



SCRUTINY BOARD (REGENERATION)

Meeting to be held in the Civic Hall, Leeds on
Monday, 31st October, 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

- B Atha - Kirkstall;
- D Collins - Horsforth;
- P Ewens - Hyde Park and
Woodhouse;
- J Harper - Armley;
- G Hussain - Roundhay;
- M Iqbal - City and Hunslet;
- K Mitchell - Temple Newsam;
- T Murray - Garforth and
Swillington;
- J Procter (Chair) - Wetherby;
- R Pryke - Burmantofts and
Richmond Hill;
- G Wilkinson - Wetherby;
- Mr G Hall - Co-optee (Non-voting)

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

Agenda compiled by:
Stuart Robinson
Governance Services
Civic Hall
LEEDS LS1 1UR
Tel: 24 74360

Principal Scrutiny Adviser:
Richard Mills
Tel: 24 74557

CONFIDENTIAL AND EXEMPT ITEMS

The reason for confidentiality or exemption is stated on the agenda and on each of the reports in terms of Access to Information Procedure Rules 9.2 or 10.4(1) to (7). The number or numbers stated in the agenda and reports correspond to the reasons for exemption / confidentiality below:

9.0 Confidential information – requirement to exclude public access

9.1 The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed. Likewise, public access to reports, background papers, and minutes will also be excluded.

9.2 Confidential information means

- (a) information given to the Council by a Government Department on terms which forbid its public disclosure or
- (b) information the disclosure of which to the public is prohibited by or under another Act or by Court Order. Generally personal information which identifies an individual, must not be disclosed under the data protection and human rights rules.

10.0 Exempt information – discretion to exclude public access

10.1 The public may be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed provided:

- (a) the meeting resolves so to exclude the public, and that resolution identifies the proceedings or part of the proceedings to which it applies, and
- (b) that resolution states by reference to the descriptions in Schedule 12A to the Local Government Act 1972 (paragraph 10.4 below) the description of the exempt information giving rise to the exclusion of the public.
- (c) that resolution states, by reference to reasons given in a relevant report or otherwise, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

10.2 In these circumstances, public access to reports, background papers and minutes will also be excluded.

10.3 Where the meeting will determine any person's civil rights or obligations, or adversely affect their possessions, Article 6 of the Human Rights Act 1998 establishes a presumption that the meeting will be held in public unless a private hearing is necessary for one of the reasons specified in Article 6.

10.4 Exempt information means information falling within the following categories (subject to any condition):

- 1 Information relating to any individual
 - 2 Information which is likely to reveal the identity of an individual.
 - 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information).
 - 4 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or officer-holders under the authority.
 - 5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
 - 6 Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment
 - 7 Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime
-

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 Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(* In accordance with Procedure Rule 25, notice of an appeal must be received in writing by the Head of Governance 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>Item 9 Kirkgate Market – Appendix 2 (10.4 (3))</p>	

3

LATE ITEMS

To identify items which have been admitted to the agenda by the Chair for consideration.

(The special circumstances shall be specified in the minutes.)

4

DECLARATIONS OF INTEREST

To declare any personal / prejudicial interests for the purpose of Section 81 (3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.

5

APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

To receive any apologies for absence and notification of substitutes

6

MINUTES OF THE PREVIOUS MEETINGS

1 - 8

To confirm as a correct record, the minutes of the meetings held on 27th September 2011 and 10th October 2011.

7

EAST LEEDS REGENERATION BOARD

9 - 32

To consider a report of the Head of Scrutiny and Member Development in relation to the way in which preparations were made for the proposed East Leeds Regeneration Board, a sub-board of the Leeds Initiative's Housing and Regeneration Board.

8

LEEDS AND BRADFORD INTERNATIONAL AIRPORT- TAXI ACCESS

33 - 48

To consider a report of the Head of Scrutiny and Member Development on taxi access at Leeds Bradford International Airport previously considered by Executive Board on 12th October 2011.

9	Appendix 2 10.4(3)	KIRKGATE MARKET To consider a report of the Chief Economic Development Officer on issues relating to Kirkgate Market.	49 - 86
10		PROPOSALS TO REFORM THE PROCESS FOR THE REGISTRATION OF LAND AS TOWN AND VILLAGE GREENS AND TO INTRODUCE LOCAL GREEN SPACE DEVELOPMENTS To consider a report of the City Solicitor on proposals to reform the process for the registration of land as town and village greens and to introduce Local Green Space Developments.	87 - 94
11		WORK SCHEDULE To consider a report of the Head of Scrutiny and Member Development on the Board's work schedule for the remainder of the year.	95 - 128
12		DATE AND TIME OF NEXT MEETING Tuesday 29 th November 2011 at 10.00am in the Civic Hall, Leeds (Pre-meeting for Board Members at 9.30am)	

This page is intentionally left blank

Agenda Item 6

SCRUTINY BOARD (REGENERATION)

TUESDAY, 27TH SEPTEMBER, 2011

PRESENT: Councillor J Procter in the Chair

Councillors B Anderson, B Atha, D Collins,
P Ewens, P Grahame, J Harper,
G Hussain, M Iqbal, T Murray and R Pryke

9 Chair's Opening Remarks

The Chair welcomed everyone to the September meeting of the Scrutiny Board (Regeneration).

He also welcomed Mr G Hall who was observing the meeting today prior to being officially co-opted on to the Board (Minute 14 refers).

He apologised for the late start of the meeting which was due to the urgent consideration by Board Members at the pre meeting of a final draft report on the Board's Inquiry into Housing Growth which was due to be presented to an additional meeting of the Scrutiny Board early next month prior to the report being considered by the Executive Board on 2nd November 2011.

10 Declarations of Interest

There were no declarations of interest made at the meeting.

11 Late Items

There were no formal late items of business to consider, however the Chair agreed to accept the following supplementary items which were circulated at the meeting:-

- A copy of an e-mail and report submitted by Property Regeneration Consultants produced for the Northern Way (Agenda Item 8) (Minute 15 refers)
- A copy of an e-mail and attachments received from the Chair of National Market Traders Federation Leeds (Kirkgate Branch) (Agenda Item 9) (Minute 16 refers)
- A copy of a report of the Head of Scrutiny and Member Development on the response to the Scrutiny Inquiry Report on the Future of Kirkgate Market reported to Executive Board on 27th July 2011 (Agenda Item 9 refers) (Minute 16 refers)

12 Apologies for Absence and Notification of Substitutes

Apologies for absence were received on behalf of Councillors K Mitchell and G Wilkinson.

Notification had been received for Councillor P Grahame to substitute for Councillor K Mitchell and for Councillor B Anderson to substitute for Councillor G Wilkinson.

Draft minutes to be approved at the meeting
to be held on Monday, 31st October, 2011

13 Minutes of the Previous Meeting

RESOLVED –That, subject to the following amendment, the minutes of the meeting held on 28th June 2011 be confirmed as a correct record:-

Apologies for Absence and Notification of Substitutes (Minute 2 refers) – Councillor A Hussain should have read ‘Councillor G Hussain’

14 Co-option to the Board

Referring to Minute 7 of the meeting held on 28th June 2011, the Head of Scrutiny and Member Development submitted a report which sought the Board’s formal consideration for the co-option of Mr G Hall on this Scrutiny Board.

RESOLVED-

- a) That the contents of the report be noted.
- b) That approval be given to appointing the co-option of Mr G Hall to this Scrutiny Board without voting rights for a term of office which does not go beyond the next Annual Meeting of the Council in 2012.

15 Inquiry to consider Affordable Housing by Private Developers - Draft Terms of Reference

Referring to Minute 5 of the meeting held on 28th June 2011, the Head of Scrutiny and Member Development submitted a report on the draft terms of reference in relation to the Board’s Inquiry to consider Affordable Housing by Private Developers.

Appended to the report was a copy of the draft terms of reference for the information and comment of the meeting.

The Board’s Principal Scrutiny Adviser presented the report and responded to Board Members’ queries and comments.

It was noted that there had been no formal comments received from the relevant Directors or Executive Board Members. However Councillor P Gruen, Executive Member, Neighbourhoods, Housing and Regeneration had stated that he supported the Inquiry having seen the terms of reference.

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That approval be given to the terms of reference for this inquiry which included the co-option of Mr G Hall to this inquiry and the establishment of a working group comprising all Members of the Board to undertake this work.

16 Recommendation Tracking - Future of Kirkgate Market

The Head of Scrutiny and Member Development submitted a report on progress made in responding to the recommendations arising from the previous Scrutiny Inquiry into the future of Kirkgate Market.

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

- Recommendations tracking flowchart and classifications; Questions to be considered by Scrutiny Boards (Appendix 1 refers)
- Draft status for each recommendation (Appendix 2 refers)

The Board's Principal Scrutiny Adviser apologised for the submission of an additional appendix which related to another inquiry and which had been circulated in error (pages 19 to 24).

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

Paul Stephens, Chief Economic Development Officer, City Development
Cath Follin, Head of City Centre and Markets
Councillor G Harper, Chair, Leeds Markets Forum
Liz Laughton, Chair of National Markets Traders Federation Leeds (Kirkgate Branch)

At the request of the Chair, the Chief Economic Development Officer and the Head of City Centre and Markets outlined the key issues within the report highlighting the progress made towards the twelve recommendations.

Councillor G Harper and Liz Laughton were also invited to comment on the recommendations.

Detailed discussion ensued on the contents of the report and appendices and Board Members raised their concerns on the apparent lack of progress made against the majority of the recommendations since July 2011.

Following discussions, the Board made a number of changes to the proposed category status recommendations identified in Appendix 2 of the report which were duly noted by the Board's Principal Scrutiny Adviser.

In concluding, the Chair agreed to raise the above concerns with the Executive Member, Development and the Economy.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That approval be given to those recommendations (recommendations 8, 9 and 11) which no longer require monitoring to be removed from the schedule in accordance with the report now submitted.
- c) That the Principal Scrutiny Adviser make changes to the proposed category status of appendix 2 of the report as follows:
Recommendation 1 change from category 4 to category 5
Recommendation 2 change from category 4 to category 5
Recommendation 3 remains at category 5
Recommendation 4 change from category 1 to category 4
Recommendation 5 remains at category 4

Draft minutes to be approved at the meeting
to be held on Monday, 31st October, 2011

Recommendation 6 remains at category 5
Recommendation 7 remains at category 4
Recommendation 10 remains at category 4
Recommendation 12 remains at category 6

- d) That a report of the Director of City Development be presented to the next Board meeting providing the following information on the:
- Relevant Executive Board minute of 27th July 2011
 - Steps taken to comply with the Executive Board's decision of 27th July 2011 to transfer Kirkgate Market to an arms length company and the instruction given to officers to further investigate what form this should taken in response to the Scrutiny Inquiry Report on the Future of Kirkgate Market
 - Details of the work that has been commissioned to establish the optimum size of the future market, together with consultant costs
 - Details of the lettings policy for the indoor market, together with exempt information showing the amount each trader pays.
 - Market traders signage and the payment of a bond
 - Action taken to facilitate meetings between the market traders and Hammersons
 - Works that are to be carried out by the Council in the indoor market at a cost of £200,000 and whether market traders have now been notified of this fact
- e) That the Director of City Development be invited to attend the next Board meeting on 31st October 2011.
- f) That minutes of the Market Traders Forum be circulated to Board Members on a regular basis for their information/retention.

(Councillor R Pryke left the meeting at 11.45am during discussions of the above item)

(Councillors J Harper and M Iqbal left the meeting at 12 noon during discussions of the above item)

17 Work Schedule

The Head of Scrutiny and Member Development submitted a report providing Members with a copy of the Board's current draft work schedule. The Executive Board minutes of 7th September 2011, together with the Forward Plan of Key Decisions for the period 1st September 2011 to 31st December 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 7th September 2011, together with the Forward Plan of Key Decisions for the period 1st September 2011 to 31st December 2011 be noted.
- c) That in relation to the Board's Inquiry to consider Affordable Housing by Private Developers, the Board's Principal Scrutiny Adviser be

Draft minutes to be approved at the meeting
to be held on Monday, 31st October, 2011

requested to circulate details of proposed dates to Board Members for the first meeting of the Working Group.

- d) That the Board's Principal Scrutiny Adviser be requested to update the work schedule to include a report on Town and Village greens and green space designations.

18 Date and Time of Next Meeting

Scheduled Board Meeting to be held on Monday 31st October 2011 at 10.00am in the Civic Hall, Leeds (Pre meeting for Board Members at 9.30am)

(The meeting concluded at 12.25pm)

This page is intentionally left blank

SCRUTINY BOARD (REGENERATION)

MONDAY, 10TH OCTOBER, 2011

PRESENT: Councillor J Procter in the Chair

Councillors B Atha, P Ewens, P Grahame,
G Hussain, M Iqbal, K Mitchell, R Pryke
and G Wilkinson

Mr G Hall – Co-opted Member

19 Chair's Opening Remarks

The Chair welcomed everyone to the additional meeting of the Scrutiny Board (Regeneration).

20 Late Items

There were no formal late items of business to consider, however the Chair agreed to accept the following supplementary items which were circulated at the meeting:-

- A number of factual corrections to the text of the draft report received from Steve Speak, Chief Officer, Strategy and Policy, City Development (Agenda Item 6) (Minute 23 refers)
- E mail response and comments received from George Hall, Co-opted Member in relation to a suggested change to Recommendation 4 (Agenda Item 6) (Minute 23 refers)
- E mail as formal response and comments received from the Director of City Development in relation to the draft report (Agenda Item 6) (Minute 23 refers)
- E mail response received from the Board's Principal Scrutiny Adviser in relation to a printing error resulting in the omission of two words from the final sentence in bullet point two of recommendation 10 (Agenda Item 6) (Minute 23 refers)

21 Declarations of Interest

There were no declarations of interests made at the meeting.

22 Apologies for Absence and Notification of Substitutes

An apology for absence was received on behalf of Councillor T Murray.

Notification had been received for Councillor P Grahame to substitute for Councillor T Murray.

23 Inquiry on Housing Growth - Draft Final Report and Recommendations

Referring to Minute 5 of the meeting held on 28th June 2011, the Head of Scrutiny and Member Development submitted a draft final report and recommendations in relation to the Board's Inquiry on Housing Growth.

Draft minutes to be approved at the meeting
to be held on Monday, 31st October, 2011

Appended to the report was a copy of a document entitled 'Final Draft Report – Housing Growth – Scrutiny Inquiry Report' for the information/comment of the meeting.

Copies of supplementary information circulated for discussion at the request of the Chair (Minute 20 refers)

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

Phil Crabtree, Chief Planning Officer, City Development
Steve Speak, Chief Officer, Strategy and Policy, City Development

Detailed discussion ensued on the contents of the report, appendices and supplementary information.

RESOLVED –

- a) That the contents of the report, appendices and supplementary information be noted.
- b) That this Board agrees the factual corrections to the report submitted by the Chief Officer, Strategy and Policy, City Development but not the proposed additional wording to recommendation 2.
- c) That a representative from the Corporate Intelligence Team be invited to give evidence to the Board's Inquiry on Affordable Housing.
- d) That this Board notes and agrees the suggested change to recommendation 4 as received from Mr G Hall, Co-opted Member.
- e) That this Board notes the formal response and comments received from the Director of City Development to its draft report.
- f) That recommendation 10 be amended to delete the wording 'a significant proportion' and substitute with the words '80%' regarding the Community Infrastructure Levy (CIL).
- g) That, subject to the above, approval be given to the Board's final report and recommendations on housing growth in accordance with the report now submitted.
- h) That the Board conveys it's thanks to officers, Board Members and the Board's Principal Scrutiny Adviser for their valuable contributions and input to this Inquiry.

(Councillor R Pryke joined the meeting at 10.20am during discussions of the above item)

24 Date and Time of Next Meeting

Monday 31st October 2011 at 10.00am in the Civic Hall, Leeds (Pre-meeting for Board Members at 9.30am).

(The meeting concluded at 10.40am)

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Regeneration)

Date: 31st October 2011

Subject: East Leeds Regeneration Board

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

1.0 Introduction

1.1 A report of the Director of Environment and Neighbourhoods is attached concerning the way in which preparations were made for the proposed East Leeds Regeneration Board, a sub-board of the Leeds Initiative's Housing & Regeneration Board.

2.0 Witnesses

2.1 The Chief Executive of the Chamber of Commerce, Mr G Williamson has been invited to attend today's meeting with the President of the Chamber of Commerce, Mr N Foster. The President has given his apologies due to a prior engagement.

2.2 The Chief Executive, Leeds City Council and Directors of City Development and Environment and Neighbourhoods have been invited to attend the meeting at 11am.

3.0 Recommendations

3.1 Members are asked to

- (i) consider the report of the Director of Environment and Neighbourhoods on the proposed East Leeds Regeneration Board.

- (ii) hear from the witnesses attending the Board meeting.
- (iii) determine what, if any, further information or scrutiny the Board wishes to undertake on this issue.

Background documents

None referred to

Report of the Director of Environment & Neighbourhoods

Report to Scrutiny Board (Regeneration)

Date: 31st October 2011

Subject: East Leeds Regeneration Board – Position Statement

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Burmantofts & Richmond Hill Cross Gates and Whinmoor Gipton & Harehills Killingbeck & Seacroft Temple Newsam		
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: Appendix number:		

Summary of main issues

1. The report explores the context and the way in which preparations were made for the proposed East Leeds Regeneration Board, a sub-board of the Leeds Initiative's Housing & Regeneration Board.
2. It describes the Chamber of Commerce's role and involvement in preparing membership, terms of reference and some draft discussion documents for a proposed first meeting of the East Leeds Regeneration Board, arising from the desire to secure private sector involvement in the regeneration agenda.
3. The report also sets out what is known about 'New East Leeds', an initiative developed through the Chamber of Commerce to secure development and regeneration in the East Leeds area.
4. It also summarises the current position with separate ongoing long term discussions between the Council and Thorpe Park Developments Ltd in relation to the Council's efforts to unlock potential development in outer East Leeds; these discussions having

continued over a significant period of time separately from recent Chamber of Commerce activity to promote 'New East Leeds'; and being the subject of an Executive Board report planned for November 2011.

Recommendations

5. Scrutiny Board is asked to note and comment on the content of this report.

1 Purpose of this report

1.1 This report has been prepared at the request of the Chair of the Scrutiny Board (Regeneration) to examine the way in which the preparation for proposed East Leeds Regeneration Board, a sub board of the Leeds Initiative Housing & Regeneration Board, was carried out; and any connections between it and 'New East Leeds'. The report provides a position statement about the proposed East Leeds Regeneration Board in the context of the Leeds Initiative's City Priority Plans. It sets out what is known currently by officers about 'New East Leeds'. It also summarises the current position in relation to separate discussions between the Council and Thorpe Park Developments Ltd to unlock development in the area of the East Leeds Extension north of the railway line.

2 Background information

2.1 Leeds' Vision is that by 2030, it will be locally and internationally recognised as the best city in the UK. Alongside this, five City Priority Plans have been published which set out the key outcomes to be delivered by the Council and its partners over the next four years; to be managed through five partnership boards.

2.2 The Housing & Regeneration City Priority Plan is overseen by a partnership board, the Housing & Regeneration Board, focusing on:-

§ maximising regeneration investment to increase housing choice and affordability within sustainable neighbourhoods;

§ enabling growth of the City whilst minimising the impact on the environment and the distinctive green character of Leeds; and

§ improving housing conditions and energy efficiency.

2.3 Membership comprises the Council's Executive Member for Housing & Regeneration (Cllr Gruen, Chair), the Executive Member for Development (Cllr Lewis), Conservative Group representation (Cllr Anderson) and Liberal Democrat Group representation (Cllr Pryke). Council officer membership is through the Directors of Environment & Neighbourhoods and City Development.

2.4 The board also includes private and public sector housing representatives: from the Homes & Communities Agency (HCA); a representative from the 'third sector' (yet to be nominated); the Chair of the Housing Forum (Steve Williamson, Chief Executive of Renew); a private sector regeneration representative (Jonathan Morgan, Chair of

the West Leeds Gateway Board, and MD of Morgan's estate agency). It includes a representative of the Chamber of Commerce, Mark Goldstone; there to represent the Chamber's Property Forum. The Chair of the Board has been very keen to include private sector representation due to the increasing emphasis on the contribution that the private sector can make to regeneration in terms of finance, investment and job creation. However, he has also emphasised that the board should not include any private sector involvement that can gain, or could be seen to be capable of gaining, specific business benefit from involvement in the partnership.

- 2.5 The Terms of Reference for the main City Priority Plan Housing & Regeneration Board contain reference to the East Leeds Regeneration Board as follows:-

"[The Housing & Regeneration Board] has links to a wider network of partnerships, some of which it will commission to deliver areas of its agenda, and it will link with the agendas of other partnership boards, specifically:

- area-based regeneration programmes (east, west, south regeneration);...."

- 2.6 This was included in a report to the Leeds Initiative Board on 15th June 2011. The Housing & Regeneration Board had its first shadow meeting on the 15th September.
- 2.7 To follow this, a first shadow meeting of the East Leeds Regeneration Board was provisionally arranged for 3rd October. In the event the meeting was cancelled. A revised date has yet to be set.

3 Main issues

The East Leeds Regeneration Board

- 3.1 The East Leeds Regeneration Board was proposed to be established under the Leeds Housing & Regeneration Board, to guide and monitor the regeneration programme for an area covering the electoral wards of Burmantofts & Richmond Hill; Cross Gates & Whinmoor; Gipton & Harehills; Killingbeck & Seacroft, and part of Temple Newsam.
- 3.2 The Board is intended to have a key role in taking an overview of the Council's existing regeneration activities in East Leeds, including new housing development, a programme for further 'brownfield' housing developments and affordable housing delivery, investment into the older terraced housing areas, environmental & 'greenspace' projects, and support for jobs & training.
- 3.3 The original East Leeds regeneration activity covered the inner area only. It covered what is known as the EASEL project and is managed by the Council through a team in the Regeneration Programmes Division of the Environment & Neighbourhoods Directorate. This includes the Council's joint venture company with Bellway Homes ('East Leeds Ltd'), established in February 2009 to deliver the EASEL project. The first phase of development through this vehicle is already underway with the construction of over 200 new mixed tenure homes.
- 3.4 The Housing & Regeneration Board has under its remit consideration of housing growth in the city. Given the potential for significant housing growth in the outer East

Leeds area, potentially at the expense of less viable or attractive housing growth on brownfield land in the inner East Leeds area, the remit of the East Leeds Regeneration Board was planned to be wider than the original EASEL area. In addition, due to the potential for job creation in the outer east Leeds area and in the Aire Valley, the East Leeds Regeneration Board potentially has a secondary interest in trying to ensure a match between potential jobs and skills availability in the inner East Leeds area. It's remit has not been formally finalised.

- 3.5 Following on from the preparations for the main Housing & Regeneration Board, the Chair asked for some work to be done to establish the East Leeds Regeneration Board. Some draft terms of reference were prepared by officers from Regeneration Programmes, Environment & Neighbourhoods Directorate and submitted to the Chair of the Housing & Regeneration Board and to Governance Services for comment. These were amended by Governance Services to reflect what was understood to be the terms of reference of a consultative body. They are attached as Appendix 1.
- 3.6 As with the city-wide board, the Chair of the Housing & Regeneration Board was keen to broaden the involvement of the private sector in the activities of the board, given the most likely source of finance, in a period of public sector cut-backs, for investment and for job creation in areas of need would be through private sector housing and commercial development opportunities. He was therefore looking for both boards to have wide-ranging discussion about the way forward and not to be too dominated by Council views.
- 3.7 It had been proposed that the M.P. for East Leeds could be suggested to Chair the East Leeds Regeneration Board, given he is M.P covering the majority of the affected area and given his role on the Chamber of Commerce's Team Leeds leading on regeneration. On this basis, the Chamber of Commerce became involved in the preparation work for the East Leeds Regeneration Board.
- 3.8 It was understood by officers of the Council that the Chamber of Commerce would assist in servicing the Board and enabling the delivery programme, alongside the Council and that papers may come from any of the participating organisations, not just Council officers.
- 3.9 Proposed membership was drawn up by the Chamber of Commerce to include the two areas MPs (George Mudie and Alec Shelbrooke); the Chair of the Housing & Regeneration Board (Cllr Gruen), a named representative of each of the wards covered by its area, private sector and Chamber representatives, METRO and the Homes & Communities Agency (HCA).
- 3.10 Draft terms of reference were drawn up by the Chamber of Commerce. These were due to be discussed at the first meeting of the Board and were not therefore in an agreed or ratified form.
- 3.11 Reports were produced via the Chamber of Commerce for the first meeting of the board. These covered the rationale for and proposed role of the board; its proposed membership; and a background paper about 'New East Leeds'.
- 3.12 The papers for the first (informal) meeting were sent out by the Chamber of Commerce on 27th September. This was the first time that officers in the Council saw

the full membership of the proposed board (now called East Leeds Housing & Regeneration Board); its terms of reference; and the reports that had been prepared by or on behalf of the Chamber. The paperwork for the proposed board meeting is attached as Appendix 2.

- 3.13 In the event the board did not meet as the meeting was cancelled by the Chamber of Commerce.

'New East Leeds'

- 3.14 On 23rd September 2011 at the Chamber of Commerce's annual business lunch, New East Leeds was announced as an initiative. A press release was issued by the Chamber on the same day. The flyer, press release and press article from the Yorkshire Evening Post web-site are included as Appendix 3.
- 3.15 The Chamber of Commerce's press release refers to New East Leeds as a private sector collaboration to transform a large area of East Leeds including expansion at Thorpe Park business park; a 110 acre public park; new homes on the former Vickers' plant and the construction of the Manston Lane Link Road (MLLR). The initiative was to be entirely private sector led, whilst working in partnership with Leeds City Council. Companies cited as being involved included GMI group and Scarborough Group.
- 3.16 The Chamber of Commerce established 'New East Leeds Ltd' as a company on 21st September 2011. It is understood that its purpose was to assist in the delivery of development at and around the Thorpe Park Business Park and to work with a range of landowners and developers to maximise employment and training outcomes for local people. Council officers were not involved in establishing this company or aware that it had been established until this was checked on 27th September. Given that background, officers understand that the company was established by the chamber as a way in which the Chamber would be able to charge fees for its work in the 'New east Leeds' area. Officers also understand that the Chamber of Commerce intends to close the company.

East Leeds Extension

- 3.17 Members will be aware that the Council's UDP makes reference to the East Leeds Extension, an area of potential housing growth; and to the East Leeds Orbital Road, a road that would service such development and take pressure off the ring road. In addition, Members will be aware of planning applications and conditions relating to both the development of the former Vickers factory, which requires the MLLR to be built for the full development to proceed; and the potential for extension of the Thorpe Park business area, a planning condition of which requires the Manston Lane Link Road, and a bridge over the railway line, to be constructed.
- 3.18 Due to the economic downturn, potential growth has been effectively blocked as Thorpe Park Developments Ltd (TPDL) are unlikely to reach the threshold above which they are required to build the road for some years to come. As a result of the potential need for the road, Thorpe Park Developments Ltd believe they should receive part of the increase in land value arising from new development.

- 3.19 The Council has been in discussions over a prolonged period of time with Thorpe Park Developments Ltd (part of the Scarborough Group) in an effort to unlock the position in relation to new development in the east Leeds area through the bridge and road that Thorpe Park is required (as a planning condition) to construct at some stage to expand its own development. If built, this unlocks housing development to the north of the railway line including that which requires the MLLR.
- 3.20 Heads of Terms have recently been drafted between the Council and Thorpe Park Developments Ltd and these are the subject of a separate report planned for Executive Board on 2nd November 2011. Council officers understood that there would be a press release and announcement at the Chamber of Commerce's lunch on 23rd September. However, no one at the Council appreciated that the announcement related to the launch of the company 'New East Leeds Ltd'.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 This report has been prepared to summarise events and has not in itself been the subject of any consultation.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Where projects or proposals are being lead by the Council or will involve Council resources/assets, an Equality Impact Assessment Screening will be undertaken and if required, a full Equality Impact Assessment. A screening exercise has been carried out in relation to the East Leeds regeneration project as a whole, but not specifically in relation to the matters covered by this report.

4.3 Council Policies and City Priorities

- 4.3.1 The East Leeds Regeneration Board is intended to form part of the governance and delivery arrangements for the Housing & Regeneration City Priority Plan and will also contribute to the delivery of Environment & Neighbourhoods priorities in the Council Business plan. A report is to be considered by Executive Board on 2nd November 2011, which will clarify the arrangements and governance around the establishment of any sub-boards by the five Leeds Initiative partnership boards.

4.4 Resources and Value for Money

- 4.4.1 There are no specific implications in relation to this report.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 If it is intended to formally constitute the East Leeds Regeneration Board as a body to which the Council nominates Member representatives, this will need to be reported formally to the Council through Member Management Committee. The Members Code of Conduct will apply to those Council Members nominated to the Board by the Council. It was not intended that the board itself would have any decision making powers.

4.6 Risk Management

- 4.6.1 The East Leeds Regeneration Board was to be established to guide regeneration efforts across East Leeds. The resource for significant investment in regeneration and employment are most likely to be through the private sector rather than the public sector. Therefore partnership working is required. From the Council's perspective, this requires the governance of its relationship with the private sector to be clear and documented so as to avoid risk, real or perceived, of conflicts of interest.

5 Conclusions

- 5.1 The East Leeds Regeneration Board is to be established as part of the new city governance arrangements to deliver the Vision for Leeds 2030. It will undertake a more local area-based co-ordinating role in the delivery of the Housing & Regeneration City Priority Plan, reporting to the city's Housing & Regeneration Board.
- 5.2 The Board has yet to be formally established and has not had its first meeting. The majority of the preparation for the proposed meeting was done through the Chamber of Commerce without involvement of Council officers. The New East Leeds initiative and company was launched without knowledge of anyone at the Council, although its timing may well have been chosen by those working with the Chamber of Commerce to reflect a real step forward in the separate negotiations with the Council designed to unlock development in the area.
- 5.3 There are lessons to be learned: there was insufficient communication between the Council and the Chamber of Commerce on this matter. It is also recognised that there is a need for more clarity about the role and remit of any partnership sub-board established through the Leeds Initiative arrangements. This is subject of a separate review being carried out by the Assistant Chief Executive (PPI) which will be reported to Executive Board on 2nd November 2011. This report will clarify the arrangements and governance for the establishment of any sub-boards by the five Leeds Initiative partnership boards including establishing that the Council will provide the secretariat function, and to put in place a mechanism to deal with any potential duplications between sub-board proposals.

6 Recommendations

- 6.1 Members are asked to note and comment on the content of this report.

7 Background documents

Executive Board report 15th December 2010 Proposed changes to the Leeds Initiative Partnership and the City Planning Framework;

Leeds Initiative Board report 15th June 2011: Convening the Strategic Partnership Boards

This page is intentionally left blank

East Leeds Regeneration Board Draft Terms of Reference and Working Arrangements

Aim of the Board

The Board will agree, deliver, oversee and monitor an area based regeneration programme to contribute to the city's strategic regeneration aims and assist delivery of the City Priority Plan for Housing and Regeneration.

The Board will receive direction from the city-wide Housing and Regeneration Board and report to it in respect of strategic targets. The east Leeds Regeneration Board will determine targets to define and monitor its own more local priorities.

Functions of the Board

The Board will be an advisory body in relation to regeneration work within the area of east Leeds¹. Specifically the Board will;

1. Advise or make representations to the Housing and Regeneration Board, the Council's Executive Board or relevant Area Committees, in relation to programmes of regeneration, project activities (and the prioritisation of those activities) and the arrangements for delivery of regeneration programmes;
2. Provide a mechanism through which regeneration activity, proposed or underway in east Leeds is co-ordinated.

In so doing the Board will:

3. Offer public, private and third sector stakeholders opportunities to present investment and development proposals and co-ordinate these interests to deliver the regeneration programme.
4. Offer guidance and comment on the use of stakeholders' land, assets, services and developments as they relate to the delivery of the regeneration programme.
5. Consider and advise on the use of new partnership delivery models to support housing-led regeneration.
6. Ensure that partners undertake the following to support the regeneration of East Leeds:
 - a) plan effectively to meet current and future housing need;
 - b) secure housing and complementary investment and make sure this meets identified needs;
 - c) seek the highest possible standards of environmental sustainability for development;
 - d) protect and improve local amenity and environmental quality;

¹ A map detailing this area is attached as an appendix to these terms of reference.

- e) ensure investment in and adjoining the area (including the city centre and Aire Valley) maximises employment and training opportunities for local people;
- f) provide greater certainty and transparency for the future of east Leeds' communities and neighbourhoods;
- g) have due regard to equality in all decisions and activities;
- h) communicate and engage effectively with all stakeholders.

Board Procedures

1. The Board will operate in accordance with the overall governance arrangements established to support the delivery of the City Priority Plans;
2. The Board will produce and agree a regular highlight report to the City Housing and Regeneration Board, to cover progress against CPP priorities and other locally agreed priorities;
3. The Board will meet [quarterly] (usually on a Friday or Monday morning to accommodate parliamentary schedules);
4. The Board will elect a chair for an initial period of [XX] years and subsequent periods to be agreed by the Board;
5. The Board will have no direct budget and shall not replace the decision making powers of individual member bodies. It will not constitute a separate legal entity;
6. Board members will nominate deputies for attendance in absence in their absence;
7. Board meetings will not be open to the public but papers, agendas and minutes will be published on the Leeds Initiative website promptly. A forward plan of meetings will be published on the Leeds Initiative website.

Support Arrangements

1. The Board will be serviced by and have technical and professional support through the Council's Regeneration Programmes Division and the Leeds Chamber of Commerce;
2. The Chair will have a pre-Board briefing no later than 2 weeks prior to each meeting and interim briefings on request;
3. Board members will receive papers and agendas not later than 1 week in advance of meetings;

**The East Leeds Housing and Regeneration Board Meeting
Monday 3 October from 2-4pm at Leeds City Council, Civic Hall**

AGENDA

1. Election of Chair and Deputy Chair
2. Rationale for the Board (there are two papers for this agenda item)
 - Terms of Reference
 - Board Membership
 - Core Board
3. The Board
4. New East Leeds (Presentation)
5. Board Sub Committees (Chair to introduce)
6. Position Statements on the Aire Valley, Transport in East Leeds, Easel, Employment and Skills and Planning and Land Use, Localism and Planning Bills (Chair to introduce)
7. Dates and times of future board and sub committee meetings

Agenda Item 2

Membership of the Board

Membership

- 1 x Ward Member from each Council ward
 - Cllr Hyde (Killingbeck & Seacroft)
 - Cllr Gruen (Crossgates & Whinmoor),
 - Cllr Hussain (Gipton & Harehills)
 - Cllr Lyons (Temple Newsham)
 - Cllr Grahame (Burmantofts and Richmond Hill)

- George Mudie, MP (East Leeds)
- Alex Shelbrooke MP
- Kieran Preston OBE, Metro
- Gary Williamson, Leeds, York and North Yorkshire Chamber
- Nigel Foster, Arup
- Paul Forbes, Leeds, York and North Yorkshire Chamber
- Naz Parker, Homes and Communities Agency

Officers in Attendance

- Martin Farrington, Director of City Development, Leeds City Council
- Neil Evans, Director of Environment & Neighbourhoods, Leeds City Council
- Other appropriate officers as and when invited

Draft Terms of Reference

Aim of the Board

- To agree and deliver the regeneration of East Leeds.
- The board will receive strategic direction from and report to the City-wide Housing and Regeneration Board.

Strategic Aims for Regeneration

The strategic aims are that Leeds will be a great place to live, where:

- The growth of the city is sustainable and provides long term benefits for all regeneration activity in creating the right physical environment for the delivery of vibrant and sustainable communities
- A range of housing types, sizes and tenures exist that can meet the full range of residents' needs in a growing city and
- Local people benefit from regeneration investment.

The City Priority Plan has the following priorities, which the East Leeds Board will use to inform its own local aims and objectives

- Maximise regeneration investment to increase housing choice and affordability within sustainable neighbourhoods.
- Encouraging economic growth of the City whilst minimising the impact of the environment and the Distinctive green character of Leeds and
- Improving housing conditions and energy efficiency.

Proposed Scope of the Board

The board will ensure that the following are priorities for regeneration in East Leeds:

- Plan effectively to meet current and future housing need.
- Bring in housing and complimentary investment and make sure this meets identified needs.
- Certainty and transparency for the future of east Leeds' communities and neighbourhoods.
- Protect and improve local amenity and environmental quality.
- Ensure investment in and adjoining the area maximises employment and training opportunities for local people.

Proposed Operation of the Board

- The Board will operate in accordance with the overall governance arrangements established to support the delivery of the City Priority Plans; it will report to the City Housing and Regeneration Board.
- The Board will meet quarterly (usually on a Friday to accommodate parliamentary schedules).
- The Board will elect a chair for an initial period of XX years y
- The Board will be quorate with [xx]% of members in attendance [and xx% of ward councillors present]
- The Board will receive papers and agendas not later than 1 week in advance of its meeting. Such papers will be prepared either by the private sector co-ordinated by the Leeds, York and North Yorkshire Chamber or Council officers.
- The Board will have administrative support through the Council's Governance Services
- The Board will produce and agree a regular highlight report to the City Housing and Regeneration Board, to cover progress.

Agenda Item 2

The East Leeds Housing and Regeneration Board

1. Background

- 1.1 Infrastructure and strategic developments in UK towns and Cities have significantly been financed by Central Government and coordinated by Regional Development Agencies with the support of Local Authorities. Now that financial support from the Coalition Government for physical regeneration has virtually ceased, Local Authorities face increasing difficulty in securing funding to support economic development/regeneration particularly for large scale projects.

In addition, the people side of regeneration which was a priority for the previous Labour Government placed substantial funding with the Local Authorities through the Single Regeneration Budget, the Neighbourhood Renewal Fund, Deprived Areas Fund, New Deal for Communities, the Working Neighbourhoods Fund and the Local Economic Growth Initiative (LEGI) to tackle unemployment in their localities.

These funds were in addition to the national programmes funded by the Department of Employment/ Department of Work and Pensions New Deal Fund and funding for Training and Skills coming from the Learning and Skills Council. There were also significant sums of European money linked to these mainstream budgets.

- 1.2 In 2011 the Coalition Government allocated funding to the Department of Work and Pensions (DWP) to fund a new Work Programme for unemployed people and funding is being provided by the Department of Business Innovation and Skills (DBIS) to fund an expansion of the Apprenticeship programme. None of these initiatives will succeed without the private sector growing and creating more jobs.
- 1.3 In summary to generate the level of future investment required for major housing and regeneration schemes, it is clear that significant private sector financing is going to play a greater role. This in turn will necessitate the introduction of new powers to Local Authorities to make the maximum use of their income and assets to raise capital investment in the defined area.

2. The Future

- 2.1 A former member of the Bank of England's monetary policy committee who predicted the scale of the economic downturn regards the present economic circumstances as occurring once in every 100 years but which to overcome will take at least 20 years. To address the very serious issues of housing and economic development in East Leeds, it is proposed that the newly formed Housing and Regeneration Board works with the Leeds and North Yorkshire Chamber, its private sector members/partners to comprehensively address the investment needs of the area, the employment aspirations of the electorate and their families, in addition to securing the overall well being of all the residents living in the neighbourhoods and communities within the defined area of East Leeds. Given that public finances will not be available to support regenerative schemes for at least 10/20 years only the private sector will be able to create surpluses which can be reinvested into a Local Authority area. *This will necessitate the introduction of new powers to Local Authorities to make the maximum use of their income and assets to raise the level of capital investment coming into any defined area already referred to in paragraph 1; 3.*
- 2.2 The 2000 Local Government Act restructured Local Government amongst other measures to allow for a Council's policy framework and budget to be agreed by the full Council following proposals from their executive (paid service) and for the executive to be charged with implementing the agreed policy framework under a range of schemes of delegation which are reviewed by Scrutiny Boards of Councillors and other invited

parties. This was thought to be a more efficient way of running Local Authorities which would also enable elected members to spend more time in their electoral wards working with their electorate in their neighbourhoods and communities. The Labour Government took the view that these were essential reforms.

- 2.3 From the recent and nationally reported loss by the Council of a significant number of housing appeals (with costs awarded against the Council which became accumulated losses on the same grounds without recourse to a prudent and realistic stock take by the Council's executive,) it is clear that the interests of the city have not been well served by the executive's advice and use of their delegated powers. A new working relationship needs to be established with the house building and private development sector if the City's setbacks are to be turned around and to this end the Leeds and North Yorkshire Chamber is initiating a new vehicle to promote and deliver growth and regeneration
- 2.4 To facilitate this it is proposed that the East Leeds Housing and Regeneration Board be chaired by George Mudie MP constituency member for East Leeds and member of the Treasury Select Committee with the vice chair being Peter Gruen Executive Board Member for Housing and Regeneration. To ensure that there is a more meaningful dialogue with the business community the board will be serviced by the Leeds and North Yorkshire Chamber in discussion with private sector partners and the senior executive of the City Council.
- 2.5 Board members will have already considered a paper on how the board will operate and detailed below in paragraph 3:1 and 3:2 are examples of further reports which may be considered by the board at future meetings.

3. Future Papers

- 3.1 The board will be invited to consider whether it wishes to be briefed on the following financing issues:
- Business rate retention
 - Tax Increment Financing
 - Local asset backed vehicles
 - City Development Companies/Economic Development Companies
 - Private Finance and the European Investment bank
 - Local Authority Bonds
 - Business Improvement Districts
 - Section 106 Funding and the introduction of Community Infrastructure Levy (CIL)
 - Social Impact Bonds
- 3.2 It will also receive reports on the following key issues/areas of concern:
- Transport
 - Education/Skills
 - The Aire Valley
 - New East Leeds and Thorpe Park
 - Easel
 - Localism and the Planning Bills

4. Recommendations

- 4.1 Board Members are asked to approve the establishment of a new working relationship with the Leeds and North Yorkshire Chamber.

Agenda Item 3

The Board

1. The Board
 - 1.1 The Board will oversee all developments in East Leeds including the coordination of the Council's input into the Aire Valley. It will give due consideration to any inward investment proposals for this area linking them closely to the soon to be developed Thorpe Park area of New East Leeds (NEL)
 - 1.2 The board will establish a strong partnership with the LEP and any future Enterprise Zone designated within the East Leeds area. Such a development will be an essential prerequisite to resolving any difficulties/tensions in the area and ensuring that where appropriate, mechanisms are put in place to pool funding to deliver critical infrastructure, transport and skills provision for the benefit of local people to enable them to secure the new jobs coming into the East Leeds area.
 - 1.3 The board will form time limited sub committees chaired by either an elected member (of the board or a co opted member) or a Chamber nominated private sector representative to address particular themes / issues covering the East Leeds area
 - 1.4 The Leeds and North Yorkshire Chamber will co ordinate the private sector response to the area and the Council will refer all potential investment requests to the board. No public assets or land will be sold by the executive without consulting with the board.
 - 1.5 The board will refer all its decisions to the City Wide Housing and Regeneration Board Chaired by the Deputy Leader of the Council.
 - 1.6 The board will meet on a bi monthly basis on a Friday.
 - 1.7 The private sector will provide administrative support in partnership with the Council's Governance Services.
 - 1.8 The initial meeting of the board will determine the membership.
2. Recommendations
 - 2.1 The board is asked to approve the recommendations set out in paragraphs 1.1-1.8.

Agenda Item 4

New East Leeds

1. Introduction

1.1 New East Leeds is a Leeds Chamber of Commerce initiative which brings together for Leeds and the wider region the vast opportunities for positive change offered by the infrastructure and land availability in East Leeds with the motivation by stakeholders to ensure that the community shares in the transformation.

2. Key Features of New East Leeds

- 2.1
- A sustainable transport strategy for growth, rooted in the catalysts of junctions 45 and 46 of the M1 and connecting infrastructure;
 - In particular, and at an early stage, provision of the road link to Manston Lane (so traffic diverts from Crossgates). This is the first phase of the East Leeds Orbital Route;
 - Housing growth delivering family homes in marketable locations;
 - Mechanisms to help provide low cost family homes and housing to meet the needs of the communities of East Leeds;
 - A new look at Thorpe Park, to accelerate development and job creation;
 - Bringing forward the new 110 acre public park with locally responsive features ;
 - Linking in to the refocused Aire Valley, with all the opportunities of its Enterprise Zone and potential for low carbon industries;
 - Proactive new approach to young people, skills training and jobs through [East Leeds Apprenticeship] initiative; and
 - Promotion of and investment in transformed educational provision, including new schools and a University Technical College.
- 2.2 Three decades ago, the untapped resource of undeveloped land to the East of Leeds (with east being the prime direction for Leeds to grow) was offered the key building bricks for change with exploration of the proposals for the A1 – M1 link Road and Seacroft – Crossgates bypass. East Leeds was successful in the 1990s in gaining the M1 extension, but the orbital route to link the M1 in the east through to north Leeds failed to be realised.
- 2.3 At Junction 46, Thorpe Park has been developed to a scale and quality that makes it a regionally significant feature for Leeds. However, a new impetus is needed for Thorpe Park to continue as an engine for growth and compete internationally. Hand in glove with the continuation of Thorpe Park's revitalisation will come the beginning of the East Leeds Orbital Route, which in due course will unlock the building of thousands of new homes as part of the Eastern Extension that the Development Plan for Leeds envisages.
- 2.4 With many wards in inner and outer East Leeds demonstrating all the indicators of deprivation and social exclusion over generations, there have been many initiatives attempting to make systemic changes to large parts of the area. Whilst a great deal of public money has been invested, problems of physical deprivation, poor life chances, a cycle of worklessness and an anomalous lack of employment land close to where people live, together with a mono-tenure housing offer, still persist.
- 2.5 At the same time, many opportunities for East Leeds remain untapped. In a time when there will be very little if any public financial assistance available, New East Leeds proposes a different approach led by the Chamber of Commerce in partnership with business, local stakeholders and the Council to ensure that the opportunities are not wasted.

3. Future Opportunities

3.1 These opportunities include:

- Availability of developable land, most of which has already been removed from the Green Belt, and where land remains to provide the necessary open space, separation and new landscaping for existing communities and for proper planning of new development;
- The extended M1 with junctions 45 and 46 designed with capacity for necessary growth, East Leeds Radial (from J45) and the imminent prospect of the first phase of the East Leeds Orbital Route (from J46), crossing the rail line to Manston Lane;
- Well developed radial transport links with Leeds city centre;
- An established business park at Thorpe Park of a quality required by global blue chip companies, with land already earmarked for expansion and adjacent land suitable for related uses – all planning of Thorpe Park has future-proofed for such opportunity;
- A well connected rail line, with realistic longer term potential for a rail station and strategically significant transport interchange;
- Established and planned large scale residential areas, providing for a latent powerful workforce if given access at appropriate times to a new direction in nursery and school provision, Further and Higher education, skills training and apprenticeships;
- Huge potential for the employment of the human resource at Aire Valley and Thorpe Park, assisted by the public transport improvements which will accompany the new roads;
- Support for new initiatives from the Leeds universities and colleges;
- A private sector professional team which has been committed for some twenty years to bring together evidence and the technical case for New East Leeds.

4. Recommendations

4.1 Board members are asked to comment on the proposals.

New Development to Transform East Leeds

Private sector-led proposals to transform a large area of East Leeds and create thousands of new jobs have been announced today by the Leeds, York and North Yorkshire Chamber.

The Chamber is facilitating a collaboration of private sector stakeholders who will entirely deliver and finance the New East Leeds (NEL) initiative, whilst working in partnership with Leeds City Council. The aim of the project is to kick-start economic and social opportunities for the community of East Leeds at a time of limited public funding.

NEL is a new approach to regeneration during economically challenging times and austerity, with businesses playing a greater role in driving growth and shaping the local economic environment. Private sector investment will be used to fund new learning facilities, a major park and sporting facilities, green space and other community projects in the area.

Partners involved in the scheme include GMI Group and Scarborough Group.

[Click here to view map of NEL](#)

Comprising the land around and north of Thorpe Park, NEL is ready to begin with immediate effect and over the next two years can facilitate:

- Revitalisation of the high quality business park at Thorpe Park whilst enhancing employment opportunities at Aire Valley Enterprise Zone, with focus on low-carbon, manufacturing, logistic, production, financial and business services sectors;
- A 110 acre public park providing families access to sporting facilities and open green space;
- High quality and marketable new homes at the former Vickers plant in Crossgates and other accessible areas in East Leeds, ensuring homes for families, older people and those who need to leave the family home;
- An extended road through Thorpe Park from the M1 to Austhorpe at Manston Lane, which will divert the traffic flow away from Crossgates and serve new developments; and
- State of the art learning facilities built by the private sector developers.

NEL also aims to deliver opportunities for skills and training in New East Leeds and help address the significant issue of unemployment in the area.

Alongside new housing development, an apprenticeship company will be established where young people are funded to work in local businesses and the Leeds Universities and Colleges will provide level 4 qualifications for young people and adults in the area.

By building on the other major developments in the city centre, South Leeds, Aire Valley and Leeds Bradford Airport, it is expected that NEL will play a significant role in driving the future economic and employment growth in Leeds and the wider-city region. The plans announced today are the first in a

Appendix 3

number of long-term opportunities for the area.

Gary Williamson, chief executive of Leeds, York and North Yorkshire Chamber, says:

“The Local Authority has recognised the challenges in East Leeds and there has been some investment in the area. However, in this new era of limited public-funding we need to look at new ways of tackling regeneration and economic development and only the private sector has the potential to deliver a project of this scale”.

“Recognising that Leeds needed to adopt a new approach to regeneration, the Chamber went on a fact finding mission to the USA to discover their approach to planning, revitalising and delivering large scale developments in urban areas. NEL will adopt a similar model, with the public and private sector working in partnership to achieve a shared vision and common objectives, whilst using the Chamber as a broker to smooth away any difficulties.

“NEL will see developers, builders and consultancies delivering the funding for projects for the residents and workforce of East Leeds, whilst complementing and enhancing existing local priorities such as the LEP’s Enterprise Zone in the Aire Valley”.

“By building on the existing success of Thorpe Park, NEL will act as a catalyst for change in that part of Leeds. It is not simply about physical regeneration, but the social and economic transformation of an area that has not reached its full potential and which can help drive the future economic growth of Leeds and the wider City Region”.

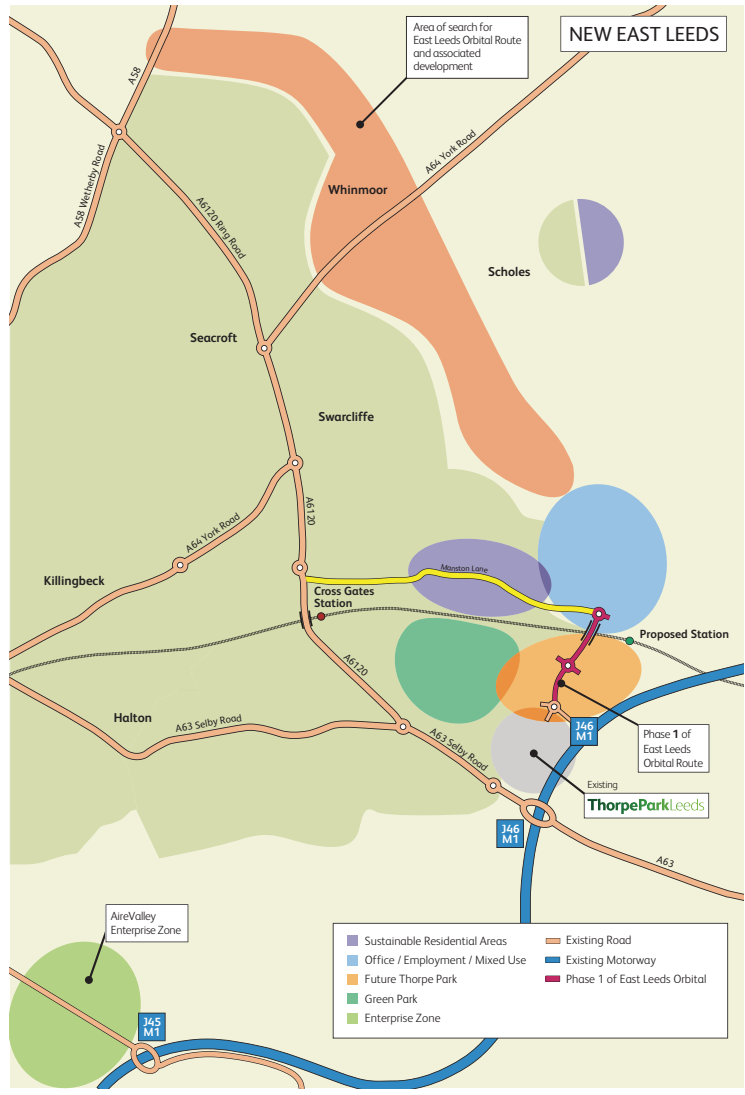
© Your Chamber 2009 All rights reserved.



East Leeds has the M1 on its doorstep, but this huge strategic opportunity has yet to be grasped as the catalyst for wholesale change in East Leeds. The M1 and Thorpe Park, with land and communities east of Leeds, have the scale to power the growth that the city needs.

It is about access:

- ⚙️ **Access to travel and transport**
- ⚙️ **Access to family homes for all**
- ⚙️ **Access to skills and jobs**
- ⚙️ **Access to high achieving schools and colleges**
- ⚙️ **Access to attractive open space**



If Leeds is to maintain its record of growth, it is the East that gives the promise. New East Leeds is the Chamber of Commerce driving forward growth with business, local stakeholders and Leeds City Council.



This page is intentionally left blank

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Regeneration)

Date: 31st October 2011

Subject: Leeds Bradford International Airport – Taxi Access

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Otley & Yeadon	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1.0 Introduction

- 1.1 On the 5th April 2011 the former Scrutiny Board (City Development) unanimously agreed that there should be hackney carriage provision via a rank near the airport on Whitehouse Lane Yeadon and requested that officers pursue this with Leeds Bradford International Airport and representatives of the hackney carriage trade.

- 1.2 Executive Board in May 2011 requested that a detailed option for a taxi rank on Whitehouse Lane at Leeds Bradford International Airport should be prepared, together with further dialogue with other relevant parties.

- 1.3 The attached report of the Director of City Development on taxi access at the Leeds Bradford International Airport was subsequently considered by the Executive Board on 12th October 2011. The Executive Board resolved
 - (a) That the contents of the submitted report, together with the work undertaken to identify a way forward in terms of provision for public hire taxis at Leeds Bradford International Airport be noted.

 - (b) That the option detailed within the report to develop a taxi rank on Whitehouse Lane not be progressed at this time, with further work being progressed on the Surface Access Strategy, in order to address the concerns raised during the discussion and also to ensure that public access

to the airport was maximised.

- (c) That officers be instructed to liaise with Leeds Bradford International Airport about the development of their Forecourt Management Plan in order to ensure that the negative impact of current parking arrangements on the highway, especially Whitehouse Lane, are mitigated as part of the process of discharging planning conditions relating to the Airport Terminal Building.

2.0 Recommendations

- 2.1 Members are asked to consider and comment on the Executive Board's decision regarding taxis access at Leeds Bradford International Airport.

5.0 Background documents

Detailed in the Board's draft final report and recommendations on housing growth

Report of **Director of City Development**

Report to **Executive Board**

Date: **12 October 2011**

Subject: **LEEDS BRADFORD INTERNATIONAL AIRPORT - TAXI ACCESS**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Otley and Yeadon	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. Executive Board requested in May that a detailed option for a taxi rank on Whitehouse Lane at Leeds Bradford International Airport should be prepared, together with further dialogue with other relevant parties.
2. Members will recall that the airport was sold by the Council and the West Yorkshire authorities in 2007. No control was retained over the taxi ranks. Subsequently in 2008 the airport company re-tendered the provision of taxi services and awarded their contract to a private hire company. This contract runs to 2014. Subsequently, in May this year, a £2 charge for the airport forecourt drop-off facility was introduced by the airport.
3. In 2010, in response to taxi service issues, an initial layout and indicative cost for a basic taxi rank on Whitehouse Lane was prepared. Further to Executive Board's request, a detailed design and engineering review has been completed including full site and public utilities assessments. As a result, a full design solution appropriate to the main access road location that maintains the integrity of the highway as the principal access to the Airport, including emergency vehicles, has been prepared. This is costed at a minimum of £515,000. In addition, there are potentially additional charges for disposing of contaminated material and associated landfill tax of £325,000 plus optional costs of £65,000 for landscaping and customer waiting facilities.

Alternative options have been considered but it is concluded that this option is the only practical of way making provision outwith the airport site and without LBIA's cooperation.

4. The option is expensive to implement due to the extent of the engineering works required. There are also road safety concerns about the mini-roundabout required at the terminal entrance to allow taxis and other vehicles to "U" turn outside the airport site. A turning manoeuvre that has grown significantly as drivers seek to avoid LBIA's £2 charge to enter the terminal forecourt.
5. The airport provides free short stay car parking for one hour within the long stay car parks and also provides a facility known as "voyager" where for an annual charge taxis and other customers can drop-off and wait for up to 15 minutes. However, the taxi trade is not known to have made use of this facility. LBIA has responded to the Council's concerns with an offer to increase the period of stay in the "voyager" area to 30 minutes for taxis. This appears to be a genuine proposal to improve the situation.
6. At this point further consultation on the taxi rank proposals has not been undertaken. However, the previous consultation indicated the airport company's objection to providing such a facility whilst confirming strong support from the taxi trade and endorsement in principle from Ward Members. This position is not understood to have changed. Subject to the Board's decisions, further consultation with stakeholders, the emergency services and other parties would be undertaken.
7. It remains the Directorate's view that the taxi rank option is not the ideal solution to this issue given the airport company's position on the subject, the need for effective traffic management and the issues with the management of any taxi facility that was not part of the airport's operations. However, the existing arrangements and particularly their negative impact on access traffic, especially dropping off on Whitehouse Lane, are considered to be unsatisfactory.
8. As part of LBIA's planning consent for their terminal extension, a review of the airport surface access strategy is to be undertaken and a forecourt management plan has to be agreed with the Planning Authority. It is therefore recommended that officers liaise with LBIA about the development of a suitable forecourt management plan which addresses the consequential impact on Whitehouse Lane and work jointly with the airport to agree a new surface access strategy for the longer term.

Recommendations

9. Members are requested to:
 - i) note the contents of this report and the progress made to identify a way forward in terms of provision for public hire taxis at Leeds Bradford International Airport;
 - ii) consider the option described in the report for a taxi rank on Whitehouse Lane and LBIA's offer to revise their short stay arrangement to better accommodate waiting taxis and advise on their preferred course of action; and

- iii) instruct Officers to liaise with LBIA about the development of their forecourt management plan to ensure that the negative impact of current parking arrangements on the highway, especially Whitehouse Lane are mitigated as part of the process of discharging planning conditions relating to the Airport Terminal Building.

1 Purpose of this report

- 1.1 This report provides further advice to the Executive Board concerning the provision for taxi access at Leeds Bradford International Airport following their 18 May meeting which considered the recommendations of the Scrutiny Board (City Development) inquiry into 'Leeds Bradford International Airport: Provision for Public Hire Taxis'

2 Background information

- 2.1 At their 18 May meeting Executive Board received a report from the Head of Scrutiny and Member Development concerning the recommendations arising from the former Scrutiny Board (City Development) inquiry into 'Leeds Bradford International Airport: Provision for Public Hire Taxis'. This indicated the unanimous view of the Board that provision should be made for a hackney carriage stand at Whitehouse Lane adjacent to Leeds Bradford International Airport. (LBIA).
- 2.2 Members will recall that the Council along with the other West Yorkshire councils sold Leeds Bradford International Airport in 2007. As part of the sale the Councils retained a "golden" share which enabled them to control the name of the airport and its continuation as an international airport. However, the Council retained no control over taxi services at the airport nor the provision rank facilities on the site. Subsequent to the sale of the airport contract for taxi services was retendered which resulted in the appointment of a private hire company in 2008 to a contract which lasts until 2014. This replaced the previous contract with the hackney carriage companies.
- 2.3 The Directorate's response to the Scrutiny Board's recommendations indicated that the proposal for a hackney carriage rank at the airport was an option that was investigated. It was developed in response to issues within the city centre and representations from the hackney carriage trade regarding service options at the airport. However, whilst the proposed rank had support from Ward Members and the taxi operators, the proposals were not supported by LBIA. Issues in terms of road safety and the suitability of pedestrian routes across airport land to the terminal building were such as to conclude that there is no common consensus and that the opposing views were unlikely to be reconciled.
- 2.4 This initial option, which was not developed in detail, was prepared to gain early feedback using an indicative cost which was based on preliminary desk top work to identify how in principle a minimal taxi facility might be provided. It was, however, established even at this early stage that the existing highway would need to be widened. Whitehouse Lane has been designed and built to form the main access route to a major commercial airport. The standards adopted reflect this need to provide for the free flow of vehicles of all sizes, including buses and coaches, into the various parts of the airport site as there is no other access route to the airport site. Relatively limited provision is made for pedestrians with a minimum width footway on

one side only. To accommodate a taxi rank within the existing carriageway width would have resulted in an unacceptable operational traffic lane width. Therefore the initial proposal included a minimal area of widening to provide a more acceptable lane width. Even so this was achieved in the initial option only by reducing the traffic lanes to well below the original design standard. It was also impractical to widen the footway due to these constraints.

- 2.5 Alternative locations for a taxi facility were considered. However, Whitehouse Lane is the only feasible public highway location in proximity to the airport and examination of locations other than the one selected showed that they were a significant walk distance from the terminal and could not provide a sufficient number of spaces without significant engineering works and costs. Similarly it would be difficult and inappropriate to provide formal waiting facilities for the general public drop-off traffic presently seeking to avoid paying the £2 charge.
- 2.6 Executive Board noted the report and resolved that more detailed plans be drawn up for the provision of a hackney carriage stand at Whitehouse Lane adjacent to the airport. The submission of a further report was requested detailing the progress made and outlining a proposed way forward, with further negotiations being undertaken with all relevant parties in the meantime.
- 2.7 Since the previous Board report was prepared the airport has reviewed its forecourt management arrangements. As a result revised parking management arrangements have been implemented. This has included the introduction of a £2 charge for all (non-contracted) vehicles dropping-off passengers at the terminal where formerly there has been no charge for this facility. However, free parking for short stay visits of up to 1 hour is available within the long stay car park areas. Initially some 100 vehicles per week were using this facility. LBIA advises that this has now risen to more than 700 vehicles per week making use of the 1 hour free facility. Depending upon availability these spaces may be some walking distance from the terminal necessitating use of the airport's car park bus services. This facility is available for any user and is identified on the traffic signing.
- 2.8 The introduction of the £2 charge is a measure in the sole control of the airport company, as is the contract for taxi services at the airport. This change has had a negative impact on the public highway, particularly at peak times, with an increase in the number of instances of parking on double yellow lines to drop off as a means of avoiding the £2 charge. At busy times this illegal parking can be quite extensive and potentially disruptive to the free flow of traffic into the airport site (Appendix 1: Ref 1 & 2). These issues have been an ongoing concern in the local area and to ward members. There is also some concern within the surrounding area that airport related parking issues spread beyond the immediate airport environs. Although not directly attributable to the present arrangements this may be symptomatic of wider public issues concerning airport parking.
- 2.9 The remainder of this report details the work undertaken to take forward the preparation of the detailed option for a hackney carriage stand (taxi rank), updates on discussions held with LBIA and the Council and considers what actions may be available to Members going forward.

3 Main issues

- 3.1 Detailed engineering work has now been undertaken sufficient to confirm the parameters and costing for the delivery of a taxi rank facility on Whitehouse Lane adjacent to the airport. The issues arising from the £2 charge for forecourt entry has also been discussed with the airport company.
- 3.2 A copy of the detailed design layout (drawing HDC/257164/GA/01), is appended to this report. This layout provides for approximately 22 taxi spaces situated between the routes serving terminal forecourt. In view of the mix of traffic using the road and its significance as the sole route of access to the airport the option retains standards consistent with the original design for Whitehouse Lane. The present traffic lanes would therefore be retained at their existing width plus the further width to accommodate a taxi rank. This allows for likelihood of passengers alighting from both sides of parked vehicles into a road in which waiting and loading is presently restricted throughout in order to provide for the smooth flow of traffic, including buses in and out of the airport. (see Appendix 1 photographs Ref 3 & 4).
- 3.3 The taxi rank option would be achieved by widening the Whitehouse Lane carriageway to accommodate the taxi standing area on the South side and maintain an appropriate operational road width. Because the road is built on an embankment and the existing verge is insufficient for a safe widening, this option therefore entails the reconstruction and strengthening of the embankment. Diversion of the public utility apparatus currently located in the highway verge within the area of carriageway widening is also required.
- 3.4 In addition to the taxi rank, the design allows for the inclusion of a small customer waiting area and luggage trolley storage all to be situated within the public highway boundary; the airport company having indicating that provision within their property would not be accommodated. The route for pedestrians to the terminal would follow the existing footway alongside Whitehouse Lane to the airport forecourt area. Improvements to this route would therefore be at the discretion of the airport.
- 3.5 The facility has an estimated cost of £515,000 including professional fees and the diversion of public utility equipment. Additional excavation and disposal of contaminated materials and any resulting landfill charges may add an estimated further cost of up to £325,000 (see below). Optional landscaping works and customer waiting facility costs would add a further £65,000. This significant uplift on previously quoted figures is mainly due to the very much greater detail and investigation that has been undertaken, including a geotechnical survey, public utility enquiries and report.
- 3.6 The main element of cost, apart from the basic road construction and traffic management is the need to reconstruct the embankment, which on the North side of the road rises to a height of up to 6 metres, to support the widened road and the accommodation of the diverted public utilities. The geotechnical survey indicated that the existing road is constructed on fill material which has been classified as

contaminated. Therefore it is expected that the material disturbed for the new embankment would require excavation and disposal within the requirements of the Environment Act and this is reflected in the estimate accordingly.

- 3.7 Several other important factors need to be borne in mind when considering this matter. Construction access to the embankment works may require third party agreement. Tree cover on the present embankment which screens the road would need to be removed. Although the Council would be under no obligation to replace this planting, it may be appropriate to consider replacements. A road safety assessment has flagged the need to provide for U turning vehicles which raises issues of conflict with other airport access traffic and questioned the suitability of using a mini-roundabout for this purpose (this would be sited at the junction with the terminal access road which is otherwise the only return route). Furthermore it is noted that the extent of the adopted highway at this location is insufficient to fully accommodate this facility without encroaching on the private road to the terminal.
- 3.8 Alongside the development of the option for a taxi rank, there has been a continuing dialogue with the airport company in the course of which they have been asked to consider the position for taxis following the introduction of the forecourt drop-off charges. As a result the airport has given further thought to the matter and have offered to revise the terms of the existing “Voyager” facility, (Figure 1) which provides limited waiting of up to 15 minutes in a designated area within the short stay car for an annual payment (currently £25). The offer from the airport is to increase this waiting period to 30 minutes, before further supplementary parking charges apply. Essentially, this proposal would provide a more attractive facility for taxis to park close to the airport to wait for pre-booked fares for up to 30 minutes. However, it would not function as a rank and would not provide a facility for picking up casual fares. For these reasons it is unlikely to be resolve the taxi trade’s dissatisfaction with the current taxi arrangements at LBIA.
- 3.9 There is also potential to discuss further with the airport how the attractiveness of the free 1 hour short stay facilities already available in the long stay car park could be enhanced. This is something that they are already aware of and giving consideration to. Increased awareness and use of this facility may assist in addressing other concerns related to parking in the airport environs.
- 3.10 The airport is a critical link in the city and wider city region’s transport system and it is of paramount importance that the facilities provided to customers are of the highest quality. However, the primary responsibility for these facilities lies with the owner and operator of the airport. It therefore follows that as far as possible any action taken by the Council needs to be integrated with the master planning for the airport site. Whitehouse Lane sits entirely within the airport Operational Land boundary as its principal function is almost entirely the service of the airport site. In view of the road’s significance to the operation of the airport it is therefore very relevant that any changes to this road are carefully considered within the overall context of the airport’s development planning
- 3.11 Further engagement is also taking place with the airport about their future strategic development plans (masterplan and surface access strategy which relate to one of the conditions attached to the planning consent for the terminal building) and their current planning consent for major development of the terminal facilities. It is a

condition of this approval that before commencement the airport provides, for the Council's agreement, a forecourt management plan. Clearly the issue of taxi access and the recent changes, £2 charge, to the airport's management of this forecourt area are of concern to the Council. As such the initial response to the plan has reflected the Council's dissatisfaction with these arrangements prior to further consideration being given to this matter.

3.12 It remains the Directorate's position that the option to introduce a taxi rank on Whitehouse Lane has significant limitations both in terms of technical delivery, suitability and cost as described above. In the interests of securing the future development of the airport it is desirable that the Council and airport company are able to work jointly to agree a forecourt management plan and surface access strategy to provide the fully integrated solution that befits a successful and popular regional airport. Although it is anticipated that it remains the position that there is no common opinion on the resolution of this matter amongst stakeholders.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The previous option as considered during the course of the Scrutiny Board inquiry was the subject of consultation and dialogue with key stakeholders and consultees.

4.1.2 The results of this previous consultation in October 2010 are briefly summarised as follows:

- Ward Members for Otley and Yeadon were supportive of a new taxi rank.
- Taxi owners and operators were supportive of the provision of a taxi rank which it was considered would offer the public greater choice, improve options for disabled people and ease taxi congestion in the city centre.
- Emergency services, the Police were consulted and queried the suitability of the existing footway route to the terminal building which customers would need to use, unless an alternative was agreed with the airport.
- The airport company did not support the option, being concerned about its impact on access to the airport; safety issues and routing for pedestrians to the terminal; and adverse impacts on future development plans for the airport.

4.1.3 At the present time further consultation has not been undertaken given the outcomes of the engineering work and the need to report these to the Board for further consideration. However, depending upon the Board's resolution it would be intended to undertake further consultation with stakeholders as appropriate.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 It is clearly important that access provision at the airport meets the essential equality and diversity requirements. In this regard it is a matter for the airport operator to satisfy those requirements rather than the Council. However, in terms of

the option considered in this report an initial Equality Impact Screening review has been conducted.

- 4.2.2 The initial screening has identified that provision to meet the requirements of disabled people is already made by LBIA. Whilst the provision of an additional off-site taxi facility would extend the options available to disabled customers, it would be desirable for improvements to be made in parallel to the access arrangements from any such facility to the forecourt area. On balance therefore such a facility could not be a substitute for well managed facilities within the airport complex itself.

4.3 Council Policies and City Priorities

- 4.3.1 The issue of good access to the airport is relevant to the delivery of integrated transport solutions through the Local Transport Plan and the delivery of City Priorities for a sustainable economy.

4.4 Resources and Value for Money

- 4.4.1 The option for a taxi rank is costed at £515,000 with the possibility of additional spoil disposal and landfill charges of £325,000 which gives a potential total cost of £840,000. If the optional provision of customer facilities and landscaping were required these would add a further £65,000. There is no provision for such works within the Council's capital programme and therefore to proceed a scheme would need the injection of new funds. To-date all costs incurred in the further development of the option and dialogues with interested parties have been covered from the Highways and Transportation revenue budget.
- 4.4.2 The Value for Money case relates to the convenience of access to the airport by members of the public; the commercial benefit of a third party namely the taxi trade; and reputational benefits to the airport company arising from wider public access to taxi services. These benefits have not been quantified at this time since it is unclear what the operational life of any such facility would be given the ongoing development of a new Masterplan for the airport and the airport company's future contractual arrangements for the provision of taxi services at the site over the medium term.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 Should the option described in this report be progressed further it will be necessary to prepare a Traffic Regulation Order for a taxi rank which may raise objections including from the airport company. The report also notes that access to third party land may be needed to effect any construction works.
- 4.5.2 The matter has already been considered by the former Scrutiny Board (City Development) and this report forms part of the Executive Board's further consideration of that Board's findings.

4.6 Risk Management

- 4.6.1 A detailed risk assessment has not been concluded on this matter. Issues of risk are touched on in the various foregoing sections of this report.

- 4.6.2 There is a very significant cost to the provision of taxi rank at this location with the risk that it may not be regularly used or rendered obsolete by changes to the airport taxi arrangements in the future. Since the airport taxi contract is a contractual arrangement of the airport company there can be no assurances on this matter.
- 4.6.3 There are risks in terms of parking management and regulation on Whitehouse Lane which forms the sole route for public access to the airport site. For example, arising from the present forecourt arrangements there is the possibility that the general public would also use the lay-by provided for taxis, which could potentially exacerbate the present parking issues. Although such issues could potentially be resolved through the implementation of more intensive parking management arrangements for the highway, to be most effective the resolution of this issue should be a joint endeavour with the airport company.
- 4.6.4 In terms of cost risk the figures do not include a risk allowance although it would be prudent to do so. Civil engineering estimating rates have been used as a guide to the costs which might be expected, although actual costs could only be determined by competitive tender.

5 Conclusions

- 5.1 Further to the previous Board resolution and scrutiny of taxi access issues at Leeds Bradford International Airport a detailed option for the provision of a taxi rank has been fully examined and costed. As a result it is concluded that the estimated total cost of a scheme is potentially in excess of £900,000 to provide a facility which is of a suitable design and appropriately engineered for the site. The report has identified a number of areas of detail concerning this option where further work would be required as part of any subsequent stage in development.
- 5.2 Taxi issues have been touched on in the course of discussions with the airport around a range of planning and highway matters affecting the site. Although the airport company do not support the option for taxi provision described here, they have responded to these concerns with a genuine offer to modify their “Voyager” waiting facility to allow up to 30 minutes waiting rather than the present 15 minutes. However, given that this proposal does not provide for a taxi rank, it is unlikely to address the issues highlighted by the taxi trade.
- 5.3 In the light of progress so far and the fact that unsatisfactory service access arrangements remain, including the negative impact of the £2 charge on Whitehouse Lane, the Council should consider carefully the airport’s proposals for a forecourt management plan in conjunction with the planning conditions attached to the approval for terminal development. In addition, that the Council should make clear the need for the forecourt management plan to suitably resolve the negative impact that LBIA’s £2 charge is having on the proper functioning of Whitehouse Lane as a public highway.
- 5.4 The airport is a strategic transport asset to the city region. It is therefore desirable that a durable solution is achieved. It is most likely that this could most effectively be delivered by a joint approach between the Council and airport company. However, it is very clear that there is no straightforward solution to this issue.

5.5 This report has covered in detail the option for a taxi rank and indeed if it is members' aspiration to provide a taxi rank this is probably the only route to do so. However, should members wish to progress this further they would need to have regard to cost, suitability, technical issues, value for money and the views of the airport. Conversely, if members feel for any reason they can't support a taxi rank option, they may wish to consider the airport's offer for improved "voyager" parking. In progressing this course of action improved waiting provision for taxis would be secured without impacts on Whitehouse Lane, but this would be short of the functioning taxi rank that would serve the casual customer.

6 Recommendations

6.1 Executive Board are requested to:

- i) note the contents of this report and the work undertaken to identify a way forward in terms of provision for public hire taxis at Leeds Bradford International Airport.
- ii) consider the option described in the report for a taxi rank on Whitehouse Lane and LBIA's offer to revise their short stay arrangement to better accommodate waiting taxis and advise on their preferred course of action; and
- iii) instruct Officers to liaise with LBIA about the development of their forecourt management plan to ensure that the negative impact of current parking arrangements on the highway, especially Whitehouse Lane are mitigated as part of the process of discharging planning conditions relating to the Airport Terminal Building.

7 Background documents

7.1 The following documents provide background to this report:

- i) Report to Executive Board 18 May 2011, Leeds Bradford International Airport: Provision for Public Hire Taxis.

APPENDIX 1



Ref 1: Waiting vehicles on Whitehouse Lane



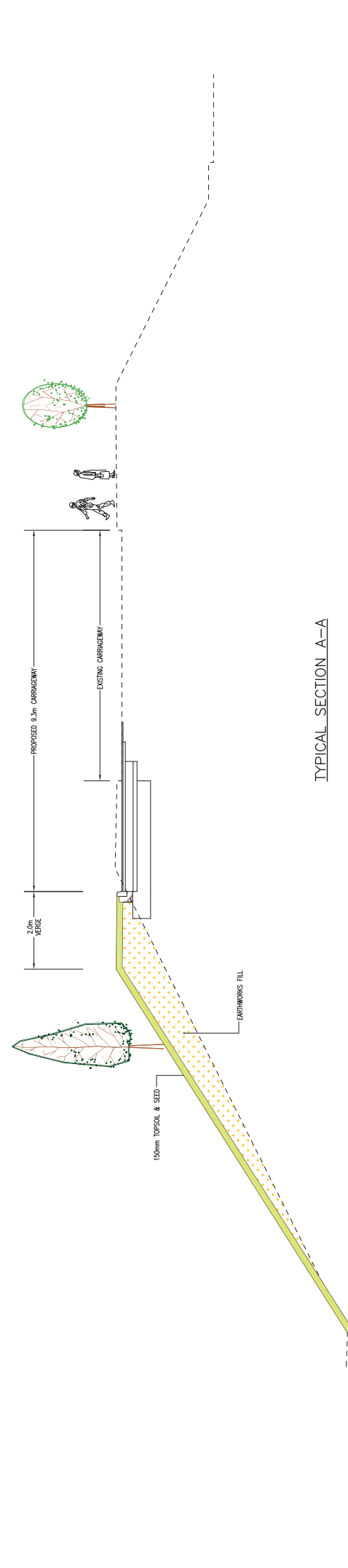
Ref 2: Waiting vehicles on Whitehouse Lane



Ref 3: Whitehouse Lane at location of taxi facility option



Ref 4: Whitehouse Lane at location of taxi facility option



TYPICAL SECTION A-A

WHITEHOUSE LANE – AIRPORT TAXI PROPOSAL
CONSULTATION GENERAL ARRANGEMENT

AMENDMENTS	CHECK	DATE	SCALE
FIRST APPROVED	OP	8/11	Plan 1:500 Section 1:50

Leeds CITY COUNCIL
HIGHWAYS AND TRANSPORTATION

DRAWN BY	DATE	SCALE
INTIALS	7/11	Plan 1:500 Section 1:50
DESIGNED BY	DATE	
INTIALS	7/11	
CHECKED BY	DATE	
INTIALS	8/11	

DRAWING NUMBER:	HDC/257164/GA/01
DATE:	August 2011
PLOTTED BY:	0703046

This page is intentionally left blank

Report of: Chief Economic Development Officer

Report to: Scrutiny Board (Regeneration)

Date: 31 October 2011

Subject: Kirkgate Market

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): City and Hunslet	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: 10.4 (3) Appendix number: Appendix 2	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

1.0 Purpose of this Report

To respond to the requests of Scrutiny Board.

2.0 Background Information

At the meeting of the Scrutiny Board (Regeneration) on 27 September, Members requested that a report of the Director of City Development be presented to the next Board meeting providing the following information:

- The relevant Executive Board minute of 27th July 2011;
- Steps taken to comply with the Executive Board's decision of 27th July 2011 to transfer Kirkgate Market to an arms length company and the instruction given to officers to further investigate what form this should take in response to the Scrutiny Inquiry Report on the Future of Kirkgate Market;
- Details of the work that has been commissioned to establish the optimum size of the future market, together with consultant costs;
- Details of the lettings policy for the indoor market, together with exempt information showing the amount each trader pays;
- Market traders signage and the payment of a bond;
- Action taken to facilitate meetings between the market traders and Hammersons;
- Works that are to be carried out by the Council in the indoor market at a cost of £200,000 and whether market traders have now been notified of this fact.

3.0 Main Issues

- (i) The Executive Board minute of 27th July is as follows:

42 The Strategy for Kirkgate Markets

Further to Minute No. 123, 15th December 2010, the Director of City Development submitted a report providing an update on the findings from a public consultation exercise undertaken earlier in the year, on the petition organised by the Friends of Kirkgate Market Group and outlining the measures taken by the Council to address the issues raised. In addition, the report set out the strategy for Kirkgate Market in order to ensure the market was sustainable.

Having received responses to Members' enquiries regarding rental levels and the potential input of independent retailers into the running of the market, the Chair highlighted the levels of support for the long term future of the market which had been received.

The report noted that full equality impact assessments would be carried out on the different forms of arms-length companies and in determining the optimum size of the market.

RESOLVED –

- (a) *That the Board restates its commitment to the long term future and success of Kirkgate Market.*
 - (b) *That the vision and objectives for Kirkgate Market, as set out within Section 4 of the submitted report, be endorsed.*
 - (c) *That the strategy for Kirkgate Market, as set out within Appendix II of the submitted report be endorsed, specifically in respect of the proposals to:-*
 - i) move the management and ownership of Kirkgate Market to an arms length company and establish a Project Board and engage expert opinion to consider and recommend the form this should take;*
 - ii) start consultation with staff and the Trades Unions to inform the recommendations to Executive Board;*
 - iii) determine the optimum size for the indoor and open markets, after taking expert advice, and determine the necessary steps to reach that size.*
- (ii) **Steps taken to comply with the Executive Board's decision of 27th July 2011 to transfer Kirkgate Market to an arms length company and the instruction given to officers to further investigate what form this should take in response to the Scrutiny Inquiry Report on the Future of Kirkgate Market.** In responding to this instruction, the Council is currently undertaking a tendering exercise to appoint a consultant to advise on the nature of the proposed arms length company for Kirkgate Market and the optimum size for Kirkgate Market. It is anticipated that an appointment will be made on 31st October 2011. The cost will not be known until the tenders are returned and evaluated. The brief for consultants is to provide advice on:
- the optimum size for the Kirkgate indoor and daily markets and the necessary steps to achieve that optimum size, taking account of the current trading patterns, planned developments and local, regional and national trends in the markets and retail sectors;
 - the likely interest from the private sector in investing in the market or forming a partnership with Leeds City Council;
 - the possible ownership and management models for Kirkgate Market including the governance arrangements. This advice will be based on the

consultant's knowledge and experience of existing models and their success;

- how submissions from the private sector or other organisations who wish to invest in the markets and/or enter into a partnership with the council to jointly own and manage the market should be evaluated;

The brief also requires the production of plan which sequences the change of ownership/management structure and the steps required to reach the optimum size for Kirkgate Market, into one overall programme of change.

- (iii) **Details of the work that has been commissioned to establish the optimum size of the future market, together with consultant costs.** See above response.
- (iv) **Details of the Markets Service's lettings policy.** This is attached as Appendix 1. It sets out the criteria by which markets management evaluate applications for new tenancies, changes to existing tenancies, and assignments. The purpose of the policy is to manage the quality and mix of the retail offer within the indoor market, and to ensure the Council obtains the optimum rental values for its retail units within the market. Annexed to the lettings policy (**exempt information**) is a table which sets out the rental values currently obtained for all occupied units in the indoor market halls.
- (v) **Market traders signage and the payment of a bond.** Scrutiny Board proposed at its September meeting that a proportion of the bond paid by new tenants is held to ensure appropriate and quality signage is erected by the incoming tenant, and removed when they depart. This suggestion was welcomed and this amendment is currently being incorporated into the terms and conditions of all future leases by requiring an additional bond of £150 to be held against the erection, within a defined timescale, of approved signage on the unit.
- (vi) **Action taken to facilitate meetings between the market traders and Hammersons.** A meeting of the Market Forum has been arranged for 15th November 2011 which Hammersons will be attending. Hammersons have indicated that they wish to have a continuing dialogue with market tenants and traders and the Markets Service will continue to facilitate this.
- (vii) **Works that are to be carried out by the Council in the indoor market at a cost of £200,000 and whether market traders have now been notified of this fact.** All tenants have been informed through the newsletter of the roof and glazing repairs that are scheduled to take place. Roof repairs are due to start on site w/c 24 October 2011 - working on the 1875 Hall during trading hours and the 1904 Hall on Sundays. With respect to the glazing repairs a survey by the contractor is due to be undertaken w/c 24 October 2011; work will be undertaken on Sundays (estimate is for 16 Sundays) and is due to commence on Sunday 13 November 2011.

With regard to improving ventilation, the costs of converting the existing extract fans in 1904 Hall to dual purpose are being estimated and the costs and feasibility of repairing the windows in the 1904 roof is being

considered. Costs are also being sought to service and repair the general extractor fans in the 1875 Hall.

4.0 Corporate Considerations

4.1 Legal Implications, Access to Information and Call In

4.1.1 Access to Information

The information contained in Appendix 2 is exempt under Access to Information Rule 10.4 (3) as it contains information relating to the financial or business affairs of any particular person (including the authority holding that information). It is considered that the public interest in maintaining the content of Appendix 2 as exempt outweighs the public interest in disclosing the information.

5.0 Recommendation

Scrutiny Board is requested to note this report.

Appendix 1 - Details of the Markets Service's lettings policy

Appendix 2 - Rental levels (CONFIDENTIAL)

Kirkgate Indoor Market Lettings Policy and Process

1. Introduction

Information about our markets and stalls can be found on our website <http://www.leedsmarkets.co.uk> or by telephoning the markets service telephone: 0113 214 5162 or by email: markets@leeds.gov.uk

2. Council Lettings policy

It is the Council's aim to ensure our markets are diverse and meet the needs of Leeds residents and shoppers. It is our policy to deal with all applications in a fair and open way, to ensure our markets are diverse, to ensure that products and services sold comply with trading standards and to make the application process as simple as possible.

2.1 Factors determining the suitability of applications

As is common practice in Local Authority markets, private markets and commercial retail centres, a range of factors governing the quality and mix of products and services on offer in the market are considered when determining applications for a new business, extension to existing businesses, or relocation to another part of the indoor market. The factors considered by LCC Markets Service in determining an application are as follows:-

1. The rental offer where applicable.
2. The quality of product/service offered.
3. How the proposed business fits with service plan objectives. The service plan is a public document published on the website www.leeds.gov.uk
4. Products or services which are currently under represented within the existing market will be encouraged while over-representation will be discouraged.
5. The extent of differentiation – where similar businesses already exist, what is different about the product or service proposed which will enhance the existing offer for customers and increase their choice?
6. The business experience of the applicant, or where a new business, evidence of a sound, well researched and market tested business plan.
7. Level of investment proposed by the incoming tenant, in fit out, branding, marketing, staffing and promotion.
8. Any additional benefits proposed. Examples of this would be Jamie's Ministry of Food which teaches people how to cook and eat healthily,

or The Source, which helps new food entrepreneurs market test and develop their business idea.

9. In addition, we look favourably on applications from existing open market traders, or businesses on our start-up schemes, to take permanent units in the indoor market. However, criteria 1 – 7 will still be taken into consideration in determining whether to offer a tenancy as we must also ensure we protect our existing businesses from product or service saturation.

2.2 The Tenancy Process

Tenancies are offered in two ways: either on the basis of individual applications, or as the result of a formal tendering process.

The process is slightly different depending on the method of receipt of application but the criteria for assessment of applications, described above is the same.

The same criteria are also used in the assessment of applications from existing tenants to extend their user clause (the range of products they can sell), or move to a new location in the market. However, the fees charged differ between these categories of application.

The method used by LCC Markets Service to assess stall applications covered by the Landlord & Tenant Act 1954 is in line with that used by other Local Authorities.

This document is supported by the following attachments:-

Annex A – Application pack for stall enquiries

Annex B – Tender pack

Annex C – Schedule of fees and charges

3.0 Setting rents, the service charge, bonds and business rates

3.1 Setting base rental levels

The base rental price per square foot of each unit is set by an official rent review, which takes place every three years. The rent review takes into account the levels of rental achieved through tendering of stalls (see 3.2) as well as market forces and the rents previously achieved. For the purpose of this exercise, the indoor market is divided into zones based upon the different halls and prime retail locations within these. The last rent review conducted by the Markets Service was in 2008 and therefore, ordinarily, one would be due in 2011. However, at traders' request an independent review was conducted by the Valuation Office (VO) in 2010 and for this reason one has not been conducted this year.

The rent per square foot is set, therefore, for each zone and this is the **base rent**. There are a range of discounts or enhancements which are applied to this base rent, for example a fresh produce offer (fruit & veg, flowers, cakes) is discounted in recognition of higher levels of perishable stock; units with an upstairs floor or other storage area are naturally more expensive than ones without this facility. This is advised at the time of application.

After the 2005 rent review, it was agreed to offer some stalls on a 5 year lease contracted out of the protection offered by the Landlord and Tenant Act 1954 (ie. not liable for compensation and not a rolling tenancy). In recognition of this, a range of discounts off the base rent of between 5% and 20% depending on size of unit, were offered. Consequently some contracted out leaseholders will be paying less than their neighbours who have elected to take or remain on periodic tenancies with the protection afforded by the Landlord & Tenant Act 1954.

In summary, therefore, the level of base rent for the zone in question, plus any specific discounts or enhancements described above, is the rent at which the lease or licence on that unit is agreed. This information is freely available to applicants.

Rents in the indoor market have not been increased since 2005. It is worth noting that the independent review by the VO recommended increasing rents in some areas of the market; the Council chose not to do so at a loss of around £16,000 per annum of potential income.

3.2 Tendering

It has been the policy of the Markets Service to tender all vacant units, and those occupied on temporary licence, on a regular basis around 3 times per year. The bids achieved were instrumental in informing the rent review, as mentioned above. This process was last undertaken in October 2010 but has been temporarily suspended in 2011 because:-

- a) for all new tenants, it had not been possible to obtain the security of a periodic or contracted out lease other than through successful tender. This was found to be a barrier to more established businesses, or those wishing to invest significantly in their new unit as they had no security other than a six month lease with one month's notice and no guarantee of renewal (or successful tender). Therefore, requests to move straight to lease either on commencement of tenancy, or at the end of six months' licence without disruption to business, can be considered on a case by case basis. During these difficult times in the retail sector, the markets service has had to work harder to secure tenants, especially those with established interests elsewhere and the tender process has been an additional fetter in achieving this;
- b) The current proposals to determine the optimum size for the market may result in the need to relocate established businesses within the market whilst other areas are redeveloped. It would not be appropriate to tender

units externally when existing businesses may be at risk of displacement as a result. Once proposals are clearer, and certainly as part of a redevelopment strategy, it may be desirable to recommence tendering of units.

3.3 Rent-free or Assisted Terms

When a tenant takes on a new unit, there is a period where they will be fitting out their stall prior to commencement of trading, during which they are liable for rent, rates and service charge but are not actually taking any money. Often, very significant sums are invested by the tenant in the design, fit out and equipment for their unit. It is in the interest of the Markets Service to encourage tenants to invest in their unit as this enhances the overall offer in the market as well as the individual business. Therefore, by negotiation and agreement between the tenant and the landlord, a rent free period, or a period of time where rent rises to 100% on a sliding scale, may be agreed if the tenant requests it. It is not routinely offered. This is standard practice between commercial landlords and their tenants, and depends on the level of investment in the unit, the time taken to fit out and establish the business, and also the level of investment the landlord has had to make to accommodate the tenant, for example fitting 3-phase power, additional drainage, or removing walls to combine two units. Any agreement reached will always take account of the need for LCC to earn rental income from a stall letting which will at least cover the costs of implementing that tenancy during the period of lease agreed. Occasionally, tenants may approach the Markets management in to ask for temporary assistance with rent; each application is considered individually and any such arrangement is made confidentially.

3.4 The Bond

All new tenancy applications, whether on lease or licence, are subject to the payment of a bond equivalent to one month's full rent. This is held until satisfactory conclusion of the tenancy against damages or non payment of rent or other liability. In certain circumstances, for example where the tenant is a limited company, or where a credit check has raised concerns, the equivalent of two, or very occasionally more, months' rent is required as bond.

3.5 Service Charge

The service charge is the sum payable by tenants for the provision of services by the landlord, incurred by the latter in the management and day to day operation of the premises. It is based upon the *actual cost* of the provision of those services, apportioned between the indoor and outdoor market at Kirkgate as appropriate based upon actual usage. In addition, the landlord, under the terms of the tenancy agreement, makes a small percentage charge of the total as a managing agents' fee. The billing period for service charge is October to September. For the current year the service charge is 11.39% of rent. This is collected by the Markets Service. Traders have access to the full detail of what items are coded to the service charge and access to an LCC financial manager for clarification if needed.

3.6 Business Rates

Business rates are set by HM Revenue and Customs based on a percentage of the rental value, and are not collected by the Markets Service. It is the responsibility of the tenant to register for and pay any business rates due.

4.0 The letting process

When applying for a stall (unit) in the indoor market, applicants must take account of two elements. These are:-

- The cost of the unit, which includes rent, service charge and business rates, plus any bond required;
- The information required by the Markets service to determine whether or not to offer a tenancy.

Every application is discussed with the markets manager (or in the event of her absence, the Head of City Centre and Markets), who takes the final decision whether or not to offer a tenancy, and on what basis. The process of application and negotiation is managed by the commercial development manager with the help of the commercial development assistant. Overall responsibility for the delivery of the commercial lettings service rests with the markets manager.

Applications can be made via a form, available from the markets information centre or by post. A full information pack accompanies the form. An up to date list of vacant stalls is available from the information centre and vacant stalls are advertised both in their individual location and via a list in the Information Centre, which is open 0800 to 1800, Mon – Sat.

When an application is received it is processed as follows:-

1. Paper application assessed by the markets manager and the commercial development manager, using the criteria set out above. If more information is needed, the applicant is contacted by phone to discuss (or in person if already in the market). Once further information has been obtained, the application is reassessed with the markets manager.
2. If approved, the user clause (list of goods and services to be offered) and unit number is advertised prominently in the Information Centre to allow comment from other traders, for 7 days.
3. If comments are received, the application is reassessed, perhaps to obtain more information about the product range or differentiation – at this stage, the applicant may be invited for interview to provide supplementary information in support of their application. Sometimes as a result of this process, the user clause is modified to reduce the likelihood of conflict with existing goods and services. The final

decision whether or not to offer and on what basis, taking into account all information obtained and any comments, rests with the markets manager.

4. Once agreed with the markets manager, the commercial development team make the offer to the applicant and begin any negotiations regarding fit out etc. Appropriate checks are carried out before a lease or licence is concluded, and this must be in place, along with the bond payment, before the tenancy can commence.

This page is intentionally left blank

Markets Service

34 George Street
Leeds LS2 7HY

Contact: Lorna Jackson
Tel: 0113 214 5162
Fax: 0113 214 5177
email: markets@leeds.gov.uk

Dear Sir/Madam

APPLICATION PACK – INDOOR MARKET UNITS

Please find enclosed all the information needed to apply for a unit at Kirkgate Indoor Market, Leeds.

The Council considers all applications based on:

- The product or service you have to offer;
- Evidence of good customer service practice.

Therefore if you decide to apply for a unit you **must**:

- Fully complete the application form

In this pack you will find the following documents:

- Application form**
- Market Plan**
- Price list for available units**

If your application is successful, you will be required to pay a **non-refundable bond within 7 days of receiving an offer “subject to contract”** – equivalent to one month’s rent and service charge, including VAT. You will also be required to **complete the tenancy agreement with the Council within 4 weeks of a subject to contract offer.**

You must have public liability insurance to be able to trade and you will be asked to show this and other documentation if your application is accepted.

Markets Service Completing a successful business proposal

How much will I have to pay for the use of the stall?

- There are three stall related payments you have to make each month.
 1. Rent – paid to Markets Service
 2. Service charge – paid to Markets Service.
 3. Business Rates – paid to Leeds City Council Business Rates
- To work out how much you would have to pay, please look at the accompanying costs list. The service charge and rent are both given as a monthly figure, excluding VAT. To work out the amount including VAT you need to add 20%*.
- Information about the rateable value for the business is also included. The Business Rates payable monthly can be roughly calculated by multiplying the value by 42%* and then dividing by 12. Remember this is only a rough calculation, so ring Business Rates to confirm (0113 247 6983). Please note some small businesses may be entitled to some relief from Business Rates, Business Rates will be able to provide further information.

What's included?

- The service charge you pay covers things like keeping the market clean, security, trade waste disposal and emptying the communal bins although this is not an exhaustive list. The majority of businesses do not pay individually for water; it is included in the service charge. You will be informed if the unit you choose has a water meter.

Electricity

- Your own electricity is not included and you will need to set up an account by contacting the supplier of your choice when you take on a tenancy. There may be a lead time before your chosen supplier is able to connect your electricity supply.

What makes a good business proposal?

- Detail. We want to know what you want to sell, and how this will benefit shoppers in the market and attract new custom to the Market. We don't just want the market to sell a wide range of goods; we want shoppers to enjoy the experience, so tell us how you aim to provide good customer service. For instance, will you be able to take payments on debit cards as well as cash? Will there be a returns policy? Do you intend being a value or quality or hybrid trader?
- The goods you apply to sell will become your permitted use, and are the only goods you will be allowed to sell, so make sure you provide a comprehensive list on your application form and show how these and the service you offer will/might be differentiated from that which is currently available.

How long will the tenancy last?

There are a number of tenancy types.

- **Temporary tenancy** will be for six months, with a one month notice period. This type of tenancy may be extended for a maximum of a further six months.
- **Periodic tenancy** – this is an ongoing tenancy with no fixed end date, with a six months notice period. These tenancies are only available when applying through a tender.
- **Contracted-out lease** – for a fixed term of three or five years depending on location. These leases are only available when applying through a tender in the 1875 and 1904 Market Halls and on George Street.

What can I sell?

- Look around the Market – a huge range of goods! Aim to bring something unique to the Market. The Markets Service generally prefers units to sell a holistic range of goods, so think of how your products sit together as a whole shopping experience. Again emphasis on the following areas: - value/ quality/ premium/ hybrid.

Can I change what I sell?

- If you are on a temporary tenancy, you cannot change the goods you sell.
- If you are on a periodic tenancy or contracted-out lease, you can apply to add / remove goods to the user clause or change the use of your unit entirely. However, this will be subject to approval by the Markets Service and should not be considered a substitute for errors or omissions at the time of application. There is an administration fee based on the annual rent of the unit.

What if I want to sell food?

- You should contact Environmental Health (0113 222 4406) if you are unsure what criteria you need to meet for a food business. Bear in mind that you may need to make alterations to the unit, e.g. installing washable ceilings, which needs prior approval from the Markets Service. So allow plenty of time for your application to progress from the moment your application is approved until you open for business.

What alterations can I make to the unit?

- You will be asked to submit a plan along with your application form of your proposals to alter the unit for your business. Please note that the 1904 Market Hall is a Grade One Listed building, and there is a specific Stall Alteration guide which must be adhered to. Alterations will be subject to approval by the Maintenance team who will oversee any agreed modifications.

When can I open?

- The Markets Service requires you to be open 'core hours', which are 9 – 5pm Monday – Saturday. Doors open between 7:30am and 8:00am

What else am I responsible for?

- You must ensure you hold Public and Products Liability insurance, to provide cover of at least £1,000,000 in respect of any one event. The National Market Traders Federation (NMTF) and Zurich are two companies which provide public liability insurance, but there may be many more;-
NMTF 01226 749021
Zurich Insurance 0208 554 5273
- You will be responsible for your unit and your staff. Every year you will be issued with a Fire Risk Assessment for your unit, but this is just one of many matters you will need to consider as a responsible employer. Have you considered first aid provision? Eligibility and age of workers? Trip hazards in your unit? Safe transportation of stock? You need to think about the risks involving your unit and staff and put in place measures to limit these risks.

More comprehensive details are sent out if your application is successful.

BUSINESS PROPOSAL

KIRKGATE INDOOR MARKET

TEMPORARY / PERMANENT TENANCY APPLICATION

PLEASE ALLOW AT LEAST 4 WEEKS FOR THIS APPLICATION TO BE PROCESSED

Full Name	
------------------	--

Number & Location of Stall Applied For	
---	--

Home Address				
			Postcode	
Telephone Number	Home		Work	

Business Address (if different from above)				
			Postcode	
Telephone Number	Home		Work	

Please provide details of any improved customer services that you will provide. E.g. ability to pay in other ways than cash or cheque, if appropriate to adhere to Environmental Services and Trading Standards Legislation

Please provide a detailed list of the products that you wish to sell

Please state, In detail, how your product/produce and service will benefit the Markets and its customers with particular emphasis on the originality of your product/produce and services. Emphasis is placed on establishing a clear customer need and/or benefit.
--

Please provide any information, not already covered, you feel will support your application. Also include a separate plan/diagram to show how you will refurbish the stall & merchandise your products

Data will be held manually and electronically in accordance with the terms of the Data Protection Act 1998 and will be used for stall allocation purposes.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Signed _____ **Date** _____

Equality Monitoring Form

We want to make sure that all our services are delivered fairly. We are therefore asking you the following questions about you, so that we can make sure that our services include everyone's needs.

The information you provide will be kept confidential.

We will use your answers to pull together statistical information that the council will use to check the fairness of any services you receive. This information will only be used by Leeds City Council or shared with Education Leeds and the Housing Arms Length Management Organisations. They will only use this information for the same purposes as the Council.

You do not have to answer these questions. If you choose not to answer these questions it will not make any difference to the service you receive. By answering these questions you will help us to ensure that our services are fair and accessible to all.

Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
----------------	-------------------------------	---------------------------------

Date of Birth:

First part of Postcode (e.g. LS10)

Ethnic Origin	
Please choose one section from A-E, and then tick the appropriate box to indicate your ethnic background.	
<p>A White</p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Any other White background please write below</p> <p>-----</p>	<p>B Mixed Race</p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Any other mixed background please write below</p> <p>-----</p>
<p>D Black or Black British</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other Black background please write below</p> <p>-----</p>	<p>C Asian or Asian British</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Kashmiri</p> <p><input type="checkbox"/> Any other Asian background please write below</p> <p>-----</p>
<p>E Other ethnic groups</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Gypsy/Traveller</p> <p><input type="checkbox"/> Any other background please write below</p> <p>-----</p>	

Do you consider yourself to be disabled?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

Type of Impairment	
<input type="checkbox"/>	Physical impairment, (such as using a wheelchair to get around and / or difficulty using your arms)
<input type="checkbox"/>	Sensory impairment, (such as being blind / having a serious visual impairment or being deaf / having a serious hearing impairment)
<input type="checkbox"/>	Mental health condition, (such as depression or schizophrenia)
<input type="checkbox"/>	Learning disability, (such as Downs syndrome or dyslexia) or cognitive impairment (such as autism or head-injury)
<input type="checkbox"/>	Long-standing illness or health condition (such as cancer, HIV, diabetes, chronic heart disease, or epilepsy)

Relationship Status:

Married Civil Partnership Co-habiting Single Other

Sexual Orientation:

Heterosexual/Straight Lesbian/Gay woman Gay man Bisexual

Please tick the appropriate box to describe your religion or belief:

Buddhist
 Christian
 Hindu
 Jewish
 Muslim
 Sikh
 No Religion
 Other (please specify)

Residency:

Are you a:
British/ United Kingdom citizen Yes No

If you are a national of another country, are you:
 an EU National
 a Refugee
 an Asylum Seeker
 a Student
 Other



Markets service

34 George Street
Leeds LS2 7HY

Contact: Lorna Jackson
Tel: 0113 214 5162
Fax: 0113 214 5177
email: markets@leeds.gov.uk

date

Dear Sir/Madam

Application pack for indoor market units – closing date xxx

Thank you for registering your interest in having a permanent unit at Leeds Kirkgate Market. Please find enclosed all the information needed to apply – if you have any further questions or would like to arrange a viewing please contact us on 0113 214 5162.

We consider all applications based on:

- The product or service you have to offer
- The tendered amount £ (at or above the minimum)
- Evidence of good customer service practice

If you apply for a unit you **must**:

- Fully complete **section 2** of the application form
- Provide full details in a **separate business proposal** showing how your product or service might be different from those already existing in the indoor market and surrounding area – see section 3 of the application form.

In this pack you will find the following documents:

- Application form – three sections – **applicants should return sections 2 and 3**
- The equality monitoring form
- Market Plan showing available units (available units are outlined) – Red and purple
- Guidance notes
- Return Envelope (do not mark this in any way)

If your application is successful, you will be required to pay a **non-refundable bond within 7 days** of receiving an offer “subject to contract” – equivalent to the first month’s rent and service charge, including VAT. You will also be required to complete the tenancy agreement with the council within 4 weeks of a subject to contract offer. (The bond will secure the unit for a limited time period only).

Yours faithfully

A handwritten signature in black ink that reads 'P. Ahmad'.

P. Ahmad
Commercial Development Manager

You must return sections 2 and 3 and the equality monitoring form of the application form in the envelope provided and **posted or delivered by hand to:**

City Development Department
The Leonardo Building
2 Rossington Street
Leeds LS2 8DH

CLOSING DATE AND TIME – xxx (date) at noon

PLEASE NOTE: THE RETURNED ENVELOPE MUST NOT BE MARKED IN ANY WAY WHICH MIGHT INDICATE YOUR IDENTITY AS THIS WILL INVALIDATE YOUR APPLICATION

Markets service Completing a successful business proposal

How much will I have to pay for the use of the unit?

- There are three payments you have to make each month.
 1. Rent – paid to markets service – based on the amount you tender
 2. Service charge – paid to markets service.
 3. Business Rates – paid to Leeds City Council business rates
- To work out the amount including VAT you need to add 20%.
- Information about the rateable value for the business is also included. The Business Rates payable monthly can be roughly calculated by multiplying the value by 42% and then dividing by 12. Remember this is only a rough calculation, so ring Business Rates to confirm (0113 247 6983). Please note **some small businesses may be entitled to some relief from Business Rates**, Business Rates will be able to provide further information.

What's included?

- The service charge you pay covers things like keeping the market clean, security, trade waste disposal and emptying the communal bins although this is not an exhaustive list. The majority of businesses do not pay individually for water; it is included in the service charge. You will be informed if the unit you choose has a water meter.

Electricity

- Your own electricity is not included and you will need to set up an account by contacting the supplier of your choice when you take on a tenancy.

What makes a good business proposal?

- Detail. We want to know what you want to sell, and how this will benefit shoppers in the market and attract new custom to the Market. We don't just want the market to sell a wide range of goods; we want shoppers to enjoy the experience, so tell us how you aim to provide good customer service. For instance, will you be able to take payments on debit cards as well as cash? Will there be a returns policy? Do you intend being a value or quality or hybrid trader?
- The goods you apply to sell will become your permitted use, and are the only goods you will be allowed to sell, so make sure you provide a comprehensive list on your application form and show how these and the service you offer will/might be differentiated from that which is currently available.

How long will the tenancy last?

You are applying for a permanent tenancy. There are two types of agreement, and the type you will sign depends on the area of the market:

- **1976/1981/Butchers Row - Periodic tenancy** – this is an ongoing tenancy with no fixed end date, with a three months notice period.
- **1904/George Street - Contracted-out lease** – for a fixed term of three or five years depending on location. Three months notice period.

What can I sell?

- Look around the market – a huge range of goods! Aim to bring something unique to the market. The markets service generally prefers units to sell a specific range of goods, so think of how your products sit together as a whole shopping experience.

Can I change what I sell?

- You can apply to add / remove goods to the user clause or change the use of your unit entirely. However, this will be subject to approval by the Markets service and should not be considered a substitute for errors or omissions at the time of application. There is an administration fee for changing what you sell.

What if I want to sell food?

- You should contact Environmental Health (0113 2224406) if you are unsure what criteria you need to meet for a food business. Bear in mind that you may need to make alterations to the unit, e.g. installing washable ceilings, which needs prior approval from the markets service. So allow plenty of time for your application to progress from the moment your application is approved until you open for business.

What alterations can I make to the unit?

- You are asked to submit a plan along with your application to show your proposals to alter the unit for your business. Please note that the 1904 Market Hall is a Grade One Listed building, and there is a specific stall alteration guide which must be adhered to. Alterations will be subject to approval by the maintenance team who will oversee any agreed modifications.

When can I open?

- The markets service requires you to be open 'core hours', which are 9 – 5pm Monday – Saturday (currently 9 – 1pm Wednesday, with optional opening 1 – 5pm). Doors open between 7:30am and 8:00am

What else am I responsible for?

- You must ensure you hold Public Liability insurance, to provide cover of at least £1,000,000 in respect of any one event. The National Market Traders Federation (NMTF) and Zurich are two companies which provide public liability insurance, but there may be many more;-
NMTF 01226 749021
Zurich Insurance 0208 554 5273
- You will be responsible for your unit and your staff. Every year you will be issued with a fire risk assessment for your unit, but this is just one of many matters you will need to consider as a responsible employer. Have you considered first aid provision? Eligibility and age of workers? Trip hazards in your unit? Safe transportation of stock? You need to think about the risks involving your unit and staff and put in place measures to limit these risks.

Where can I get business advice?

- If you need business advice, try contacting:
Business Link West Yorkshire 08456 048048 www.businesslinkyorkshire.co.uk
Or Chamber of Commerce 0113 247 0000 www.enterpriseleeds.co.uk

SECTION 1

Application closing date: noon on xxx (date)

Applicants should indicate their financial bid (no less than the minimum) in section 2

(The application will be invalid if you tender for more than one retail outlet on this form)

Retail Outlet Number	Trading Area Square Feet	Rateable value Per annum £	Monthly Service Charge £ (ex VAT)	Minimum Monthly Rent (including storage where applicable) £ (ex VAT)
1904 Market Hall				
5b	101	5,300	93.84	441.87
22	177	9,000	164.46	859.80
B	246	15,250	228.58	1,265.97
R	317	18,750	294.55	1,393.12
T	309	13,500	287.11	1,359.33
1875 Market Hall				
32	562 +214 first floor storage	24,500	571.90	2,338.83
225/227	666 + 439 first floor storage	27,000	720.80	2,545.48
233	380 + 469 first floor storage	11,750	462.03	1,368.09
239	375 +207 first floor storage	12,500	396.52	1,156.63
243/245	740 + 454 first floor storage	19,500	793.04	1,924.56
252	91	4,800	84.55	342.39
278	415	13,000	385.60	1,178.18
K7	57	1,950	52.96	174.94
K8	58	1,950	53.89	178.01
1976 Market Hall				
4	275	6,600	255.52	756.25
5	258	4,550	239.73	780.45
6a	171	7,600	158.89	517.28
8	370	11,750	343.79	1,153.17
16	281	7,900	261.10	796.17
18	270	8,000	250.88	711.56
19	153	5,000	142.16	403.21
20	215	4,800	199.77	515.10
21	156	7,000	144.95	373.75
27/28	381	9,100	354.01	1,173.15
33	137	4,000	127.30	414.43
34/35	291	9,000	270.39	920.29
61	98	2,425	91.06	258.27

Retail Outlet Number	Trading Area Square Feet	Rateable value Per annum £	Monthly Service Charge £ (ex VAT)	Minimum Monthly Rent (including storage where applicable) £ (ex VAT)
63/64	192	4,500	178.40	506.00
68/69	241	7,200	223.93	755.43
70/71	242	7,000	224.86	732.05
82/83	192	4,725	178.40	529.00
87	98	2,450	91.06	258.27
93/94	192	4,750	178.40	541.70
124	106	2,650	98.49	253.96
127	98	2,500	91.06	258.27
131/132	197	5,000	183.05	542.78
146	98	2,425	91.06	258.27
154	96	2,550	89.20	253.00
155	102	2,400	94.76	244.38
161	97	2,950	90.13	302.31
1981 Market Hall				
407/408/409	399	10,250	370.74	1,076.77
411	147	3,650	136.59	352.19
416	147	3,650	136.59	352.19
420	98	2,450	91.06	234.79
422	97	5,900	90.13	255.64
429/430	199	5,700	184.90	524.45
438/439	164	4,750	152.38	451.00
441	82	unknown	76.19	225.50
448/449	195	5,000	181.19	513.91
456	100	3,300	92.92	263.54
462	197	5,500	183.05	471.98
465/466	386	9,600	358.66	924.79
469	98	2,425	91.06	234.79
471/472	196	5,100	182.12	581.83
485/486	202	6,000	187.69	590.22

Retail Outlet Number	Trading Area Square Feet	Rateable value Per annum £	Monthly Service Charge £ (ex VAT)	Minimum Monthly Rent (including storage where applicable) £ (ex VAT)
497	100	2,750	92.92	239.58
514/515	202	5,300	187.69	556.55
519/520	329	9,500	305.70	788.23
Butchers Row				
1	307	9,600	285.25	844.25
7	310	9,700	288.04	878.33
8	284 + 216 first floor storage space	9,300	314.06	840.67
9	323	10,000	300.12	915.17
10	283	9,200	262.95	831.67
12	313	9,800	290.83	886.83
Balcony Storage				
4	140	1,025	n/a	144.67
7	144	1,050	n/a	148.80
11	144	1,050	n/a	148.80
12	170	1,275	n/a	175.67

The rateable value per annum relates to the business rates for a unit. Please check these figures directly with the business rates department on Tel: 0113 247 6983, who will be able to advise what the monthly payment would be.

Please contact the Markets Office to view vacant units or if you need additional information.

Applicants must complete section 2 fully and provide the information requested in section 3.

Failure to provide the information required in section 2 and 3 will invalidate the application.

Section 2

Application closing date: noon on xxx (date)

APPLICANT DETAILS & FINANCIAL TENDER OFFER

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

(Mr/ Mrs/ Miss/ Ms) Forename _____ **Surname** _____

Address _____

Post Code _____ **Tel number (inc code)** _____

Mobile Number _____

Email address _____

Signature of Applicant _____ **Date** _____

I wish to offer a monthly rent of excl VAT
for **retail outlet (or balcony storage) number(s)**

I understand, if successful and offered this unit subject to contract, the council normally expects occupancy for trading within 4 weeks.

Signed:

Print name:

SECTION 3

APPLICATION CLOSING DATE: xxx (date)

APPLICATION DETAILS

All applicants must include a separate business proposal, which must include the following details :

- A detailed list of the products and / or service you wish to provide.
- How it will benefit the market and its customers.
- Customer service practices (e.g. payment by ways other than cash, refund policy etc.)
- Details of how the unit would be fitted out (include name signs, fixtures and fittings) and any investment in new fixtures and fittings with examples of brochures and/or photographs.
- Details of adherence to appropriate regulations such as Trading Standards and Environmental Health if appropriate.

Equality Monitoring Form

We want to make sure that all our services are delivered fairly. We are therefore asking you the following questions about you, so that we can make sure that our services include everyone's needs.

The information you provide will be kept confidential.

We will use your answers to pull together statistical information that the council will use to check the fairness of any services you receive. This information will only be used by Leeds City Council or shared with Education Leeds and the Housing Arms Length Management Organisations. They will only use this information for the same purposes as the Council.

You do not have to answer these questions. If you choose not to answer these questions it will not make any difference to the service you receive. By answering these questions you will help us to ensure that our services are fair and accessible to all.

Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
----------------	-------------------------------	---------------------------------

Date of Birth:

First part of Postcode (e.g. LS10)

Ethnic Origin

Please choose one section from A-E, and then tick the appropriate box to indicate your ethnic background.

<p>A White</p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Any other White background please write below</p> <p>-----</p>	<p>B Mixed Race</p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Any other mixed background please write below</p> <p>-----</p>	<p>C Asian or Asian British</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Kashmiri</p> <p><input type="checkbox"/> Any other Asian background please write below</p> <p>-----</p>
<p>D Black or Black British</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other Black background please write below</p> <p>-----</p>	<p>E Other ethnic groups</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Gypsy/Traveller</p> <p><input type="checkbox"/> Any other background please write below</p> <p>-----</p>	

Do you consider yourself to be disabled?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

Type of Impairment	
<input type="checkbox"/>	Physical impairment, (such as using a wheelchair to get around and / or difficulty using your arms)
<input type="checkbox"/>	Sensory impairment, (such as being blind / having a serious visual impairment or being deaf / having a serious hearing impairment)
<input type="checkbox"/>	Mental health condition, (such as depression or schizophrenia)
<input type="checkbox"/>	Learning disability, (such as Downs syndrome or dyslexia) or cognitive impairment (such as autism or head-injury)
<input type="checkbox"/>	Long-standing illness or health condition (such as cancer, HIV, diabetes, chronic heart disease, or epilepsy)

Relationship Status:

Married Civil Partnership Co-habiting Single Other

Sexual Orientation:

Heterosexual/Straight Lesbian/Gay woman Gay man Bisexual

Please tick the appropriate box to describe your religion or belief:

Buddhist
 Christian
 Hindu
 Jewish
 Muslim
 Sikh
 No Religion
 Other (please specify)

Residency:

Are you a:
British/ United Kingdom citizen Yes No

If you are a national of another country, are you:
 an EU National
 a Refugee
 an Asylum Seeker
 a Student
 Other

Annex C – Schedule of Fees and Charges

1. New let

No fee payable. Required to pay a bond (minimum one month rent and service charge)

2. Changes to user clause (existing tenant)

Based on size of unit

Less than 200 sq ft – charge £100 plus VAT

201 to 400 sq ft – charge £200 plus VAT

401 to 550 sq ft – charge £300 plus VAT

551 to 1000 sq ft – charge £400 plus VAT

More than 1000 sq ft – charge £500 plus VAT.

3. Assignment of Lease (in compliance with the terms and conditions of lease)

Incoming tenant

Should the current annual rent be £7000 or less, a fee of .25% of the annual rent is payable (minimum fee £20) plus VAT

Should the current annual rent be greater than £7000, a fee of .25% of the annual rent is payable.

Outgoing tenant

If the annual rent is £7000 or less, a fee of £125 plus VAT

If the annual rent is greater than £7000, a fee of 1.5% of the annual rent is payable plus VAT.

All fees are outlined to tenants each year in the annual management letter.

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Report of the City Solicitor

Report to Scrutiny Board (Regeneration)

Date: 31 October 2011

Subject: **Proposals to reform the process for the registration of land as town and village greens and to introduce Local Green Space designations**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes X No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes X No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes X No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes X No

Summary of main issues

The government has put forward proposals to reform the registration process relating to towns and village greens. The most significant of these include a proposal to add a character test to the existing criteria for the registration of village greens and a bar on applications for village green status on land which is either subject to a planning application or planning permission or which is designated for development or as Local Green Space in a local or neighbourhood plan.

Complementary proposals are also included in the draft National Planning Policy Framework which were trail blazed in the recent Natural Environment White Paper. These propose that a new designation of land as Local Green Space should be introduced into the plan making process through both local and neighbourhood plans. The effect of designation would be to rule out new development except in very special circumstances.

Recommendations

Members are asked to note the contents of this report.

1.0 Purpose of this report

1.1 This report outlines proposals contained within recent government consultation documents to make changes to the current system for the registration of land as

town or village greens together with proposals to create a new designation of land as Local Green Space.

2.0 Background information

2.1 The government has produced three consultation documents over recent months which propose both reforms to the current statutory system for registering new village greens and also propose the creation of a new designation to protect green areas of particular importance to the community. These consultations are:-

- The Natural Environment White Paper
- Defra consultation on the registration of new town and village greens
- The draft National Planning Policy Framework (NPPF)

2.2 The aim of these reforms is to establish whether a better balance can be struck between ‘protecting high quality green space valued by local communities and enabling the right development to occur in the right place at the right time’¹. It is important to note that as all three consultations have only very recently closed it is too early to say to what extent the proposals will be taken forward in their current form.

3.0 Main Issues

3.1 Registration of land as Town or Village Greens – the present position

3.1.1 The statutory provisions - Section 15 of the Commons Act 2006:

Section 15 provides that anyone can apply to register land as town or village green where:-

“a significant number of the inhabitants of any locality, or of any neighbourhood within a locality, have indulged as of right in lawful sports and pastimes on the land for a period of at least 20 years”

Other conditions also apply, but for simplicity, are not included here.

3.1.2 The process –

The Council is the registration authority for the purposes of the Commons Act and is required to fulfil a quasi-judicial function in determining whether the criteria set out in the legislation has been met and whether the application for registration can be granted. Although the initial steps which the Council is obliged to take are set out in regulations, (for example serving notices on landowners and advertising in the press) there is no prescribed statutory procedure for resolving the complex questions of fact and law that often arise in such cases.

It has become the accepted practice amongst registration authorities that where an application is contentious in nature and the evidence requires testing, an oral hearing will be necessary as part of the process. Best practice is to hold non-

¹ Richard Benyon, Minister for the Natural Environment and Fisheries in the foreword to the Defra Consultation on village greens

statutory hearings before an appointed 'Inspector' (usually counsel instructed for that purpose) where the evidence can be independently tested, with the Inspector producing a comprehensive report with recommendations for the Council. The substantive decision on such applications is taken by the Plans Panels in this authority.

3.2 Defra consultation on the registration of new town or village greens.

3.2.1 The consultation document identifies the following objectives of the proposed reforms:

- To strike a better balance between protecting high quality green space, valued by local communities, and enabling legitimate development to occur where it is most appropriate, and
- To ensure that when land is registered as a green, because of the exceptional protection afforded to new greens, the land concerned really does deserve the level of protection it will get.
- To improve the operation of the registration system where applications to register land as a green are made so as to reduce the burden on local authorities which are responsible for implementing the registration system, and on landowners.

3.2.2 The key proposals are:

- **Streamline sifting of applications:** This proposal would enable registration authorities to reject applications at an early stage where insufficient evidence had been submitted or where there was strong evidence that the application could not meet the criteria for registration.
- **Declarations by landowners:** Landowners would be given the opportunity to make a statutory declaration to negate any evidence of use of a claimed green during the period while the declaration remained in effect.
- **Character:** New legislation would add a 'character' test to the existing criteria for the registration as a green. Only land which is unenclosed, open and uncultivated would be eligible for registration.
- **Integration with local and neighbourhood planning:** This proposal would take decisions on the future of sites into the planning system. It would prevent registration of land which was subject to a planning application or permission for development of the site, or which was designated for development or as a green space in a local or neighbourhood plan.
- **Charging fees:** An applicant would be required to pay a fee when making an application. Legislation would allow each registration authority to set its own fee subject to a prescribed ceiling. It is not intended that the fee would allow for full cost recovery. Fees could be refundable if the application were granted.

3.2.3 The consultation document explains that it does not consider any proposals to relax the criteria for registration of new greens, or any proposals to diminish the level of protection afforded to greens. It further emphasises that the measures proposed are each intended to contribute to the achievement of the objectives for the review, but that only reform containing a comprehensive package of measures, together with the Government's proposals for a new Local Green Spaces designation, and

for neighbourhood planning set out in the Localism Bill, will fully deliver the objectives sought.

3.2.4 Defra expect to announce their conclusions following the consultation, early in 2012.

3.3 The Natural Environment White Paper, 'The Natural Choice'

3.3.1 On 7 June 2011 the government published the Natural Environment White Paper which included proposals to give communities new powers to designate protected green areas as part of local neighbourhood plans.

3.3.2 Little detail on this was contained in the White Paper which explained that consultation would take place later in the year through publication of the draft NPPF.

3.4 Draft National Planning Policy Framework – open space, sports and recreational facilities

3.4.1 Consultation on the draft NPPF took place between July and October this year, and the draft document has received a great deal of media coverage during this time. It is a wide ranging document seeking to replace over a thousand pages of national planning policy with around fifty pages. A consultation response to the document was considered by the Council's Executive Board on 12 October.

3.4.2 The document makes reference to the designation of land as Local Green Space within the Section of the NPPF headed 'Planning for People/Sustainable Communities' at paragraphs 130 - 132. This state:

"130. Local communities through local and neighbourhood plans should be able to identify for special protection green areas of particular importance to them. By designating land as Local Green Space local communities will be able to rule out new development other than in very special circumstances. Identifying land as Local Green Space should therefore be consistent with the local planning of sustainable development and complement investment in sufficient homes, jobs and other essential services. Local Green Spaces should only be designated when a plan is prepared or reviewed, and planned so that they are capable of enduring beyond the end of the plan period.

131. The Local Green Space designation will not be appropriate for most green areas or open space. The designation should only be used:

- Where the green space is in reasonably close proximity to a centre of population or urban area
- Where the green area is demonstrably special to a local community and holds a particular local significance because of its beauty, historic importance, recreational value, tranquillity or richness of its wildlife
- Where the green area concerned is local in character and is not an extensive tract of land; and
- If the designation does not overlap with Green Belt.

132. Local policy for managing development within a Local Green Space should be consistent with policy for Green Belts.”

4.0 Observations

4.1 The Defra consultation makes it clear that in order to meet their objectives, the measures proposed in their review and the government’s proposal to create a new designation of Local Green Space must be viewed as a package. They conclude that the collective impact of these proposals will be to:

- Focus applications on sites which are more likely to be successful
- Increase landowners’ powers to safeguard their land from registration (particularly where development is already in train)
- Ensure that sites that remain eligible for registration are likely to conform to popular perception of a green
- Increase the efficiency of the registration process by both discouraging speculative applications and swiftly rejecting those which persist
- Ensure that communities can continue to protect valued green spaces through the planning system, even where registration as a green is no longer possible

4.2 The Council’s position – As a registration authority the Council is legally obliged to determine town and village green applications. Experience has demonstrated that such applications are often controversial and in the majority of cases landowners will oppose the applications. In many cases the applications lead to a public inquiry and we have also had experience of legal challenge to the eventual decision in the courts. The cost to the Council in dealing with a town or village green application can therefore be substantial. Additional costs may be incurred by the Council in cases where the Council is also the landowner of the application site.

4.3 The proposed changes to town and village green procedures relating to the introduction of streamline sifting, fees and landowner declarations are considered as welcome changes but minor ones, the impact of which are not expected to be significant.

4.4 However, it is anticipated that if a ‘character test’ is introduced, this would have a greater impact. The effect of the proposed character test would be to place a further restriction on the eligibility of applications for village green status by limiting these to land which is ‘unenclosed, open and uncultivated’, the aim being to limit village green status to those parcels of land which are popularly perceived as ‘village greens’ in character. The difficulty with this is that by prescribing further particular criteria, a potential application may fall foul of one or more of the limitations (possibly on a technicality) and would automatically be ruled as ineligible. For example, a number of application sites are enclosed with access points such as stiles and unlocked gates, so would these be considered as ‘enclosed’?. A change to primary legislation will be required to bring this into force, and it will be of

particular interest to note whether any new legislation seeks to further define these terms.

- 4.5** The second substantive change put forward is the proposal to integrate the registration process with local and neighbourhood planning. What this would mean is that an application to register a green could not be made in respect of land which had the benefit of planning permission or was subject to a planning application or even statutory pre-application consultation. This measure is aimed at preventing village green applications being submitted for the purpose of blocking proposed development. Similar restrictions are also proposed in respect of land designated for development or protected by a Local Green Space Designation in a local or neighbourhood plan. By introducing a proposal in these terms, there is a risk that this may encourage a race between residents and developers to submit speculative village green and planning applications respectively. This proposal is linked very closely however with the NPPF proposal to designate Local Green Space which is considered to be a better route to ensure that the consideration of a site's future is placed in the hands of local people and the Council.
- 4.6** The proposals for the designation of Local Green Space do however raise a number of questions which go unanswered in the current draft of the NPPF. Firstly, it is not clear what areas of green space it would apply to and the terminology is open to differing interpretation. It is also not clear who, if anyone would be responsible to maintain the land in its current form once designated or whether for example the local authority would hold any powers of enforcement. Importantly, no rights of access are created or protected through the designation; this is not an alternative route to establish village greens. It is also unclear how it would be ensured that identifying land as Local Green Space 'would be consistent with the local planning of sustainable development and complement investment in sufficient homes, jobs and other essential services' (Para 131).
- 4.7** The process of designation however would be through the plan making process for local and neighbourhood plans. Proposals for neighbourhood plans themselves are new and untested, and are contained within the Localism Bill currently being debated in the House of Lords as part of its parliamentary process.

5.0 Conclusions

- 5.1** It is too early to say whether all of these proposals will be brought in in their current form, and at present it is a case of maintaining a watching brief. It is apparent however that the proposed changes to village green legislation and the planning process are comprehensively interlinked in respect of their relationship with and impact on proposed development. As such the consequences will be different if these are only partly implemented, or even if there is a significant delay between introducing different parts which could be the case due to the need for primary legislation.

6.0 Recommendations

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

7.0 Background documents

Commons Act 2006

Defra consultation on the registration of new town or village greens

Draft National Planning Policy Framework

This page is intentionally left blank



Report author: Richard Mills
Tel: 24 74557

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Regeneration)

Date: 31st October 2011

Subject: Work Schedule

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Summary of main issues

1. A draft work schedule is attached as appendix 1. The work schedule has been provisionally completed pending on going discussions with the Board. The work schedule will be subject to change throughout the municipal year.
2. Also attached as appendix 2 and 3 respectively are the minutes of Executive Board of 12th October 2011 and the Council's current Forward Plan relating to this Board's portfolio.
3. Following completion of the Board's inquiry on housing growth in October 2011, Members will next consider the issue of affordable homes. The Working Group comprising all Members of the Board will meet on several occasions in November and December 2011 to undertake this work.

Recommendations

4. Members are asked to:
 - a) Consider the draft work schedule and make amendments as appropriate.
 - b) Note the Executive Board minutes and Forward Plan

Background documents

5. None used

This page is intentionally left blank

Scrutiny Board (Regeneration) Work Schedule for 2011/2012 Municipal Year Appendix 1

Schedule of meetings/visits during 2011/12			
Area of review	June	August	September
Green space – promotion, protection, management			Consider potential scope of review SB 28/06/11 @ 10am
Housing growth challenge both in terms of brownfield & Greenfield development, private and affordable	Consider potential scope of review SB 28/06/11 @ 10am	Agreed terms of reference for an Inquiry on Housing Growth Working Groups met 6 th and 13 th July, 11 th and 17 th August and 15 th September 2011	Consider draft final report and recommendations Housing Growth
Provision of Affordable Housing by Developers			Consider draft Terms of Reference on affordable Housing by developers
Board initiated piece of Scrutiny work (if applicable)			
Budget & Policy Framework	To consider any areas for scrutiny	To consider any areas for scrutiny	
Recommendation Tracking	None this session	Not this session	To consider progress in implementing Scrutiny Board recommendations following publication of its report on Kirkgate Market in May 2011
Performance Monitoring	None this session	None this session	None this session

Page 97

Scrutiny Board (Regeneration) Work Schedule for 2011/2012 Municipal Year Appendix 1

Area of review	Schedule of meetings/visits during 2011/12		
	October	November	December
Green space – promotion, protection, management	Town and Village Greens and Green Space Designations Initial Report		
Housing growth challenge both in terms of brownfield and Greenfield development, private and affordable	Final Report on Housing Growth approved by Board on 10 th October 2011		
Condition of private sector housing		Inquiry to commence on Affordable Housing and Private Developers	Inquiry to commence on Affordable Housing and Private Developers
Board initiated piece of Scrutiny work (if applicable)	Leeds Bradford Airport Taxis access Town and Village Greens and Green Space designations Kirkgate Market		
Budget & Policy Framework Plans			
Recommendation Tracking		To consider progress in implementing Worklessness recommendations following a report in May 2010	
Performance Monitoring	None	None	Quarter 2/3 performance report SB 19/12/11 @ 10 am

Key: SB – Scrutiny Board (Safer and Stronger Communities) Meeting

WG – Working Group Meeting

Scrutiny Board (Regeneration) Work Schedule for 2011/2012 Municipal Year Appendix 1

Area of review	Schedule of meetings/visits during 2011/12		
	January 2012	February 2012	March 2012
Green space – promotion, protection, management			
Housing growth challenge both in terms of brownfield and Greenfield development, private and affordable			
Condition of private sector housing			
Board initiated piece of Scrutiny work (if applicable)			
Budget & Policy Framework Plans			
Recommendation Tracking			
Performance Monitoring	None this session	None this session	Quarter 4 performance report SB 27/03/12 @ 10 am

Page 99

Key: SB – Scrutiny Board (Safer and Stronger Communities) Meeting

WG – Working Group Meeting

Scrutiny Board (Regeneration) Work Schedule for 2011/2012 Municipal Year Appendix 1

Schedule of meetings/visits during 2011/12

Area of review	April 2012	May 2012
Green space – promotion, protection, management		
Housing growth challenge both in terms of brownfield and Greenfield development, private and affordable		
Condition of private sector housing		
Board initiated piece of Scrutiny work (if applicable)		
Budget & Policy Framework Plans		
Recommendation Tracking		
Performance Monitoring	None this session	None this session

Page 100

Key: SB – Scrutiny Board (Safer and Stronger Communities) Meeting

WG – Working Group Meeting

EXECUTIVE BOARD

WEDNESDAY, 12TH OCTOBER, 2011

PRESENT: Councillor K Wakefield in the Chair

Councillors J Blake, M Dobson,
R Finnigan, S Golton, R Lewis, A Ogilvie
and L Yeadon

Councillor G Hyde – Substitute Member
Councillor J Procter – Substitute Member

86 Substitute Member

Under the terms of Executive Procedure Rule 2.3, Councillors G Hyde and J Procter were invited to attend the meeting on behalf of Councillors Gruen and A Carter respectively.

87 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That the public be excluded from the meeting during the 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. 96 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that it contains information relating to the financial or business affairs of any person or company (including the authority holding that information) which may result in prejudicial trading of that company. It is therefore considered that it is not in the public interest to release this information at this time, as this would compromise the Council's position.
- (b) Supplementary Information in the form of correspondence referred to in Minute No. 95 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that it contains information relating to the financial or business affairs of any person or company (including the authority holding that information). It is therefore considered that it is not in the public interest to release this information at this time, as this would compromise the Council's position.

88 Late Items

There were no late items as such, however, it was noted that supplementary information had been circulated to Board Members following the despatch of the agenda as follows:-

Draft minutes to be approved at the meeting
to be held on Wednesday, 2nd November, 2011

- (a) Correspondence relating to the report entitled, 'Leeds Bradford International Airport – Taxi Access' designated as exempt under Access to Information Procedure Rule 10.4(3) (Minute No. 95 refers).
- (b) A report detailing the outcomes from the Ofsted Inspection into Safeguarding Services and Safeguarding Outcomes for Children and Young People which accompanied the report entitled, 'Findings of the Announced Ofsted Re-Inspection of Safeguarding Services for Children and Young People in Leeds' (Minute No. 103 refers).
- (c) A table detailing the suggested amendments to the Council's response to the Draft National Planning Policy Framework, as resolved by the Development Plan Panel at its meeting on 11th October 2011, which was in relation to the report entitled, 'Draft National Planning Policy Framework – Consultation Response' (Minute No. 100 refers).

89 Declaration of Interests

There were no declarations of interest made at this point in the meeting, however a declaration was made at a later point in the meeting (Minute No. 99 referred).

90 Minutes

RESOLVED – That the minutes of the meeting held on 7th September 2011 be approved as a correct record, subject to the following:-

- (a) Reference being made within Minute No. 66 (Leeds Holt Park Wellbeing Centre Project – Submission of the Final Business Case and Execution of the Contract for the new Holt Park Wellbeing Centre) to a request that correspondence be forwarded on behalf of the Council to Greg Mulholland MP in respect of the development.
- (b) With regard to Minute No. 67 (Better Lives for Older People: Future Options for Long Term Residential and Day Care Services), that greater emphasis be placed upon the commitment made during the discussion that residents would not be moved until it was confirmed that they were happy with the alternative accommodation proposed.

RESOURCES AND CORPORATE FUNCTIONS

91 Discretionary Rate Relief for Social Enterprises

The Chief Officer (Revenues and Benefits) submitted a report which detailed the current guidelines regarding the determination of applications for discretionary rate relief for social enterprises. In addition, the report also proposed amendments which aimed to make the process more transparent, whilst also encouraging increased applications from this sector. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Members emphasised the need to ensure that the approach adopted was as enabling as possible.

RESOLVED – That the changes to the Business Rates discretionary relief scheme be approved in order to clarify the criteria by which applications from Social Enterprises will be assessed, and also to increase the maximum level of relief awarded from 50% to 80% in specific cases.

92 Welfare Reform Update

The Director of Resources submitted a report providing an update on the Government's proposals regarding Welfare Reform, which included information on current developments in policy and the implications of such developments upon the Council and the citizens of Leeds. In addition, the report also provided information on the consultation process launched by the Department for Communities and Local Government on proposals regarding the replacement of the current Council Tax Benefit scheme with a new localised scheme of support from April 2013. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Members welcomed the move to simplify the welfare processes, however, concerns were raised in respect of the disproportionate impact that the proposals could have upon the poorer sections of the community, the lack of incentives which existed in respect of returning people to employment and the intention to pay the rent element of Universal Credit directly to claimants. In addition, concerns were also raised regarding the abolition of Council Tax Benefit and its replacement with a localised scheme of support, with a reduction of 10% in funding for such support and the potential impact upon collection rates, together with the timescales associated with the introduction of the proposed reforms.

The Board considered the specific impact upon a number of case studies provided, and in respect of the implications regarding child protection matters, Members noted that such matters were being picked up by the Child Trust Board.

Members highlighted the need for further update reports to be submitted to the Board, as issues in respect of the proposed welfare reforms developed.

It was requested that stronger emphasis within the final version of the Council's response to the Government's consultation paper was placed upon the unrealistic timescales which had been set in respect of the reforms.

RESOLVED -

- (a) That the updated information detailed within the submitted report be noted.
- (b) That the proposed response to the localisation of support for Council Tax which is to be submitted on behalf of all Group Leaders be noted,

subject to the inclusion of the points raised by the Board during the consideration of this matter.

- (c) That officer-level discussions with West Yorkshire councils be approved, which will explore the scope for commonality in scheme design in relation to localisation of support for Council Tax.
- (d) That a further report on the welfare reform programme be received by the Board in January 2012 which included a strategic plan for preparing for and dealing with the welfare reforms, with further update reports being submitted in the future, as issues in respect of the proposed welfare reforms were developed.

93 Financial Health Monitoring 2011/12 - Month 5

The Director of Resources submitted a report setting out the authority's projected financial health position, after five months of the 2011/12 financial year. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Having responded to Members' questions, the Board welcomed the successful resolution of VAT matters with the HMRC.

RESOLVED –

- (a) That the projected financial position of the authority after five months of the financial year be noted.
- (b) That the budget adjustments, as detailed within paragraph 3.6.1 of the submitted report, be approved.

94 Capital Receipts Incentive Scheme

The Director of Resources submitted a report setting out a proposal for the establishment of a capital receipts incentive scheme for local areas. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Members discussed the proposal for localities to retain a proportion of the capital receipts generated in an area and received assurances that existing commitments would be honoured.

RESOLVED –

- (a) That the establishment of a Capital Receipts Incentive scheme, as set out within section 3 of the submitted report, with effect from April 2012, be approved.
- (b) That a period of consultation with elected Members on the proposed scheme be approved.

DEVELOPMENT AND THE ECONOMY

95 Leeds Bradford International Airport - Taxi Access

Further to Minute No. 217, 18th May 2011, the Director of City Development submitted a report providing further information and advice in respect of the provision of taxi access at Leeds Bradford International Airport (LBIA), following the Executive Board's previous consideration of the recommendations arising from the former Scrutiny Board (City Development) inquiry into 'Leeds Bradford International Airport: Provision for Public Hire Taxis'. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Emphasis was placed upon the differing estimates which had been received in respect of the development of a taxi rank on Whitehouse Lane and it was suggested that such figures be submitted to the relevant Scrutiny Board for consideration.

Members highlighted their concerns in respect of the introduction of a £2 charge for all non-contracted vehicles dropping off passengers at the terminal, considered whether the concession made in respect of the increased waiting time within the 'voyager' area had gone far enough and highlighted the extensive costs associated with establishing a rank on Whitehouse Lane. The Board then emphasised the need for the Surface Access Strategy to be progressed in order to address the concerns raised and to ensure that public access to the airport was maximised. In response, Members comments were acknowledged, together with undertaking that discussions in respect of the Airport's Forecourt Management Plan would continue.

Following consideration of supplementary information in the form of correspondence relating to this matter, 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 the contents of the submitted report, together with the work undertaken to identify a way forward in terms of provision for public hire taxis at Leeds Bradford International Airport be noted.
- (b) That the option detailed within the report to develop a taxi rank on Whitehouse Lane not be progressed at this time, with further work being progressed on the Surface Access Strategy, in order to address the concerns raised during the discussion and also to ensure that public access to the airport was maximised.
- (c) That officers be instructed to liaise with LBIA about the development of their Forecourt Management Plan in order to ensure that the negative impact of current parking arrangements on the highway, especially Whitehouse Lane, are mitigated as part of the process of discharging planning conditions relating to the Airport Terminal Building.

96 Design and Cost Report for Relocation of West Yorkshire Archives, Leeds

The Director of City Development submitted a report advising of the need to improve storage facilities for Leeds' archives and outlining proposals to relocate the archives from the former Sheepscar Library to the Central Archive Store in Morley. In addition, the report also sought the necessary authority to declare the former Sheepscar Library surplus to requirements together with an injection into the capital programme as a contribution towards the construction works at the Morley site. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

The report detailed the following options which had been identified following a feasibility study undertaken by Norfolk Property Services in respect of future archive provision:

- Option 1 – The relocation of the Sheepscar archives only to the Central Archive Store in Morley;
- Option 2 - The relocation of both the Sheepscar and Nortech archives to the Central Archive Store in Morley.

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 the former library at Sheepscar be declared surplus to requirements.
- (b) That the sale of the Sheepscar property currently housing the archive be agreed, together with the ringfencing of the receipt value, as identified within exempt Appendix 1, to fund works at Morley West Yorkshire Joint Services.
- (c) That the funds detailed in the exempt appendix to the submitted report be injected into the capital programme, as a contribution to fund the adaptation of the premises in Morley.
- (d) That expenditure of the funds, as detailed within the exempt appendix to the submitted report, as a contribution towards the project be authorised.

97 South Bank Planning Statement and City Centre Park

Further to Minute No. 48, 21st July 2010, the Director of City Development submitted a report summarising the results of the consultation exercise undertaken upon the South Bank Planning Statement, providing an update on the proposed changes to the planning statement as a result of such consultation, and seeking approval for the adoption of the document as informal planning guidance for this important area of change within the city centre. In addition, the report also provided an update on the work undertaken on the outline business case to facilitate the delivery of developments in the South Bank, including the new City Centre Park. In determining this matter,

Draft minutes to be approved at the meeting
to be held on Wednesday, 2nd November, 2011

the Board took into consideration all matters contained within the accompanying report.

In responding to enquiries, officers undertook to provide the Member in question with details regarding the number of public car parking spaces which would be lost as a result of the proposed approach.

The Chief Executive suggested that if Government proposals were announced in the future which brought a high speed rail link to the area, then the Board may wish to revisit the issues detailed within the submitted report at this time.

RESOLVED -

- (a) That the adoption of the South Bank Planning Statement (October 2011) be approved as informal planning guidance for the area.
- (b) That the future work on the development of an Outline Business Case to assist with the delivery of the City Centre Park on the basis of a phased implementation plan including the potential for a footbridge link to the Sovereign Street area, be noted.

98 Woodkirk Academy

The Director of City Development submitted a report detailing of the proposed Heads of Terms for the leasehold disposal at nil consideration of Woodkirk High Specialist Science School to Woodkirk Academy Trust. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

RESOLVED - That the disposal of Woodkirk High Specialist Science School for the proposed Academy on a 125 year lease at nil consideration be agreed and that the Director of City Development be authorised to agree the final terms.

99 Planning Applications Highways Issues (White Paper 16)

Further to Minute No. 52, 27th July 2011, the Director of City Development submitted a report responding to the Council resolution of 6th April 2011 which requested the Executive Board to instruct the Council's Highways Department to ensure that consultation with Ward Members took place on Planning Applications' highways matters before the Highways Department passed formal comment to Planning Officers. Specifically, the report sought approval of a revised proposal which would ensure that Ward Members' views on highways matters were taken into account before a planning application was determined. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Members discussed the proposal detailed within the report and highlighted the importance of Members being afforded the opportunity to be consulted on such matters, with their comments being considered as part of any decision making process.

RESOLVED - That in response to the Council resolution of the 6th April 2011, the following revised proposal be agreed:-

- (a) Supplement the existing public consultation on planning applications with the additional notification (by e-mail) for all Ward Members of those planning applications which have been sent to Highways and Transportation for a consultation response, giving them the additional opportunity to raise any highways concerns they may have with the highways officer directly and that Members' concerns be added to the report to be submitted to the relevant Plans Panel.
- (b) That at the end of the three month trial period, a further report be submitted to Executive Board for consideration.

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

(Councillor Finnigan declared a personal interest in relation to this matter, due to being a member of Plans Panel (East))

100 Draft National Planning Policy Framework - Consultation Response

The Director of City Development submitted a report inviting consideration of the Council's response to the Draft National Planning Policy Framework (NPPF), which was published on 25 July 2011. The response detailed within the submitted report summarised the key issues from a Leeds perspective, which had arisen from the consultation document and the proposed response. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

A table detailing the suggested amendments made by the Development Plan Panel at its meeting on 11th October 2011 to the Council's response to the Draft National Planning Policy Framework was circulated to Board Members at the meeting.

In considering this matter, Members made several comments both in terms of the details within the submitted report and the proposed response. These included:-

- Widening the reference regarding the number of windfall units delivered in Leeds to reflect the figures over the past decade;
- Members highlighted that the draft NPPF did not broadly reflect Council policies and City Priorities;
- Emphasis was placed upon the fact that the NPPF would not simplify and streamline the planning process;
- Members highlighted the lack of recognition made by such an approach towards the diversity of economies which existed across the UK.

RESOLVED -

- (a) That the response to the draft National Planning Policy Framework, as set out in the submitted report, be approved subject to the inclusion as

Draft minutes to be approved at the meeting
to be held on Wednesday, 2nd November, 2011

appropriate of the comments which had been made by the Board during the discussion, in addition to those previously made by the Development Plan Panel.

- (b) That the submission, as detailed within the submitted report and subject to resolution (a) above, be endorsed as the City Council's formal response to the national consultation, on an all party basis.
- (c) That the responses, as set out within the consultation questionnaire at Appendix 1 to the submitted report, be approved.
- (d) That the draft letter, as detailed at Appendix 2 to the submitted report, for MPs and relevant parties, be approved, subject to the inclusion as appropriate of the comments which had been made by the Board during the discussion, in addition to those previously made by the Development Plan Panel.
- (e) That a copy of the report be forwarded to the Secretary of State (Communities & Local Government), shadow party spokesmen, Leeds MPs and other relevant organisations including the Local Government Association.

ENVIRONMENTAL SERVICES

101 Leeds Home Insulation Scheme

The Director of Environment and Neighbourhoods submitted a report providing an update on the development of the Home Insulation Scheme and outlining the impact of changing policies upon the Council's previous proposed approach. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Members considered the proposed resource which had been allocated towards this scheme and discussed those sections of the community which may benefit the most from being prioritised recipients.

The report presented the following five options to progress the initiative and sought approval of the option which would offer free insulation across the whole city, supported by marketing campaigns targeting excluded people and disadvantaged geographies:

- Option 1 – Development of the scheme as initially planned (free cavity wall and loft insulation for all private homes regardless of income level, to be delivered over 3-4 years by the Council);
- Option 2 – To stop the insulation scheme entirely;
- Option 3 – Procurement of a partner through DEEP to offer discounted insulation, with no free insulation;
- Option 4 – Procurement of a partner through DEEP to offer free insulation only in selected wards (with door to door marketing to areas with good technical potential), with the offer of discounted insulation to all other Wards;

- Option 5 – Procurement of a partner through DEEP to offer free insulation across the whole of Leeds. Door to door marketing for selected neighbourhoods with good technical potential in more deprived Wards, backed up by a campaign across the city.

RESOLVED –

- (a) That Option 5, to offer free loft and cavity wall insulation to all private sector households across the whole city, supported by marketing campaigns targeting excluded people and disadvantaged geographies, be supported.
- (b) That the Leeds Neighbourhood Index combined with a high level assessment of insulation potential be used to prioritise Wards for door-to-door marketing campaigns, but to exclude technically unsuitable areas from intensive marketing in order to avoid falsely raising expectations.
- (c) That the outcome of the current Leeds City Region DEEP tender process be used to award a contract to the highest scoring bidder to manage and deliver the Home Insulation Scheme.
- (d) That the cavity wall and loft insulation offer be supplemented with a scheme providing solid wall insulation in some of the most deprived areas via the Community Energy Saving Programme, if suitable areas can be found.
- (e) That £1,000,000 of the existing budget be moved to 2012/13.
- (f) That work be undertaken with Leeds City Region authorities, in order to develop a follow up Green Deal/Energy Company Obligation (ECO) scheme to be available from 2013.

NEIGHBOURHOODS, HOUSING AND REGENERATION

102 Submission to Homes and Communities Agency 2011-2015

The Director of Environment and Neighbourhoods submitted a report advising of the development and review of the Leeds Housing Investment Plan (LHIP), together with its purpose and priorities. In addition, the report specifically sought approval of the investment priorities, as set out within the Plan. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Members received responses to enquiries raised regarding the proposed provision for Gypsy and Travellers. Discussion was also had in relation to the term 'New East Leeds' and it was undertaken that clarity on this matter would be provided.

Copies of the LHIP had been provided to Board Members for their information, prior to the meeting.

RESOLVED - That the investment priorities set out within the Leeds Housing Investment Plan, as highlighted within sections 4 and 5 of the submitted report, be approved.

CHILDREN'S SERVICES

103 Findings of the Announced Ofsted Re-Inspection of Safeguarding Services for Children and Young People in Leeds

The Director of Children's Services submitted a report presenting the findings of the announced Ofsted re-inspection of safeguarding services for children and young people in Leeds, which followed an on-site inspection that took place between 12th and 16th September 2011. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Following its publication on 10th October 2011, Board Members were provided with the Ofsted report which detailed the results from the inspection undertaken in respect of Safeguarding Services and Safeguarding Outcomes for Children and Young People.

On behalf of the Board, the Chair and the Executive Member for Children's Services paid tribute to, and expressed their gratitude to all of those who had contributed towards the positive outcomes from the Ofsted Inspection, paying particular attention to the determination shown by all concerned and the cross party support which had been given. Members acknowledged that such good work needed to continue in order to ensure that the city's aspirations in respect of Children's Services were achieved.

RESOLVED – That the contents of both the submitted report and the Ofsted announced inspection report, as circulated to Board Members following its publication, be noted.

104 DESIGN AND COST REPORT: ROUNDHAY HIGH SCHOOL TECHNOLOGY AND LANGUAGE COLLEGE: PRIMARY ACCOMMODATION

The Director of Children's Services submitted a report seeking approval of the capital proposals for additional primary school age accommodation as part of an all-through school development for Roundhay School Technology & Language College and to incur the related expenditure. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

In responding to an enquiry, officers undertook provide the Ward Member in question with details in respect of the consultation which took place with local residents in relation to this matter.

RESOLVED -

- (a) That the capital proposals outlined within the submitted report for additional primary school age accommodation as part of an all-through

school development for Roundhay School Technology & Language College be approved.

- (b) That authorisation be given to the programme expenditure of £4,430,200 from capital scheme number 15822/ROU/000.

105 DESIGN AND COST REPORT: WYKEBECK PRIMARY SCHOOL: PRIMARY ACCOMMODATION

The Director of Children's Services submitted a report seeking approval of the capital proposals for additional primary school age accommodation as part of Wykebeck Primary School and to incur the related expenditure. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

RESOLVED –

- a) That approval be given to proceed with works to provide additional education accommodation at Wykebeck Primary School at an estimated total cost of £1,584,330.
- b) That approval be given to inject a receipt into the approved capital programme, for the sum of £438,000.
- c) That authority be given to incur expenditure of £1,584,330 from capital scheme number 15822/WYK/000.

106 DESIGN AND COST REPORT: BRACKEN EDGE PRIMARY SCHOOL: PRIMARY ACCOMMODATION

The Director of Children's Services submitted a report seeking approval of the capital proposals for additional primary school age accommodation at Bracken Edge Primary School and to incur the related expenditure. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

RESOLVED –

- (a) That approval be given to proceed with works to provide additional accommodation at Bracken Edge Primary School at an estimated total cost of £936,040.
- (b) That programme expenditure of £936,040 from capital scheme number 15822/BRA/000 be authorised.

107 DESIGN AND COST REPORT: CARR MANOR HIGH SCHOOL: PRIMARY ACCOMMODATION

The Director of Children's Services submitted a report seeking approval of the capital proposals for additional primary school age accommodation as part of an all-through school development for Carr Manor High School and to incur the related expenditure. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

RESOLVED –

- (a) That the capital proposals outlined within the submitted report for additional primary school age accommodation as part of an all-through school development for Carr Manor High School be approved.
- (b) That programme expenditure of £2,574,130 from capital scheme number 15822/CAM/000 be authorised.

108 Admissions Round 2011

The Director of Children's Services submitted a report providing statistical information regarding admissions into Reception and Year 7 for September 2011, entry into Junior school, in addition to the co-ordination of in-year transfers. In addition, the report presented the findings of a survey undertaken on why parents choose particular schools, and their views on the choices which were made available to them. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

RESOLVED – That the statistical information on the Admissions round, as presented within the submitted report, be noted, including the following:-

- The percentage of first preferences achieved was 85.4%, with 95.3% achieving one of their three preferences.
- The increasing number of primary appeals, and the further 6% improvement in the successful defence of in year appeals.
- The continued increase in use of the online application system with 70% of parents now choosing to apply online (up from 44% last year).

LEISURE

109 Home Farm, Temple Newsam

Further to Minute No. 17, 22nd June 2011, the Director of City Development submitted a report advising of the principal changes that were proposed by the Parks and Countryside Service regarding the operation of Home Farm, Temple Newsam, in light of the decision taken by full Council to include a saving of £100,000 from reductions in ancillary farming activities. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Members discussed issues including the budgetary savings which were to be made in respect of ancillary farming activities, stock numbers and rotation, the Scrutiny Board recommendations which had been made in respect of the farm, processes in place for the purchasing of tickets and the farming methods proposed.

In response to enquiries, officers offered to provide the Member in question with a briefing regarding the reduction of costs, staffing matters and the achievement of savings.

RESOLVED – That the following be approved:-

- (a) The rationalisation of the current farming operations to Temple Newsam Estate only.

- (b) The rationalisation of non minority rare breed stock and store animals, whilst maintaining minority rare breeds and a marginal stock of visitor friendly breeds.
- (c) The reduction in supplies and services and bespoke agricultural plant and machinery.
- (d) The implementation of a farm staff restructure, based on the principles outlined within section 3.8.1 of the submitted report.

110 Long Term Burial Supply in the North East of the City and Design Cost Report for Scheme Revised Whinmoor Grange Informal Planning Statement

Further to Minute No. 231, 18th May 2011, the Director of City Development submitted a report informing Executive Board of the issues raised, and the conclusions drawn, from the consultation exercise undertaken on the Draft Informal Planning Statement for Whinmoor Grange. In addition, the report sought approval of the revised Informal Planning Statement as a guide to future potential development proposals for the site, in addition to the incurring of related expenditure. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

The Board received an update in respect of the proposals regarding the site at Elmete. Following an enquiry, officers undertook to provide the Member in question with details of the specific timescales regarding the proposed development of the site.

In considering the associated consultation process, Members were verbally provided with details of comments which had been raised by relevant Ward Members in respect of the proposals and discussed the process by which Ward Member consultation had been conducted.

The Board noted the comments which had been made in respect of related highways issues and highlighted that such matters would be considered as appropriate in due course.

RESOLVED -

- (a) That the contents of the submitted report, including the outcome from the consultation undertaken on the Draft Planning Statement be noted.
- (b) That the revised Informal Planning Statement be approved as a guide to future potential development proposals for the Whinmoor Grange site.
- (c) That approval be given to incur expenditure of £358,753 from scheme 'Cemetery Exts City Wide 1358/WHM' for construction works in relation to the development of a 5 acre multi faith cemetery at Whinmoor.

DATE OF PUBLICATION: 14TH OCTOBER 2011

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 21ST OCTOBER 2011 (5.00 P.M.)

(Scrutiny Support will notify Directors of any items called in by 12.00 p.m. on 24th October 2011)

This page is intentionally left blank

APPENDIX 3



FORWARD PLAN OF KEY DECISIONS (relating to Regeneration Scrutiny Board)

1 October 2011 – 31 January 2012

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)
Yeadon Conservation Area To approve the Yeadon Conservation Area and Management Plan as non-statutory planning guidance.	Chief Planning Officer	1/10/11	Ongoing consultation with local community, Ward Members, and other bodies	DDN Report	Chief Planning Officer phil.ward@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	1/10/11	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)
Headingley Hill, Hyde Park and Woodhouse Moor Conservation Area To approve the Headingley Hill, Hyde Park and Woodhouse Moor Conservation Area and Management Plan as non-statutory planning guidance	Chief Planning Officer	1/10/11	Ongoing consultation with local community, Ward Members and other bodies	DDN Report	philip.ward@leeds.gov.uk
Restructure of Employment and Skills To approve the new structure to realign activity and respond to funding reductions	Director of Environment and Neighbourhoods	1/10/11	Trade Union Consultation between the period of 25 th July to 8 th Aug 2011	Delegated Decision Report and Appendices	sue.wynne@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>Request to invoke Contracts Procedure Rule 25.1 to invoke the twelve month extension period to the existing 2+1 year Supporting People contract with Leeds Housing Concern from 11.12.2011 to 10.12.2012</p> <p>Approval to invoke Contracts Procedure Rule 25.1 to invoke the 12 month extension period to the existing 2+1 year Supporting People Contract with Leeds Housing Concern from 11.12.2011 to 10.12.2012</p>	Director of Environment and Neighbourhoods	1/10/11	n/a	Report to be presented to the Delegated Decision Panel prior to decision being taken	neil.evans@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)
Request to enter into a Supporting People contract with GIPSIL for the Community Services Resettlement 1 and Community Services Resettlement 2 services at a total contract value of approximately £355,702.47per annum	Director of Environment and Neighbourhoods	1/10/11	n/a	Report to be presented to the Delegated Decision Panel	Neil Evans, Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk
Adult Learning Award of contract(s) following a procurement exercise, to deliver Adult Learning provision from September 2011.	Director of Environment and Neighbourhoods	1/10/11	Consultation with Executive Member and strategic internal and external partners including Job Centre Plus, Skills Funding Agency and Post 16 learning providers.	Report summarising outcome of procurement exercise and DDN.	Sue Wynne sue.wynne@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>Local Housing Investment Plan (with the HCA) Approval of the Leeds LIP. This includes : -</p> <ol style="list-style-type: none"> 1 The strategy element, which consists of the aims and objectives for regeneration in Leeds, the rationale for determining Leeds' spatial and thematic regeneration priorities over the next four years, and the approach to measuring outcomes in terms of improvements to place. 2. The programme element, which sets out the city's key regeneration investment opportunities, spatially and thematically, and the investment request of the Homes and Communities Agency (HCA) - and other potential investors - to deliver the desired outcomes. 	<p>Executive Board (Portfolio: Neighbourhoods, Housing and Regeneration)</p>	<p>12/10/11</p>	<p>A wide-ranging consultation process has been ongoing since Autumn 2009 on the Leeds Regeneration Framework – the overarching 'blueprint' for regeneration in Leeds that provides the strategic context and direction of the LIP. This has been led by the Chief Regeneration Officer, and has involved a large number of internal and external stakeholders, including those in attendance at two peer review workshops held in Summer 2010. The LIP has been developed over the last five months in close partnership with HCA colleagues. It has been informed by ongoing detailed discussions with different parts of the Council and with Members. Further internal and external consultation will take place over the next few weeks to agree the priority investment opportunities within the plan. This will include agenda items at key meetings, including Environment and Neighbourhoods Senior Management Team, City</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of Environment and Neighbourhoods stephen.boyle@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)
<p>Leeds Free Insulation Scheme To approve the approach to delivering the Leeds Free Insulation Scheme and the wards to prioritise</p>	<p>Executive Board (Portfolio: Environmental Services)</p>	<p>12/10/11</p>	<p>Extensive discussions have already taken place, including a regular members working group, previous items at Executive Board, city region and Climate Change Partnership. Consultation on proposed approach to involve CLT prior to Executive Board.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>george.munson@leeds.gov.uk</p>
<p>Hydro Project - Options Appraisal Authority to spend approval</p>	<p>Executive Board (Portfolio: Development and the Economy)</p>	<p>2/11/11</p>	<p>Environment Agency, British Waterways, Recreational Users (canoeists, anglers etc)</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>david.outram@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)
Middleton playing pitch and changing provision To inject and give authority to spend s106 funding on Middleton playing fields and changing rooms	Executive Board (Portfolio: Development and the Economy)	2/11/11	ongoing – to include ward members, leisure centre users and local groups	The report to be issued to the decision maker with the agenda for the meeting	Ed Mylan, Chief Officer (Resources and Strategy) ed.mylan@leeds.gov.uk
Asset Management Plan (including Community Asset Strategy and Carbon and Water Management Plan) Approval Required	Executive Board (Portfolio :Development and the Economy)	2/11/11	Equality Impact Assessment	The report to be issued to the decision maker with the agenda for the meeting	colin.mawhinney@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>Aire Valley Leeds Enterprise Zone</p> <ul style="list-style-type: none"> Executive Board note and agree to: the proposals to establish an enterprise zone in Aire Valley Leeds and the governance arrangements regarding its operation. the use of Local Development Orders and that officers start the appropriate consultation process with a view to the secretary of state making a final approval of the orders in January/February 2012. an injection of fully funded capital resources and authority to spend for the funding and for legal documents to be completed for the installation of a main spine link road. 	<p>Executive Board (Portfolio: Development and the Economy)</p>	<p>2/11/11</p>	<p>City Development and LEP, Plans Panel Members, Ward Members, local communities and stakeholders</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>peter.anderson-beck@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)
Residual Waste Project: Approval to proceed to the Preferred Bidder Stage Approve the outcome of the Final Tender Evaluation, appoint the preferred bidder and request authority to proceed to the Preferred Bidder Stage	Executive Board (Portfolio: Environmental Services)	2/11/11	Elected members, LCC Internal Stakeholders, DEFRA (Central Government Sponsoring Department)	The report to be issued to the decision maker with the agenda for the meeting	neil.evans@leeds.gov.uk
UTMC - Communications Tender Award of tender to allow works on UTMC move to Middleton to commence in January 2012 (designated capital B)	Chief Officer (Highways and Transportation)	1/12/11	Joint Highways Board	Executive Board report of 7th September 2011	gordon.robinson@leeds.gov.uk
UTMC - Outstation Tender Award of tender to allow works on UTMC move to Middleton to commence in January 2012 (designated capital B)	Chief Officer (Highways and Transportation)	1/12/11	Joint Highways Board	Executive Board report of 7th September 2011	gordon.robertson@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 the Economy	Councillor Richard Lewis
Environmental Services	Councillor Mark Dobson
Neighbourhoods Housing and Regeneration	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 Morley Borough Indep	Councillor Robert Finnigan

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
Development Plan documents	Council		Via Executive Board, Scrutiny Board (Regeneration)	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, Scrutiny Board (Regeneration)	Report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Regeneration City Priority Plan	Council	July 2013	Via Executive Board, Scrutiny Board (Regeneration)	Report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods

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.