



SCRUTINY BOARD (CITY DEVELOPMENT)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Tuesday, 8th February, 2011 at 10.00 am

A pre-meeting will take place for ALL Members of the Board
in a Committee Room at 9.30 am

MEMBERSHIP Councillors

J Akhtar	-	Hyde Park and Woodhouse;
B Atha	-	Kirkstall;
D Atkinson	-	Bramley and Stanningley;
J Elliott	-	Morley South;
G Harper	-	Hyde Park and Woodhouse;
J Jarosz	-	Pudsey;
M Lobley	-	Roundhay;
J Procter (Chair)	-	Wetherby;
R Pryke	-	Burmantofts and Richmond Hill;
M Rafique	-	Chapel Allerton;
M Robinson	-	Harewood;
S Smith	-	Rothwell;
B Woroncow	-	Co-optee (Non-voting)

Please note: Certain or all items on this agenda may be recorded

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A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information 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>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>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.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – 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>No exempt information or items have been identified on this agenda</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstance shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF INTERESTS</p> <p>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.</p>	
5			<p>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p>MINUTES OF THE PREVIOUS MEETING</p> <p>To confirm as a correct record the minutes of the meeting held on 11th January 2011.</p>	1 - 14
7			<p>INQUIRY INTO LEEDS MARKETS: EASTGATE AND PARKING - SESSION 3</p> <p>To consider a report of the Head of Scrutiny and Member Development on the third session of the Board's Inquiry to consider the Future of Kirkgate Market.</p>	15 - 26
8			<p>LEEDS BRADFORD INTERNATIONAL AIRPORT: TRANSPORT PLANNING OBLIGATIONS</p> <p>To consider a report of the Head of Scrutiny and Member Development on the transport planning obligations for Leeds Bradford International Airport.</p>	27 - 32

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p>THE STATE OF THE ROADS IN LEEDS</p> <p>To consider a report of the Head of Scrutiny and Member Development on the state of the roads in Leeds following the snow and extended period of cold weather earlier this winter.</p>	33 - 36
10			<p>BUDGET INFORMATION 2010/11 AND BUDGET PROPOSALS 2011/2012</p> <p>To consider a report of the Head of Scrutiny and Member Development on budget information 2010/11 and budget proposals 2011/2012 with specific reference to the Temple Newsam estate and house and the events budget.</p>	37 - 42
11			<p>CITY DEVELOPMENT DIRECTORATE: 2010/11 BUDGET - FINANCIAL POSITION</p> <p>To consider a report of the Head of Scrutiny and Member Development providing the Board with a financial position for the City Development Directorate 2010/11 Budget at period 9.</p>	43 - 52
12			<p>WORK PROGRAMME, EXECUTIVE BOARD MINUTES AND FORWARD PLAN OF KEY DECISIONS</p> <p>To consider a report of the Head of Scrutiny and Member Development on the Board's work programme, together with a copy of the latest Executive Board minutes and the Forward Plan of Key Decisions.</p>	53 - 84
13			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that the next meeting of the Board will be held on Tuesday 8th March 2011 at 10.00 am with a pre meeting for Board Members at 9.30 am.</p>	

Agenda Item 6

SCRUTINY BOARD (CITY DEVELOPMENT)

TUESDAY, 11TH JANUARY, 2011

PRESENT: Councillor J Procter in the Chair

Councillors J Akhtar, D Atkinson,
B Cleasby, J Elliott, P Grahame, G Harper,
J Jarosz, M Lobley, R Pryke, M Rafique
and M Robinson

B Woroncow (Co-optee)

92 Chair's Opening Remarks

The Chair welcomed everyone to the January meeting of the Scrutiny Board (City Development).

93 Late Items

The Chair agreed to accept the following documents as supplementary information:-

- Letter from the Yorkshire and Humber Campaigner, Friends of the Earth regarding the issue of surface access to the airport (Agenda Item 8) (Minute 98 refers)
- Kirkgate Market Inquiry Session 2 – Towards a Strategy for Kirkgate Market: evidence base (Appendix 5) (Agenda Item 9) (Minute 99 refers)
- Friends of Leeds Kirkgate Market – Submission to City Development Scrutiny Board 'Market Inquiry' (Agenda Item 9) (Minute 99 refers)

The documents were not available at the time of the agenda despatch, but made available on the Council's Internet site prior to the meeting.

94 Declaration of Interests

The following personal interests were declared at the meeting:-

- Councillor P Grahame in her capacity as a Member on the Leeds Bradford International Airport Joint Consultative Committee (Agenda Item 8) (Minute 98 refers)
- Councillor J Akhtar in his capacity as a private hire driver and as a Member on Plans Panel (West) (Agenda Item 8) (Minute 98 refers)
- Councillor J Procter in his capacity as a General Manager and Director of a company which provided facilities management services (Agenda Item 9) (Minute 99 refers)
- Councillor M Lobley in his capacity as Chairman of Re'newal Leeds Limited (Agenda Item 10) (Minute 100 refers)

- Councillor R Pryke in his capacity as a Member (Council representative) of Care and Repair (Leeds) (Agenda Item 10)(Minute 100 refers)
- Councillor M Rafique in his capacity as a Board Member of REEMAP (Agenda Item 10) (Minute 100 refers)
- Barbara Woroncow in her capacity as a Member of a Judging Panel on behalf of Welcome to Yorkshire (Agenda Item 7)(Minute 97 refers)

95 Apologies for Absence and Notification of Substitutes

Apologies for absence were received on behalf of Councillor B Atha and Councillor S Smith.

Notification had been received for Councillor P Grahame to substitute for Councillor B Atha and for Councillor B Cleasby to substitute for Councillor S Smith.

96 Minutes of the Previous Meeting

RESOLVED – That the minutes of the meeting held on 7th December 2010 be confirmed as a correct record.

97 Welcome to Yorkshire

The Head of Scrutiny and Member Development submitted a report on the attendance of Mr Gary Verity, Chief Executive of Welcome to Yorkshire, who had been invited to attend today's Board meeting to talk about the work of his organisation which included details of his work programme, action plan and budget.

The following representatives were in attendance who responded to Members' queries and comments:-

Gary Verity, Chief Executive of Welcome to Yorkshire
 Claire Morrow, Chair of Welcome to Yorkshire
 Peter Myers, Area Director, West Yorkshire, Welcome to Yorkshire
 Martin Farrington, Acting Director of City Development

The Board received a short dvd and Powerpoint presentation by the Chief Executive of Welcome to Yorkshire and then had an opportunity for Members to discuss any issues that arose and ask questions.

A copy of a fact sheet and folder on news articles were tabled for Members information during consideration of this item.

The Powerpoint presentation covered the following specific areas:-

- Visitor economy and employment figures
- The operating model harness support from the private, public and third sectors
- Subscription and direct investment figures

- Yorkshire campaigns direct investment details in relation to gardens (including reference to Harewood; Lotherton Hall; Roundhay and Temple Newsam); golf; international; bus and boat; business engagement; events and festivals; business tourism and Yorkshire Gold)
- Leeds visitor economy figures over the last two years
- Future plans
- Questions

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

- BBC 'Frankenstein' filming in Manchester and clarification of the plans in place with regards to promoting Leeds as a place for filming drama series
- the suggestion that Welcome to Yorkshire had not promoted the Leeds Carnival and Leeds MELA or the Chinese and mixed communities
(The Chief Executive of Welcome to Yorkshire responded and confirmed that the organisation was very conscious about cultural diversity and expounded on the work undertaken by his organisation in this area. He offered to make available to the Board another dvd which focused specifically on the cultural diversity of Yorkshire and did promote the events referred to)
- clarification of the working relationship between Marketing Leeds and Welcome to Yorkshire in promoting Leeds as a city
- clarification of the role of Welcome to Yorkshire in relation to 'Year of Volunteering Europe'
- clarification of the funding element of Welcome to Yorkshire and on the proportion of revenue that was received from the Council
(The Chair of Welcome to Yorkshire responded and agreed to provide a breakdown of the funding element to the Board's Principal Scrutiny Adviser for circulation to Board Members)
- clarification of the plans in place to promote Leeds in America
- an invitation to Welcome to Yorkshire to visit Lineham Farm and support the excellent work being undertaken for disadvantaged children

RESOLVED-

- a) That the report together with the short dvd, and power point presentation from the Chief Executive of Welcome to Yorkshire, be received and noted.
- b) That a vote of thanks be conveyed to the Chief Executive of Welcome to Yorkshire and his colleagues for their attendance and contribution to the meeting.
- c) That a copy of the powerpoint slides used during the presentation be circulated to the Board.
- d) That no further scrutiny be undertaken on this issue.

(Councillors D Atkinson and J Elliot joined the meeting at 10.15am during discussions of the above item)

98 Leeds Bradford International Airport: Surface Access

Referring to Minute 18 of the meeting held on 6th July 2010, the Head of Scrutiny and Member Development submitted a report on the surface access strategy and other transport related planning issues at Leeds Bradford International Airport.

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

- Leeds Bradford International Airport: Surface Access – Report of the Acting Director of City Development
- Leeds Bradford International Airport Surface Access Strategy – Summary (Appendix A refers)
- Leeds City Region Partners – Leeds City Region Transport Strategy – Executive Summary (Appendix B refers)
- UK airports ranked by Million Passengers per Annum (Appendix C refers)
- Leeds City Council Scrutiny Board Meeting – 11th January 2011 – Presentation slides provided by Leeds Bradford International Airport (Appendix D refers)

In addition to the above appendices, Members also received a briefing note on the Surface Access Strategy from Simon Bowens, Yorkshire and Humber Campaigner, Friends of the Earth which had been circulated as supplementary information prior to the Board meeting.

The following representatives, Elected Members and officers were in attendance and responded to Board Members' queries and comments:-

John Parkin, Chief Executive, Leeds Bradford International Airport
Carl Lapworth, Director, Operations & Engineering, Leeds Bradford International Airport
David Hoggarth, Director, Development, Metro
Martin Farrington, Acting Director of City Development
Andrew Hall, Acting Head of Transport Policy, City Development
Councillor C Campbell, Otley and Yeadon Ward Member

The Chair invited Martin Farrington, Acting Director of City Development to give a brief overview of the role of Leeds Bradford International Airport within the city region.

Following this, the Chair then invited John Parkin, Chief Executive of Leeds Bradford International Airport to comment on the aims and objectives as outlined within the document entitled 'Bridgepoint 3 – Point Strategy – A clear vision for the future success of Leeds Bradford International Airport'.

The Board then focused on the Leeds Bradford International Airport surface access strategy and other transport related planning issues.

Andrew Hall, Acting Head of Transport, City Development highlighted the main issues within the department's report, together with input from John Parkin, Chief Executive of Leeds Bradford International Airport; Carl Lapworth, Director, Operations and Engineering, Leeds Bradford International Airport and David Hoggarth, Director, Development, Metro.

In addition to the above representations, the Chair also invited Councillors C Campbell to briefly comment on this issue. Councillor Campbell stated that he was not against the airport and that it did make a very significant contribution to the regional economy. However he had concerns about the major impact on the traffic infrastructure should the airport expand its operation to 6 million passengers a year. He also made reference to the lack of Government funding in this area, the large number of vehicles that were using inappropriate roads when accessing the airport and current drop off and pick up issues. He thought that it was time for a more realistic surface access strategy that tried to address the increasing traffic issues facing the airport's operation that did not rely on expensive schemes that were not likely to get the go ahead in the current economic climate.

The Board Members then questioned the above representatives and officers on the main points.

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

- clarification of the figures in relation to the distribution of passengers using Leeds Bradford International Airport
- clarification as to which body was responsible for producing a new airport Surface Access Strategy
(The Acting Head of Transport Policy responded and informed the meeting that it was the ultimate responsibility of Leeds Bradford International airport, in consultation with other partners i.e. Highways, Metro etc)
- the concerns raised about the out of date post code navigation system that existed on the airport's website which directed airport traffic on inappropriate roads
(The Acting Head of Transport Policy responded and confirmed that satellite navigation was a problem as it was difficult to ascertain what highway route network information had been referred to satellite navigation companies)
- clarification of the number of airport's flight movements compared to those at Robin Hood Airport and whether or not it was the airport's intention to construct a second runway
(The Chief Executive of Leeds Bradford International Airport responded and confirmed that there was no physical space at the airport to construct a second runway and no demand requirement to meet the airport's forecast growth)

- clarification of the airport's vision to implement routes to Canada via British Airways
(The Chief Executive of Leeds Bradford International Airport responded and outlined the current protocol for long distance flights. The Board noted that in the interests of putting Yorkshire on the tourist map and bringing in more trade, the airport wanted to expand it's routes to other cities in Germany)
- concerns about disability access at the airport
(The Director of Operations and Engineering, Leeds Bradford International Airport responded and outlined the procedures in place and access points for disabled cars which conform to the Disability Discrimination Act 2004)
- clarification of the tendering process for the taxi contract
(The Director of Operations and Engineering, Leeds Bradford International Airport responded that the taxi contract was due for renewal in two years time)
- the view that some parts of the airport looked untidy and unclean and that the private hire box was in need of urgent repair
(The Director of Operations and Engineering, Leeds Bradford International Airport responded and explained the need for a 30m exclusion zone around the airport terminal and that once the new terminal building was complete the private hire box would be relocated)
- clarification as why seasonal flights were often withdrawn completely in the Winter rather continue with less frequent flights
(The Chief Executive of Leeds Bradford International Airport responded and outlined the criteria for the economic viability of seasonal flights which ensured that airlines did not operate at a loss)

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That the Acting Director of City Development submit a report to the next meeting on the planning obligations the Leeds Bradford International Airport had in relation to surface access at the airport.
- c) That details be provided to the Board on the information the Council had passed to Satellite Navigation companies on how to get to Leeds Bradford International Airport.

(Councillor D Atkinson left the meeting at 12.10pm during discussions of the above item)

99 Kirkgate Market Inquiry Session 2

Referring to Minute 85 of the meeting held on 7th December 2010, the Acting Director of City Development submitted a report on the second session of the Board's Inquiry to Consider the Future of Kirkgate Market.

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

- Extract from Valuation Office Agency Report (Appendix 1 refers)
- Background information regarding building condition surveys (Appendix 2 refers)
- Service chargeable and non service chargeable costs (Appendix 3 refers)
- Breakdown of 2010/Service Charge (Appendix 4 refers)

In addition to the above appendices, copies of the following documents were also submitted as supplementary information:-

- Towards a Strategy for Kirkgate Market: evidence base (Appendix 5 refers)
- Friends of Leeds Kirkgate Market – Submission to City Development Scrutiny Board ‘Market Inquiry’ – 11th January 2010

The following representatives/witnesses were in attendance and gave evidence to the Board and responded to Board Members’ queries and comments:-

Martin Farrington, Acting Director of City Development
 Paul Stephens, Chief Economic Development Officer, City Development
 Cath Follin, Head of City Centre and Markets, City Development
 Joe Williams, National Market Traders' Federation (NMTF) (Kirkgate Branch)
 Liz Loughton, National Market Traders' Federation (NMTF) (Kirkgate Branch)
 Michele Hocken, National Market Traders' Federation (NMTF) (Kirkgate Branch)
 Lacky Singh, National Market Traders' Federation (NMTF) (Kirkgate Branch)
 John Perriton, National Market Traders' Federation (NMTF)
 Alan Wheeldon, Friends of Kirkgate Market

The Chair referred to a recent report entitled ‘Towards a Market Strategy for Kirkgate Market’ which had been presented to the Executive Board meeting on 15th December 2010. On behalf of the meeting, he raised the dissatisfaction of Board Members that officers had not referred to the existence of this report at the last Board meeting. He also highlighted the fact that the department’s report to Executive Board made no reference to this Board’s inquiry and that the Executive Board had already taken a decision to freeze market rents.

The Chair then invited the Chief Economic Development Officer and the Head of City Centre and Markets to give a brief introduction on the following key points referred to in the report :-

- Rent Review
- Condition surveys
- Service Charges
- Stall lettings policy
- Management of Ownership models
- The Association of British Market Authorities

Following this, the Chair then allowed Joe Williams, National Market Traders' Federation (NMTF) (Kirkgate Branch) to comment on a new strategy for Kirkgate Market.

In her presentation, she referred to the main points of concern identified in the document entitled 'Friends of Leeds Kirkgate Market – Submission to City Development Scrutiny Board 'Market Inquiry' – 11th January 2010'.

The Board specifically noted that elements of the Market buildings were in a poor condition and that immediate investment of £1.8m was needed for work in the next two years.

In concluding, she requested Board Members to note the points of concern.

At the request of the Chair, the Acting Director of City Development responded to the individual comments made. He informed the meeting that the department was keen to go through a consultation process on the future of the market with the aim of exploring management and ownership models with market traders and other stakeholders. He also welcomed the views of Board Members in further exploring the delivery of a long term sustainable strategy.

Board Members then questioned officers and witnesses on the main points.

In summary, specific reference was made to the following issues raised by Friends of Kirkgate Market:-

- the concerns raised about the consultation process to date and the need for Elected Members and traders to be engaged with that process. It was pointed out that Members of the Scrutiny Board had not seen the consultation document which had been circulated to traders
- that there was an urgent need for progress on developing a strategy for the market
- clarification of the figure of £2.4m in relation to backlog maintenance
- the concerns raised that no progress had been made in developing a market strategy since the Scrutiny Board's initial visit to the market in August 2010
- a view that a Markets Committee should be developed to manage the market
- the concerns raised that the report today failed to address the parking issues around the market as this was an essential element for the market's future

(The Board's Principal Scrutiny Adviser reminded the meeting that a report on parking issues in the Eastgate Development would be considered at the next meeting in February 2011)

- clarification of the views of market traders as to whether or not it was an important factor for the Council to be involved in the future of the market
(A representative from the National Market Traders' Federation (NMTF) (Kirkgate Branch) responded and commented that in their view the Council should be involved as the landlord with market traders leading on its day to day operation)
- the need for a further report that expands the current management and ownership models that were detailed in today's report and for the Acting Director of City Development to consult with traders on their preferred model for consideration at the next Board meeting in February
(The Acting Director of City Development stated that he would come back to the Chair if this timescale was not achievable)
- the need for the department to be more open and transparent with traders concerning issues around service charges and structural reports

The Chair then allowed further representation from Michelle Hocken and Lacky Singh, National Market Traders' Federation (NMTF) (Kirkgate Branch); Liz Laughton, National Market Traders' Federation (NMTF) (Kirkgate Branch); John Perriton, National Market Traders' Federation (NMTF) and Alan Wheeldon, Friends of Kirkgate Market.

In summary, specific reference was made to the following issues made by the National Market Traders Federation:-

- the concerns expressed about the lack of up to date information contained in management reports
- the need for officers to prioritise works needed to the building in consultation with the traders
- the need for the building survey/ structural details to be made public
(The Head of City Centre and Markets, City Development responded and agreed to forward a copy of the relevant documents to market traders by 14th January 2011)
- that a detailed breakdown of service charges income and expenditure should be made accessible to traders on a daily basis
- an offer by a representative of NMTF to provide a copy of a Market private partnership survey
(The Board's Principal Scrutiny Adviser agreed to follow up this issue with Friends of Kirkgate Market representative)

In concluding, the Chair, on behalf of the Board, thanked officers and witnesses for their attendance and contribution to the Inquiry.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That the Acting Director of City Development expands the current management and ownership models that were detailed in today's

report and that he consult with traders on their preferred model for consideration at the next Board meeting on 8th February 2010

- c) That the parking issues and provision in the Eastgate Development be also incorporated within that report.
- d) That the relevant issues identified at today's meeting be incorporated in to the Board's draft final report and recommendations on the future of Kirkgate Market.

(Councillor M Rafique left the meeting at 1.15pm during discussions of the above item)

(Councillor M Lobley left the meeting at 1.50pm during discussions of the above item)

(Councillors G Harper and J Elliott left the meeting at 2.05pm at the conclusion of the above item)

100 Initial Budget Proposals by the Executive Board for 2011/12

The Head of Scrutiny and Member Development submitted a report on the Executive Board's initial budget proposals in so far as it related to the duties and responsibilities with regards to the City Development department.

It was noted that any comments or recommendations made by this Board had to be submitted to the Director of Resources no later than 20th January 2011 in order that the Executive Board could consider proposals for the 2011/12 budget at its meeting on 11th February prior to submission to full Council on the 23rd February 2011.

Appended to the report was a copy of a report entitled ' Initial Budget Proposals – Executive Board – 15th December 2010 – Report of the Director of Resources' for the information/comment of the meeting.

The following representatives were in attendance and responded to Members' queries and comments:-

Martin Farrington, Acting Director of City Development
Catherine Blanchard, Chief Officer, Libraries, Arts and Heritage, City Development
Richard Mond, Chief Recreation Officer, City Development
Gary Bartlett, Chief Officer, Highways and Transportation, City Development
Ed Mylan, Chief Officer, Resources and Strategy, City Development
Simon Criddle, Head of Finance, City Development

The Board noted that Councillor R Lewis, Executive Board Member for Development and Regeneration had conveyed his apologies for this item. and Councillor A Ogilvie, Executive Board Member for Leisure had attended the meeting at the required time, but the meeting had run late and he had had to leave to attend a funeral.

At the request of the Chair, the Acting Director, City Development introduced the report of the Director of Resources in relation to his Directorate and highlighted the key issues/areas of concern.

Board Members then questioned the above representatives and commented on the specific proposals relevant to the City Development department.

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

- clarification of when Board Members would be able to see the final budget proposals relating to the City Development department
(The Chief Officer, Resources and Strategy responded and agreed to consult with the Director of Resources, but that it would likely be when the Executive Board papers were released for the Executive Board's budget meeting on 11th February 2011)
- clarification of the latest position and numbers in relation to the Early Leaver Initiative and the concerns expressed about deleting posts which were filled by experienced staff
- request to identify the three sport centres which were going to be proposed for closure and the need for the Board to comment on this proposal prior to a final decision being made
(The Acting Director of City Development was not able to comment at this stage prior to publication of the February budget papers)
- clarification as to whether the review of Libraries had had an impact on services and the concerns expressed that staff were not being consulted on the proposals
- clarification of the future of the 'free' city bus service
- clarification of whether or not the budget for gritting was to be cut from the highway maintenance budget
(The Chief Officer, Highways and Transportation responded and confirmed that there would be no reduction in the gritting budget for 2011/12)
- a request for a report on the back log of pothole repairs arising from the recent adverse weather
(The Chief Officer, Highways and Transportation agreed to supply this report)
- clarification of what was being proposed to achieve street lighting savings
- request for details of the grants allocation reduction which was referred to the Scrutiny Board Grants Working Group
- details of income and expenditure were requested for Temple Newsam House the House, shop, ticketing, and car park
- a request for Board Members to be provided with base costs and savings arising from the withdrawal of all farming activities at Temple Newsam
(The Chief Recreation Officer responded and agreed to supply this information via the Board's Principal Scrutiny Adviser)

- clarification of the 'knock on' effects arising from the above proposals in relation to Party in the Park/Opera in the Park at Temple Newsam
- the need for the Board to be supplied with details of Museums shops showing profit/loses
(The Chief Officer, Libraries, Arts and Heritage responded and agreed to supply this information via the Board's Principal Scrutiny Adviser)
- the need for the Board to be supplied with a list of events to include costings; whether or not they were chargeable and on any savings made
(The Chief Officer, Libraries, Arts and Heritage responded and agreed to supply this information via the Board's Principal Scrutiny Adviser)

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That the Board was not able to make any specific recommendations back to the Executive Board on its initial budget proposals as it had insufficient information on which to base any proposals by the deadline imposed of 20th January 2011.
- c) That the Acting Director of City Development submit a report to the Board's next meeting on the backlog of road repairs following the recent bad weather.
- d) That the Board's Principal Scrutiny Adviser seek the further information requested on the initial budget proposals from the Acting Director of City Development for submission to Board Members.

(Councillor J Akthar left the meeting at 3.05pm at the conclusion of the above item)

**101 City Development Directorate 2011/12 Budget Financial Position
Period 8**

Referring to Minute 86 of the meeting held on 7th December 2010, the Head of Scrutiny and Member Development submitted a report providing the Board with a financial position for the City Development Directorate at period 8.

Appended to the report was a copy of a document entitled ' City Development Directorate; 2010/Budget – Period 8 Report for the information/comment of the meeting.

The following representatives were in attendance and responded to Members' queries and comments:-

Martin Farrington, Acting Director of City Development
Ed Mylan, Chief Officer, Resources and Strategy, City Development
Simon Criddle, Head of Finance, City Development

RESOLVED - That the contents of the report and appendices be noted.

102 Work Programme, Executive Board Minutes and Forward Plan of Key Decisions

The Head of Scrutiny and Member Development submitted a report providing Members with a copy of the Board's current Work Programme. The Executive Board minutes of 15th December 2010, together with the Forward Plan of Key Decisions for the period 1st December 2010 to 31st March 2011 were also attached to the report.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That the Executive Board minutes of 15th December 2010, together with the Forward Plan of Key Decisions for the period 1st December 2010 to 31st March 2011 be noted.
- c) That the Board's Principal Scrutiny Adviser be requested to update the work programme as follows:-
 - Leeds Bradford International Airport – report on the planning obligations the Leeds Bradford International Airport had in relation to surface access at the airport (February 2011)
 - Kirkgate Market – Session 3 of the Board's Inquiry - add parking issues and provision in the Eastgate Development expansion of the current management and ownership models having consulted with traders on their preferred model (February 2011)
 - report on the backlog of road repairs following the recent bad weather (February 2011)

103 Date and Time of Next Meeting

Tuesday 8th February 2011 at 10.00am (Pre meeting for Board Members at 9.30am)

(The meeting concluded at 3.15pm)

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Originator: Richard Mills

Tel:247 4557

Report of the Head of Scrutiny and Member Development

Scrutiny Board (City Development)

Date: 8th February 2011

Subject: : Inquiry into Leeds Markets: Eastgate and Parking – Session 3

Electoral Wards Affected: All

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

1.1 This is the third session of the Board's Inquiry to consider the Future of Kirkgate Market.

2.0 Terms of Reference

2.1 A copy of the Board's terms of reference for this inquiry which was approved on 2nd November 2010 is attached for reference purposes.

3.0 Report of the Acting Director of City Development

3.1 In accordance with the request of the Scrutiny Board at the December 2010 meeting a report from the Acting Director of City Development is attached on parking provision for Kirkgate market which includes the Eastgate Development and the availability of Section 106 monies.

3.2 At the last Scrutiny Board meeting on 11th January 2011 the Acting Director of City Development was also asked to submit to today's meeting a report that expands the management and ownership models that were outlined in that report and having consulted with traders report on their preferred model. The Acting Director of City Development expressed concern at the short timescale involved. The Acting Director of City Development will update the Board at today's meeting on progress made to date on this matter.

4.0 Witnesses

- 4.1 The following organisations have been invited to send representatives to attend today's meeting to give evidence to the Board and respond to members questions:
- National Market Traders Federation (NMTF)
 - Kirkgate Branch of the NMTF
 - Chamber of Commerce
 - Friends of Kirkgate Market

5.0 Recommendations

5.1 The Board is requested to:

- (i) Consider the report of the Acting Director of City Development and ask questions of the officers present.
- (ii) Hear and ask questions of the witnesses who attend and give evidence at today's meeting.
- (iii) Note that the Acting Director of City Development will submit a report on the management and ownership models to the Board meeting on 8th March 2011
- (iv) Determine what, if any, further information the Board requires.
- (v) Start to identify specific issues and recommendations the Board wishes to include in its final report.

Background Papers

None used

Scrutiny Board (City Development)

Inquiry to Consider the Future of Kirkgate Market

Terms of Reference

1.0 Introduction

- 1.1 At the meeting in June 2010 Members agreed to carry out an inquiry to review the future of Kirkgate Market.
- 1.2 The Board subsequently agreed in July 2010 not to pursue such an inquiry because it was reported that the Executive Board was to consider a draft market strategy for Kirkgate Market in October 2010. It was agreed that this Scrutiny Board would be invited to comment on the draft strategy prior to the final strategy being considered by the Executive Board. The draft strategy has been delayed and the Scrutiny Board on 5th October agreed to proceed with this inquiry.
- 1.3 The context of and drivers for the inquiry are:
 - The deputation to Council on 21st April 2010 from the Kirkgate Market branch of the National Market Traders Federation (NMTF) expressing a range of concerns and seeking the appointment of an experienced Markets Manager, a rent reduction, a reduction in parking charges and immediate reinvestment.
 - The subsequent report and decision of the Executive Board on 22nd June to address some of the concerns expressed by the NMTF.
 - The decision of the Executive Board to ask for a condition survey of Kirkgate Market and the capital investment that will be required over the short, medium and long term.
 - The Government's announcement to cut funding to local authorities and the pressures this will place on all services necessitating a fundamental review of all services provided by the Council.
 - Members own experience of the strengths and weaknesses of Kirkgate Market.
 - The renewed emphasis to achieve "Value for Money."
 - The need to establish the views and opinions of shoppers, traders and ratepayers on how they would like to see Kirkgate Market develop and how this should be done.
 - It is considered that the scrutiny focus is timely and provides an opportunity to consider all the options available for the future of Kirkgate Market and to make recommendations to the Executive Board on this issue.

2.0 The Scope of this Inquiry

- 2.1 The scope of this inquiry is to:

- a) identify the economic and social benefits of Kirkgate Market, the current issues and financial position of the market.
- b) consider the results of the condition survey of Kirkgate Market, the capital investment required in the short, medium and long term and the options available to the Council concerning the future of the market.
- c) contribute to the development of strategy and action plan for Kirkgate Market.
- d) contribute to the development of a strong marketing strategy for Kirkgate Market.
- e) consider the outcome of the independent rent review.
- f) what resources and other support would be required to implement any improvements identified.

3.0 Comments of the relevant Director and Executive Board Member

3.1 The Director of City Development and the relevant Executive Board Member have been requested to comment on these terms of reference.

4.0 Timetable for the Inquiry

4.1 The inquiry will take place over three sessions with a view to issuing a final report on 8th February 2011.

4.2 The Board met informally on 25th August 2010 and undertook a site visit and had a briefing session from the Head of City Centre and Markets.

5.0 Submission of Evidence

5.1 The following formal evidence gathering sessions have been scheduled:

Session One - 7th December 2010

The purpose of this session is to consider

- the current issues facing Leeds markets including the Eastgate development
- the financial position of the market
- the development of a strong marketing strategy for the market
- hear from representatives of NMTF, Chamber of Commerce / Trade
- hear from the Friends of Kirkgate Market

Session Two - 11th January 2011

The purpose of this session is to consider

- the proposed draft market strategy
- outcome of the independent rent review
- results of the condition survey of Kirkgate Market
- any information requested from the last session

Session Three – 8th February 2011

The purpose of this session is to consider

- any information requested from the last session
- the Board's draft inquiry report and recommendations

6.0 Witnesses

6.1 The following witnesses have been identified as possible contributors to the Inquiry:

- Director of City Development
- Head of City Centre and Markets
- Markets Manager
- Representatives from NMTF locally and nationally
- Relevant Executive Board Member
- Chief Regeneration Officer
- Chief Economic Development Officer
- Chamber of Commerce /Trade
- Shoppers
- Friends of Kirkgate Market

7.0 Monitoring Arrangements

7.1 Following the completion of the scrutiny inquiry and the publication of the final inquiry report and recommendations, the implementation of the agreed recommendations will be monitored.

7.2 The final inquiry report will include information on the detailed arrangements for monitoring the implementation of the Board's recommendations.

8.0 Measures of success

8.1 It is important to consider how the Board will deem whether its inquiry has been successful in making a difference to local people. Some measures of success may be obvious at the initial stages of an inquiry and can be included in these terms of reference. Other measures of success may become apparent as the inquiry progresses and discussions take place.

8.2 The Board will look to publish practical recommendations.

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Report of the Acting Director, City Development

Scrutiny Board (City Development)

Date: 8th February 2011

Subject: Inquiry into Leeds Markets: Eastgate and Parking

Electoral Wards Affected:

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Summary

- 1.1 At its meeting on 7th December Scrutiny Board resolved '*That parking issues and provision in the Eastgate Development and availability of Section 106 monies be the subject of a report to the Board on 8th February 2010*'. It is understood that Market traders are concerned about the impact of the Eastgate Quarters development on customer parking; vehicular access for traders' deliveries/loading and unloading and trader parking.
- 1.2 This report outlines the proposed Eastgate Quarters development, existing parking and loading arrangements at the market, the likely impact of the development, the measures being taken and information on the Section 106 planning obligations. These planning obligations (or 'section106 agreements') are agreements negotiated between local planning authorities and developers and are intended to make acceptable a development which would otherwise be unacceptable in planning terms. An obligation either requires the developer to do something or restricts what can be done following the granting of planning permission.
- 1.3 Furthermore, on the 7th January 2011 Scrutiny Board resolved that '*the Acting Director of City Development expand the current management and ownership models that were detailed in today's report and that he consult with traders on their preferred model*.' This meeting is being arranged at the time of writing; at the request of the NMTF the meeting will take place after the 21st February and the invitation has been extended to representatives of Friends of Kirkgate Market.

2.0 Background Information on Eastgate Quarters

- 2.1 Eastgate Quarters, as the proposed development is known, will deliver over 1 million sq ft of new high quality retail led development transforming a brownfield site, large parts of which have been vacant and used as temporary surface car parks. The scheme will create a new focus for the north east of the City Centre joining up Kirkgate Market, Vicar Lane and the Grand Arcade. The creation of new, well proportioned retail space at Eastgate Quarters will ensure Leeds is lifted in the retail rankings, reaffirming its position as the premier retail destination in the region.
- 2.2 In addition to the urban renewal of the city, Eastgate will make a positive contribution to its economic prosperity with the creation of approximately 4,000 permanent retail and leisure jobs supported by pre-employment and skills training programmes.
- 2.3 Following submission of a planning application in 2006, outline planning approval for Eastgate Quarters was achieved in 2007. This was renewed earlier this year and is still valid today. The quantity and location of parking permitted as part of the development follows Council policy.
- 2.4 On the back of the recession and its impact on the retail sector, Hammersons undertook a full review of the approved scheme and significant changes have been made to ensure the design complements Leeds' strengths and brings an exciting new retail and leisure offer to the City. The new planning application, which will be submitted shortly in outline form, looks at the concept for a new masterplan and the potential layout and scale of the buildings. Detail relating to the final design and appearance of the individual buildings will be considered at the next stage, when reserved matters applications will be submitted.
- 2.5 Once submitted the application will be an Outline Planning Application which will also require an Environmental Impact Assessment. This means that the application timescale for determination would be 16 weeks from submission and validation.
- 2.6 The first 4 weeks of the application process cover the consultation and notification period and no decision can be made in this time. This is the time that any third parties who wish to can make formal (in writing) comments – both objections and in support.
- 2.7 Officers will take the application to Plans Panel as early as possible once it has been submitted and validated as a Position Statement to inform Members of the scheme and gain early comments from them. Once the application is at an acceptable stage it will be taken back to Plans Panel for determination.
- 2.8 The draft S106 planning obligations includes a clause from the original planning application that before the closure of the car park bounded by George Street, Harewood Street, Union Street and Millgarth Street, the developer will layout 25 parking spaces for use by the market subject to the land being made available by LCC at no cost and to obtaining all necessary consents. This is the only S106 planning obligation that relates to the market. The other S106 obligations are:
 - a. Public Transport Infrastructure Improvements Contribution
 - b. Travel Plan monitoring and evaluation fee
 - c. Employment and training of local people
 - d. Public realm provision
 - e. Car Club space provision

f. Protection of the New Generation Transport (NGT) route.

3.0 Proposed Highway changes

3.1 The proposed highway changes that will be made as part of the Eastgate Quarters are summarised below.

3.2 Eastgate

- Eastgate will be closed to traffic other than service vehicles during specific servicing times (as for the rest of the pedestrianised area of the city centre).
- Current westbound buses on Eastgate will use George Street turning right onto Vicar Lane then left onto the Headrow. Some buses that currently use Eastgate will use Upper Briggate and Vicar Lane to return west up the Headrow, other buses will use York Street/Kirkgate/ Market Street westbound. Around 77 buses per hour will use George Street.
- Current eastbound buses will turn right along Vicar Lane and left down Kirkgate / York Street
- The general traffic that currently follows legal or illegal routes to use Eastgate can be accommodated on other routes around the city centre.
- The future possibility of using Eastgate for the New Generation Transport (NGT) line will be retained.

3.3 George Street

- The one-way order on George Street will be reversed so traffic will enter from Dyer Street and exit onto Vicar Lane.
- At Ludgate Hill there will be a two lane approach to a new signalised junction with Vicar Lane. Buses and taxis will be able to turn right onto Vicar Lane through a bus gate, all other traffic will be forced left on Vicar Lane/Kirkgate/York Street. The route will not be attractive to general traffic due to its circuitous nature.
- As the Union Street car park will be removed much of the exiting traffic associated with the car park will also be removed from George Street.
- **Loading bays will be provided on George Street to allow deliveries to the Market.**
- The taxi rank near the coach station will be retained and lengthened.
- Police vehicles will continue to exit east along Dyer Street.
- To accommodate the Eastgate development, service vehicles and customers collecting from JLP will gain access to these facilities from George Street.
- Harewood Street and Sidney Street will be pedestrianised and link with a new diagonal shopping street across the George Street car park area, these will be used for limited hours servicing (as for the rest of the pedestrianised area of the city centre). Service vehicles will gain access via George Street and Harewood Street and exit via Eastgate westbound.

3.4 On George Street, loading bays will replace the pay and display parking on both sides of the street; the loading bays span between the Ludgate Hill entrance and the entrance at the end of Butchers Row and will be available to use throughout the day with a 20minute limit on the time of stay. It is currently anticipated that the other loading bays surrounding the market will be unaffected by the Eastgate proposals.

3.5 Traders will no longer be able to queue on George Street to gain entry to the outdoor market at the end of the day as they would block bus and other traffic movements, however a new access provided to one side of the York Street NCP car park will allow

direct access into the outdoor market area negating the need for traders using this area to use George Street at the end of trading.

4.0 Current and Future Customer Parking Provision

- 4.1 In terms of car parking adjacent to the Market there is on-street parking, a council owned short stay surface level car park on George Street and the York Street NCP multi-storey car park which was built some years ago to replace the car park on George Street in anticipation of this area being redeveloped. (see Appendix I)
- 4.2 As a result of the Eastgate redevelopment there will be a net gain of 1,618 customer car parking spaces. The 400 spaces on the George Street car park will be replaced within the new 2,700 capacity multi storey car park. In addition, there is existing, unaffected, parking provision of 646 spaces adjacent to the Markets at the York Street NCP car park and at Quarry Hill.
- 4.3 The concern from the traders is the location of the new multi storey car park in that it is located some distance from the market area and also the potential cost of parking in this car park.
- 4.4 As stated in the evidence base for previously submitted to Scrutiny and placed in the Members' library, the majority of market customers travel on foot or by bus; some older customers have commented that they do not like to travel into the city centre by car and so would not come by car regardless of parking provision. One of Leeds' main transport hubs, the bus and coach station is of course adjacent to the market and the railway station is less than 10mins walk or a free bus ride away.

5.0 Trader Parking Provision

- 5.1 The Markets service has never provided a dedicated parking facility for traders. Traders, together with all other current users of the short stay George Street surface car park, will need to find alternative car parking in York Street NCP car park or other city centre car parks.
- 5.2 The recent introduction of a discounted parking scheme by NCP for traders using the NCP market car park has seen an increase in traders using this car park. However due to height restrictions this car park is not suitable for transit van type of vehicles.

6.0 Current and Future Loading/Unloading

- 6.1 The bulk of **indoor market** deliveries are undertaken before retail opening hours which is between 6am and 8am (Mon to Wed) and 6am - 7.30am. (Thurs to Sat) using the early morning access doors at Ludgate Hill and Scotsman's entrance. The middle doors on New York Street are also open for deliveries to the market from 6.30-7.00am. (See Appendix I).
- 6.2 During these times delivery drivers tend to park their vehicles on George Street, Vicar Lane, New York Street and Kirkgate and the pedestrian area in front of the Kirkgate market entrance. The majority of vehicles park along George Street and use the Ludgate Hill entrance to the market.
- 6.3 To assist deliveries to the market in the morning there is a long standing arrangement in operation between Markets and Parking Services whereby the parking bays on the Market side of George Street are suspended until 10.30am each morning.

- 6.4 This arrangement allows delivery personnel to leave their vehicles in these bays whilst they are delivering without having to pay for parking and discouraging public parking by the placement of no parking cones in the bays; in general the arrangement appears to work satisfactorily.
- 6.5 In the other areas used for deliveries (New York Street, Kirkgate and Vicar Lane) parking is not permitted. There are approximately twelve loading bays available on New York Street (six on each side), two on Kirkgate and two on Vicar Lane with a limit of 20 minutes.
- 6.6 In addition a small number of traders from the 1976/81 sections leave their vehicles on the outdoor market service road while they undertake deliveries however the time and space available for this is restricted as vehicles are prohibited from the outdoor market between 9am and 4.30pm.
- 6.7 In general for deliveries **after 10.30am** (when the suspension on George Street has ceased) delivery personnel will either find a vacant parking bay on George Street, a loading bay on Vicar Lane or New York street or double park alongside parked vehicles, whilst their delivery is undertaken.
- 6.8 In addition to receiving deliveries some food traders also supply to businesses in the city centre, and beyond, and therefore require vehicle access close to the market to load stock for their deliveries.
- 6.9 The non food indoor market traders leave their stock on their stalls each day and do not appear to receive a significant number of deliveries during trading hours. In general stock for many of these businesses is replenished by traders themselves for example they purchase the stock from the wholesalers and take it with them to their stalls as required.
- 6.10 Given the nature of an **outdoor market** stock cannot be left on stalls overnight therefore these traders need to access their allocated stall each morning to set up their stall display and again after trading to remove their stock. These traders tend to carry sufficient stock for the day and do not usually receive deliveries; some traders will leave additional stock in their vehicles which are parked away from the market site.
- 6.11 Outdoor market traders bring their vehicle onto the market via the George Street entrance each market day to unload their stock each day; they are allowed access from early morning – fruit and veg traders tending to arrive at around 4am with all vehicles having to be off the market by 9.15am leaving by the New York Street exit.
- 6.12 Vehicles are then permitted back onto the outdoor market at 4.30pm (5pm on Saturdays). Access and egress is controlled by Market officers by way of bollards being removed at the arranged times. Traders tend to queue from 30 minutes before access to the market is permitted which significantly adds to the congestion along George Street. However as paragraph 3.5 explained this will no longer be an issue.
- 6.13 The proposal to replace the pay and display parking on George Street on both sides of the street with loading bays and the introduction of 25 new parking spaces solely for the market's use at the rear of the NCP car park will improve the loading and unloading facilities.

7.0 Management and Ownership Models

7.1 At its January meeting this Scrutiny Board requested that the Acting Director City Development meet with traders to discuss future ownership and management models for Kirkgate market. At the request of the NMTF the meeting will take place after the 21st February to give them sufficient time to prepare and the invitation has been extended to representatives of Friends of Kirkgate Market.

8.0 Conclusions

8.1 Eastgate Quarters represents a major opportunity for Leeds which will significantly enhance its retail offer to provide a boost to the local economy. However, whilst acknowledging its importance, the needs of Kirkgate market's traders and customers also need to be met in order to safeguard this important retail asset. There will continue to be loading and unloading facilities around the market both during and after construction; 25 parking spaces dedicated for the market's use will be created as part of the S106 agreement and there will be a net increase of 1,618 car parking spaces in the vicinity of the market.

8.2 There will be opportunities as part of the forthcoming planning process for tenants, traders and customers to comment on the planning application for Eastgate Quarters.

9.0 Recommendations

9.1 Members are recommended to consider and comment on the content of this report.

Background Papers

None

Report of the Head of Scrutiny and Member Development

Scrutiny Board (City Development)

Date: 8th February 2011

Subject: LEEDS BRADFORD INTERNATIONAL AIRPORT: TRANSPORT PLANNING OBLIGATIONS

Electoral Wards Affected: All

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

1.1 Members at the last Board meeting asked for a report on the transport planning obligations for Leeds Bradford International Airport.

1.1 In accordance with the Board's request the Chief Executive of the Leeds Bradford International Airport, Mr John Parkin and Mr Carl Lapworth's Director Operations and Engineering or their representatives have been invited to attend today's meeting on this matter.

2.0 Acting Director's Report

2.1 The report of the Acting Director of City Development on the transport planning obligations for Leeds Bradford International Airport is attached for the consideration of the Board.

3.0 Recommendations

3.1 Members are asked to;

- (i) Receive and comment on the report of the Acting Director of City Development.
- (ii) Hear from the Chief Executive of Leeds Bradford International Airport and the Director Operations and Engineering on this matter and comment and ask questions as appropriate.
- (iii) Determine what further information, if any, the Board requires.

Background Papers - None used

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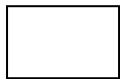
Report of the Director of City Development

Scrutiny Board (City Development)

Date: 8 February 2011

Subject: LEEDS BRADFORD INTERNATIONAL AIRPORT: TRANSPORT PLANNING OBLIGATIONS

Electoral Wards Affected: All



Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Executive Summary

Leeds Bradford International Airport (LBIA) is a key transport gateway for the city and the wider region. The aims and objectives of LBIA related to surface transport are set out in the Surface Access Strategy which is a sub document of LBIA's Master Plan.

In December 2009 a planning application for an extended terminal building with improved internal facilities and associated landscaping works was granted permission. A Section 106 agreement included:

- Details of travel plan measures, targets and management.
- Highway triggers for payment of Section 106 monies.
- Setting up a steering group to make recommendations to the Chief Planning Officer in respect of expenditure of the Section 106 monies for transport measures.
- Review of Surface Access Strategy

1.0 Purpose Of This Report

1.1 This report provides a follow up to the 11 January 2011 Scrutiny Board report on the surface access strategy and other transport related planning issues and informs members on the airport's transport planning obligations related to the December 2009 planning consent for an extended terminal building.

2.0 Background Information

2.1 The report to the 11 January 2011 Scrutiny Board set out the headlines from the Airport's Master Plan and 2006 Surface Access Strategy. These were prepared in response to the Department for Transport's (DfT) White Paper - Future of Air

Transport, 2003. It is recognized that the 2003 White Paper is now outdated and the present government has signaled its intention to review aviation policy.

- 2.2 The 2003 White Paper and associated guidance also formed the basis for establishing surface access travel targets. Again as this report describes in the next section the approach adopted in the 2006 LBIA Surface Access Strategy is now being superseded by more recent developments and the strategy is expected to be reviewed during 2011.

3.0 Main Issues

- 3.1 In 2007 planning consent was granted for the laying out of an enlarged long stay car park with an additional 2,222 car parking spaces and associated traffic improvement works. This consent has now been implemented in full with the last of the associated highways works at the A658/A660 Dyneley Arms junction completed in 2010.
- 3.2 In December 2009 an application for the extension of the terminal building and landscaping works to the forecourt was granted consent . A S106 agreement contained a number of obligations related to measures intended to promote sustainable transport to the airport for passengers and staff. Details of the S106 obligations are set out in Appendix A. The terminal works have yet to be commenced, but a number of the obligations within the associated S106 planning agreement have specific dates which are now being reached.
- 3.3 As part of the S106 agreement LBIA have produced an updated travel plan which includes a public transport mode share target for passengers of 10% and provide an annual bus contribution of £228,000 to meet and maintain this target. During the last survey period in August 2010 the public transport mode share was 6.4%.
- 3.4 In addition to the financial contribution towards bus services there is a commitment for a further £1,050,000 in 3 phases triggered by increases in annual passenger numbers and peak hour vehicle trip rates. These contributions can be used for public transport or wider highway measures as determined by a steering group comprising representatives from Local Authorities, the Integrated Transport Authority and LBIA.
- 3.5 Also as part of the travel plan staff mode share targets are included with penalties for non-compliance. For LBIA staff the targets are, for means other than single occupancy vehicles, 10% by 2010, 20% by 2011 and 30% by 2012. For Non Airport Company staff the target is, for means other than single occupancy vehicles, 20% by the end of 2012. The penalties are £1,000 per LBIA employee and £250 per non-LBIA employee up to a maximum of £70,000 per annum.
- 3.6 An obligation to fund an annual traffic and mode share surveys, and travel plan monitoring are included in the S106.
- 3.7 The S106 includes a commitment to review and publish the LBIA Masterplan and Surface Access Strategy in 2011 in accordance with DfT guidance, this will set out the short and long term transport measures within the future airport planning context.
- 3.8 To ensure future growth of passengers at LBIA and any associated traffic impacts are mitigated an obligation within the S106 requires submission of a new planning application within 12 months of the passenger levels exceeding 4.5 million passengers per annum (mppa), including new transport assessment, travel plan and S106 obligation for any development which would facilitate passenger throughput in excess of 5 mppa.

4.0 Legal and Resource Implications

4.1 This report raises no specific legal and resource implications.

5.0 Conclusions

5.1 The planning application for the extension of the terminal building and landscaping works to the forecourt and associated S106 agreement included the following obligations to support sustainable travel to LBIA:

- i. Public transport revenue support.
- ii. Financial contributions for public transport or highway improvement measures to be determined by a steering group.
- iii. Monitored travel plan targets with penalties for non compliance.
- iv. Review of Masterplan and Surface Access Strategy.
- v. Requirement for new planning application for growth over 5 mppa.

6.0 Recommendations

6.1 Members of the Scrutiny Board are requested to note the content of this report.

7.0 Background information

7.1 Background documents relating to this report are as follows:

- i. Scrutiny Board Report 11 January 2011 - Leeds Bradford International Airport: Surface Access

APPENDIX A

The S106 for the terminal extension Application 08/06944/FU has the following obligations:

1. Payment of an annual bus contribution of £228,000 towards the operation of existing (or revised) public bus services from Leeds and Bradford to the airport, until the modal shift target of 10% of all passenger trips made to the Airport being made by the use of Public Bus Services.
2. Three Improvements Contributions, triggered as follows:
 - i) £125,000 prior to commencement of the terminal development
 - ii) £425,000 when passenger levels exceed 3.8mppa, agreed peak hour traffic levels have been triggered
 - iii) £500k when the 2nd improvement contribution has been committed or spent, and subject to higher peak hour traffic levels if previous monies have been spent on highway capacity improvements.
3. Travel Plan Requirements:
Staff targets of:
 - i) Airport Company Staff Mode share of staff travelling to work by means other than single occupancy vehicles of 10% by 2010, 20% by 2011 and 30% by 2012
 - ii) Non Airport Company Staff Mode share of staff travelling to work by means other than single occupancy vehicles of 20% by end of 2012 with penalties if targets are missed of £1,000 per LBIA employee and £250 per non-LBIA employee up to a maximum of £70,000 per annum.Passenger target of 10% of all passenger trips by public bus service
Travel Plan monitoring fee of £3000 per annum for 5 years
4. Annual Forecourt Survey Payment to the Council of £3750 + VAT (5 years)
5. Payments to Leeds City Council to provide highway traffic monitoring around the airport to assess traffic levels throughout the year
6. Review of Masterplan and Surface Access Strategy in 2011
7. Submission of a new planning application within 12 months of the passenger levels exceeding 4.5mppa, including new transport assessment, travel plan and S106 obligation for any development which would facilitate passenger throughput in excess of 5mppa.
8. Steering Group to be set up within 6 months of commencement to include between 1 and 3 representatives from each of North Yorkshire County Council, City of York Council, City of Bradford Council, Leeds City Council, Metro and LBIA, the purpose of which is to provide a structured forum for discussion about the expenditure of the improvement contribution monies to best achieve modal shift targets.
9. Dedication of land which is necessary for the construction and operation of a tram train link.

In addition conditions applied to the planning permission require the submission, agreement and implementation of a travel plan prior to commencement, submission of a forecourt management plan and removal of the temporary private hire booking office and re-location within the building.



Report of the Head of Scrutiny and Member Development

Scrutiny Board (City Development)

Date: 8 February 2011

Subject: The State of the Roads in Leeds

Electoral Wards Affected: All

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Purpose

To update members on the condition of the roads and pavements following the snow and extended period of cold weather earlier this winter which was requested at the last Scrutiny Board meeting.

Background

Over £60m has been invested between 2004 and 2010 to improve the condition of local roads in Leeds. This is additional to normal funding streams from revenue and Government supported borrowing.

As a consequence of the funding from all three sources, some considerable improvement in the condition of the highway network has been achieved as measured through national performance indicators. These are included in performance monitoring data for City Development.

However, there are still a number of roads in a relatively poor state of repair in need of major maintenance.

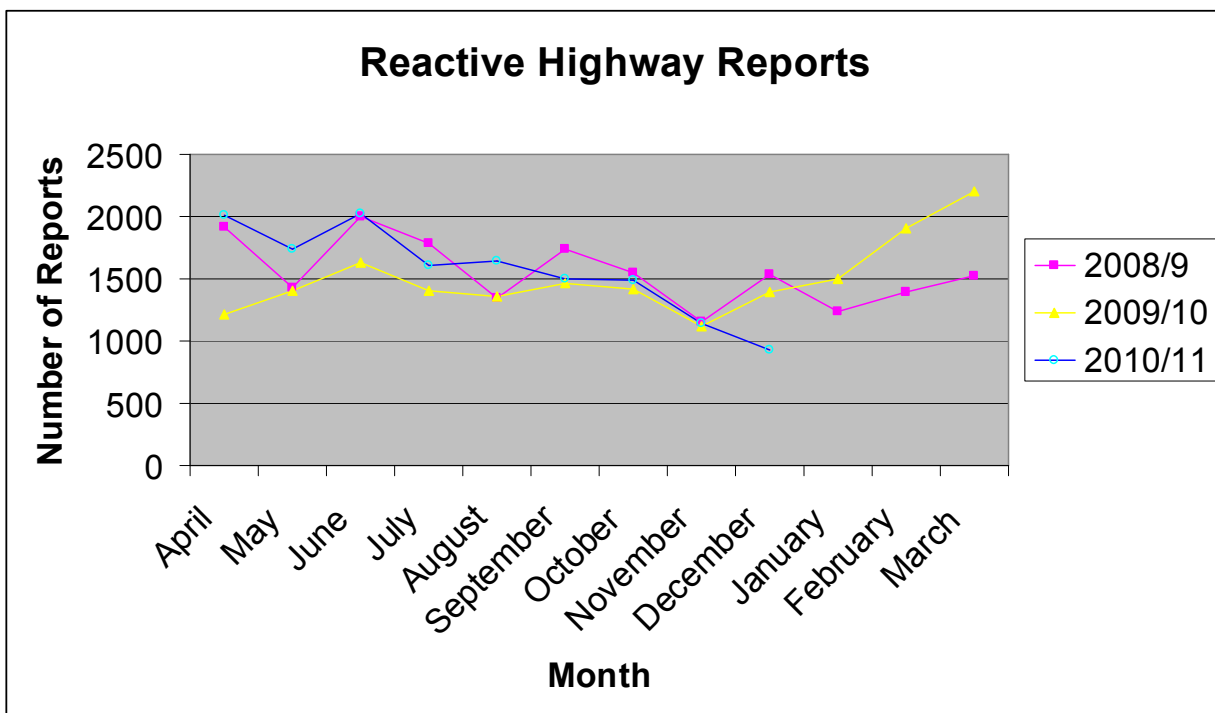
While there are several factors which cause roads and pavements to deteriorate, the ingress of water and subsequent freeze thaw action is the most aggressive. Having three successive harsh winters has therefore slowed down progress to improve condition.

This impact can be demonstrated in four ways:-

- Number of reports from the public and council highway inspectors which are issued with a target of making safe by the end of the following day (generally pothole reports).
- Number of claims for vehicle damage from potholes or personal injury from trips
- Increase in cost of repair of those streets which have seen accelerated deterioration.
- A slowing down of the anticipated improvement in performance indicators.

The graph below shows the monthly pothole reports over recent years. The impact of winter weather is very clear. In particular it shows that the number of reports lags the severe weather by around two months but can then continue for almost five months. This is because the potholes do not all appear instantaneously. Furthermore we suspect that initially the public assume the council is aware of the situation and only report a pothole after it has been left un-repaired for a period of time.

Highway inspectors re-commence routine quarterly driven inspections of the busier roads as soon as the snow melts but it could be up to twelve months before some residential streets get their next annual inspection. Public reports are therefore very helpful in identifying streets which need pothole repairs.

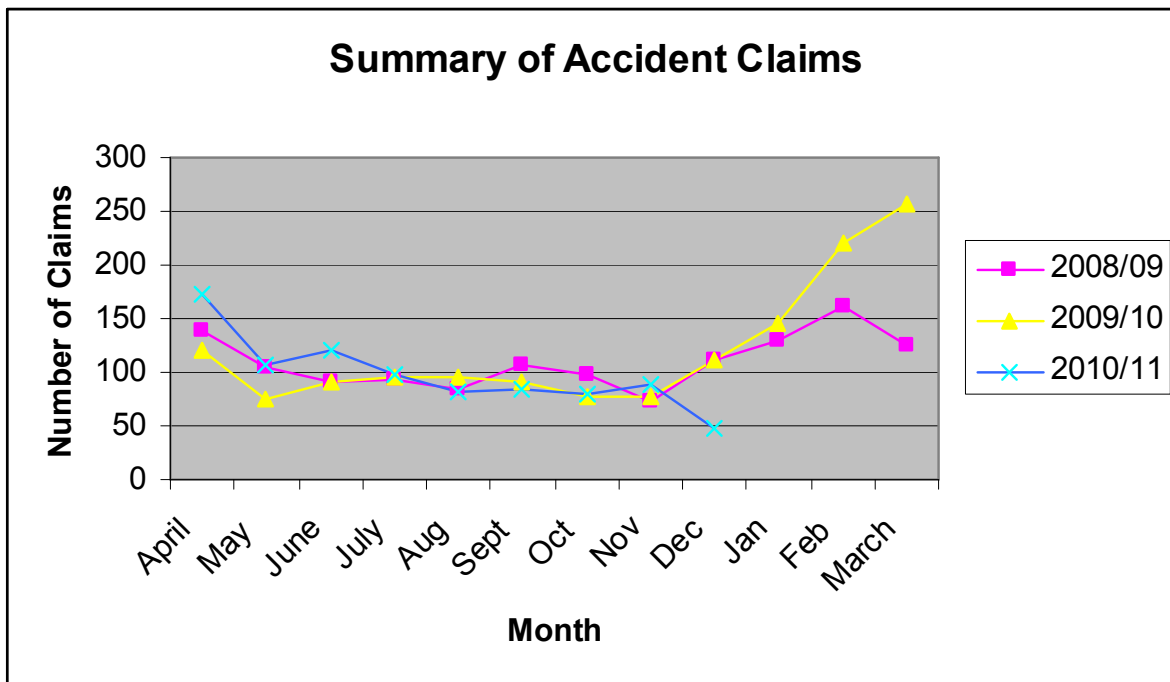


Overall last winter, some 2500 additional reports were received above an average yearly total of around 18,000. At around £50 per repair, this represents a cost to deal with the potential danger from “winter weather potholes” of around £125,000.

Of greater financial concern is the increased costs when these roads are programmed for planned maintenance. There are several streets which before each adverse winter could be made good for an estimated 20 years with some patching and a thin surfacing at minimal cost (typically £5,000). Some of these deteriorate so quickly that they subsequently need full resurfacing, increasing the cost approximately six fold.

The impact on claims is shown in the information below. Last winter some 400 claims were received additional to the regular 100 claims per month. Around 50 were from people who

slipped or skidded in the ice or snow. The majority of the remaining 350 were for vehicle damage from pot holes. Pay out on claims is reducing significantly year on year due to inspection and repair policies which allow the council to successfully defend claims. However this does not negate the staff costs involved in processing claims or the inconvenience, financial hardship and distress caused to people when accidents occur.



With regard to condition indicators, these are calculated annually and are published at the start of each financial year. The results for 2009-10 showed improvement but this did follow on from the two years with the highest investment levels and much of the survey work had preceded the winter weather. The 2010-11 results are more likely to show that successive bad winters are slowing down improvement.

Conclusion

The maintenance work which has taken place in Leeds over recent years has protected many streets from damaging impacts of water ingress and freeze thaw. Observations indicate that these streets have survived successive winters. However, in some cases rapid deterioration has occurred on streets which were not water tight. The immediate impact is an increase in the number of potholes. December’s weather is expected to result in an increase in reports over the coming months with an associated rise in the number of claims received and potentially a significant increase in the repair costs of damaged roads when they are eventually programmed for repair. The condition survey results due to be published later this year will begin to take account of recent winter related deterioration.

Recommendation

Scrutiny Board is requested to note the contents of this report.

Background Reports

None

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Report of the Head of Scrutiny and Member Development

Scrutiny Board (City Development)

Date: 8th February 2011

Subject: Budget Information 2010/11 and Budget Proposals 2011/2012

Electoral Wards Affected: All

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

1.1 The Board at the last meeting considered the Executive Board's initial budget proposals for 2011/12 and requested further financial information for a number of areas including that of the Temple Newsam estate and house and the events budget.

2.0 Temple Newsam Estate and House and Events Budget

2.1 The Acting Director of City Development has provided details of income and expenditure in respect of this estate, the house including a summary by cost centre and the events budget for 2010/11 and are attached for members attention.

3.0 Executive Board Budget Proposals 2011/12

3.1 It is proposed that once the budget papers for 2011/12 are available the relevant budget papers for City Development will be submitted to today's meeting for consideration.

4.0 Recommendations

4.1 Members are asked to receive and comment on the

- (i) information provided by the Acting Director of City Development on Temple Newsam estate, house and events budget.
- (ii) Executive Board budget proposals for City Development 2011/12.

Background Papers

None used

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TEMPLE NEWSAM 2010/11

LE
2010/11
£

Temple Newsam House

Expenditure

Staffing	533,850
Premises	132,260
Supplies & Services	63,660
Transport	250
Internal Charges	40,240
	<u>770,260</u>

Income

Income - Charges	-125,010
	<u>-125,010</u>

Total Net Cost

645,250

Temple Newsam Farm

Expenditure

Staffing	272,420
Premises	18,890
Supplies & Services	87,390
Transport	15,720
Internal Charges	30,000
	<u>424,420</u>

Income

Income - Other	-93,640
	<u>-93,640</u>

Total Net Cost

330,780

Temple Newsam Tearooms

Staffing	138,600
Premises	11,620
Supplies & Services	137,350
Transport	140
	<u>287,710</u>

Income

Income - Charges	-341,220
	<u>-341,220</u>

Total Net Cost

-53,510

Temple Newsam Estate

Staffing	383,400
Premises	95,810

Supplies & Services	86,370
Transport	38,440
Internal Charges	40,800
	<u>644,820</u>

Income	
Income - Charges	-21,660
Income - Other	-4,640
	<u>-26,300</u>

Total Net Cost **618,520**

Temple Newsam Car Park

Expenditure	
Staffing	40,250
Supplies & Services	450
	<u>40,700</u>

Income	
Income - Charges	-23,120
	<u>-23,120</u>

Total Net Cost **17,580**

Temple/Lotherton Visitor Attractions

Expenditure	
Premises	560
Supplies & Services	5,520
	<u>6,080</u>

Income	
Income - Charges	-19,320
	<u>-19,320</u>

Total Net Cost **-13,240**

Temple Newsam Home Farm Fees Account

Expenditure	
Staffing	43,710
Supplies & Services	12,170
Internal Charges	2,050
	<u>57,930</u>

Income	
Income - Charges	-142,430
	<u>-142,430</u>

Total Net Cost **-84,500**

CITY DEVELOPMENT

Events Budget 2010/11

2010/11

Net Budget

Event

Leeds 10K	£44,000
Opera/Party	£283,990
WI Carnival Queen	£30,000
Big City Jazz	£0
Classical Fantasia	£106,440
Leeds Lights Switch On	£71,990
German Market	£3,600
New Years Eve	£30,000
Ice Cube	£71,660
Valentines Fair	-£13,770
BBC Screened Events	£35,000
Community Switch Ons	£40,000
Leeds Marathon	£39,890
Bonfires	£87,010
Reggae	£105,980
West Indian Carnival	£152,440
Leeds Mela	£33,430
Leeds Irish Festival	£17,870
Lotherton Graduates Ball	£0

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Report of the Head of Scrutiny and Member Development

Scrutiny Board (City Development)

Date: 8th February 2011

Subject: City Development Directorate: 2010/11 Budget - Financial Position

Electoral Wards Affected: All

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

- 1.1 The Board has asked to receive regular budget updates on the 2010/11 budget position for the City Development department.
- 1.2 A report of the Director of City Development is attached which gives the financial position for City Development Directorate at period 9.
- 1.3 This report includes the Corporate Leadership Team report by service showing the difference between the current budget and the projected year end spend together with a further breakdown and explanation of the figures.

2.0 Recommendations

- 2.1 Members are asked to comment and note the reports of the Director of City Development.

Background Papers

None used

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CITY DEVELOPMENT DIRECTORATE: 2010/11 BUDGET – PERIOD 9 REPORT

1.0 Introduction

This report sets out the financial position for City Development Directorate for Period 9.

2.0 Overall Summary

The Period 9 position for City Development Directorate is a projected overspend of £978k. This is an increase of £175k on the position reported for Period 8 and is due to an increase in the projected shortfall in planning and building fees following a reduction in actual income received in Period 9.

As expected, staffing costs have reduced as staff begin to leave the Directorate through the corporate Early Leaver Initiative although the saving so far has been more than offset by the reduction in projected income. The directorate is now also actively looking to reduce spend in the final quarter to generate additional savings to reduce the projected overspend.

3.0 Explanation of the Projected Overspend

The main reason for the overall projected overspend is a significant shortfall in income. The shortfall in income across the directorate is now forecast to be £4.4m and despite continued efforts to reduce expenditure the increasing income shortfall means that it is proving difficult to reduce the projected overspend. The income shortfall does include the abolition of the Housing and Planning Delivery Grant (HPDG) and Free Swimming grants with a net impact of approximately £1m.

The major budget variations can be summarised as follows:

	£000s
<u>Major Budget Pressures:</u>	
Building Fees shortfall	499
Planning Fees shortfall	942
Architectural Design Services net income shortfall	492
Recreation income	613
Net Staffing	882
Planning appeal costs	400
Loss of HPDG	<u>900</u>
	4,728
Offset proposals:	
Contingency release requests	(966)
Highway spend	(1,250)
Library book fund	(300)
LEGI underspend (Legacy programme)	(842)
Net other variations	<u>(392)</u>
Total	978

Income

The overall projected shortfall on income has increased since Period 9. The main increase is the shortfall on planning and building fees with the year end projected shortfall £942k for planning fees and £499k for building fees. The amount of planning fee income received in Period 9 was £135k less than the phased budget. There is provision in central contingency of £400k for shortfalls in planning and building fee income.

Architectural Design Services has been experiencing reducing workloads for some time and a consultation exercise on the future direction of this service is now being carried out. Overall a net income shortfall of £492k is now forecast for the year, this is higher than the position reported at Period 8 and reflects a reduction in commissions expected to the end of the year. The service is also continuing to work on an action plan to deal with the budget position, this includes managing staffing downwards to an appropriate level.

A number of income targets across Recreation Services are unlikely to be met. Some of the shortfall in income will be offset by reduced expenditure.

The announcement of in year cuts to various grants included the abolition of the Housing and Planning Delivery Grant. The directorate had budgeted to receive £900k in 2010/11. The loss of this grant has increased significantly the forecast overspend for Planning and Sustainable Development services. The government grant for the Free Swimming scheme has also been withdrawn from 31.7.10. Although charges have been re-instated there will still be a net shortfall in income in 2010/11.

Staffing

The 2010/11 budget includes challenging saving targets for staffing. All services have been progressing Early Leaver cases and a number of restructures have been taking place in the directorate and FTEs have reduced by 79 since March 2010. 98 Applications under the corporate Early Leaver Initiative have now been progressed and it is envisaged that this will lead to further staff savings this financial year from agreeing reductions in hours and from staff leaving during early 2011 and not being replaced. An additional 25 applications under the scheme are due to be submitted shortly which will mean a total FTE reduction of 202 the equivalent of 7.85%. The overspend on staffing is also partly explained by additional upfront voluntary retirement and severance costs of £330k incurred as part of planned reductions in staffing prior to the corporate early leaver initiative. These costs may be capitalised as part of the overall ELI initiative and therefore result in a reduction to the projected overspend.

Restructures have now been approved in Planning Services, Building Control, and Parks and Countryside and the Sport structure and Highways Design and Construction structure proposals are now out for consultation.

Measures to actively manage staffing will continue to be pursued and all requests for post releases are presented to the City Development Directorate management team. Approvals to fill posts are mostly on a temporary basis, and then only front line posts, where they are required to keep the service open, generate income, or health and safety.

Operational Budgets

Some operational budget overspends are due to delays in the implementation of actions, the Executive Board decision to extend by four months the opening of South Leeds Sport Centre, cost an estimated additional £130k. There will be an overspend of £40k on the Small Traders Support Scheme administered by Economic Development due to additional

commitments against the scheme. Other budget pressures include additional expenditure of £400k on planning appeals in Planning and Sustainable Development.

Within the Local Enterprise Growth Initiative programme some schemes have been delayed and it is proposed to utilise the unspent revenue balance of £842k to offset in year directorate pressures although the approval of the Legacy programme means that funding will be required in 2011/12 and 2012/13 for the Legacy Programme.

The projection includes a number of savings proposals including a reduction in the library book fund of £300k.

The projection also incorporates other proposed actions including savings on highway spend of £1.25m although the highway maintenance budget has also been enhanced this year by the receipt of an additional £774k from the 'pot hole' grant. This additional funding will be fully spent on eligible schemes in line with the terms and conditions of the grant. The service is also looking at options for other savings which would reduce the actual saving required on the maintenance budget. Across the directorate spend will continue to be tightly controlled with the aim of generating additional savings in the final quarter.

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Financial Management System (FMS Leeds)

Corporate Leadership Team (CLT) Report by Service

Reporting Period December 2010 Period 9

Financial Year 2010/11

Directorate City Development

Traffic Light	Service	Projected (Under) / Over Spend for the year				Phased budget to date and Actuals to date			Previous Month Projected (Under)/Over Spend £000
		Staffing	Other Expenditure	Income	Total (Under) Overspend	Phased Budget	Actual To Date	(Under)/over spend to date	
		£000	£000	£000	£000	£000	£000	£000	
G	Economic Development	(60)	(435)	(295)	(790)	1,459	1,365	(94)	(752)
R	Asset Management	208	(316)	695	587	(2,698)	(1,807)	891	491
G	Highways and Transportation	(558)	(2,288)	659	(2,188)	19,899	15,058	(4,841)	(2,186)
G	Libraries, Arts and Heritage	(326)	(266)	165	(426)	14,691	14,445	(246)	(339)
R	Recreation	1,101	(857)	991	1,235	10,996	12,518	1,522	1,171
G	Resources and Strategy	(99)	(365)	123	(342)	2,470	3,030	560	(229)
R	Planning and Sustainable Development	616	187	2,101	2,903	2,662	4,653	1,991	2,646
G	Appropriations	0	0	0	0	0	719	719	0
R	Total	882	(4,341)	4,438	978	49,479	49,981	502	802

Notes on (Under)/over spend to date

- 1 There is a delay in Economic Development grant income and external income being received compared to the phased budget. This income is still expected to be received. Savings are also expected on the Legi programme.
- 2 The underspend to date on Highways and Transportation reflects savings on the street lighting contract, savings on maintenance and additional income received to date.

R Where the difference between the current budget and the projected year end spend figures is greater than 10% (and above £250) or £50000

A Where the difference between the current budget and the projected year end spend figures is greater than 5% (and above £100) or £25000

G Where the difference is below the threshold set for an amber traffic light so below 5% and £25000

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City Development

Period 9 Report - Further breakdown and explanation

Traffic Service Light	Period 9 Projection	Explanation	Period 8 Projection
	Total (under) overspend £000s		Total (under) overspend £000s
G Economic Development	(790)	Underspend on LEG1 £842k, to be spent in 2011/12 and 2012/13 as part of the Legacy programme. £40k overspend on the Small traders business support scheme. £106k shortfall on Markets income offset by running cost savings across services.	(752)
R Asset Management	587	The main budget pressure is a shortfall in income in Architectural Design Services + early leaver costs £140k	491
G Highways and Transportation	(2,188)	Includes £950k saving on highways spend, the maintenance budget has also been enhanced by £774k for the pot hole grant, savings on employees £583k and savings against the Street Lighting contract £1199k. Pressures include reduced income from the Highways DLO.	(2,186)
G Libraries, Arts and Heritage:	(426)		(339)
Libraries	(439)	The main saving is the reduction in spend on the book fund £300k + Contingency release of £100k re efficiency target	(382)
Venues	180	The major budget pressure is a shortfall on income, including room hire and other charges	221
Heritage	(8)	No significant variations	(33)
Arts	(160)	The main saving is on employee costs	(146)
R Recreation:	1,235		1,171
Sport and Active Recreation	749	The variation includes an overspend on staffing £408k and income shortfall of £378k.	686
Parks and Countryside	486	The variation includes an overspend on staffing £693k pending completion of the restructure and other actions, a shortfall in income from cemeteries and crematoria £200k and from other services £513k. These are offset by some running cost savings such as energy costs and materials £826k	486
G Resources and Strategy	(342)	Savings on directorate running costs	(229)
R Planning and Sustainable Development	2,903	Loss of Housing, Planning Delivery Grant £900k, delay in achieving all staffing savings £476k, early leaver costs £140k, shortfall in planning and building fees £1.44m. increase in planning appeal costs to £275k (net of provision).	2,646
R City Development Total	979		802

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Report of the Head of Scrutiny and Member Development

Scrutiny Board (City Development)

Date: 8th February 2011

Subject: Work Programme, Executive Board Minutes and Forward Plan of Key Decisions

Electoral Wards Affected: All

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

- 1.1 Attached as Appendix 1 is the current work programme for this Scrutiny Board. This has been amended to take into account discussions held at the last meeting.
- 1.2 Also attached as Appendix 2 and 3 respectively are the latest Executive Board minutes and the Council's current Forward Plan relating to this Board's portfolio.

2.0 Recommendations

- 2.1 Members are asked to;
- (i) Note the Executive Board minutes and Forward Plan.
 - (ii) Agree the Board's work programme.

Background Papers

None used

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ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Meeting date: 8th February 2011		Reports required by 21 st January 2011	
Withdrawal of Remaining Creche Provision at Leisure Centres	That the Acting Director of City Development submit the results of the survey on this matter to the Scrutiny Board	The Scrutiny Board last considered this on 7 th December 2010 and resolved <ul style="list-style-type: none"> • That this Board notes that Councillor A Ogilvie, Executive Member Leisure and the Acting Director of City Development had agreed to keep the crèches open until February 2010. • That in the circumstances now reported, the Board would not undertake an inquiry on this issue. • That the results of the survey be reported to the Scrutiny Board meeting on 8th February 2011. • That the Acting Director of City Development be asked not to take any action until the Scrutiny Board had considered the results of the survey and alternative arrangements identified to continue this service . <p><u>The Chief Recreation Officer has advised that the consultation period has been extended and therefore the outcome of those consultations will be reported to Scrutiny Board on 8th March 2011.</u></p>	RP
Variiances against Departmental Budget	To receive a monthly report on variiances against departmental budget for 2010/11 Period 10	The Board agreed in July 2010 to receive a monthly report on variiances against the departmental budget for the main vote heads.	PM

SCRUTINY BOARD (CITY DEVELOPMENT) – WORK PROGRAMME 2010/11 (LAST REVISED 26.01.2011)

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Kirkgate Market Inquiry – Session 3	To consider a report on parking at Kirkgate Market & the Eastgate Development and Section 106 monies.	The Board requested for this meeting more detail on the management and ownership models for Kirkgate Market and the preferred option of the market traders. The Acting Director City Development advised that the timescale was too short to report to this Board meeting but will bring this to the meeting on 8 th March having held a workshop with market traders	RP
Transport Planning Obligations Leeds Bradford International Airport	To consider a report of the Acting Director of City Development on transport planning obligations for the airport.	This was requested at the last Scrutiny Board meeting.	B
State of the Roads in Leeds	To consider a report of the Acting Director of City Development on the state of Leeds roads following the severe weather	This was requested at the last Scrutiny Board meeting.	B
Meeting date: 8th March 2011		Reports required by 18th February 2011	
Withdrawal of Remaining Creche Provision at Leisure Centres	That the Acting Director of City Development submit the results of the survey on this matter to the Scrutiny Board	<p>The Scrutiny Board last considered this on 7th December 2010 and resolved</p> <ul style="list-style-type: none"> • That this Board notes that Councillor A Ogilvie, Executive Member Leisure and the Acting Director of City Development had agreed to keep the crèches open until February 2010. • That in the circumstances now reported, the Board would not undertake an inquiry on this issue. • That the results of the survey be reported to the Scrutiny Board meeting on 8th February 2011. • That the Acting Director of City Development be asked not to take any action until the Scrutiny Board had considered the results of the survey and alternative arrangements identified to continue this service . 	RP

SCRUTINY BOARD (CITY DEVELOPMENT) – WORK PROGRAMME 2010/11 (LAST REVISED 26.01.2011)

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Management and Ownership Model Scrutiny Board Inquiry Kirkgate Market Session 4	To consider a report of the Acting Director of City Development on the management and ownership models for Kirkgate Market and details of the preferred option	This was requested at the Board meeting on 11 th January for the meeting on 8 th February but the timescales were too short to report back to that meeting	DP
Quarterly Accountability Reports	To receive quarter 3 performance reports including questions to the Executive Board Member		PM
Recommendation Tracking	To monitor progress on meeting the recommendations agreed following an Inquiry into how planning applications are publicised & consultation undertaken.	This final inquiry report was approved in April 2010.	MSR
Variances against Departmental Budget	To receive a monthly report on variances against departmental budget for 2010/11.	The Board agreed in July 2010 to receive a monthly report on variances against the departmental budget for the main vote heads.	PM
City Priority Plan and Corporate Plan (March 2011)	The Scrutiny Board is asked to consider and comment on these plans		RP/DP

SCRUTINY BOARD (CITY DEVELOPMENT) – WORK PROGRAMME 2010/11 (LAST REVISED 26.01.2011)

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Meeting date: 5th April 2011		Reports required by 18th March 2011	
Draft Preliminary Flood Risk Assessment (PFRA)	To consider a draft of the PFRA which is being developed in collaboration with the Environment Agency and Yorkshire Water. The timescales to develop this draft are short and it may be necessary to take this draft to an additional Scrutiny Board meeting in May 2011.	The Environment Agency national guidance states “that Overview and Scrutiny Committees should be encouraged to carry out a review of the PFRA to ensure it meets the required quality and consistency standards prior to submission to the Environment Agency by 22 nd June 2011”.	DP/RP
Annual Report	To consider the Board’s contributions to the annual report.	Required under the Council’s Constitution.	
Variances against Departmental Budget	To receive a monthly report on variances against departmental budget for 2010/11.	The Board agreed in July 2010 to receive a monthly report on variances against the departmental budget for the main vote heads.	PM

Key:
 CCFA / RFS –Councillor call for action / request for scrutiny
 RP – Review of existing policy
 DP – Development of new policy
 MSR – Monitoring scrutiny recommendations
 PM – Performance management
 B – Briefings (Including potential areas for scrutiny)
 SC – Statutory consultation
 CI – Call in

Issues Identified by this Board but not yet included in Work Programme

- Transport Plan C in the event that funding for the trolley bus and other schemes for the city are scrapped
- That the Board's Principal Scrutiny Adviser be requested to invite a senior representative from First Bus to attend a future meeting (Scrutiny Board City Development on 2nd November 2010 requested this when considering the West Yorkshire Transport Plan 2011 - 2026)
- Open Source Planning – Deferred by the Chief Planning Officer

Issues Identified by Previous Board but not Considered

- Leisure Centres and Vision for Sport /sport centre closures
- Suggested report updating members on work to improve signage in the station area and city centre and the Civic Trust proposals.
- Concerns expressed by Members as to the lack of publicity and promotion of "gems" in the city some privately owned (Wetherby racecourse, Harewood House) and the many events like concerts, Chapeltown Carnival, St George's Day.
- Review of the Environmental Policy and EMAS.

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EXECUTIVE BOARD

WEDNESDAY, 5TH JANUARY, 2011

PRESENT: Councillor K Wakefield in the Chair

Councillors A Blackburn, J Blake, A Carter,
S Golton, P Gruen, R Lewis, T Murray,
A Ogilvie and L Yeadon

Councillors J Dowson and R Finnigan – Non-Voting Advisory Members

142 **Exempt Information - Possible Exclusion of the Press and Public**

RESOLVED – That the public be excluded from the meeting during consideration of the following parts of the agenda designated as exempt 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 public were present there would be disclosure to them of exempt information so designated as follows:-

- (a) Appendix 1 to the report referred to in Minute No. 145, under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the appendix relates to the financial or business affairs of the Council. It is considered that it is not in the public interest to disclose this information at this point in time as it could undermine the method of disposal, should that come about and affect the integrity of disposing of the property. It is considered that the release of such information would or would be likely to prejudice the Council's commercial interests in relation to this or other similar transactions in that prospective purchasers of this or other similar properties would have information about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following completion of any transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.
- (b) Appendix 1 to the report referred to in Minute No. 153, under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the appendix contains information relating to the estimated funding the Council would have to provide. It is felt that if this is disclosed, specifically to prospective software suppliers, this would, or would be likely to, prejudice the commercial interest of the Council in any future competitive procurement.

143 Update on Refuse Collection Service

Members requested an update regarding the current position of the refuse collection service, which was provided to the Board at the conclusion of the meeting.

144 Declaration of Interests

Councillor A Carter declared a personal interest in the item relating to the deputation from Morley Town Council, due to his position as a member of West Yorkshire Integrated Transport Authority and a personal interest in the item relating to the deputation from Users of Barwick in Elmet Primary School, due to his position as a trustee of Calverley Girl Guides Association (Minute Nos. 148 and 152 refer respectively).

Councillor Finnigan declared a personal interest in the item relating to the deputation from Morley Town Council, due to his position as a Morley Town Councillor (Minute No. 148 refers).

Further declarations of interest were made at a later point in the meeting (Minute No. 155 refers)

DEVELOPMENT AND REGENERATION

145 The Former Royal Park School

Further to Minute No. 196, 10th March 2010, the Acting Director of City Development submitted a report regarding the disposal of the former Royal Park Primary School. The report also sought consideration of the request from the North West (Inner) Area Committee to waive the court costs granted against the individuals who had illegally occupied the site.

Following consideration of appendix 1 to the submitted report, designated as exempt under Access to Information Procedure Rule 10.4(3), which was considered in private during the meeting, it was

RESOLVED -

- (a) That the single offer from Royal Park Community Consortium (RPCC) be accepted, subject to Members being satisfied that the disposal of the property is likely to promote or improve the economic, social and/or environmental well being of the area or of local residents.
- (b) That the necessary authority be delegated to the Director of City Development in order to accept the financial offer from Royal Park Community Consortium and to enter into detailed negotiations to agree heads of terms for a lease on a less than best basis and then to enter into an agreement to lease, conditional upon the following:
 - (i) capital investment funding of £750,000 being secured within nine months from the date of this decision, with a report being submitted to Executive Board after six months, in order to provide details on the progress made in obtaining the necessary funding.

- (ii) the start date of the lease being immediately after award of funding of at least £750,000 and the offer sum of £250,000 being paid to the Council.
 - (iii) if the Royal Park Community Consortium cannot raise at least £750,000 within the period set out in paragraph (i) above, then the agreement for lease will automatically cease and the Director of City Development be asked to bring forwards options for consideration at that time should it be necessary.
 - (iv) should Members agree to dispose of the building to RPCC on the terms set out above, it is also subject to there being no agreement with RPCC until the fees have been paid as required by the court order.
 - (v) a report being submitted to Executive Board in six months when RPCC's key fundraising position will be clearer.
- (c) That the request from the North West (Inner) Area Committee for Executive Board to waive the legal fees awarded against the individuals who trespassed on the site, be noted but declined.

146 Woodhouse Community Centre

The Director of Environment and Neighbourhoods and the Acting Director of City Development submitted a joint report outlining proposals to grant a 50 year lease of the Woodhouse Community Centre to the local charity Oblong, using powers to dispose at less than best consideration.

RESOLVED –

- (a) That the proposal from Oblong be noted.
- (b) That approval be given to Oblong being provided with a 50 year lease for the Woodhouse Community Centre on a peppercorn rent on the basis that:
 - Evidence is provided of an offer of funding of at least £400,000 from the Community Builders programme;
 - The lease will restrict use for community purposes;
 - Youth Service can access free lettings for the period of the lease as detailed at paragraph 3.7 of the submitted report.

147 Minutes

RESOLVED – That the minutes of the meeting held on 15th December 2010 be approved as a correct record.

DEVELOPMENT AND REGENERATION

148 Deputation to Council - Morley Town Council regarding Bus Services in Morley

The Acting Director of City Development submitted a report in response to the deputation to Council on 17th November 2010 from Morley Town Council regarding bus services in Morley.

Officers undertook to respond to a Member request regarding the timescales associated with the introduction of the Quality Bus Contract Scheme.

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That it be noted that Metro will publish further information in due course concerning the consultation being undertaken on proposals for a Quality Bus Contract Scheme in West Yorkshire.
- (c) That the Leader of the City Council meet with the local bus operators and Metro in order to discuss the issues raised by the Town Council and to highlight the City Council's concerns.
- (d) That a report be submitted to Executive Board on proposals to improve the delivery of an integrated transport system across Leeds and West Yorkshire, including the relationship between the new Local Enterprise Partnership and Metro, and the opportunity for more powers to be devolved from central Government.

149 Proposal to Serve an Article 4 Direction to Require Planning Permission for a Change of Use from Use Class C3 to C4 in Selected Areas of Leeds

The Acting Director of City Development submitted a report in response to the recent changes to Houses in Multiple Occupation (HMO) legislation and the proposed strategic response by Leeds City Council.

RESOLVED -

- (a) That approval in principle be given to the preparation and serving of an article 4 direction to remove permitted development rights for use class C3 to use class C4 on a non-immediate basis and subject to a period of public consultation.
- (b) That the article 4 direction be applied to the indicative area, as shown upon the plan detailed at appendix 2 to the submitted report.
- (c) That the necessary powers be delegated to the Chief Planning Officer in order to prepare and serve the Article 4 Direction notice, including a draft interim policy and to undertake appropriate consultation.
- (d) That further consideration be given to whether any or all of the additional areas proposed by Members should be covered by a further article 4 direction.

ENVIRONMENTAL SERVICES

150 Annual Environmental Statement

The Acting Director of City Development submitted a report presenting the Council's Annual Environmental Statement for 2009/2010 for approval and for the purposes of publication.

The Annual Environmental Statement was appended to Board Members' agendas for their consideration and had also been made available to others electronically.

RESOLVED – That the publication of the Council's Annual Environmental Statement be endorsed.

NEIGHBOURHOODS AND HOUSING

151 Transfer of the Beverleys Site for Redevelopment

Further to Minute No. 202, 12th March 2008, the Director of Environment and Neighbourhoods submitted a report regarding the proposed transfer of the Beverleys site jointly to Chevin Housing Association and Unity Housing Association at nil value in order to enable the commencement of work on site to provide 55 new affordable homes.

RESOLVED –

- (a) That the proposals to transfer the Beverleys site jointly to Chevin Housing Association and Unity Housing Association at nil cost be approved.
- (b) That a further report be brought back to Executive Board seeking approval for the disposal of the remaining sites cleared with Single Regional Housing Pot (SRHP) funding following the exploration of other options for the potential to secure a receipt as detail emerges from proposals contained within the recent Comprehensive Spending Review.

CHILDREN'S SERVICES

152 Deputation to Council - Users of Barwick in Elmet Primary School regarding the Community Use of Schools Policy

The Director of Children's Services submitted a report in response to the deputation to Council on 17th November 2010 from Users of Barwick in Elmet Primary School regarding the Community Use of Schools Policy.

Members emphasised the need to ensure that both schools and community groups were communicated with effectively on this issue.

RESOLVED -

- (a) That the import and significant role that Guide and Scout groups play in supporting the development and progress of children and young people in Leeds be acknowledged.

Draft minutes to be approved at the meeting
to be held on Friday, 11th February, 2011

- (b) That in light of wider Council policy, changes to national legislation over several years and current and future financial pressures, the policy to remove the subsidy for community use of schools, as approved by Executive Board at their 23rd September 2010 meeting be endorsed.
- (c) That the necessary actions be taken to ensure that both schools and community groups are communicated with effectively on this issue.

(Under the provisions of Council Procedure Rule 16.5, Councillor A Carter required it to be recorded that he abstained from voting on this matter).

153 Social Care Systems Review

Further to Minute No. 14, 22nd June 2010, the Director of Children's Services and the Director of Adult Social Care submitted a joint report outlining proposals regarding the procurement and implementation of children's social care information systems and associated business changes. The report also seeks approval to defer the decision to procure systems for Adult Social Care.

Following consideration of appendix 1 to the submitted report, designated as exempt under Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

RESOLVED -

- (a) That approval be given to incur expenditure as detailed within appendix 1 of the submitted report, in order to procure and implement social care solutions for Children's Services.
- (b) That approval be given to defer the decision to procure new solutions for Adult Social Care until spring/summer 2011, taking into consideration the potential costs, as outlined within section 9.0 of the submitted report, that will be required to be provided within the Council's capital programme in order to deliver this.
- (c) That regular update reports be submitted to Executive Board in due course in order to enable the Board to monitor the progress being made in respect of this initiative.

ADULT HEALTH AND SOCIAL CARE

154 Leeds Centre for Integrated Living Proposals regarding Change of Legal Status

The Director of Adult Social Care submitted a report outlining the development and current role of Leeds Centre for Integrated Living (LCIL), and detailing the reasons for the recommendations within the submitted report that LCIL became a User Led Organisation independent of Leeds City Council. In addition, the report detailed the process used to determine the most appropriate legal status for LCIL, in order to facilitate its operation as an independent User Led Organisation.

Linda Boadle, Chair of the LCIL Management Committee and Susan Morrell, manager of the LCIL service were in attendance at the meeting, in order to answer Members' questions and provide further details.

RESOLVED -

- (a) That approval be given to the establishment of Leeds Centre for Integrated Living (LCIL) as a Social Enterprise Limited by Guarantee with Charitable Status, from 1st April 2011.
- (b) That given the approval provided at (a) above, it be noted that the Director of Adult Social Services will sign a waiver to invoke Contracts Procedure Rule 31.1 and waive Contracts Procedure Rule 13, High Value Procurements, in order to allow Adult Social Care to enter into a new contract with LCIL for a period of 3 years with the option to extend twice for a further 12 month period if required, commencing April 1st 2011.

RESOURCES AND CORPORATE FUNCTIONS

155 Deputation to Council - Leeds Student Unions regarding the Impact of the Government's Proposals to Increase University Tuition Fees on Leeds

The Director of Resources submitted a report in response to the deputation to Council on 17th November 2010 from Leeds Student Unions regarding the impact of the Government's proposal to increase university tuition fees on Leeds students.

RESOLVED –

- (a) That the deputation's speech, as appended to the submitted report be noted.
- (b) That officers be authorised to engage with the universities and other relevant parties in order to undertake a piece of work to help fully understand the impact of the changes on students, the universities and the economy in Leeds, with a further report detailing the findings being submitted to the Board in due course.

(Councillors J Blake and Finnigan both declared personal interests in this item, due to having children currently studying at university).

156 Provisional Local Government Finance Settlement 2011/12 and 2012/13

The Director of Resources submitted a report providing details of the recently announced provisional Local Government Finance Settlement for 2011/12 and 2012/13.

The Chair welcomed and thanked Board Members for the cross-party support received to lobby the Government on this issue.

RESOLVED - That the contents of the submitted report be noted.

157 RE:FIT

The Director of Resources and the Director of City Development submitted a joint report outlining the proposed scope of the procurement for the RE:FIT pilot project and seeking support for the Council's participation in the initiative.

RESOLVED -

- (a) That the initial funding for procurement provided by Core Cities be noted.
- (b) That the RE:FIT project proposals, including the portfolio of buildings as reviewed by Asset Management Board, be approved.
- (c) That the authority to spend for this project be approved.
- (d) That authority be delegated to the Director of City Development in order to approve the award of the contract.
- (e) That this pilot project be recommended to be rolled out through the Chief Officer of the Public Private Partnership Unit to:
 - other buildings within Leeds City Council in further RE:FIT phases;
 - other public sector bodies within the Leeds City Region; and
 - wider partners including other local public bodies, private sector and any future partnership developments.

158 Design and Cost Report: The Web and Intranet Replacement Project

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report outlining proposals and seeking the relevant approvals to fund the design and development of a new website and intranet presence for the Council as part of the Web and Intranet Replacement Project.

Members highlighted the need for the Board to monitor the development of this initiative, noted the interaction with the private sector and emphasised the integral nature of online service provision.

RESOLVED –

- (a) That authority be given to spend existing capital provision for ICT developments, equating to £959,300 in 2010/11, £767,600 in 2011/12 and £80,700 in 2012/13 in order to fund the design and development of a new website and intranet presence as part of the Web and Intranet Replacement Project.
- (b) That progress reports be submitted to Executive Board at each phase of the project's development.
- (c) That following the conclusion of the Scrutiny Inquiry being undertaken in respect of this matter, an overarching report be submitted to Executive Board which draws together all of the Council's ICT priorities and needs.

(Under the provisions of Council Procedure Rule 16.5, Councillor Golton required it to be recorded that he abstained from voting on this matter).

DATE OF PUBLICATION: 7TH JANUARY 2011

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 14TH JANUARY 2011 (5.00 P.M.)

(Scrutiny Support will notify Directors of any items called in by 12.00noon on 17th January 2011)

Draft minutes to be approved at the meeting
to be held on Friday, 11th February, 2011

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FORWARD PLAN OF KEY DECISIONS

1 February 2011 – 31 May 2011

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
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LEEDS CITY COUNCIL

FORWARD PLAN OF KEY DECISIONS

For the period 1 February 2011 to 31 May 2011

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Cemetery and Crematoria Charges To approve the increase in Cemetery and Crematoria Charges	Chief Recreation Officer	1/2/11	Executive Member, Funeral Directors	Delegated Decision Report	Director of City Development Richard.mond@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>Design and Cost Report - Proposed Essential Maintenance works to Woodhouse Tunnel (Phase 1)</p> <p>Approval to go out to tender for Phase 1 essential, safety critical maintenance works to Woodhouse Tunnel on the A58 (M) Leeds Inner Ring Road (IRR)</p>	<p>Chief Officer (Highways and Transportation)</p>	<p>1/2/11</p>	<p>Internal, Members, emergency services, local residents/businesses</p>	<p>Design and Cost Report</p>	<p>carolyn.walton@leeds.gov.uk</p>
<p>Horsforth Cragg Hill and Woodside Conservation Area</p> <p>The designation of the Horsforth Cragg Hill and Woodside Conservation area and the approval of the Horsforth Cragg Hill and Woodside Conservation Area Appraisal and Management Plan</p>	<p>Chief Planning Officer</p>	<p>1/2/11</p>	<p>Undertaken in June/July and November 2010</p>	<p>Report and Conservation Area Appraisal and Management Plan</p>	<p>Stephen Bairstow matthew.bentley@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Chapelton Enterprise Network - Unity Property Services Ltd and Chapelton Development Trust Authority to incur expenditure of up to £307,500 on the above project	Director of Resources	1/2/11	Ward members, LEGI Programme Management Board	Design and Cost Report	neill.fishman@leeds.gov.uk
Business Growth Fund Authority to incur capital expenditure of up to £300,000 on the project	Director of Resources	1/2/11	Undertaken with LEGI Programme Management Board	Business Growth Fund, Design and Cost Report	neill.fishman@leeds.gov.uk
Morley Conservation Area To amalgamate and extend the Morley Town Centre and Morley Dartmouth Park Conservation Area into the Morley Conservation Area and adopt the Morley Conservation Area Appraisal and Management Plan as non-statutory planning guidance	Chief Planning Officer	1/2/11	Ongoing consultation since May 2008 with the local community, Ward Members, Morley Town Council and Other bodies	Report and Morley Conservation Area Appraisal and Management Plan	Director of City Development phil.ward@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Leeds Arena, Proposed Advance Works Authorise BAM Construction to undertake advance bulk excavation works on the Leeds Arena Project	Director of City Development	3/2/11	Executive Member Development and Regeneration, Arena Project Board, Assistant Chief Executive (Corporate Governance)	Report	Chris Coulson chris.coulson@leeds.gov.uk
Design and Cost Report - Highway Structures Capital Maintenance, Assessment and Strengthening 2011/12 Capital Scheme Number: 99508 Authority for the design and implementation of a programme of Highway Structures Capital Maintenance works comprising maintenance, assessment and strengthening works for 2011/12	Chief Officer (Highways and Transportation)	22/2/11	Internal, Members	Design and Cost Report	carolyn.walton@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Grants to Major Arts Organisations Approve levels of funding for a range of Arts Organisations in Leeds	Chief Officer Libraries, Arts and Heritage	1/3/11	Applications subject to scrutiny by appropriate officers	Executive Board Report	Chief Officer Libraries, Arts and Heritage catherine.blanshard@leeds.gov.uk
Long Term Supply of Burial Space Approve the masterplan for the site at Whinmoor Grange for consultation, including a 5 acre cemetery and proposals for a new cemetery at Elmete	Executive Board (Portfolio: Leisure)	9/3/11	Funeral Directors	The report to be issued to the decision maker with the agenda for the meeting	Joanne Clough joanne.clough@leeds.gov.uk
Gymnastics Training Scheme To agree arrangements to effect the transfer of the existing Leeds City Council operated Gymnastics Training Scheme to a new independent Gymnastics Club	Executive Board (Portfolio: Leisure)	9/3/11	Executive Member, Coaches and parents, City of Leeds Gymnastics Club, Leeds Metropolitan University, British Gymnastics and other key stakeholders	The report to be issued to the decision maker with the agenda for the meeting	Richard Mond, Chief Recreation Officer richard.mond@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
ADS Review Decision about future arrangements for the provision of Design Services, following consultation on proposals for the cessation of Architectural Design Services	Executive Board (Portfolio: Development and Regeneration)	9/3/11	Staff, Trade Unions	The report to be issued to the decision maker with the agenda for the meeting	Christine Addison, Chief Asset Management Officer christene.addison@leeds.gov.uk
Move and Upgrade of the Urban Traffic Management Control Unit Move and Upgrade of the Urban Traffic Management Control Unit	Executive Board (Portfolio: Development and Regeneration)	9/3/11	Funded injection to the Capital Programme and Authority to Spend	The report to be issued to the decision maker with the agenda for the meeting	Chief Officer (Highways and Transportation) graham.robertson@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>Driving the City Forward: City Marketing, Supporting Investment and Engaging Business</p> <p>To approve the detail of arrangements to be adopted for the provision of a range of inward investment and city marketing functions as detailed in the report to Members of Executive Board on 15th December 2010.</p>	<p>Executive Board (Portfolio: Development and Regeneration)</p>	<p>9/3/11</p>	<p>With stakeholders and staff affected</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Assistant Chief Executive (Planning, Policy and Improvement) james.rogers@leeds.gov.uk</p>
<p>City Wide Weed Control Contract</p> <p>Award of a three year contract to the successful bidder for the control of broad leaf weeds and grasses in footpaths and hard areas along the public highway and selected housing sites</p>	<p>Chief Recreation Officer</p>	<p>21/3/11</p>	<p>Executive member for Leisure</p>	<p>Pre procurement business case, Evaluation Panel Outcome Report</p>	<p>Richard Mond, Chief Recreation Officer richard.mond@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Submission of the Best and Final Offer for the New Generation Transport (NGT) Scheme Approval for the submission of the Best and Final Offer for the NGT Scheme to the Department for Transport (DFT)	Executive Board (Portfolio: Development and Regeneration)	30/3/11	Extensive consultation already carried out	The report to be issued to the decision maker with the agenda for the meeting	Andrew Wheeler andrew.wheeler@leeds.gov.uk
Asset Management Plan (including Community Asset Strategy and Carbon and Water Management Plan) Approval required	Executive Board (Portfolio: Development and Regeneration)	30/3/11	Equality Impact Assessment	Asset Management Plan (including Community Asset Strategy and Carbon and Water Management plan)	Director of City Development john.ramsden@leeds.gov.uk
Eastgate Redevelopment Project Alteration to existing legal documentation relating to the CPO and Development Agreement. Project update to be noted.	Executive Board (Portfolio: Development and Regeneration)	30/3/11	Exec Member, Legal Services, Corporate Finance	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development rowena.hall@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Investment Strategy for South Leeds Approval of the Investment Strategy for South Leeds and approach for incorporating appropriate proposals into emerging planning policy	Executive Board (Portfolio: Development and Regeneration)	30/3/11	Consultation undertaken with ward members and the community throughout the process of preparing the draft strategy	The report to be issued to the decision maker with the agenda for the meeting	Phil Crabtree, Chief Planning Officer phil.crabtree@leeds.gov.uk
Lotherton Hall and Estate infrastructure and service improvements To approve an injection to the capital programme and authority to spend on infrastructure improvements to Lotherton Hall and Estate fully funded through a prudential borrowing business case.	Director of Resources	1/5/11	Ward Members	Design and Cost Report	Director of Resources ed.mylan@leeds.gov.uk
Mercury Abatement - Rawdon Crematoria Authority to spend £1.65m on replacement Cremators with mercury filtration	Executive Board (Portfolio: Leisure)	18/5/11	Executive Lead Member, Funeral Directors	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development martin.gresswell@leeds.gov.uk

NOTES

Key decisions are those executive decisions:

- which result in the authority incurring expenditure or making savings over £250,000 per annum, or
- are likely to have a significant effect on communities living or working in an area comprising two or more wards

Executive Board Portfolios

Executive Member

Resources and Corporate Functions	Councillor Keith Wakefield
Development and Regeneration	Councillor Richard Lewis
Environmental Services	Councillor Thomas Murray
Neighbourhoods and Housing	Councillor Peter Gruen
Children's Services	Councillor Judith Blake
Leisure	Councillor Adam Ogilvie
Adult Health and Social Care	Councillor Lucinda Yeadon
Leader of the Conservative Group	Councillor Andrew Carter
Leader of the Liberal Democrat Group	Councillor Stewart Golton
Leader of the Green Group	Councillor Ann Blackburn
Advisory Member	Councillor Jane Dowson

In cases where Key Decisions to be taken by the Executive Board are not included in the Plan, 5 days notice of the intention to take such decisions will be given by way of the agenda for the Executive Board meeting.

LEEDS CITY COUNCIL

BUDGET AND POLICY FRAMEWORK DECISIONS

Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be considered by Decision Maker	Lead Officer
Budget	Council	23 rd February 2011	Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Resources
Council Plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	
Children & Young People's Plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Children's Services
Council Business Plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Assistant Chief Executive (Policy, Planning and Improvement)
Crime and Disorder Reduction Strategy	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Environments and Neighbourhoods
Development Plan documents	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of City Development

Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be considered by Decision Maker	Lead Officer
Local Transport Plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Plans and alterations which together comprise the Development plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Youth Justice Plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Children's Services
Licensing Authority Policy Statement	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Assistant Chief Executive (Corporate Governance)
Leeds Strategic Plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Assistant Chief Executive (Policy, Planning and Improvement)
Health and Wellbeing Plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Adult Social Care
Economic Development Strategy	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Climate Change Strategy	Council		Via Executive Board	Report to be issued to the decision maker with the agenda	Director of City Development

Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be considered by Decision Maker	Lead Officer
				for the meeting	
Leeds Housing Strategy	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Neighbourhoods and Environment

NOTES:

The Council's Constitution, in Article 4, defines those plans and strategies which make up the Budget and Policy Framework. Details of the consultation process are published in the Council's Forward Plan as required under the Budget and Policy Framework.

Full Council (a meeting of all Members of Council) are responsible for the adoption of the Budget and Policy Framework.