<sup>rd</sup> November 2008

Subject: Leeds Colleges Merger - Consultation

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<b>Electoral Wards Affected:</b>  All	<b>Specific Implications For:</b>  Equality and Diversity <input type="checkbox"/>  Community Cohesion <input type="checkbox"/>  Narrowing the Gap <input type="checkbox"/>
Council Function <input checked="" type="checkbox"/>	Delegated Executive Function available for Call In <input type="checkbox"/>
	Delegated Executive Function not available for Call In Details set out in the report <input type="checkbox"/>

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## Executive Summary

The City Council's Executive Board has endorsed the proposed merger of the City's 3 largest Colleges, namely Leeds Thomas Danby, Leeds College of Technology and Park Lane, which will result in the creation of a new single institution to be known as Leeds City College. This report, supported by a short presentation from the LSC Partnership Director for Leeds, informs the Area Committee of the progress made. This will set out the rationale for the merger and summarises the outcome of the extensive consultations which have been held over the past few years.

The report seeks agreement from the Area Committee on a process by which it is felt appropriate influence can be made on future delivery of post 16 and adult learning by the new merged College. This could include locations for the centres and sites for the new College for the provision of further education in the neighbourhoods and communities served by the Area Committee.

## **BACKGROUND INFORMATION**

1. The City Council's Executive Board has endorsed the proposed merger of the City's 3 largest Colleges namely Leeds Thomas Danby, Leeds College of Technology and Park Lane which will result in the creation of a new single institution to be known as Leeds City College.
2. The merger is supported by key partners including Yorkshire Forward, the two Leeds Universities, Leeds Trinity and All Saints College, Leeds Chamber and the Leeds Skills Board.
3. It will have a budget of in excess of £70m and will provide extensive further education opportunities to over 70,000 students.
4. The White File is currently with the Secretary of State (The White File catalogues the merger process) and a decision is expected by October 2008.

## **CURRENT POSITION**

5. The Learning and Skills Council ( LSC ) which currently has responsibility for the funding of post 16 learning and skills provision is seeking the views of the Area Committee members on the future delivery of post 16 and adult learning in the City by the new merged College.
6. One of the key issues which the Committee is being asked to consider is the possible locations for the centres and sites for the new College for the provision of further education in the neighbourhoods and communities served by the Area Committee.
7. Area Committee members need to be aware that from 2010 the Government has indicated that the funding of all learning and skills provision for 16-19 year olds will transfer from the LSC to the Young Persons Learning Agency (YPLA) and ultimately subject to a satisfactory progress check to the individual Local Authorities. Post 19 funding will be through the Skills Funding Agency (SFA ) which will be a national body based in the offices of the former LSC in Coventry.
8. The LSC Partnership Director for Leeds will make a short presentation at the meeting, setting out the rationale for the merger and summarising the outcome of the extensive consultations which have been held over the past few years.

## **RECOMMENDATIONS**

9. The Area Committee are requested to note the report and agree:
  - (a) a process by which it can submit views on the future delivery of post 16 and adult learning by the new merged College and suggest possible locations for the centres and sites for the new College which will help influence the ongoing estates review of the new College going forward
  - (b) to invite a further report on the outcome of the accommodation/estates review of the new College once completed in 2009.



Originator: Zahid Butt  
Tel: 3950963

## Report of the Director of Environment and Neighbourhoods

### North West (Outer) Area Committee

Date: 3<sup>rd</sup> November 2008

Subject: Community Safety 2004-2008

<p><b>Electoral Wards Affected:</b></p> <p>All</p>  <div style="border: 1px solid black; width: 50px; height: 20px; display: inline-block;"></div> Ward Members consulted (referred to in report)	<p><b>Specific Implications For:</b></p> <p>Equality and Diversity <input style="width: 40px; height: 20px;" type="checkbox"/></p> <p>Community Cohesion <input style="width: 40px; height: 20px;" type="checkbox"/></p> <p>Narrowing the Gap <input style="width: 40px; height: 20px;" type="checkbox"/></p>
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Council Function	<input style="width: 40px; height: 20px;" type="checkbox"/>	Delegated Executive Function available for Call In	<input checked="" style="width: 40px; height: 20px;" type="checkbox"/>	Delegated Executive Function not available for Call In Details set out in the report	<input style="width: 40px; height: 20px;" type="checkbox"/>
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**Executive Summary**

This report provides details of crime statistics during the period April 2004 and March 2008 and highlights key activities during this period.

## 1.0 Background

- 1.1 This report is the annual community safety update report, providing details about crime trends between April 2004 and March 2008, highlighting key activities during this period.
- 1.2 It should be noted that a number of factors have a bearing on crime; these can be placed in 3 broad categories:
- A suitable target or opportunity  
High value items which can be removed relatively easily, vulnerable premises or people, unlocked doors or windows, etc
  - A motivated offender  
someone whose values or beliefs make stealing / violence acceptable, drug dependency, someone motivated by greed, etc
  - A low likelihood of getting caught  
no police or security patrols, a neighbourhood with a culture of low reporting of crime, no natural street surveillance, properties obscured by overgrown bushes, etc

1.3 Traditional problem solving techniques aim to reduce crime by impacting on these categories:

- working to educate the victim (leaflets, crime reduction advice, etc)
- tackle the offender (known as offender management - Cautions, Criminal Sanctions, tenancy enforcement, etc)
- undertake environmental works (cut back hedges, fit additional locks, alleygates, etc)

However, it should be acknowledged that other factors also have a bearing on crime:

- Season
- Weather
- Release of offenders
- Location
- Population

1.4 It is also important to note that one offender can commit many offences in a short period of time and this can lead to significant increases in the figures. For example, where cars are damaged along a whole street there maybe 6 cars damaged and this would lead to 6 reports of criminal damage.

## **2.0 Summary of Key Actions**

### **2.1 Operation Champion**

This is a 3 day multi agency operation aimed at tackling crime, asb and environmental issues within an agreed area. A number of agencies come together to focus their activity in this area, joining together to have a greater impact. During the last 12 months, 2 Operation Champion have been held in the Outer area focusing on Holt Park (December 2007) and Holt Park & Horforth (June 2008). A further 2 Operation Champions are scheduled during the next 12 months (December 2008 and June 2009). These operations will be supplemented by action days as required.

### **2.2 Designated Public Places Orders (DPPOs)**

DPPOs were introduced in Horsforth and Guiseley on 1<sup>st</sup> December 2007. Subsequent orders have been introduced in Otley and Yeadon on 1<sup>st</sup> April 2008. A Designated Public Places Order provides the Police with additional powers to confiscate alcohol within a defined area. Where an order exists the Police have the powers to confiscate alcohol that is being consumed or that is thought likely to be consumed (unopened bottles / cans). Failure to comply with a Police request in this regard could lead to a fine or arrest.

### **2.3 Multi Agency Tasking**

This group examines the key tactical priorities for the Outer North West area and agree actions to tackle these priorities. Work undertaken through this group includes organising multi agency action days, case conferences about specific families / individuals and commitment to deliver or contribute to specific projects (eg. Promoting target hardening by door knocking in a neighbourhood, crime prevention articles in newsletters, etc). Agencies involved in this group include: Area management (Co-chair), Police (Co-chair), Safer Leeds, West North West Homes, Youth service, Attendance Management, Environmental Action Team and the ASB Unit. The group meets monthly and its work is managed through an action plan.

## 2.4 Offender Management

Research and experience has shown that a small number of determined criminals are involved in a large portion of crime. Some studies have reported that 20% of criminals commit as much as 80% of crime. It, therefore, follows that rather than concentrating time and other resources on the large volume that come through the judicial system and never offend again, that attention should be concentrated on this small proportion of prolific offenders. The Police and other agencies will come together to problem solve and manage these offenders through visits, targeted intelligence gathering, focused attention (eg discussions when out in the street), use of ASB Orders and through partner agencies powers, for example, use of tenancy enforcement for ALMO tenants.

## 2.5 Community Safety Metal Poster Frames

These frames were purchased with through a well being application in 2005/06. The frames are targeted to key areas to tackle specific crimes; examples include deployment in car parks where cars have been broken into with posters about car crime. The Area Committee contributed £1,000 towards this project and the Police pick up the costs of posters and moving the frames.

## 2.6 Off Road Motor Cycles

The deployment and cost of these vehicles is shared equally amongst the four Area management Committees (£4,750 per Area Committee per year). The Off-road motor cycles are deployed across the division to green spaces or to target specific problems with motorbikes. The vehicles are effective in reducing asb and low level crime particularly on green spaces and providing reassurance to those using the parks and green spaces.

## 2.7 CASAC Target Hardening

This initiative is delivered across all 4 Outer North West Wards and provides additional door locks, window locks, spy holes, chains and general crime prevention advice to householders. The Police help target this service to areas where burglary is an issue and PCSO help to door knock and promote this service. £40,000 of wellbeing funding allocated to this project will provide this service to over 300 properties.

## 2.8 ANPR Camera (Automatic Number Plate Recognition)

The area committee funded the permanent citing of an infrared camera in Outer North West. The camera checks the insurance and MOT status of all cars passing and will highlight any cars which do not have these in place. Any cars wanted by the Police will also be highlighted and relayed to the monitoring station for action; this could include stolen cars or owners of cars who have outstanding arrest warrants.

## 2.9 Mediation Leeds

60 hours of mediation has been funded by Guiseley & Rawdon, Horsforth and Otley & Yeadon wards. This will assist in resolving disputes between neighbours before they escalate.

## 3.0 **Overview of crime figures**

3.1 Appendix 1 shows a downward trend in relation to all crimes in the 4 Outer North West Wards; Adel & Wharfedale, Guiseley & Rawdon, Horsforth and Otley & Yeadon. The crimes presented in these figures cover the period April 2004 – March 2008 and relate to all crimes including; fraud & Forgery, handling stolen goods, sexual offences

and other thefts. For Comparison purposes during 2004/05, Hyde Park & Woodhouse Ward experienced 4,384 offences.

- 3.2 It should be noted that Guiseley & Rawdon and Otley & Yeadon did experience increases in 2005/06. It is difficult to attribute this to a single cause, more likely a combination of factors may have lead to this rise. However, it is important to note that during the period of the report (April 2004 – March 2008) all wards experienced decreases in crime. With Horsforth and Adel & Wharfedale achieving 33% and 23% reductions in all crime during this period, 611 and 323 fewer incidents respectively.

#### **4.0 Overview of Crime Types**

- 4.1 Appendix 2 provides an overview of specific crime types. Burglary, Robbery, Criminal Damage and Theft of Motor Vehicle achieved substantial reductions during this reporting period. The following paragraphs will examine these trends in more detail.

##### **4.2 Burglary and Robbery**

Throughout the Outer North West Area burglary has reduced by over 30% with 341 fewer offences recorded, Appendix 3. Robbery figures remain generally very low; however, even with these low figures it is important to note that a substantial reduction has been achieved.

##### **4.3 Theft of and Theft from Motor Vehicles**

Appendix 4 shows that Theft from motor vehicle continues to present a challenge as it involves reinforced education for members of the public to not leave items on display in vehicles. In addition, the increase in the use of satellite navigation systems means that vehicles are broken into in an attempt to steal these devices. Various tactics are used to help get this message about not leaving valuables on display across, examples include: If a PCSO comes across a vehicles where an item is on show they will note the details and arrange for the DVLA to write to the owner and provide some basic crime prevention advice. Temporary notices are also used in the form of the A4 poster frames purchased through well being in 2005/06. However, moderate reductions have been experienced in this area, with a 3.5% reduction despite a significant increase in 2005/06. Theft of motor vehicle also presents a challenge with increased security of newer vehicles offenders have resorted to burglary in order to steal the keys to vehicles. Despite an increase in 2005/06 a 17% decrease in offences was recorded between 2004 and 2008, 61 fewer incidents.

##### **4.4 Criminal Damage and Violent Crime**

During the period of this report recorded criminal damage reduced by 25%, a reduction of 334 offences (Appendix 5). some criminal damage offences now receive a follow up visit by Officers to ensure that offences are not misreported. For example, accidental damage recorded as criminal damage. Violent Crime remains the most challenging area with offences at the same level as 2004/05, despite a peak during 2005-2007.

#### **5.0 Ward Summary**

##### **5.1 Adel and Wharfedale**

During this period most recorded crime decreased, with burglary seeing the biggest reduction, of 62% with 212 fewer offences during this period, Appendix 6. Theft of Motor vehicle and Criminal damage also achieved decreases with 25 and 133 fewer offences.

#### Project Summary (Area Committee spend on Community Safety)

£4994 of additional policing was funded in 2005/06  
£5000 of additional policing was funded in 2006/07  
£1,925 funded 2 mountain bikes for use by PCSOs in 2006/07  
£9,920 of additional policing to assist with evidence and intelligence gathering in 2007/08

#### 5.2 Guiseley and Rawdon

Appendix 7 shows that burglary and criminal damage experienced significant decreases with 85 and 41 fewer offences, respectively. Theft from Motor Vehicle increased 38% during this period, with an increase of 49 offences. As mentioned previously, this continues to be a challenging area with ongoing education of individuals about leaving valuables (such as mobile phones) on display. Additionally, the upsurge of the use of satellite navigation systems has also lead to an increase in attempted thefts looking for these devices in glove compartments. Ongoing education and advice in this field will be the used to tackle this increase.

#### Project Summary (Area Committee spend on Community Safety)

£1,875 of additional policing was funded in 2004/05  
£2,500 of additional policing was funded in 2005/06  
£5,000 of additional policing was funded in 2007/08  
£2,000 of funding paid for 3 mountain bikes in 2007/08  
£2,665 to support the Guiseley DPPO in 2007/08  
£5,000 of additional policing to support the Guiseley DPPO in 2007/08

#### 5.3 Horsforth

All crimes in Horsforth experienced significant decreases during this period, with Theft from Motor vehicle (30%), Criminal Damage (30%) and Theft of Motor Vehicle (25%) seeing substantial reductions, Appendix 8.

#### Project Summary (Area Committee spend on Community Safety)

2 Horsforth PCSOs are funded through the Town Council and Area Committee and deployed to the Horsforth Town Council area. This is an ongoing project committed each year.

£5,000 of additional Policing for Horforth was funded in 2005/06  
£8,448 paid for the monitoring and maintenance of 2 CCTV cameras. This is an ongoing project at a cost of £6,758 in 2006/07 and 2007/08.  
£5,000 of additional policing in 2006/07  
£3,242 to support the DPPO in 2007/08  
£700 paid for 10,000 beer mats to support the Horsforth pubwatch and DPPO  
£5,000 of additional policing to support the Horsforth DPPO in 2007/08

#### 5.4 Otley and Yeadon

Theft of Motor vehicle reduced significantly during this period 38% reduction which equates to 34 fewer offences (Appendix 9). Violent Crime saw an increase of 12%, however, this was on the back of a reduction of 28 fewer offences in 2006/07.

## Project Summary (Area Committee spend on Community Safety)

£1,000 paid for the Otley CCTV feasibility study which resulted in a report recommending a camera system for Otley town centre.

£5,000 of additional policing in 2007/08

£2,000 funded 3 mountain bikes for use by the PCSOs in 2007/08

£17,613 paid for the CCTV revenue costs of 5 cameras in Otley town centre

£2,465 to support the Otley DPPO in 2007/08

£2,465 to support the Yeadon DPPO in 2007/08

## **6.0 Conclusion**

- 6.1 It is clear that substantial reductions in crime have been achieved in Outer North West during the period April 2004 and March 2008. However, with the current economic outlook it is fair to predict that there will be significant challenges ahead in a number of areas. The significant partnership working developed during the period of this report will place us in a promising position to deliver reductions in crime and improvements in community confidence, with continued support from the Outer North west Area Committee.

## **7.0 Recommendations**

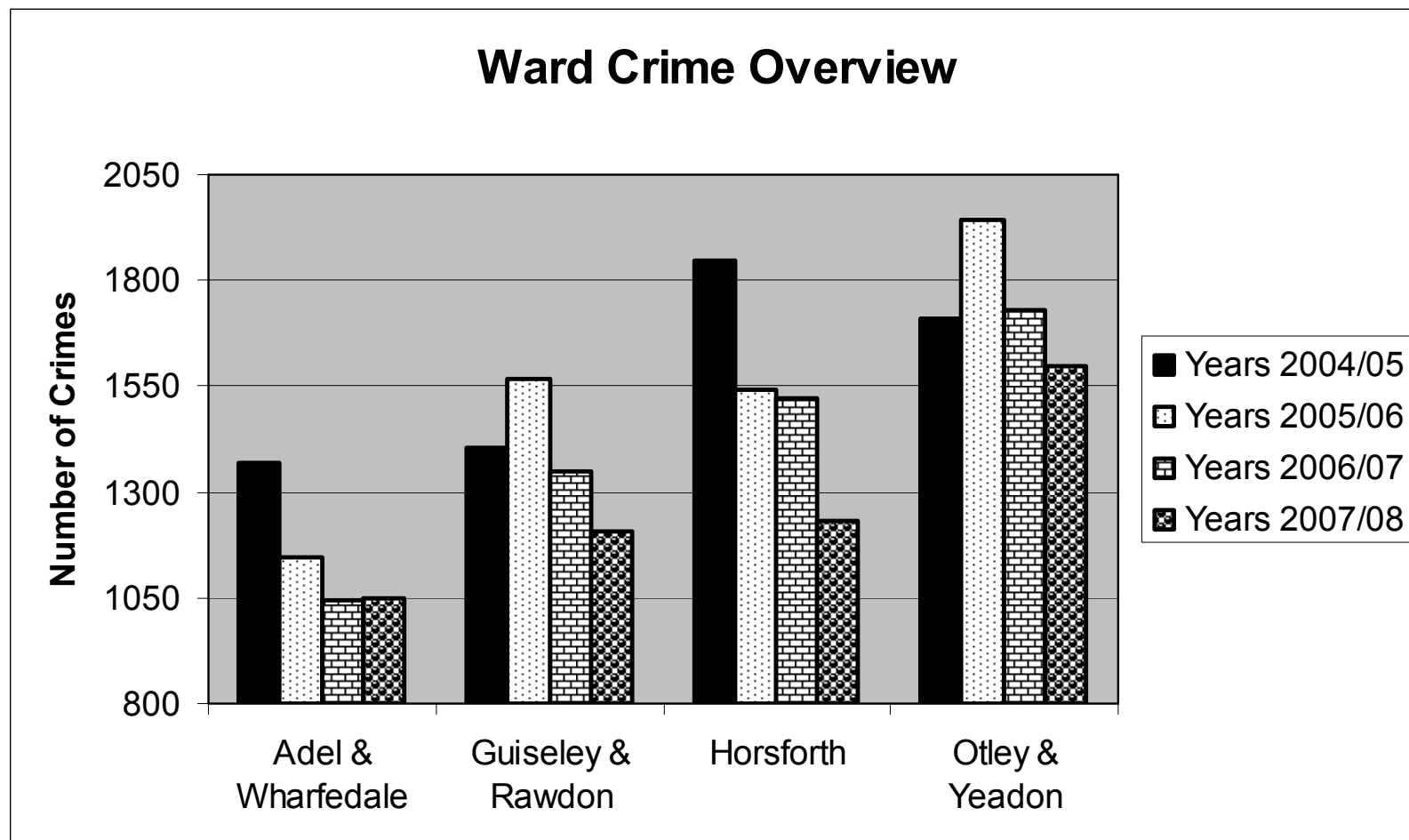
- 7.1 Members are asked to note this report and offer comments.

Background Papers

None

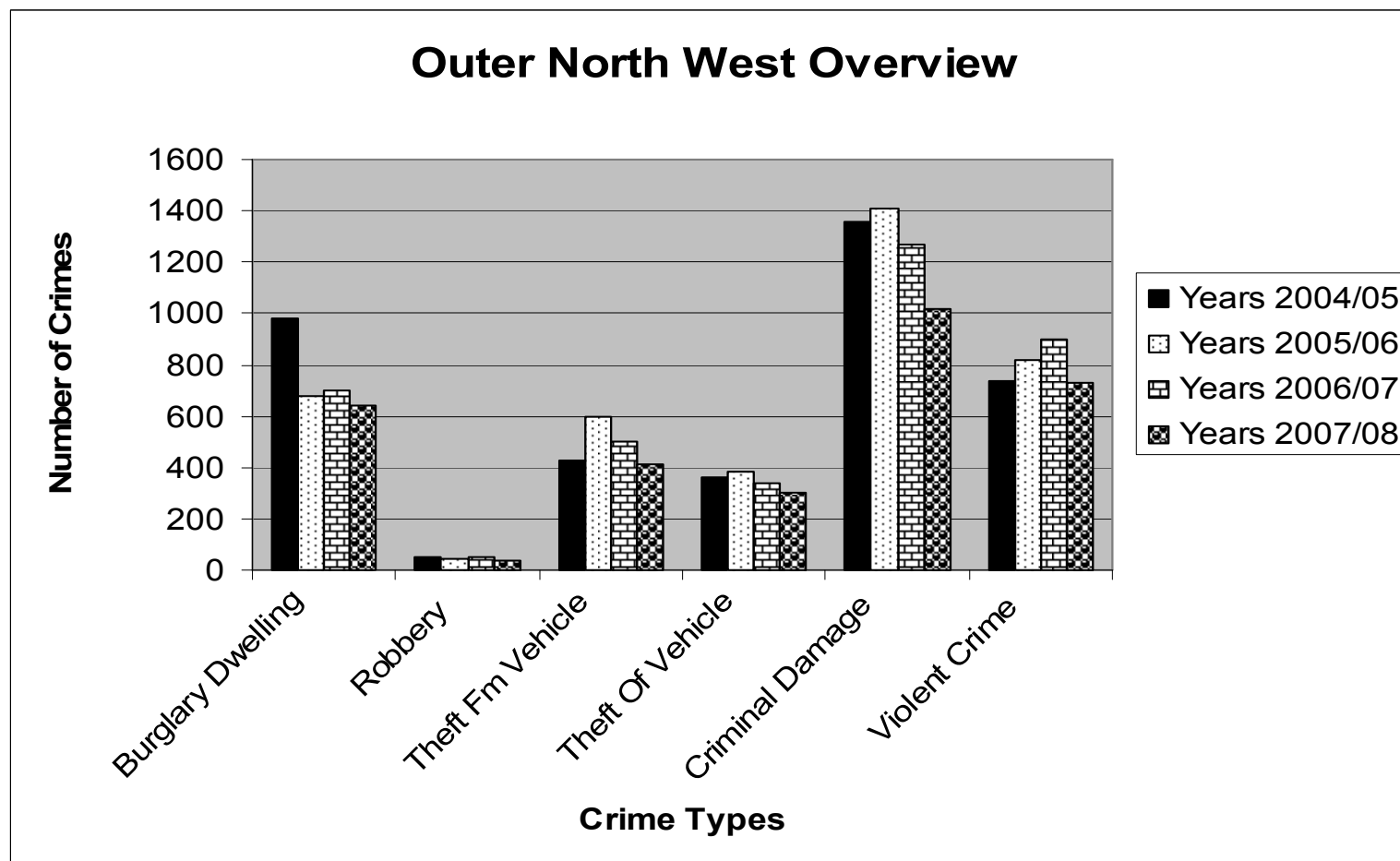
Ward Overview	Years					
Wards	2004/05	2005/06	2006/07	2007/08	Difference	% Reduction
Adel & Wharfedale	1371	1147	1042	1048	323	24
Guiseley & Rawdon	1407	1568	1349	1209	198	14
Horsforth	1845	1543	1524	1234	611	33
Otley & Yeadon	1712	1943	1732	1599	113	7

Appendix 1

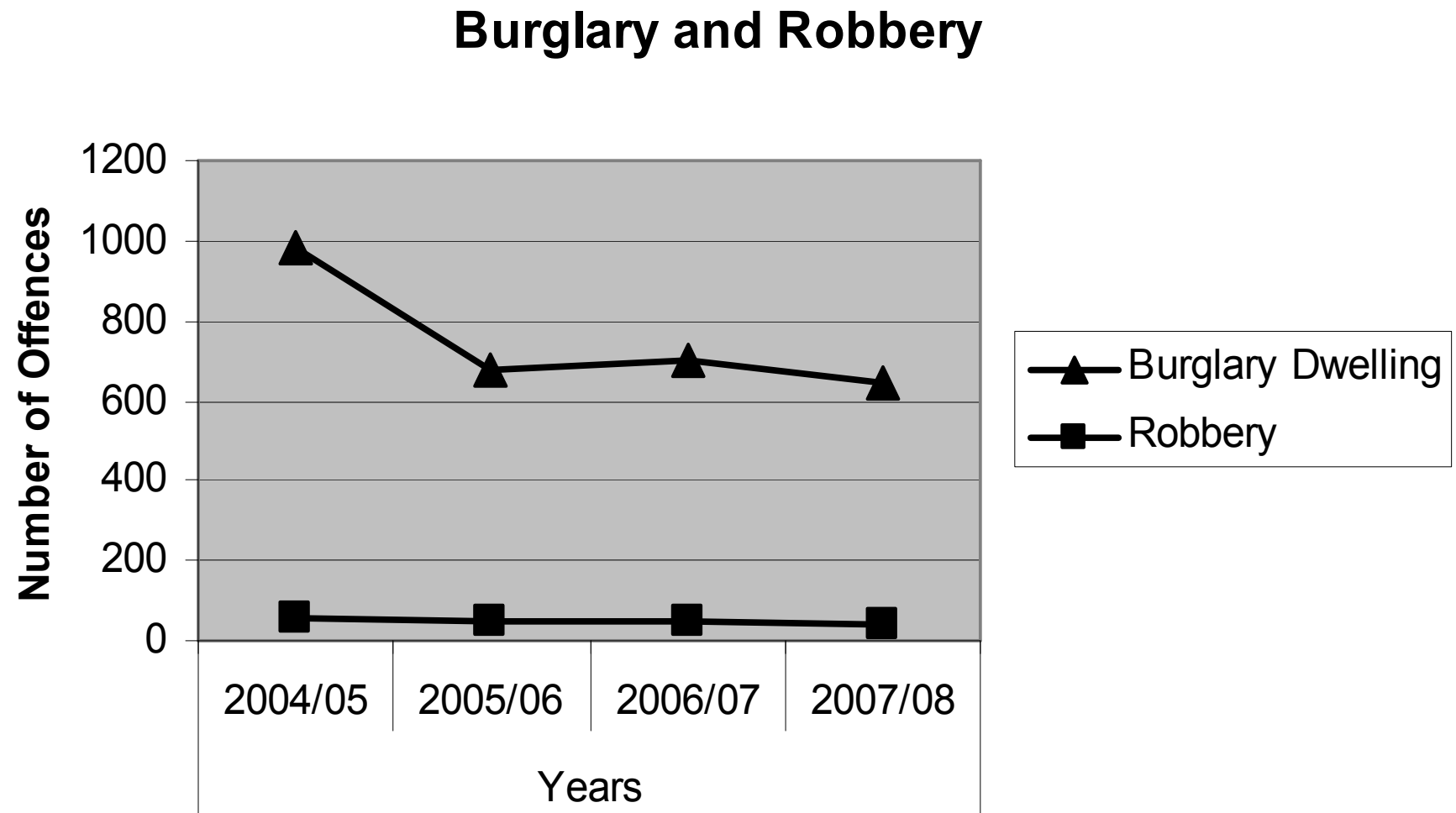


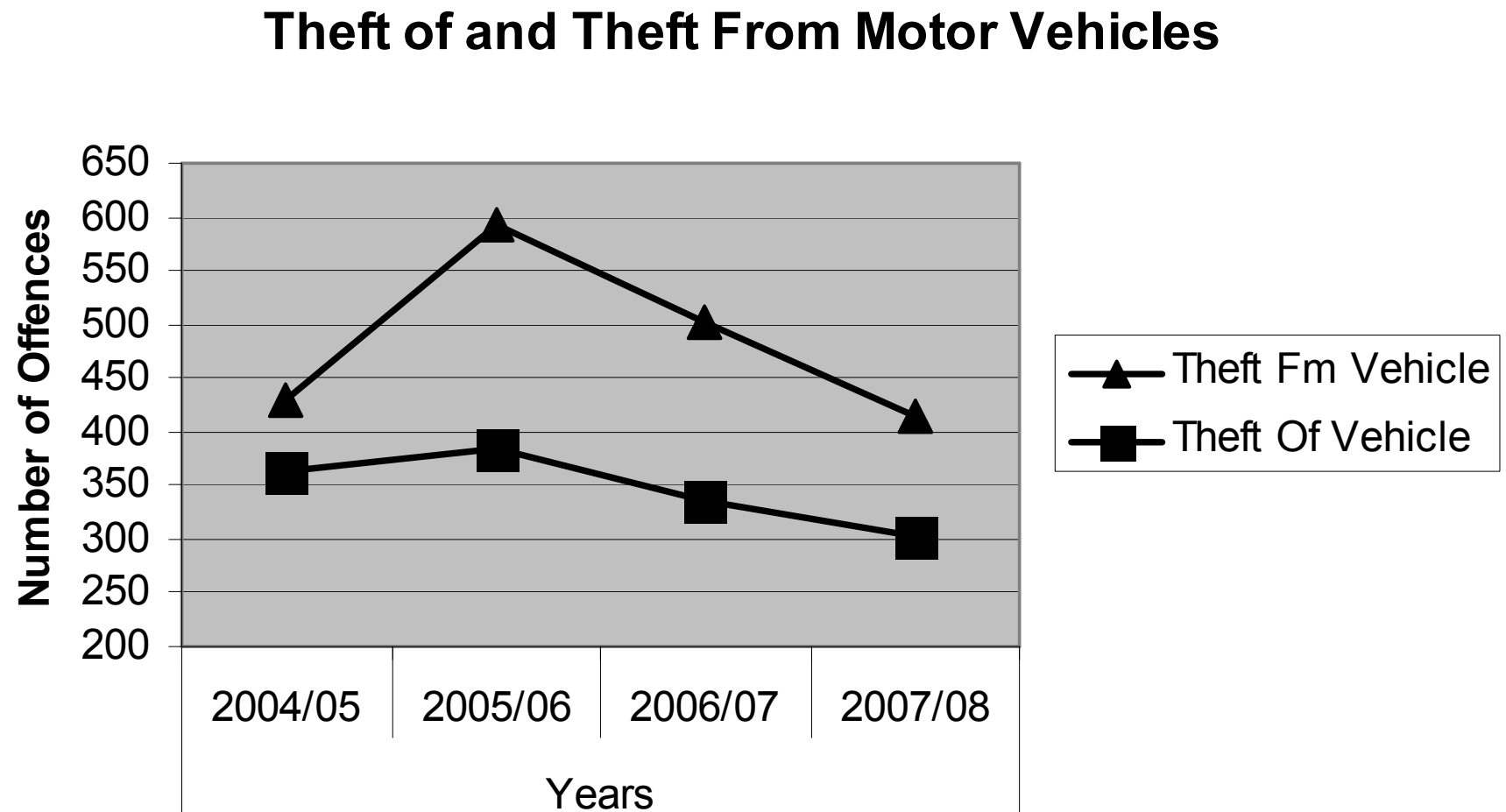
Outer NW Overview	Years					
Crime types	2004/05	2005/06	2006/07	2007/08	Difference	% Reduction
Burglary Dwelling	984	679	702	643	341	35
Robbery	54	47	52	38	16	30
Theft Fm Vehicle	430	594	503	415	15	3
Theft Of Vehicle	364	383	337	303	61	17
Criminal Damage	1353	1411	1270	1019	334	25
Violent Crime	735	822	898	733	2	0

Appendix 2

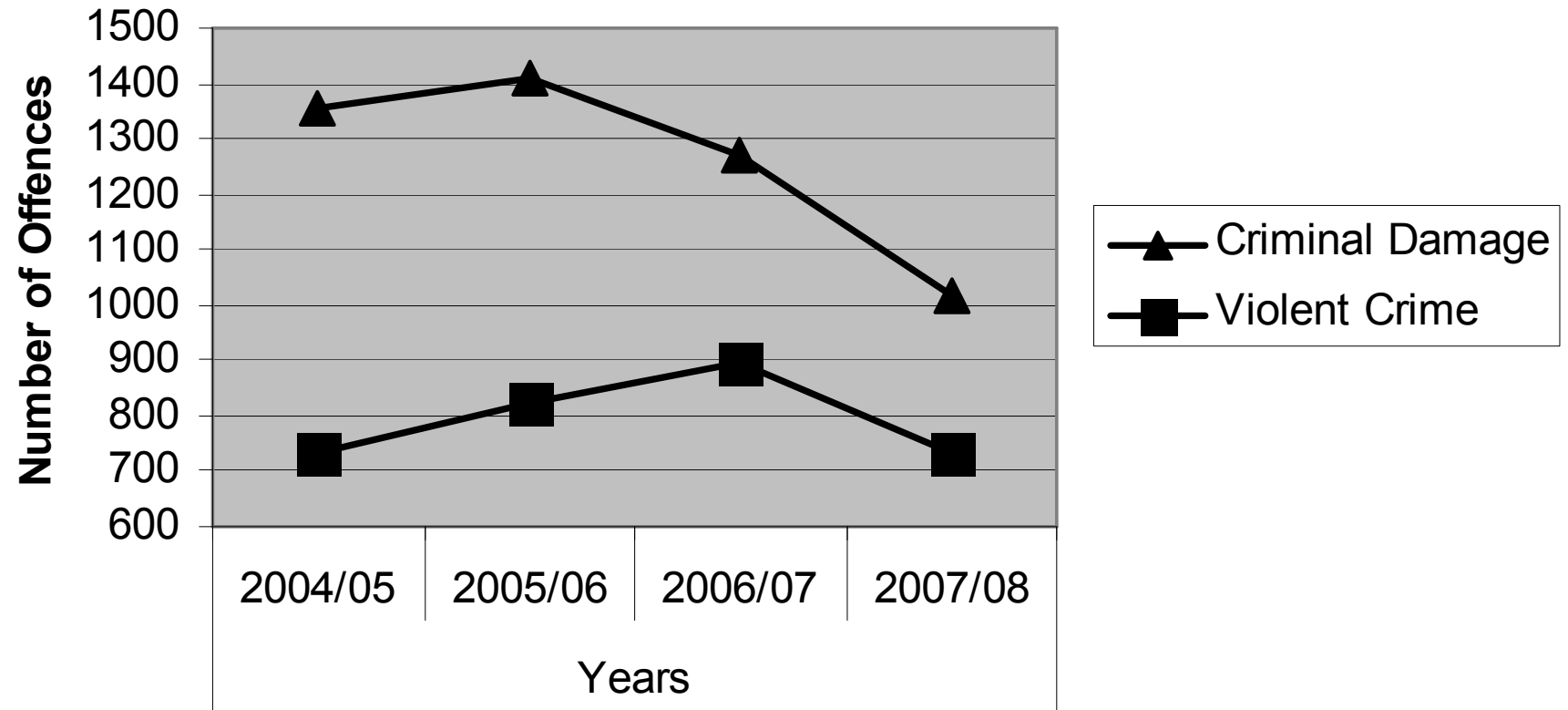




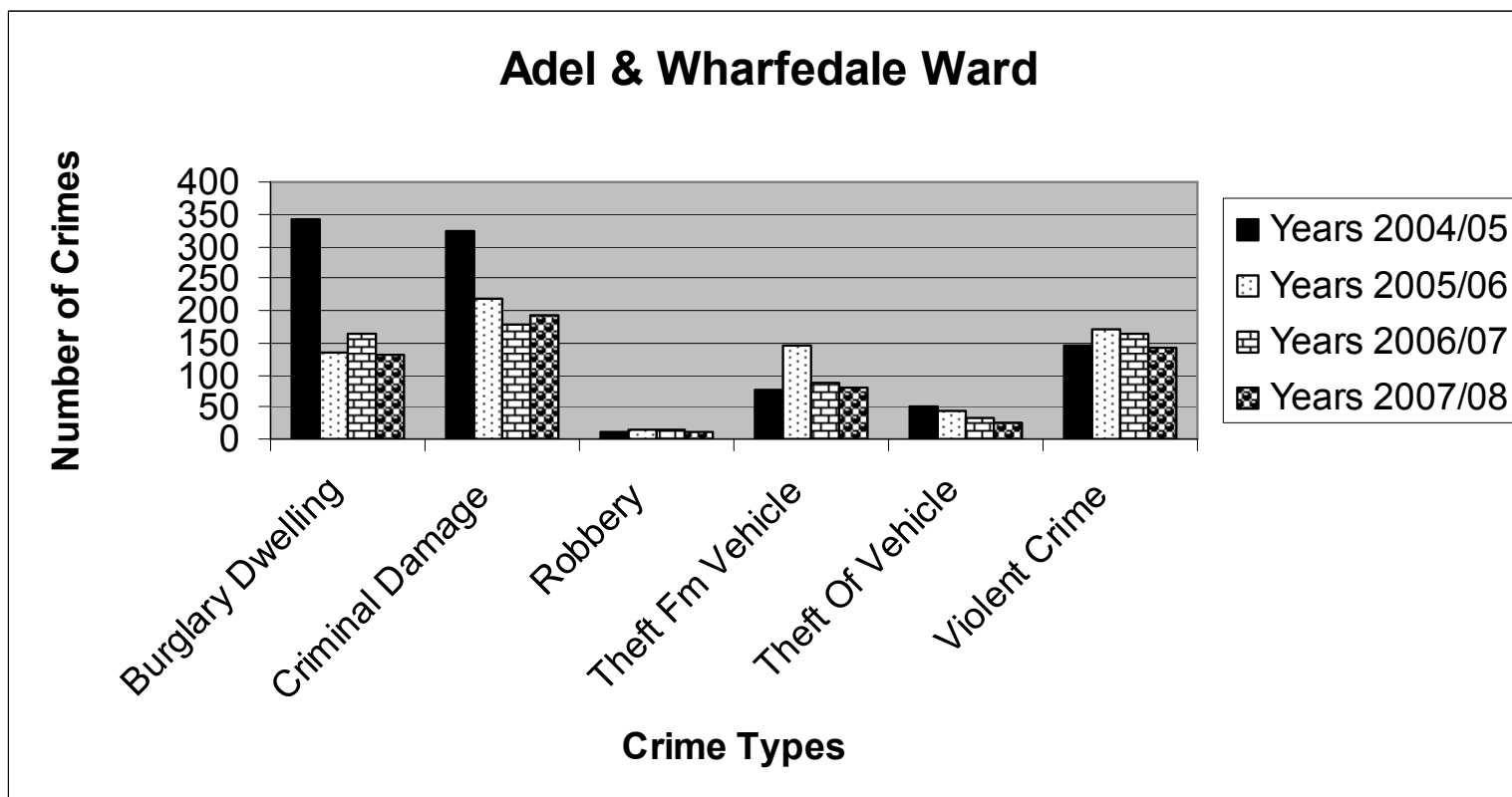




## Criminal Damage and Violent Crime

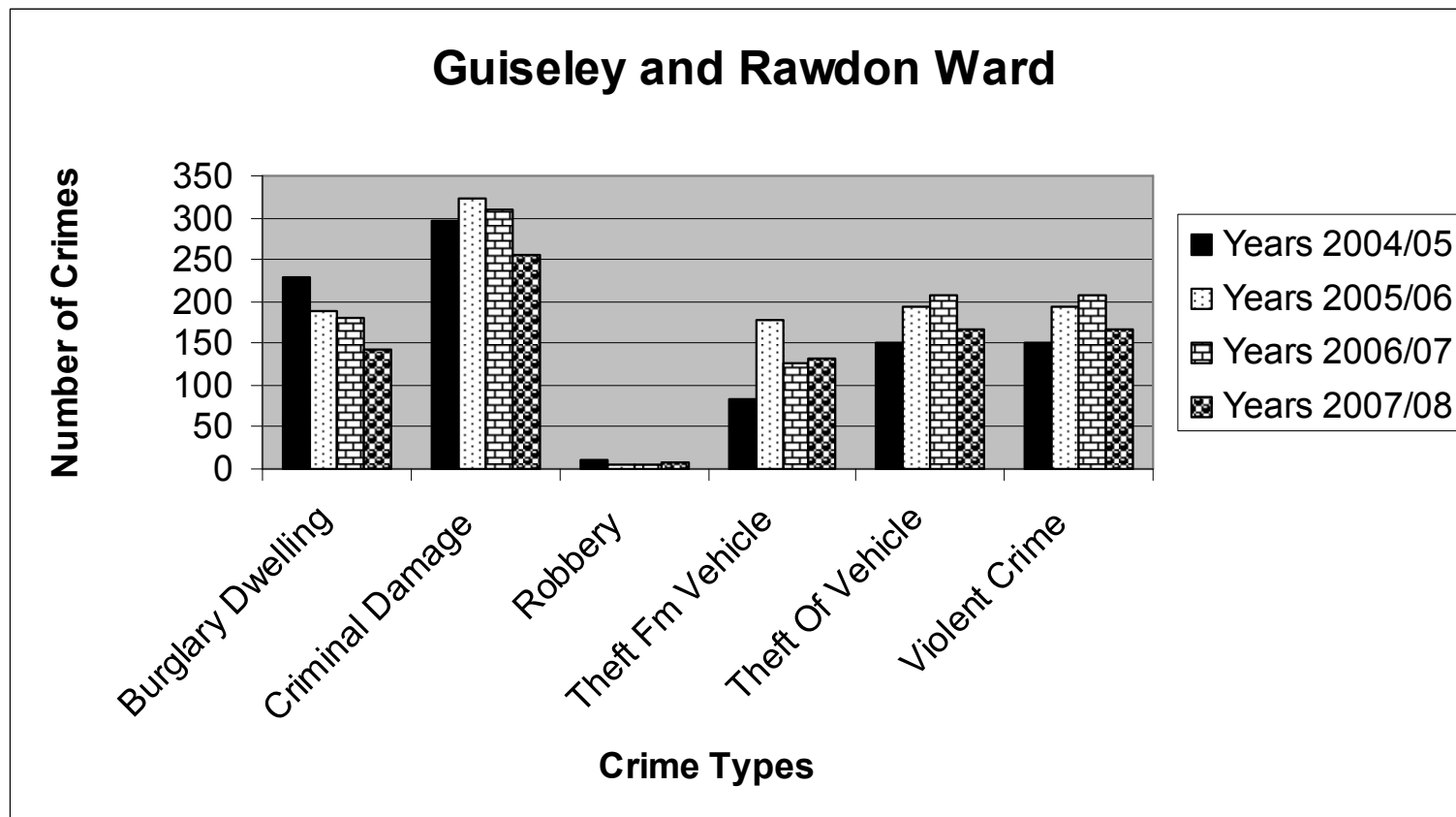


Adel & Wharfedale Ward	Years					
Crime types	2004/05	2005/06	2006/07	2007/08	Difference	% Reduction
Burglary Dwelling	343	136	164	131	212	62
Robbery	10	15	16	12	-2	-20
Theft Fm Vehicle	78	145	86	80	-2	-3
Theft Of Vehicle	52	43	32	27	25	48
Criminal Damage	324	218	177	191	133	41
Violent Crime	147	172	164	141	6	4



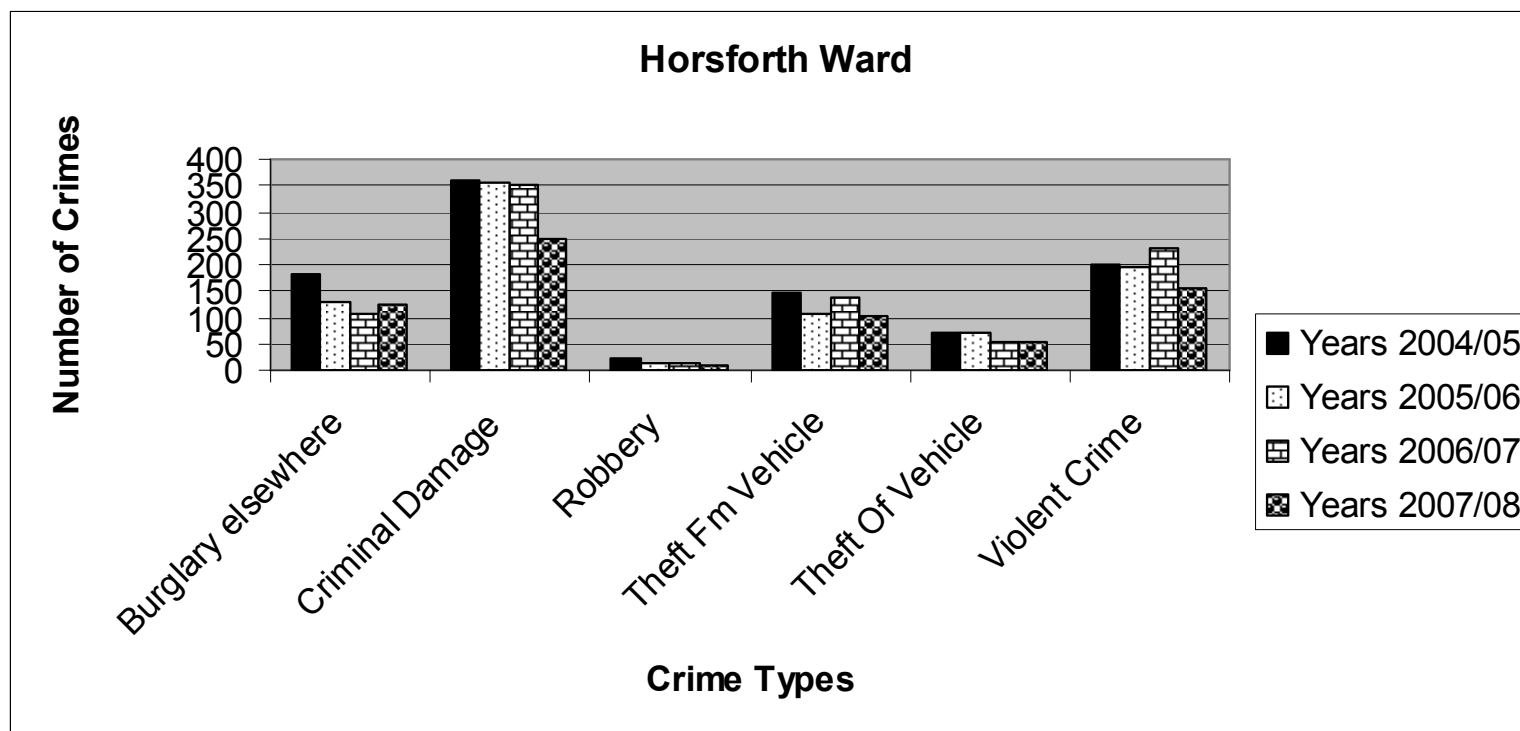
Guiseley & Rawdon	Years					
Crime types	2004/05	2005/06	2006/07	2007/08	Difference	% Reduction
Burglary Dwelling	229	189	180	144	85	37
Robbery	10	6	6	7	3	30
Theft Fm Vehicle	83	177	126	132	-49	-59
Theft Of Vehicle	150	194	206	166	-16	-11
Criminal Damage	296	324	309	255	41	14
Violent Crime	150	194	206	166	-16	-11

Appendix 7



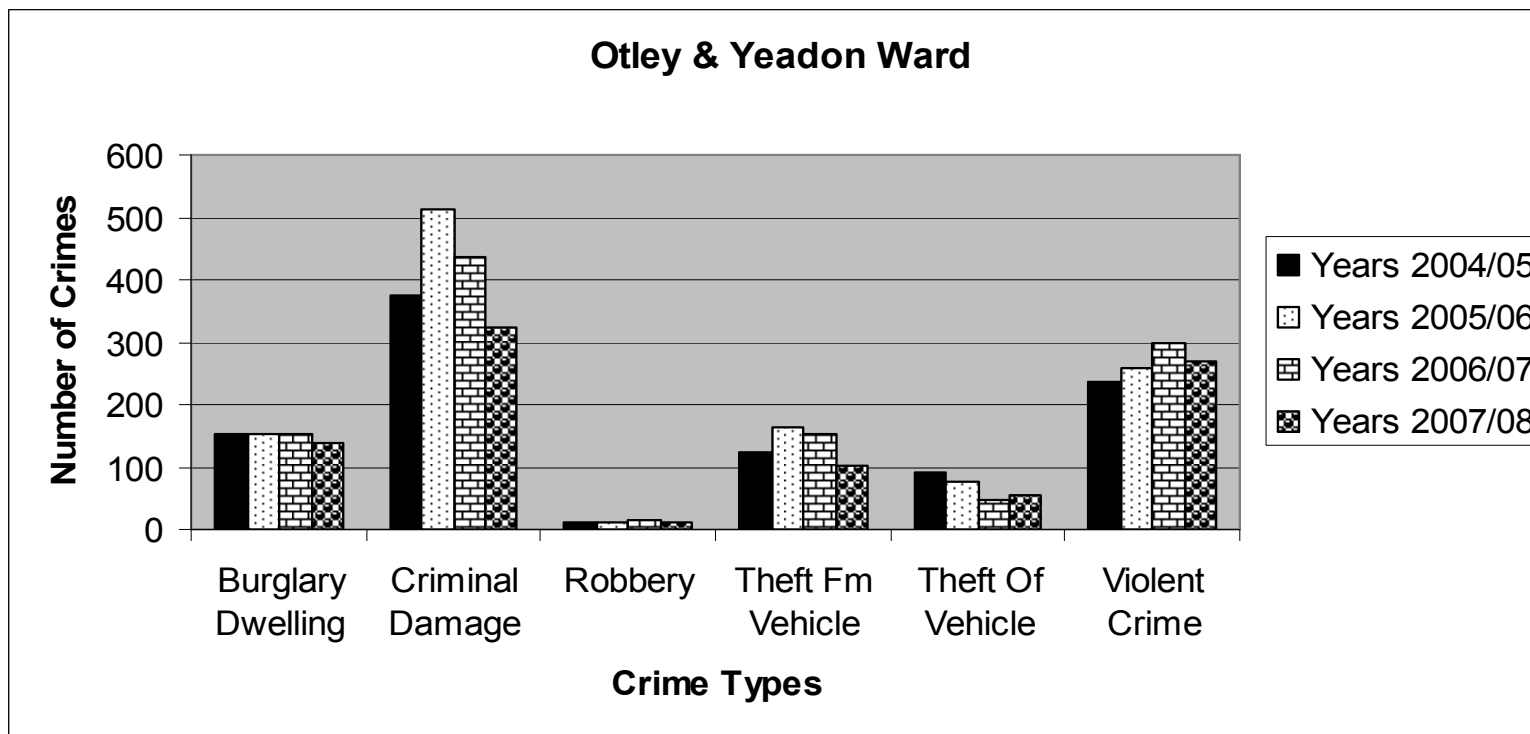
## Appendix 8

Horsforth	Years					
Crime types	2004/05	2005/06	2006/07	2007/08	Difference	% Reduction
Burglary	260	202	206	230	30	12
Robbery	23	15	15	7	16	70
Theft Fm Vehicle	145	108	138	101	44	30
Theft Of Vehicle	72	70	52	54	18	25
Criminal Damage	358	355	349	248	110	31
Violent Crime	201	196	231	157	44	22



## Appendix 9

Otley & Yeadon	Years					
Crime types	2004/05	2005/06	2006/07	2007/08	Difference	% Reduction
Burglary Dwelling	152	152	152	138	14	9
Robbery	11	11	15	12	-1	-9
Theft Fm Vehicle	124	164	153	102	22	18
Theft Of Vehicle	90	76	47	56	34	38
Criminal Damage	375	514	435	325	50	13
Violent Crime	237	260	297	269	-32	-14



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Originator: Steve Crocker  
Tel: 0113 3952825

## Report of the Director of Environment and Neighbourhoods

### Outer North West Area Committee

Date: 3 November 2008

### Subject: Area Manager's Report

<p><b>Electoral Wards Affected:</b>          Adel &amp; Wharfedale          Guiseley &amp; Rawdon          Horsforth          Otley &amp; Yeadon</p> <p><input type="checkbox"/> Ward Members consulted (referred to in report)</p>	<p><b>Specific Implications For:</b></p> <p>Ethnic minorities <input type="checkbox"/></p> <p>Women <input type="checkbox"/></p> <p>Disabled people <input type="checkbox"/></p> <p>Narrowing the Gap <input checked="" type="checkbox"/></p>	
<p>Council Function <input type="checkbox"/></p>	<p>Delegated Executive Function available for Call In <input checked="" type="checkbox"/></p>	<p>Delegated Executive Function not available for Call In Details set out in the report <input type="checkbox"/></p>

## EXECUTIVE SUMMARY

The purpose of this report is to inform members of progress on a number of projects and initiatives in Outer North West Leeds as determined by the Area Delivery Plan for 2008-11.

### 1.0 Purpose of the Report

- 1.1 This report provides Members with an update on projects in the area which are not addressed elsewhere on the agenda.

### 2.0 Background Information

- 2.1 The priorities of the Outer North West Area Committee were set out in the Area Delivery Plan agreed by members at the September meeting. This report updates members on a number of specific actions under this plan.

### 3.0 Main Issues

#### 3.1 Town and District Centre Regeneration Update

**Otley Market Place**-Installation of the 5 camera CCTV system for Otley town centre is nearly complete, however one camera is not yet functioning due to the need to re-

position the camera column to another area of the market place. This has now been done following planning approvals but the camera is yet to be installed.

Work commenced on the cleaning and re-laying of the stone setts in Otley Market Place on the 1<sup>st</sup> September. The scheme is being undertaken by the Councils' term contractor, Colas and is managed by Highways Department. Notices were sent to all shops and market traders as well as to local organisations in the town and a meeting was held on the 3<sup>rd</sup> September at Otley Civic Centre to advise on the programme of works. Work will continue until the 31<sup>st</sup> October when it will cease in order that it does not interfere with the Christmas trading period. Liaison has been ongoing between Area Management, Highways, Colas and the Markets Service to ensure that the market traders are accommodated on market days. The construction work will then re-commence in January in order to complete the works.

**Yeadon High Street**-Installation of the 3 camera system for Yeadon High Street is now complete. Tender documents for the Yeadon scheme have been finalised and are expected to be issued soon with an expected start on site in the new year.

### **3.2 Horsforth Neighbourhood Design Statement**

Work is now well established on the development of a Neighbourhood Design Statement for Horsforth with a Steering Group now set up with about 15 regular attendees. A successful consultation event was held in St Margaret's hall in September with over 200 members of the public attending. Work that had been completed by the steering group was on display including the descriptions and the photographs of the character areas. Attendees at the event had the opportunity to comment on the work and were informed of how they could be involved in the process in the future.

### **3.3 Conservation Area Reviews**

The Area Committee have allocated funding to undertake conservation area reviews for Horsforth Town Street, Newlay, Adel and Guiseley Town Gate and Park Gate. Planning Services have appointed dedicated community conservation officers to carry out the reviews. The review of the Horsforth Town Street and Newlay conservation areas has now been completed. The review proposes extensions to both conservation areas in order to cover additional areas of historical interest and importance. Consultation has been carried out on the proposed extension and details of the reviews were on display at the Horsforth Neighbourhood Design Statement consultation event in September. The period of consultation ended on the 10<sup>th</sup> October and a report from the conservation officer will follow on the outcome.

### **3.4 Community Centres**

At the September Area Committee, members agreed to the common pricing structure to be implemented across the area for the four directly managed centres and gave approval for further consultation to be undertaken with user groups at the affected centres. This work will commence over the next few weeks. In addition, a further meeting has been arranged for the user groups of Stanhope Drive Youth Centre to discuss the future of the building and their current and future needs. This is to take place on the 27<sup>th</sup> October.

## **4.0 Council Policy and Governance, Legal and Resource Implications**

- 4.1 The Area Delivery Plan for Outer North West is administered through the West North West Area Management team. This report has indicated progress on tackling a number of projects crucial to delivering the next Area Delivery Plan 2008-11.

## **5.0 Recommendations**

- 5.1 The Outer North West Area Committee members are invited to note the contents of the report and to comment on any aspect of the matters raised.

Background Papers

Outer North West Area Delivery Plan 2008-11 (September 2008)

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## Report of the Director of Environment and Neighbourhoods

### Outer North West Area Committee

**Date: 3rd November 2008**

### Subject: Proposals for Community Engagement

<p><b>Electoral Wards Affected:</b>          Adel &amp; Wharfedale          Guiseley &amp; Rawdon          Horsforth          Otley &amp; Yeadon</p> <p><input checked="" type="checkbox"/> Ward Members consulted          (referred to in report)</p>	<p><b>Specific Implications For:</b></p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input type="checkbox"/></p>	
<p>Council Function <input type="checkbox"/></p>	<p>Delegated Executive Function available for Call In <input checked="" type="checkbox"/></p>	<p>Delegated Executive Function not available for Call In Details set out in the report <input type="checkbox"/></p>

## Executive Summary

In November 2007, the Executive Board approved proposals to extend and enhance the roles of the Area Committees during 2008/09. Community Engagement was included as a specific function with a requirement for the agreement of a local community engagement plan for each area.

This report outlines proposals for community engagement in Outer North West Leeds and describes how the Area Committee could engage and involve local residents, enabling them to help shape future Area Committee priorities.

## **Purpose of this report**

1. The Area Delivery Plan (ADP) for the Area Committee for 2008-11 uses the Local Area Agreement (LAA) to drive its own local priorities and improvement strategies for the area. The LAA provides the opportunity to take community involvement and engagement forward to make sure that it forms an essential part of all plans and strategies. This report outlines proposals for community engagement. Members are asked to consider and comment on these proposals

## **Background**

2. The need for community engagement is being driven nationally and locally through statutory obligations on local authorities, public agencies and local strategic partnerships. Area Committees are the means by which Leeds City Council devolves decision making to local communities, taking the lead on community engagement activity and enhancing the role of the local councillor as community champion.
3. Within the ADP there is a commitment to empower local people to have a greater voice and influence over local decision making and the delivery of services, and to build the role of the voluntary, community and faith sectors. This priority is integral to the objectives of the Area Committee to:
  - enhance both the representative role of local elected councillors and the connections with their communities;
  - improve the quality of democracy and find new ways to facilitate citizen participation in local government.

## **Community engagement**

4. Since Area Committees were established in 2004 the Area Committee has engaged with local people through regular forum meetings in Guiseley & Rawdon and more recently in Yeadon. This report now proposes a framework for engagement for the Area Committee which will ensure that communities are engaged in a way that is coordinated, consistent and coherent.

## **National context**

5. The Government has placed statutory obligations on local authorities, public agencies and local strategic partnerships to engage with communities about issues that affect them. Funding streams all emphasise the need for social inclusion, community involvement and partnership. The challenge is how to do this in an informed way that is both effective and credible, and does not result in duplication or over consultation.
6. A set of indicators on citizen satisfaction with Council services has been drawn up. Under the existing Local Area Agreement in Leeds there is a mandatory target that measures residents' perception of public sector service improvements and their ability to influence service changes. The Audit Commission assessment of the Council will place a greater emphasis in its inspections on satisfaction indicators and whether residents think services are improving.

7. The Community Empowerment, Housing and Economic Regeneration Bill (Sept 2008) will create greater opportunities for community and individual empowerment. Local and regional governance arrangements will be reformed to empower communities and individuals by involving them in the design and delivery of local public services. Other measures will be designed to promote local democracy and encourage greater numbers of active citizens, for example by giving individuals a right of response from their local authority to local petitions.

### **Leeds context: the Leeds Strategic Plan**

8. The Leeds Strategic Plan 2008 to 2011, incorporating the Local Area Agreement, includes the following improvement priorities and targets linked to engagement and empowerment:
  - An increased number of local people engaged in activities to meet community needs and improve the quality of life for local residents;
  - An increase in the number of local people that are empowered to have a greater voice and influence over local decision making and a greater role in public service delivery;
  - Enable a robust and vibrant voluntary, community and faith sector to facilitate community activity and directly deliver services;
  - An increased sense of belonging and pride in local neighbourhoods that help to build cohesive communities.
9. Indicators related to these priorities will be drawn from the national indicator set and measured by the Place Survey. The first survey to provide a baseline from which progress will be measured will take place in the autumn 2008.

### **Leeds City Council corporate context**

10. In 2007, the Council launched a corporate approach to consultation and engagement, including publication of a Community Engagement Policy and the development of a consultation portal. However, the size of the council, the diverse focus of its activities and relationships means that promoting high quality, effective and coordinated community engagement is a significant challenge.
11. As part of the commitment to develop and embed a more robust approach, a Corporate Consultation Manager was appointed in April 2008, to:
  - support public and stakeholder consultation across council and partners;
  - deliver corporate projects such as the statutory Place Survey, the Residents' Survey and the Citizens' Panel.
12. The Corporate Consultation Manager recognises the important role of neighbourhood and area based engagement to the Council and partners and has committed to support and work closely with colleagues leading on this.

### **Outer North West Leeds – existing arrangements**

13. The existing arrangements for community engagement include:

- **Forums:** two community forums operate under the remit of the Area Committee. Guiseley & Rawdon and Yeadon meet quarterly and move location in order to reach different parts of each ward. Attendance can vary but it is usually high (about 90 people) in Guiseley & Rawdon and about 20-30 people for Yeadon.
- **One off community events:** for example the Weston Estate Community Day. Over 100 people attended this event and took part in a 'Planning For Real' exercise. This was followed up with a further day to progress the actions highlighted at the event. Also consultation on the Horsforth Neighbourhood Design Statement took place through a stall at the Horsforth Gala. The Design Statement steering group were able to consult with a large number of people attending the gala who completed questionnaires on the day as well as being able to discuss local issues with the steering group.

## Outer North West Leeds – proposed arrangements

14. As part of the review of area management, Area Committees now have a more specific role in relation to community engagement in the future. The Area Function Schedule for community engagement sets out the role of the Area Committees. This involves the production of an area plan for community engagement which will include:
  - **A Community Profile** of local data and intelligence, with information about the local communities, identified key contacts and routes to reach local neighbourhood and interest communities;
  - **A Calendar of Planned Communication and Engagement activity**, including information in "About Leeds" at least once each year;
  - **Community Engagement Activities** within particular neighbourhoods and communities, linked to ADP priorities.
15. It is proposed that the Area Management Team will maintain the **community profile**, combining local intelligence with statistical information. The **calendar of events** will be developed under the direction of the Area Committee. Proposals for **neighbourhood and community based engagement activities** will build on the already established networks and introduce new ideas for reaching a wider sector of the community.
16. Specifically, it is **proposed** that the Community Engagement Plan for Outer North West Leeds includes the following planned engagement activities:
  - Public forums with local residents will continue to be held in Guiseley & Rawdon and Yeadon, meeting on an approximately quarterly basis and chaired by elected ward members. The promotion and format of the meetings will hopefully encourage maximum accessibility and value to all sectors of the community. The agendas will be developed to allow greater involvement and information sharing on locally relevant issues.
  - One Area Community Forum will be held per ward each year and will be linked to priority setting within the themes already identified in the current ADP. These



marketplace-style events will be held at times and venues so as to enable as many people as possible to attend on a drop-in basis. By using service information 'stalls', informal themed discussion tables or 'planning for real' style maps to record issues or areas of concern, the services delegated to the Area Committee will have the opportunity to engage with members of the public. New techniques will be introduced to encourage the public to record their comments at the events.

The events will enable local residents to identify local priorities and help shape revisions to the Area Delivery Plan, as well as helping to engage more people if the consultation is focussed on recognised local priorities, such as mobile youth provision, community greenspace, community safety, community centres or public transport provision.

- Participatory Budgeting. Members views are sought on the introduction of a Participatory Budgeting scheme in one Outer North West neighbourhood. Participatory Budgeting has been piloted successfully in other parts of Leeds and is a process by which residents allocate part of the local wellbeing budget (plus other funding sources where available) through an open and democratic process. The aim is to allow citizens to present their ideas for local improvements and then to have a direct say in which projects are actually funded.

The pilot schemes had funding of between £15,000 – £20,000 available to them and most of the successfully funded projects cost between £2,000 and £5,000. Members are asked to consider setting aside up to £20,000 from the Area Committee budget to carry out a Participatory Budgeting project in spring 2009.

17. The calendar of events will therefore include:

Activity	Frequency
2 Community Forums	Approx 4 times a year each
Area Community Forum	Approx 4 times a year (1 per ward)
Participatory Budgeting	One neighbourhood a year

## Implications for Council policy and governance

### Member consultation

18. Members will continue to lead and be involved in themed discussions which are based on the Strategic Plan and ADP themes, through the Area Committee sub-groups.

### Equality and diversity considerations

19. The Council has a long standing commitment to promoting equality, diversity and cohesion, aside from its legal duties. The Council's Equality and Diversity Scheme

2008 – 2011 outlines its commitments and responsibilities as an employer, a service provider, a commissioner of services and as a leader.

20. The Stronger Communities section of the Scheme states that Leeds is a city that values the contributions of all the people of Leeds and actively engages with all our diverse communities. Leeds has set the goal of achieving Level 4 of the Comprehensive Area Assessment (CAA) Equality Standard by December 2008. A recent Interim Assessment of Regeneration Service against this Standard identified a number of areas for action, including the need to make sure that all equality groups are reached through consultation and participation activities. These will be monitored and activities put in place to address any gaps identified.
21. Equality Impact Assessment is a key element of the new CAA framework. The inspection will consider how well public services are knowing and meeting the needs of the diverse groups within communities; and focus on whether groups and individuals who can be subject to discrimination and prejudice receive equitable outcomes.
22. Equality monitoring, designed to ensure that we are reaching all sectors of the community and that barriers to participation in engagement activities are addressed, will include:
  - ensuring that effective promotion of community engagement activities targets all equality groups, plus other socially excluded communities, e.g. people reliant on state benefits or excluded because of education or skills levels;
  - assessing what barriers people may face in, for example, accessing services or getting their opinions heard;
  - annual monitoring of regular forums and networks through a standard monitoring form for completion by attendees;
  - annual postal surveys of all households in the Outer West area;
  - use of a standard voluntary feedback and equality monitoring form at public events.

## **Legal and resource implications**

23. There are no legal implications arising from this report.
24. The Area Management Team will be responsible for organizing and co-ordinating community engagement activities and equality monitoring under the direction of the Area Committee.

## **Conclusion**

25. The Area Committee has supported successful community engagement events in the past and it is now proposed to review and develop these arrangements to help inform the priorities and work programmes for future years.

## **Recommendations**

26. The Area Committee is requested to comment on and approve the community engagement approach for 2009/10.

### Background Papers

Community Empowerment, Housing and Economic Regeneration Bill (Sept 2008)

Executive Board report, 16<sup>th</sup> July 2008 'Area Committee roles for 2008/09'

Leeds Equality and Diversity Scheme, Lighter Touch Impact Assessment

Leeds Strategic Plan 2008 to 2011

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Originator: Jane Pattison/  
Gerry Burnham  
Tel: 3952831

## Report of the Director of Environment and Neighbourhoods

### North West (Outer) Area Committee

Date: 3<sup>rd</sup> November 2008

### Subject: Well-Being Budget Report

#### Electoral Wards Affected:

All

☐ Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity ☐

Community Cohesion ☐

Narrowing the Gap ☐

Council  
Function

☐

Delegated Executive  
Function available  
for Call In

☒

Delegated Executive  
Function not available for  
Call In Details set out in the  
report

☐

#### Executive Summary

This report provides the Area Committee with a current position statement on the well-being budget, details of proposed projects and small grant applications received to date.

## 1.0 Background

- 1.1 Members are advised that Well-being allocations of £199,800 (£49,950 per ward) revenue funding for and £104,601 capital funding (£26,150 per ward) have been awarded for the period April 2008 to 31<sup>st</sup> March 2009.
- 1.2 The carry-forward of unallocated revenue funding for 2007/08 was £89,130. A total therefore of £288,930 is available for supporting revenue priorities in this years Area Delivery Plan (ADP).

## 2.0 2008/09 Allocation

- 2.1 At the June meeting Members agreed a budget of £12,000 to support small grants and a total of £4,000 was approved to spend on community skips. To date £210 has been spent on providing 2 skips and there is £3790 available for the remainder of the financial year.
- 2.2 Following allocations agreed at the last meeting in September, a total of £144,066 remains available for supporting revenue priorities in this year's ADP.

- 2.3 The following table includes details per ward of the total available revenue for 2008/09 including carry-forward, total revenue spent in 2008/09 and the balance remaining.

<b>Ward</b>	<b>2008/09 allocation + carry forward 2007/08</b>	<b>Total revenue spent 08/09</b>	<b>Balance Remaining</b>
Adel & Wharfedale	£94,322	£35,820	£58,502
Guiseley & Rawdon	£63,665	£51,708	£11,957
Horsforth	£51,842	£22,000	£29,842
Otley & Yeadon	£79,101	£35,336	£43,765

- 2.4 Following allocations agreed at the last meeting in September, a total of £123,258 remains available for supporting capital priorities in this year's ADP.
- 2.5 The following table details the total available capital for 2008/09 including carry-forward, total capital spent in 2008/09 and the balance remaining:

<b>Ward</b>	<b>2008/09 allocation + carry forward 2007/08</b>	<b>Total capital spent 08/09</b>	<b>Balance Remaining</b>
Adel & Wharfedale	£41,359	Nil	£41,359
Guiseley & Rawdon	£48,100	Nil	£48,100
Horsforth	£34,164	£9,000	£25,164
Otley & Yeadon	£28,635	£20,000	£8,635

### 3.0 Well Being Projects 2008/09

- 3.1 Details of new expressions of interest requesting funding from the well-being budget are outlined here. The Area Committee is asked to consider each project.
- 3.2 **Name of Project:** Otley and Yeadon Designated Public Places Orders (DPPOs)  
**Ward Affected:** Otley & Yeadon  
**Name of Delivery Organisation:** North West Area Management  
**Amount Requested:** £4,930

The project is to set up two separate DPPOs – one in Otley and one in Yeadon. The DPPO will give the police the power to confiscate alcohol from people drinking on the streets in designated areas. In both cases the DPPOs are centred on the areas of Otley and Yeadon with the most vibrant night time economy. The project will act to promote responsible drinking, whilst also reducing anti-social behaviour and giving police the discretion to intervene in situations involving problematic street drinkers.

#### 4.0 Small Grants

- 4.1 The following table details the small grants allocations per ward for 2008/09 the total spend on small grants to date and the balance remaining.

Ward	Allocation	Details of spend	Balance remaining
Adel & Wharfedale	£3,000	£617.50	£2,382.50
Guiselley & Rawdon	£3,000	£1,162.50	£1,837.50
Horsforth	£3,000	£472.50	£2,527.50
Otley & Yeadon	£3,000	£1,483.50	£1,516.50

- 4.2 The following small grant application is not included in the above table and is presented for information:

- Aireborough Cluster Council/Youth forum - £460 (G&R, O&Y - £230 per ward)

#### 5.0 Recommendations

- 5.1 Members of the Outer North West Area Committee are requested to:
- Note the current position of the well-being budget as set out at 1.0 and 2.0
  - Consider and agree the projects as outlined at 3.0
  - Note the small grants as detailed at 4.2

List of background papers:

None

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## Report of the Director of Environment and Neighbourhoods

### Outer North West Area Committee

Date: 3<sup>rd</sup> November 2008

### Subject: Key Messages from Area Committee Sub Groups and Forums

<p><b>Electoral Wards Affected:</b></p> <p>Adel &amp; Wharfedale Guiseley &amp; Rawdon Horsforth Otley &amp; Yeadon</p> <p><input type="checkbox"/> Ward Members consulted (referred to in report)</p>	<p><b>Specific Implications For:</b></p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input type="checkbox"/></p>
<p>Council Function <input type="checkbox"/></p>	<p>Delegated Executive Function available for Call In <input checked="" type="checkbox"/></p>
<p>Delegated Executive Function not available for Call In Details set out in the report <input type="checkbox"/></p>	

### Executive Summary

The purpose of this report is to update Members on progress made at the Area Committee sub groups and ward forums that have taken place since the last Area Committee meeting.

## 1.0 Background

- .1 The Area Committee has an ad-hoc policy group, and three sub groups looking at service provision within the delegated functions of Community Safety, Children & Young People and Streetscene. All members receive the full minutes for each of the forums.
- .2 Under proposals agreed at the June Area Committee it was agreed that two new sub groups would be formed: one for business and employment, the role of which would be to develop links with major businesses and employing organisations to see how business can be encouraged to support local groups and to support the development of skills and employment, and the other on health and wellbeing to help gain an understanding and oversight of local health provision and partnerships. Dates and

arrangements for these sub groups are currently being set up with the appointed Chairs for each group.

- .3 There are currently two ward forums in the outer area for Guiseley & Rawdon and Yeadon. The forums meet on a regular basis approximately four or five times a year.

## **2.0 Community Safety Sub Group**

- 2.1 There has been one meeting of the Community Safety sub group since the last Area Committee on the 18<sup>th</sup> September. Key points raised were:

- Inspector Coldwell takes over from Insp. Hepworth from 22<sup>nd</sup> September as Outer North West Area Inspector.
- There has been a 13% reduction (85 fewer offences) in priority crimes in the 5 month period from April -August compared with the same period last year.
- Concern was expressed at the lack of continuity with staff from the Anti Social Behavior Unit. There is a lack of linkage between asb issues and youth service activity. This issue will be picked up at the joint meeting of the Community Safety and Children & Young Peoples sub groups.
- There are increasing numbers of young people who appear to be under the influence of alcohol who are turning up at local youth provision. It would help to have local police contacts for youth workers and also attendance by PCSO's at local centres.

## **3.0 Streetscene Sub Group**

- 3.1 There has been one meeting of the sub group since the last Area Committee on the 15<sup>th</sup> October. Key points raised were:

- A fortnightly green bin collection pilot commences on the 20<sup>th</sup> October. Providing that the pilot is successful it is hoped to commence a full roll-out from April 2009.
- An outside contractor has been appointed who will use a small vehicle to reach areas the normal refuse collection vehicle is unable to access.
- The brown bin scheme has proved very successful with an 80% take up in some areas.
- A letter is to be sent to the Chief Officer for Streetscene expressing the sub groups concerns that the service does not have the capacity to deal with increased volumes of waste and also the amount of 'downtime' due to vehicles being off the road.
- It was agreed that Streetscene should be proactive in supplying the call centre with accurate information to deal with enquiries.
- Leaf collection commences 20<sup>th</sup> October.
- Updates were provided on the street sweeping and gully cleaning schedules.

## **4.0 Children and Young People's Sub Group**

- 4.1 There has been no children and young peoples sub group since the last meeting as due to officer and member commitments the proposed meeting on October 1<sup>st</sup> was not able to proceed. A joint sub group held with the Community Safety sub group was held on the 30<sup>th</sup> October. A report back from this meeting will be reported on at the next Area Committee.

## **5.0 Guiseley and Rawdon Forum**

5.1 There has been no meeting of the Guiseley & Rawdon forum since the last Area Committee. The next meeting is scheduled for 12<sup>th</sup> November.

## **6.0 Yeadon Forum**

6.1 There has been one meeting of the Yeadon forum since the last Area Committee on the 16<sup>th</sup> September. Key points raised were:

- Dave Pearson attended on behalf of Metro and updated the forum on a variety of issues including bus services 966, 33 and 737. Following a request made at a previous meeting, the 966 has now returned to its original timetable to the satisfaction of local residents.
- Sergeant Beck and PCSO Harrison updated the forum on current crime levels and police activity in the area.
- Councillor Campbell gave a progress report on the Yeadon Town Centre regeneration scheme. Concern was expressed about available parking spaces for activities taking place at the Town Hall. Members of the public were urged to contact Morrisons regarding the 2hour waiting to see if it could be waived in the evenings.

## **7.0 Recommendations**

7.1 The Area Committee is asked to note the contents of the report.

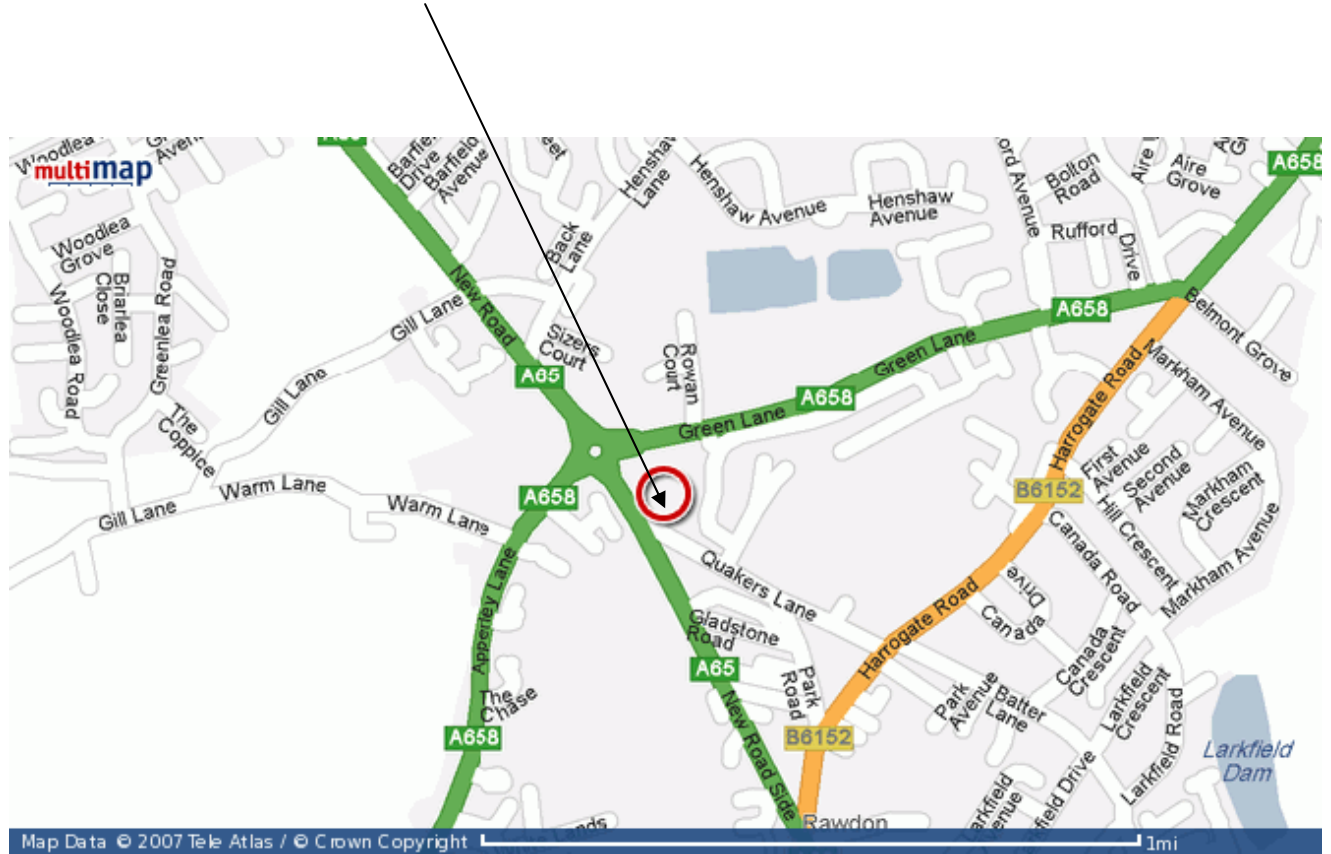
List of background documents:  
None

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# Agenda Item 15

## AGENDA ANNEX

Greenacre Hall, New Road Side, Rawdon, Leeds LS19 6AS



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