



**NORTH WEST (INNER) AREA COMMITTEE**

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**Meeting to be held on Thursday, 13th December, 2012  
at 7.00 pm in the Cardigan Centre, Cardigan Road, Leeds, LS5 3AS**

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**MEMBERSHIP**

Councillors

M Hamilton	-	Headingley;
J Walker	-	Headingley;
N Walshaw	-	Headingley;
C Towler	-	Hyde Park and Woodhouse;
G Harper	-	Hyde Park and Woodhouse;
J Akhtar (Chair)	-	Hyde Park and Woodhouse;
B Atha	-	Kirkstall;
J Illingworth	-	Kirkstall;
L Yeadon	-	Kirkstall;
J Bentley	-	Weetwood;
S Bentley	-	Weetwood;
J Chapman	-	Weetwood;

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# A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p style="text-align: center;"><b><u>PROCEDURAL BUSINESS</u></b></p> <p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Chief Democratic Services Officer at least 24 hours before the meeting.)</p>	
2			<p><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></p> <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><b>RESOLVED</b> – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p>	

Item No	Ward	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p><b>DECLARATIONS OF INTEREST</b></p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct.</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
6			<p><b>OPEN FORUM</b></p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7			<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>To confirm as a correct record the minutes of the previous meetings held on 25<sup>th</sup> October and 14<sup>th</sup> November 2012</p> <p>(Copies attached)</p>	1 - 10

Item No	Ward	Item Not Open		Page No
8			<b>MATTERS ARISING FROM THE MINUTES</b>  To consider any matters arising from the minutes  (Report attached)	11 - 12
9	Headingley; Hyde Park and Woodhouse; Kirkstall; Weetwood		<b>AREA CHAIRS FORUM</b>  To receive for information the minutes of the Area Chairs Forum held on 11 <sup>th</sup> September 2012  (Copy attached)	13 - 16
10	Weetwood		<b>WEST PARK CENTRE - UPDATE REPORT</b>   To consider a report by the Director of City Development and the Director of Children's Services which provides an update on the temporary closure of the West Park Centre, due to Health & Safety concerns and outlines the actions taken to ensure users are supported to identify alternative temporary accommodation and it sets out the way forward to be taken with regard to the centre's future.  (Report attached)	17 - 20

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11	Headingley; Hyde Park and Woodhouse; Kirkstall; Weetwood		<p><b>ENVIRONMENTAL SERVICES - SIX MONTH PERFORMANCE UPDATE ON THE SERVICE LEVEL AGREEMENT</b></p> <p>To consider a report by the Locality Manager (West North West) which provides an update on performance against the Service Level Agreement between Inner North West Area Committee and the West North West Environmental Locality Team.</p> <p>The report covers the six month period from June to November 2012 and sets out information on the range of functions being delivered across the area during this period against the priorities and commitments set out in the SLA.</p> <p>The report also provides an opportunity for the Area Committee to influence the service and budget planning process for 2013/14.</p> <p>(Report attached)</p>	21 - 32
12	Headingley; Hyde Park and Woodhouse; Kirkstall; Weetwood		<p><b>WELLBEING FUND 2012 - 13 UPDATE REPORT</b></p> <p>To consider a report by the Assistant Chief Executive (Customer Access &amp; Performance) which provides an update on the budget position for the Wellbeing Fund for 2012/13 and sets out budget monitoring information for Quarter 2. The report also seeks approval for the allocation of the remaining balance within the Hyde Park &amp; Woodhouse Capital Pot.</p> <p>(Report attached)</p>	33 - 48

Item No	Ward	Item Not Open		Page No
13	Headingley; Hyde Park and Woodhouse; Kirkstall; Weetwood		<p><b>AREA UPDATE REPORT</b></p> <p>To consider a report by the Assistant Chief Executive (Customer Access &amp; Performance) which provides an update on recent Sub Group business and the current position relating to other project activity, including the work of the West North West Area Leadership Team and the work taking place around Student Changeover.</p> <p>The report also seeks nominations for a Fuel Poverty Champion and nominations for community representatives to area committee sub groups.</p> <p>(Report attached)</p>	49 - 80
14			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>To note that the next meeting will take place on Thursday 21<sup>st</sup> February 2013 at 7.00pm in St Chad's Parish Centre, St Chad's Vicarage, Otley Road, Leeds, LS16 5JT</p>	81 - 82

## NORTH WEST (INNER) AREA COMMITTEE

THURSDAY, 25TH OCTOBER, 2012

**PRESENT:** Councillor J Akhtar in the Chair

Councillors M Hamilton, N Walshaw,  
C Towler, G Harper, B Atha, J Illingworth,  
J Bentley and S Bentley

**OFFICERS:** Chris Dickinson, West North West Area Support  
Stuart Byrne, West North West Area Support  
Zahid Butt – Environment and Neighbourhoods  
Lynne Hamshaw – West North West Homes  
Insp Simon Brooksbank – West Yorkshire Police  
John Grieve, Governance Services

### MEMBERS OF THE PUBLIC:

Ben Fisher, Leeds University Union  
Mia Tamarin, Leeds Met Students Union  
Rachel Barker, Leeds University Union  
Sue Buckle, South Headingley Community  
Association

### 29 Declarations of Disposal Pecuniary and Other Interests

Councillor S Bentley declared an interest in Agenda Item No. 10 West North West Homes Leeds Involvement in Area Committees as a Members of the West North West Homes Management Board (Minute No.35 refers).

### 30 Apologies for Absence

Apologies for absence were received from Councillor J Chapman, Councillor L Yeadon and Councillor J Walker.

### 31 Open Forum

Decline in Student Numbers – Ben Fisher, Leeds University Students Union spoke about the reduction in student numbers following the introduction of tuition fees. It was estimated that nationally student numbers were down by 30%, contributing to a dramatic rise in youth unemployment. Locally, student numbers were likely to be down by around 2,500 and there could be a loss of up to £30M to the Leeds economy. A national demonstration was planned for 21<sup>st</sup> November 2012 when students and the trade unions would travel to London to lobby MP's. A Deputation to Council was also planned for 14th November 2012.

The Area Committee is requested to support Leeds University Student Union in expressing concern in the decline of Student numbers.

**RESOLVED** – To support Leeds University Students Union in expressing concern at the decline in Student numbers and the impact this could have locally.

Woodhouse Moor – Sue Buckle (SHCA) spoke of behalf of John Davison, a local football coach who had asked if the Woodhouse Moor bonfire could be relocated further away from the football pitches. Recent rain had turned the pitch into a “quagmire” and recovery time could be reduced if bonfire spectators could be kept off the pitch.

**RESOLVED** - That officers in Parks and Countryside be made aware of Mr Davison’s concerns.

Noise Nuisance on Ash Grove - Sue Buckle (SHCA) spoke of the arrival of new students to the area and the accompanying late night partying. There was a great deal of anti-social behaviour leading to sleep deprivation for neighbouring residents. Council Officers had intervened with limited success.

Councillor Illingworth suggested that in such instances arrests could be made under breach of the peace legislation.

In responding Inspector Brooksbanks suggested that noise nuisance powers may prove more effective.

The Area Community Safety Coordinator said that in consultation with the Police, further investigations would be made.

### **32 Minutes of the Previous Meeting**

**RESOLVED** – That the minutes of the previous meeting held on 20<sup>th</sup> September 2012 be accepted as a true and correct record

### **33 Matters Arising from the Minutes**

Members considered a report by the West North West Area Support Team which identified a number of issues which required further action following the last meeting of the Area Committee

**RESOLVED** – To note the progress and outcomes of the issues identified in the Matters Arising report.

### **34 Annual Community safety Report**

The Director of Neighbourhoods and Housing submitted the Annual Community Safety Report covering the period September 2011 to August 2012. The report provided details of community safety activity undertaken



during the last 12 months together with details of crime data, making comparisons with previous years.

Appended to the report was an analysis of crime figure for the North West (Inner) Area.

Zahid Butt, Area Community Safety Coordinator, Neighbourhoods and Environment presented the report and responded to Members queries and comments.

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

- Multi Agency Tasking
- Burglary
- Community Payback
- Anti Social Behaviour
- Robbery

Commenting on a spate of burglaries in the Hyde Park Area, Zahid Butt, reported that action had since been taken to create a more visible presence in the area through the deployment of more uniformed officers.

Referring to Community Payback, Councillor J Bentley asked if more opportunities could be created for offenders?

In responding Inspector Brooksbank, West Yorkshire Police confirmed that this was an area that could be further explored.

Commenting on the instances of anti social behaviour in the Kirkstall area (66) Councillor Atha suggested that this was a significant statistic and could Ward Members be supplied with further details.

Zahid Butt confirm the requested information would be provided.

Referring to Appendix 3 of the submitted report, the Chair referred to instances of robbery for the Hyde Park Woodhouse area, 184 instances for the period 2011/12. The Chair asked if there were any particular “hotspots” and if so, could details be provided.

In responding Inspector Brooksbank said the Police figures were entirely different with a figure of 53 for the same period.

In passing comment Zahid Butt suggested that recent engagement with the community may have encouraged more people to come forward and report crime.

Zahid Butt confirm the requested information would be provided.

**RESOLVED –**

- (i) That the contents of the report be noted
- (ii) To note the Area Committees role in reducing burglary and other crime

**35 West North West Homes Leeds Involvement in Area Committees**

Members considered a report from West North West Homes which outlined their involvement in the Area Committee process. The report requested Members support in exploring opportunities of making their involvement as meaningful and productive as possible.

Lynne Hamshaw, Area Performance Manager, West North West Homes presented the report and responded to Members queries and comments.

Detailed discussion ensued on the contents of the report:

- Partnership Working
- New – Out of Hours Tenancy Team
- Neighbourhood Caretaking
- Apprentice Caretaker Scheme

In passing comment on the Apprentice Caretaker Scheme, Councillor J Bentley suggested that this was a welcome initiative.

In providing further details, Lynne Hamshaw, said four Apprentice Caretakers were currently taking part in the scheme. The scheme would run for a 12 month period with possible opportunities for full time employment at the end of this period.

**RESOLVED –**

- (i) That the contents of the report be noted
- (ii) That a further update be provided in six months time

**36 Wellbeing Commissioning 2013 -14 and Update Report**

The Assistant Chief Executive (Customer Access & Performance) submitted a report which provided an update on the budget position for the Wellbeing Fund for 2012/13 and identified additional revenue funding available for allocation. The report also requested approval to the Wellbeing Funding Priorities for 2013/14 and explained the process and timescales for commissioning wellbeing projects for the 2013/14 financial year.

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

- Wellbeing Budget Statement 2012/13 (Appendix 1)
- Area Committee Wellbeing Fund – Large Projects Guidance Notes (Appendix 2)

Stuart Byrne, West North West Area Support Team presented the report and responded to Members queries and comments.

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

- Decommissioning of the Community Payback Project
- Revenue available for spend
- Wellbeing Funding Priorities for 2013/ 14
- Timetable for the Wellbeing commissioning process 2013/14

Referring to the revenue available for spend, Councillor Walshaw suggested funding Festive Lights in the Headingley and Hyde Parks areas. Councillor Atha put forward a proposal to add further funds to the Small Grants budget.

## **RESOLVED –**

- (i) To note the current budget position for the Wellbeing Fund for 2012/13, as set out in Appendix 1 of the submitted report, including the available balances within Small Grants and Skips allocation
- (ii) To approve the decommissioning of the Community Payback Project
- (iii) To note the additional £4,918 revenue available for allocation
- (iv) To approve that £500 (from the £4,918 revenue available) be transferred to the Small Grants budget, the remainder (£4,418) to be used to fund Festive Lights in the Headingley and Woodsley Road areas (In addition to those already funded in Weetwood)
- (v) To note the available balance within the Kirkstall Revenue Pot
- (vi) To approve the Wellbeing funding priorities for 2013/14
- (vii) To approve the process and timescales for Wellbeing commissioning for 2013/14, as set out in Section 3.13 of the submitted report
- (viii) To approve that an additional Area Committee meeting be arranged for Thursday 7<sup>th</sup> March 2013, to determine the 2013/14 Wellbeing Funding Allocation

### **37 North West (Inner) Area Committee Business Plan Update Report**

The Assistant Chief Executive (Customer Access & Performance) submitted a report which provided an update on the work to date to deliver the actions within the North West (Inner) Area Committee Business Plan 2011-15. The report also requested approval to undertake a review of the business plan to ensure that it continued to be fit for purpose and reflect the current city wide priority plans.

Appended to the report was a copy of the North West (Inner) Business Plan (Priorities for Action) 2011-13

Stuart Byrne, West North West Area Support Team presented the report and responded to Members queries and comments.

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

- Business Plan (Priorities for Action) 2011-13

#### **RESOLVED –**

- (i) To note the progress made against the Business Plan actions as described in Appendix 1 of the submitted report
- (ii) That approval be given for the Area Support Team to undertake a review of the Business Plan for 2013/14
- (iii) To receive a refreshed Business Plan at the meeting scheduled for April 2013

### **38 Date and Time of Next Meeting**

**RESOLVED –** To note that the next meeting will take place on Thursday 13<sup>th</sup> December 2012 at 7.00pm in St Chad's Parish Centre, St Chad's Vicarage, Otley Road, Leeds, LS16 5JT

## **NORTH WEST (INNER) AREA COMMITTEE**

**WEDNESDAY, 14TH NOVEMBER, 2012**

**PRESENT:** Councillor J Akhtar in the Chair

Councillors J Walker, N Walshaw,  
C Towler, B Atha, J Illingworth, L Yeadon,  
J Bentley, S Bentley and J Chapman

### **39 Declarations of Disposal Pecuniary and Other Interests**

There were no declarations of interest.

### **40 Apologies for Absence**

Apologies for absence were received from Councillors: M Hamilton and G Harper.

### **41 Temporary Closure of the West Park Centre**

The Director of City Development and Chief Officer Strategy, Commissioning and Performance submitted a report which provided an update on the West Park Centre following its temporary closure due to health and safety concerns.

The following officers were in attendance:

Christine Addison, Acting Chief Asset Management Officer  
Anne Chambers, Head of Corporate Property Management  
Neil Charlesworth, Community Asset Officer  
Sarah Sinclair, Chief Officer (Strategy, Commissioning and Performance)  
Children's Services  
Ken Morton, Young People & Skills, Children's Services

Addressing the report, Christine Addison, Acting Chief Asset Management Officer confirmed that the decision to temporarily close the West Park Centre was made following receipt of information which suggested that the existing electrical system was potentially dangerous and a health and safety concern.

The Acting Chief Asset Management Officer reported that in considering the information available to her, she took the view, that in light of the health and safety concerns raised (risk of electrocution), this was an emergency situation and arrangements be made for it's immediate temporary closure.

Councillor Atha sought clarification that the building was being closed on a "temporary basis"

The Acting Chief Asset Management Officer confirmed that the decision taken was the temporary closure of the centre.

In brief summary the following issues were highlighted:

- The issues identified within the last survey report, carried out in 2009, were not acted upon and had led to the current deterioration of the building.
- The need to carry out a full inspection to determine if, in addition to electrics, there were any other health and safety issues that required addressing.
- The importance of ensuring that the existing users are kept informed in relation to the temporary closure and receive regular updates on progress.
- The relocation of existing users and how this could have been achieved in a more eloquent manner.
- In finding alternative venues, existing user groups should not be financially burdened.
- The possibility of bringing part of the building back into use, as an interim measure, as soon as possible.
- Security of the building, particularly due to the openness of the site. It is essential that the centre is protected from further damage and potential vandalism.
- The need to undertake a lessons learnt exercise, review systems and processes i.e. could the Emergency Planning Unit have been involved to ensure the best and most timely support was provided to displaced users.

Councillor Yeadon requested that a list of the user groups and where they had been reallocated to, be supplied to Committee Members.

The Chief Officer (Strategy, Commissioning and Performance) Children's Services confirmed that the requested information would be supplied to Committee Members.

In drawing the discussion to a conclusion the Chair said, it was the view of the Area Committee that the West Park Centre was a valuable community asset and a well used facility. It was important that inspection works were undertaken without delay and any repair works be carried out in order to regain the operational use of the building.

## **RESOLVED –**

- (i) To inform the Executive Board that it is the opinion of the North West (Inner) Area Committee that the West Park Centre is a valuable community asset and should continue to operate as an educational, cultural and community facility.

- (ii) That an update report be prepared for the next meeting of the Area Committee scheduled to take place on Thursday 13<sup>th</sup> December 2012.

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## Matters Arising from Meeting: 25<sup>th</sup> October 2012

Minute No.	Action to be taken	By whom	Outcome
1. Open Forum	<u>Decline in Student Numbers</u> – The North West (Inner) Area Committee discussed the impact that reduced student numbers would have following the introduction of higher tuition fees. The committee expressed concern about the impact that 2,500 less students in Leeds would have on the local economy as well as how this effected the broader issue of increasing youth unemployment.	INW Members	Members agreed to highlight this where appropriate. The issue has also been highlighted in Full Council.
2. Matters Arising	<u>Bonfire on Woodhouse Moor</u> - a local football coach had asked if the Woodhouse Moor bonfire could be relocated further away from the football pitches due to concern about damage. The Area Committee agreed to pass on this concern to Parks & Countryside.	Area Support Team	Parks & Countryside were aware of the concerns and had balanced these against other considerations when risk assessing the bonfire.
3. WNWhL Involvement with Area Committee	<u>Request for Further Information</u> - Cllr Atha asked for a breakdown of the ASB cases in Kirkstall for 2011/12 as figures were much higher than elsewhere.  Cllr S Bentley asked for an update for the case concerning the victim of Hate Crime in Weetwood.  Ash Grove update following member of the public raising concerns over the continuing incidents of noise nuisance.	WNWhL	Further information was provided by WNWhL on each of these items and this has been circulated to Members.

## Matters Arising from Meeting: 14<sup>th</sup> November 2012

Minute No.	Action to be taken	By whom	Outcome
1. Temporary Closure of the West Park Centre	To inform the Executive Board that it is the opinion of the Area Committee that the West Park Centre is a valuable community asset and should continue to operate as an educational, cultural and community facility.  Members requested that a list of the user groups and where they had been reallocated to, be supplied to them.  That an update report be prepared for the next meeting of the Area Committee scheduled to take place on Thursday 13 <sup>th</sup> December 2012.	INWAC  Children's Services/CPM  Children's Services/CPM	Executive Board are to receive a report on the West Park Centre at a meeting in early 2013.  This was provided by Children's Services/CPM and was circulated to Members.  This item is covered later on the agenda.

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**Area Chairs Forum  
Friday 11<sup>th</sup> September 2012  
West Room, Civic Hall**

**Attendance:**

Councillors: P. Gruen (Chair), G. Hyde, G. Wilkinson, A. McKenna, J. Akhtar, P. Wadsworth, J. McKenna, J. Jarosz

Officers: J. Rogers, K. Kudelnitzky, R. Barke, S. Mahmood, J. Maxwell

Minutes: S. Warbis

Attending for specific items: Cllr J. Blake, K. Morton, D. Allen, H. Freeman, A. McMaster

<b>Item</b>	<b>Description</b>	<b>Action</b>
<b>1.0</b>	<b>Apologies</b>	
1.1	Cllr G. Hussain, Cllr A. Gabriel, Cllr K. Bruce, Beth Logan.	
<b>2.0</b>	<b>Minutes and Matters Arising</b>	
2.1	The minutes of the previous Area Chairs Forum meeting on 13 <sup>th</sup> July 2012 were agreed as an accurate record.	
2.2	<u>5.5 of previous minutes – Review of Area Working – Next Steps</u> Regarding community engagement, Chris Dickinson is linking in with Matt Lund and Jenny Hill to look at ways of optimising engagement of members of the citizen's panel within local areas. Recruitment to the citizen's panel is progressing well however there are difficulties in certain areas of the city and amongst certain demographic groups.	
2.3	<u>6.1 of previous minutes – Equality Improvement Priorities 2011-2015</u> Work is ongoing between Lelir Yeung and the Area Leaders on developing Equality Improvement Priorities for localities.	
<b>3.0</b>	<b>Youth Service Review</b>	
3.1	Cllr. Judith Blake (Lead Executive Member Children's Services), Ken Morton (Head of Service Young People and Skills) and Damian Allen (Consultant - NOHA Associates Ltd) attended to provide an update on the review of Youth Services.	
3.2	Cllr Blake introduced the item by saying that although some members are pleased with youth service provision, some members have expressed concerns. The aim is to provide the widest youth provision within the resource envelope and Area Committees and Area Support Teams will be key in bringing proposals forward. Leeds City Council is committed to maintaining its influence over youth services, which is not the case in all authorities, and it is hoped that a report will go to Executive Board in November detailing proposals.	
3.3	Damian Allen has been brought in as a consultant to carry out an independent assessment of challenges facing the Leeds "Youth Offer" to be used in developing proposals for a review of the service.	
3.4	Damian Allen gave a comprehensive presentation detailing a series of findings and propositions drawn from interviews with a range of stakeholders including; elected members, senior council officers, youth offer partners, providers, staff, secondary and primary school councils and young people in youth offer settings.	
3.5	Areas covered within the presentation included:	

- Universal and targeted provision
- In house and external commissioning
- Age range for the Youth Offer
- Links between Area Committees and Clusters
- Local devolvement of funding
- Performance and quality monitoring
- Review of service structure and job roles

3.6 In the debate that followed Area Chairs expressed an interest in having more access to funding at a local level but that they needed more details over what funding is available and what can be devolved. There was general support for increasing the use of school facilities but it also needed to be recognised that this would not meet the needs of all areas.

3.7 The question was raised as to which budgets were being considered as part of the review. It was stressed that all youth offer budgets were on the table, although it needed to be recognised that a large proportion of resources are tied up in staffing and it may take longer to implement changes in this area, as part of any recommendations. It was hoped that some funding for “places to go, things to do” activities could be reorganised by April 2013 but that wider restructuring is unlikely before 2014/15.

3.8 It was felt that Area Committees would need to have further influence over the review and any proposals emanating from it. It was suggested that a working group of selected Area chairs should be set up to look at the youth offer.

**KM**

#### **4.0 Environmental Delegation SLA2 Feedback**

4.1 Helen Freeman attended with a report summarising feedback from Area Committees around the approval of SLA2 by all Area Committees in June / July.

4.2 While SLA1 gave changes to street cleaning schedules and the focusing of resources locally, the discussion has now moved from cleansing to enforcement. Locality managers are having conversations with Area Chairs regarding the restructuring of enforcement teams, and discussions are ongoing with staff and unions.

4.3 The aim is to strengthen the approach locally to include cleansing, enforcement and education. There is also evolving work to strengthen links with parish councils, voluntary groups and businesses and build a joined up approach to environmental issues locally.

4.4 SLA2 shows a maturing of SLA1 but it was acknowledged that this was an evolving picture. The ability for Area Committees to hold the service to account relies on good performance information from the service, and this is better in some areas than in others. There is also an expectation that there should be better coordination between partners within the local authority. There is the potential that findings from the budget plus exercise currently being carried out may lead to service reorganisations and potentially more services becoming devolved.

4.5 The ongoing restructure of environmental enforcement is wide and deep and is causing some concern amongst staff members. It was pointed out that the review was not about saving money, would not impact on the locality team budgets and would not lead to a reduction in frontline staff. The review is looking at the roles of local staff. Currently there are 7 differing job descriptions and the intention is to streamline this to 2 roles that will be able to carry out a wider range of duties including enforcement. There will also be increased supervisor capacity to quality assure performance and have more contact with staff.

4.6 Concerns were raised by Area Chairs over the speed of the restructure and the

impact that this is having on staff. There were also concerns expressed about a potential reduction in environmental health officers. Helen Freeman stated that staff had been given a full month for consultation and had been given notice when this would commence. Trade Unions had been involved in the process which was still ongoing. Environmental Health Officers did not fall within the remit of the restructuring of local teams, however there may be amendments to their job descriptions going forward, although they would still have an environmental health remit.

- 4.7 There was praise for the links that have been established with the environmental service Locality Managers but it was felt that some of the Environmental Sub Groups could be more effective. This was a matter for individual Area Committees and particularly Area Chairs to address.
- 4.8 There was a general satisfaction with the direction of travel for SLA2 and there was a feeling that the service had been transformed. There was a feeling that there was more honesty within the service regarding service provision, but it was also stressed that the Area Committees needed to individually hold the service to account and maintain their monitoring role.

## **5.0 Community First Update**

- 5.1 Anne McMaster attended with a report providing an update on the development of the Community First programme in Leeds.
- 5.2 Community First panels have been set up in all of the areas that they should have been and are receiving good support from elected members and area teams. Local Authorities are not encouraged to become too involved with panels however they can provide assistance if the panels request this. In most cases panels are linking with the local authority.
- 5.3 For year one all panels have accessed practically all of their funding. Year two funding is starting to be available but future funding will be dependant on panels having a Community First Plan in place by 31<sup>st</sup> March 2013. Guidance on developing these plans is expected shortly.
- 5.4 Community Organisers are now in place and should be deployed to support communities shortly.
- 5.5 Area Chairs commented on the differing involvement of elected members with panels in different areas. Some panels had invited members onto them, some had established links with members, and some had excluded members entirely. It is down to the discretion of the panels themselves how much contact / coordination with elected members and council departments they have.

## **6.0 Wellbeing Mid-Budget Update**

- 6.1 Cllr Gruen stated that the levels of under-spend of wellbeing funds at the end of last year will not be acceptable this year in the current climate. Area Chairs and Area Leaders need to have discussions about how to utilise their budgets this year.
- 6.2 There needs to be an understanding of what is happening to existing commitments and where blockages are occurring in releasing funds. There also needs to be a plan in place to re-assign committed funding where it is clear that it will not be spent in the current financial year.
- 6.3 It was pointed out that some Area Committees had used wellbeing funds to support posts dealing with new emerging areas such as neighbourhood planning and this might be a route that other Area Committees might want to take.
- 6.4 It was suggested that there needed to be a detailed look at all individual cases where funds have been allocated and not spent and that action plans needed to

be put in place to resolve issues.

- 6.5 It was pointed out that in some areas there are issues over funds allocated to wards not being spent, and that Area Chairs had a role in encouraging those wards to release money. It was stressed that wellbeing funds needed to be spent wisely and appropriately.

## **7.0 Area Working Review**

- 7.1 James Rogers gave a verbal update on progress to date for the Review of Area Working.
- 7.2 Many issues had been raised during the series of member drop in sessions held in August and early September. These included areas relating to geography, finance and service delegation / influence. These had been fed into the All Party Working Group (APWG) who had come to a view on a number of options.
- 7.3 The APWG have recommended that the current formula for distributing wellbeing funds based on 50% per capita and 50% on deprivation is the appropriate formula and that this should remain in place. Work is continuing regarding other funding streams to identify how a locality perspective should influence the distribution and control of new funding streams.
- 7.4 The view from the member consultation, and confirmed by the APWG, is that current boundaries are appropriate and that there is no need to make changes where they are not needed. There was however an issue identified with the West Inner Area Committee covering only 2 wards and proposals are being developed to tackle this issue.
- 7.5 There were also issues raised regarding the links between Area Committees and clusters and a need was identified to strengthen the role and influence of Area Committees in this respect.
- 7.6 The issue of influence over services at a local level has been high on the agenda and there is a desire among members to increase influence over a number of services. The APWG discussed this at some length and felt that some prioritisation was needed. The areas given priority were:
- Youth Services
  - Jobs and Skills
  - Neighbourhood Planning

There was also a recognition that the existing delegation for community centres was in need of some attention and that the current review of community centres needed to be closely linked with the review of area working.

- 7.7 Concerns were raised that only 35 members had attended the drop in sessions, although it was pointed out that consultation with members will also take place through other routes. It was pointed out that certain wards had not had any member participation in the consultation so far. The APWG had so far formed a consensus on most of the issues being addressed.
- 7.8 A set of recommendations are due to be taken to the executive board in November with the aim to implement in April 2013.

## **8.0 Any Other Business**

- 8.1 There was no other business.

## **9.0 Date of Next Meeting**

- 9.1 Friday 2<sup>nd</sup> November 2012, 09:00 – 11:00, West Room - Civic Hall

## Report of The Director of City Development and The Director of Children's Services

### Report to North West (Inner) Area Committee

**Date: 13<sup>th</sup> December 2012**

**Subject: West Park Centre**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Weetwood	<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

### Summary of main issues

1. The purpose of this report is to provide the North West (Inner) Area Committee with an update on the temporary closure of the West Park Centre, due to Health & Safety concerns. The report provides an update on progress since the Area Committee meeting on 14<sup>th</sup> November, it outlines the actions taken to ensure users are supported to identify alternative temporary accommodation and it sets out the way forward to be taken with regard to the centre's future.

### Recommendations

The Area Committee is asked to:

- Note the report and discuss its content.

## **1 Purpose of this report**

- 1.1 This report provides information about the temporary closure of the West Park Centre on Health & Safety grounds. It provides an update on progress since the Area Committee meeting on 14<sup>th</sup> November, and outlines the action being taken by Children's Services and Corporate Property Management to mitigate the impact on users.

## **2 Background information**

- 2.1 On 2<sup>nd</sup> November 2011 a decision was taken to close the West Park Centre due to safety concerns with the buildings internal electrics.
- 2.2 The West Park Centre is a former school located on the Eastern side of Spen Lane which forms part of the border between Weetwood and Kirkstall wards.
- 2.3 The centre has been home to the school music service for approximately twenty years. Over that time the building has also had many other users, both from the Council and the community, on a full time basis and recurring lettings.
- 2.4 On 2<sup>nd</sup> November 2012 the building was closed due to concerns with the building's electrical installation.

## **3 Main issues**

### Building Issues

- 3.1 Electrical Installation Condition Report testing has taken place and has deemed the electrical installation to be unsatisfactory. The report can only find that an installation is either satisfactory or unsatisfactory. An unsatisfactory assessment indicates that dangerous and/or potentially dangerous conditions have been identified.
- 3.2 An independent report has been produced by the private consultancy firm Arup. The report has highlighted costs of £931k for urgent works to facilitate reopening of the centre (exclusive of fees, contingencies and inflation or any desirable works that are required). The majority of these works are for electrical and mechanical services.
- 3.3 The Arup report states that it would be feasible to close off part of the building and re-open a portion. This would save around 30% of the costs. It also comments that "The absence of compliant building services installations present a potential health and safety risk and in our opinion justify the decision to close the facility to public occupation appears justified".
- 3.4 The report was not a detailed feasibility study, but it does state that the costs of bringing the building into what might be considered a satisfactory environment for the various activities that were housed there is significant and could even exceed those identified in the 2009 condition survey, once the full scale of dilapidation is known. The 2009 condition survey estimated backlog maintenance to be £2.2m.



### Building Users

- 3.5 Council services that were based in the centre have temporarily relocated. The office function is now located in Merrion House and the music service delivery is taking place from City of Leeds school.
- 3.6 Assistance has been provided to regular hirers to help them find suitable temporary alternative venues. They have mainly been relocated in nearby schools or community centres, although a number have been able to find their own alternative venues. Some groups stored items in the centre and have either collected them or they have been moved to Council storage in Holbeck.
- 3.7 Those organisation that had their office bases within the West Park Centre have been more difficult to relocate. One organisation has been able to move to Meanwood Community Centre, one has moved to shared office space at the Heart Centre, two are temporarily working from home while they seek premises and one is out on tour. All of these have been offered help in locating alternative premises through the Council's Locate in Leeds service as well as being signposted to organisations that specialise in providing space to registered charities.

### Way forward

- 3.8 Given the level of works necessary to bring the building back into use, any decision on its future will be taken by Executive Board. The current intention is to present a report to Executive Board in February 2013.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 The building was closed as an emergency and temporary measure due to health & safety concerns and on that basis there has not been any consultation. However, ward members were advised on the day and users were advised as soon as possible.

### **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 Due to the nature of the building and that of some of its user groups, the temporary closure of the West Park Centre will have an impact on equality and diversity issues. This will be particularly felt by those users who attend the Gordon Parry Centre or Musical Arc, which specialise in providing services to people with special needs. The needs of these users are being prioritised in terms of temporary relocation.

### **4.3 Council policies and City Priorities**

- 4.3.1 The decision to close the West Park Centre has been made in line with the Council's responsibilities under Health & Safety legislation.

### **4.4 Resources and value for money**

- 4.4.1 The closure of the centre has a range of resource implications for the Council. The cost to repair the electrical system alone was estimated at c£200k in the last condition survey. As the health & safety report referred to the heating system being potentially dangerous too, this would need to be taken into account. In considering the way forward, the Council will need to weigh up the cost of repair and the value for money that this represents.

#### **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 There are no legal implications or access to information issues to this report. The report is not subject to Call In.

#### **4.6 Risk Management**

- 4.6.1 The decision to close the centre on a temporary basis was made for Health & Safety reasons and was made as an emergency measure to ensure that staff and building users were not placed at risk and to ensure that the Council fulfilled its legal health & safety responsibilities.

### **5 Conclusions**

- 5.1 An independent report has been produced which shows a significant amount of money would need to be spent to bring the building back into use and that the building is currently unsafe. Accordingly work is currently being undertaken to consider the options available and it is intended to take a report to Executive Board in February 2013.

### **6 Recommendations**

- 6.1 The Area Committee is asked to:
- Note the report and discuss its content.

### **7 Background documents<sup>1</sup>**

- 7.1 None

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.



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## Report of Locality Manager (West North West)

## Report to North West (Inner) Area Committee

**Date: 13th December 2012**

**Subject: Environmental Services – Six Month Performance Update on the Service Level Agreement**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Headingley; Hyde Park & Woodhouse; Kirkstall; Weetwood		
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 the main issues:

This report provides a half-year update on performance against the Service Level Agreement (SLA) between North West (Inner) Area Committee and the West North-West (WNW) Environmental Locality Team. It covers the period from May to November 2012. The report asks the Area Committee to comment where progress in delivering the SLA is good/not so good and identify any service developments/priorities it would like to see included in service planning for 2013/14.

### Recommendations:

That North West (Inner) Area Committee asked to note and comment on:

- what aspects of the service they feel are working well and delivering against the commitments made in the SLA
- what aspects of the service they feel are not working as well as they should against the commitments made in the SLA and would like to see improvements made
- what the Area Committee's views are, what the key service developments and continued top priorities for Inner North West should be in planning for 2013/14, particularly in light of the expected on-going financial pressures

## **Purpose of this report**

1. This report provides an update on performance against the Service Level Agreement between Inner NW Area Committee and the WNW Environmental Locality Team.
2. This report covers the six month period from June to November 2012 (i.e. a half-year report).
3. The report sets out to give the Area Committee information of the range of functions being delivered across the area during this period against the priorities and commitments set out in the SLA, and how they are helping make a difference on the ground/at the front line.
4. The report also provides an opportunity for the Area Committee to influence the service and budget planning process for 2013/14. Views on service developments and continued top priorities for Inner NW are sought, particularly in light of the expected on-going financial pressures.

## **Background Information**

5. At its meeting of 30<sup>th</sup> March 2011, the Executive Board approved revisions to the Area Committee Function Schedules to include a new delegated responsibility for Street Cleansing & Environmental Enforcement Services.
6. The delegation makes clear the responsibility of Area Committees to negotiate, develop and approve a Service Level Agreement (SLA) with the service that achieves as a minimum, the service standards set by Executive Board. The SLA should determine the principles of deployment of the available resources by:
  7. the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered)
  8. the agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.
9. Services included in the delegation are:
  - Street cleansing (mechanical and manual),
  - Leaf clearing,
  - Litter bin emptying,
  - Gully cleaning,
  - Graffiti removal,
  - Needle removal,
  - Ginnel clearance,
  - Dog warden services (excluding responsibilities for dangerous dogs),
  - Littering & fly-tipping regulation,
  - Domestic & commercial waste (storage & transportation issues),
  - Highways enforcement (abandoned & nuisance vehicles, A-boards on pavements, mud on roads and placards on street furniture),
  - Graffiti enforcement, and,
  - Overgrown vegetation controls.

10. To enable this to happen, a restructuring of the previous Streetscene service was undertaken and completed by September 2011. Importantly this separated out the local street cleansing functions from the city's refuse and recycling functions and created for the first time local supervisory/support roles for a key front line service. At the same time, Environmental Action Teams that had previously just focused on enforcement and regulatory practices were brought together with the street cleansing function to create new Locality Teams.
11. The "enforcement" element of the Locality Team is currently undergoing a restructure to rationalise the various grades/posts and modernise/strengthen the job descriptions to better reflect the needs of Area Committees identified through the locality based/focused work so far. This is planned to be completed by Christmas 2012.
12. The delegation of the specified environmental services to Area Committee means that the majority of service resources, mainly staffing, are devolved to a locality level to a Locality Manager. These resources are organised into three wedge based teams for East North-East, South South-East and West North-West, aligned to Locality Teams. The Service Level Agreement sets out the how those resources will be used to meet the requirements of each Area Committees in order to achieve the outcome of clean streets.

### **Main issues – performance against the SLA commitments**

13. The SLA sets out how the service will be developed, organised and delivered in four key sections. Progress over the first six months of the current SLA against each section is summarised below and referred to in the appendices:

### **Delivering Service Principles and Priorities**

14. Appendix A provides an update on progress in implementing the SLA. This includes a summary on what we have been doing to change the way the service delivers, to increase efficiency and become more responsive to local needs and update on progress actually delivering the different strands of service activity.
15. Appendix B provides an analysis of the service requests, legal notices and fixed penalty notices dealt with by the enforcement and regulatory staff in the four Inner NW wards during this reporting period.
16. A key performance measurement is how many mechanical sweeping blocks have been scheduled and how many we have actually managed to complete in the reporting period. This is a summary for Inner NW which includes road sweeping and path-sweeping:

<b>Ward/Area</b>	<b>June 2012 - November 2012</b>	
	<b>No of blocks scheduled</b>	<b>No of blocks completed</b>
Headingley	357	292
Hyde Park & Woodhouse	178	144
Kirkstall	118	94
Weetwood	20	16
<b>Inner NW Area</b>	<b>673</b>	<b>546</b>

17. The main reasons for the number of missed blocks has been a lack of cover for leave, sickness and carry-over of in lieu days awarded as part of the return to work agreement – this is due to an on-going pressure on over-time budgets.

## **Outcomes and partnership working**

- 18 The locality team continue to develop strong working relationships with key environmental services delivery partners including West North West Homes, Parks & Countryside, LCC Highways and Continental Landscapes. The service has now firmly embedded the principle of cleansing waste/ rubbish from all council land regardless of departmental ownership wherever possible. A pilot programme of joint working is being launched in the Woodbridges area with WNW Homes in the New Year to test out and extend principles of how staff/ resources can be effectively shared and tasked to focus on common local priorities SLA priorities. The service is continuing to work with Parks & Countryside and is currently identifying how their staff and ours can support each other better in terms of litter-bin emptying and litter-picking (Parks staff on streets and vice-versa at weekends) where this is mutually viable. Joint work is already taking place on Woodhouse Moor where locality team staff undertake enforcement, clean-ups and litter bin emptying during peak summer periods. Joint work with Continental Landscapes has gone very well this year despite the 'teething' problems with the grass-cutting contract earlier in the year due to high levels of rainfall. Our staff are using lane and road closures provided by Continental to clean and service problematic arterial routes, in return our staff are removing litter gathered by Continental staff and sweeping roads once their cuts are complete. We are also working very closely with the University of Leeds and the police to tackle environmental and neighbourhood issues in the student areas.
19. Revised versions of neighbourhood surveys measuring levels of litter and detritus have been taking place across the city since late November/early December 2011. These were initially planned as quarterly but have been revised to half-yearly as they were considered too resource intensive/costly for the value of the data. Following consultation with Elected Members about the measure of street cleanliness (National Indicator (NI) 195) and it's usefulness at a local level, this is now carried out on a citywide basis only. The latest figure for citywide cleanliness indicates that 91% of sites surveyed were at a satisfactory level of cleanliness.
20. The city's citizen panel is currently being asked a variety of questions relating to council performance – one of which is around satisfaction about the environmental condition of neighbourhoods. At the time of producing this report the results were not available and will therefore be reported through the Environmental sub group at a later date.
21. The Locality Manager continues to use the judgement of the ward members/Area Committee and feedback from residents groups, key partners such as the ALMO and Universities to assess whether satisfaction levels are acceptable and where outcomes need improvement.

## **Accountability and Member Influence**

22. The Locality Team ensures senior manager representation at ward member meetings. The meetings provide opportunity for members to be consulted on priorities/issues in their wards and for these concerns to be tracked. Discussions on how sweeping routes could be altered and where new litter bins could be best placed have also taken place. Locality Team staff and the Locality Manager attend also attend a number of community forums and residents meetings to further enhance local influence on service delivery.
23. The Environmental Sub-Group meets quarterly and considers/raises services issues with the Locality Manager. It also receives updates and challenges other services that have an influence on the environmental condition of the area, such as the Universities, WNW Homes, LCC Highways, Park & Countryside and Continental Landscapes. The group ensures there is appropriate coordination in place between the Locality Team and these services. Recently resident representatives from each ward have been identified and are now attending the INW environmental sub-group - this is unique in the city and their input is proving extremely valuable to the service.

24. Individual ward members are referring issues direct to the Locality Team where they are deemed a significant issue that need a quick response. Feedback from Members continues to be positive and most cleansing issues are being responded to and resolved quickly. There are some issues though that Members feel are not always being responded to quick enough, for example requests for new litter bins and programmed enforcement work.
25. The Locality Manager has also been working directly with local residents groups particularly on Cardigan Triangle, Ash Road, Regents Parks, the Granby's, Spen Hill, Beechcrofts/ Burley and Tinshill to tackle very local environmental problems. Feedback from these groups continues to be positive, with particular improvements reported in responses to reports of gully blockages and cleansing issues.

### **Integrating Environmental Services and New Options for Waste Management**

26. Work continues to better integrate environmental services in INW - Chris Barid has now been recruited as the INW Environmental Services Officer (funded by the area committee). Chris is leading day to day integration issues in relation to enforcement, cleansing, refuse collection and communication . Chris is now in daily contact with residents, members, refuse, cleansing and enforcement staff in INW and is actively solving service problems and identifying areas where the service can be more proactive. Work to explore different options for waste management in the area is underway and is being supported by the locality team - a further report on next steps in relation to this work will be made to the environmental services sub-group in the New Year.

### **Resources and Staffing Issues**

27. Work continues on staff engagement and improving industrial relations with the 77 strong cleansing staff and 12 enforcement staff – each member of staff has now had a performance appraisal linked to an individual training and development record. The Locality Manager has developed an extensive staff engagement plan designed to encourage and enhance opportunities for staff dialogue for a workforce that largely works out on-site – this includes all service managers and supervisors being required to meet each member of staff to understand their roles fully and support them to improve the ways in which they are delivering the service.
28. Staff sickness and absenteeism has improved on last year but work is still required to provide more stringent sickness management across the team to ensure staff are progressing through the sickness stages in the Councils absentee management process.
29. The number of grievances in the team and need for formal management instructions and disciplinary action has also reduced over the last 6 months - this is due to a largely to better communication and locality management and supervision arrangements.
30. The WNW Locality Manager is currently leading city-wide work on the procurement of a new mechanical cleansing fleet - a city-wide business-case is currently being developed to establish the best model to procure a contract for supply, a further update will be provided to members via the area committee's sub-group.
31. The service is continuing its efforts to improve productivity via initiatives such as the use of local skips to minimise tipping times for mechanical cleansing drivers and reviewing staff starting and finishing locations in order to maximise cleansing/ service delivery time and minimise time spent travelling to and from the depot.
32. The service remains on-target in terms of budgetary expenditure and performance at the end of period 7 of the financial year. There is a pressure on agency and overtime budgets which is being closely managed and monitored.

## **Equality and Diversity / Cohesion and Integration**

33. A key principle of locality working and the Service Level Agreement is a focus on delivering the best outcome for residents across the area, so that the streets and neighbourhoods in which they live are of an acceptably clean standard. This principle underpins equality and community cohesion, seeking to bring neighbourhoods with poor environmental quality, up to an acceptable standard, whilst improving all areas of Leeds.

## **Council Policies and City Priorities**

34. The delegation of environmental services to Area Committees, via an approved Service Level Agreement, will significantly contribute towards the Stronger Leeds section of the new Safer & Stronger Communities Plan 2011-15. By delivering services at an Area Committee level, the priority to '*ensure that local neighbourhoods are clean*' will be much more achievable.

## **Resources and Value for Money**

35. There are no resource implications.

## **Legal Implications, Access to Information and Call In**

36. There are no legal implications - the report contains no information that is deemed exempt or confidential.

## **Risk Management**

37. There are no risk management implications within this report.

## **Recommendations**

38. That Inner NW Area Committee note and comment on:
- a) what aspects of the service they feel are working well and delivering against the commitments made in the SLA
  - b) what aspects of the service they feel are not working as well as they should against the commitments made in the SLA and would like to see improvements made
  - c) what the Area Committee's views are, what the key service developments and continued top priorities for Inner NW should be in planning for 2013/14, particularly in light of the expected on-going financial pressures

## **Background documents**

None



## **APPENDIX A - SLA UPDATE - INW LEEDS**

### **Service Principles and Priorities:**

1. The service has been working to improve delivery outcomes across INW Leeds - in the last six months we have worked with numerous residents groups across each of the 4 wards to trial different approaches to cleansing and enforcement.
2. We have now met with all elected members in the area and identified priorities for each of the 4 ward plans which underpin the SLA - key areas of focus include more enforcement work on overgrown vegetation across the area, litter patrols and enforcement activity in the key student areas, bins on streets enforcement and developing an approach to managing bin-yards.
3. The service is currently delivering it's annual leaf-clearance service but it is being done differently this year - through a variation to the existing grounds maintenance contract with Continental Landscapes they have provided the labour-force to accompany our hired drivers on the adapted refuse vehicles that undertake the de-leafing work. The agreement will run for 17 weeks to the end of January 2013. There are mutual benefits/outcomes not least that we will keep 8 people in a full time job that would otherwise have been laid off and consequently their skills and experience are retained by the company which helps come the new cutting season in 2013. A full evaluation report of leaf-clearance will be submitted to sub-groups in the new year
4. The service will be using area committee well-being commissioning funds to provide enhanced and targeted services across INW.

### **Student Change-over and Fresher's 2012:**

5. The service led the operational effort for this year's student changeover and fresher's programmes. Designed to minimise the environmental impacts of thousands of students leaving the area at the end of the academic year and arriving into the area in October. General feed-back has been very positive. For change-over extra services from the locality team and waste management helped ensure a seven day a week operation, throughout the four week change over period. The extra services included four additional cleansing crews with vehicles, an additional bin-wagon and crews and additional enforcement patrols. The extra services were flexible, proactive and worked as one team providing a seamless fast service. The councils work was supported by key contributions from the University of Leeds via their Green Streets and Leave Leeds Tidy projects. Daily newsfeeds on face-book and twitter provided residents with up to date details such as locations of extra services and photo's of before and after. A total of 367 tonnes was collected, of which approximately 121 tonnes were recycled.
6. During fresher's, a programme of enforcement patrols took place over a four week period in September/ October. This included weekend and late night patrols. Focussing on general awareness messages around environmental issues and personal safety. A number of Fixed Penalty Notices were issued mainly in Headingley and Hyde Park for illegal flyering. The service successfully used social media to communicate key messages on handling waste via twitter and facebook under the councils bin it/ win it campaign.
7. The service is now leading a year-long approach to managing the environmental impact of such high numbers of students in the area. Rather than a bi-annual focus on change-over and fresher's, as has been the case in previous years. This year-round work is being supported by a number of partners, council's communication team and area management teams.

### Working With Key Partners:

8. The service is developing a strong working relationship with the University of Leeds and seeks to work with the university collaboratively to solve problems and innovate. The Locality Team are working with the University of Leeds to develop and pilot a 'street-champion programme' which will enable key individuals to be identified at street level who will be able to champion local environmental priorities and issues and promote good practice in relation to environmental issues such as bins on streets, litter and waste in gardens - work is currently underway to identify a pilot area and finalise fund-raising.

### Education and Enforcement:

9. Enforcement work and dog-control work continues to be provided Monday to Friday from 7am to 7pm – evening/ early morning and weekend work is provided by prior arrangement. The majority of enforcement work in INW involves responding to requests to service via the contact centre or increasingly from residents and ward members directly.
10. Key local enforcement priorities have now been identified by ward members. Resources are now being allocated to supporting enhanced enforcement work on these priorities which include:
  - Bins on streets across Hyde Park, Headingley and parts of Kirkstall
  - Waste in gardens,
  - Dog-fouling and control,
  - Graffiti removal from commercial premises, and,
  - Commercial waste patrols,
  - Bin-yard cleansing and control,
  - New signage for bin dates on lamp-posts.
  - Pro-active monitoring of graffiti Shaw Lane
  - Improved bins on streets communications on Otley Road and possible follow up
  - Bins on streets on Bentley Lane, Shaw Lane and Glen Road and undertake enforcement action where necessary.
  - Desire to create Dog Control Area in Tinshill Garth Play area
  - Marlboroughs and Blandfords communal bin project (in partnership with LFHA)
  - Commercial waste inspections in conjunction with Community Safety on Burley Road.
  - Regular patrols in the Hartleys/Burchetts relating to domestic waste issues.
  - A specific bins on streets project for the Carberry's.
  - Delivery of a mini street improvement project on Station Parade, Kirkstall
  - A specific bins on streets project near the Vespers
  - A large-scale bins on streets project on the Beechwoods initially engagement with enforcement follow up.

### Cleansing:

11. **Mechanical Path and Road Sweeping-** in INW we continue to provide daily, weekly, 3 weekly and 12 weekly mechanical sweeping across the four wards - work cycles are based on an 8-day week - this enables an extra day of 'spare' capacity to be programmed in which allows the service to recover days lost due to leave, sickness or vehicle breakdown. All of the 'student' areas are swept weekly across the four wards.
12. **Manual Litter Picking** - continues to be undertaken on pre-set routes - there are currently 4 manual litter pickers covering neighbouring neighbourhoods in INW. each day of the

week including Headingley, Hyde Park, Kirkstall and West Park - a number of litter picking routes have been altered and diverted across the area due to member and resident feedback.

13. **Litter Bins** - are currently emptied and the immediate vicinity checked for cleanliness by one of the teams litter-bin crews. We continue to meet the SLA commitment that all bins will be emptied without any over-flowing and that frequencies of visits will be adjusted to ensure this commitment is met.
14. Over the last six months 42 additional litter bins have been installed across the INW (22 of which have been paid for by Metro and fitted along the new bus corridor on the A65) a further 40 bins have been ordered by the service and will be installed in locations in the key student area over the next few weeks.
15. **Fly-tipping, Hotspot and Bulky Item Teams** - the service continues to deploy its dedicated INW fly-tipping crews across 7 days. The crews work largely on reactive basis following requests for service from the contact centre or increasingly from residents and member directly -they also monitor and clean regular hot-spot areas proactively across INW such as: Cardigan Triangle, The Beamsleys, Ash Road area, Hyde Park Corner, The Granby's, Brudnells and Mayvilles, Back Regenets Parks Avenue, bottom end of Woodsley Road/ Burley Road junction, Westfied Road and Duncomber Street .
16. These crews have been successfully used in a flexible way over the last 6 months to meet SLA commitments across INW ,for example, the crews are now able to support to the leaf-clearance programme across INW as well as being equipped to cut back and remove over-grown vegetation which is an SLA priority. These crews are also used across the area to support additional clean-ups and ginnel clearance activity.
17. **Gulleys** - we continue the service the circa 52,000 gullies across WNW Leeds using 2 dedicated crews over 7 days. The crews work on a ward programme basis in the following order: Pudsey, Armley, Bramley Farnley & Wortley, Bramley & Stanningley, Calverley & Farsely, Guiseley and Rawdon, Otley & Yeadon, Kirkstall, Horsforth, Adel & Wharfedale, Weetwood - they are currently working in Bramley and it is anticipated that each ward can take up to six weeks to complete - one of the 7 days is used for member/ referral reactive activity across WNW. The programmed work is supported by a city-wide wet-spot team which covers known flood/ wet-spot areas and all beanie-blocks. Over the last 6 months we have worked with highways to develop protocols around reporting and mapping collapsed gullies across INW and have identified priorities for capital spend to repair key gullies. The above rota was disrupted to clean a number of Hyde Park and Headingley and Kirkstall gullies over July and August (given there were fewer student cars at this time).
18. **Graffiti Removal** - the team currently manages the city-wide graffiti team – we have 2 crews working 7 days a week across the city - we aim to remove all offensive graffiti within 24 hours of receiving reports. The team are also deployed to proactively remove graffiti in known hot-spot locations which includes parts of Victoria Road, Cardigan Road, Hyde Park Road and Brudnell Road.
19. **Bush & Ginnel Team** - a number of referrals for each of the wards have been made for to the bush and ginnel team - these form part of the on-going ginnel cleansing work via ward member and sub-group meeting - the locality team now visits key ginnels for cleansing purposes across INW and work with Parks & Countryside, West North-West Homes and the Bush and Ginnel Team to cut-back overgrown vegetation in ginnels.
20. **Needle Team** - we continue to make referrals for needle removals across INW to the city-wide needle team.

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## APPENDIX B

### Service Requests 11<sup>th</sup> June – 16<sup>th</sup> November 2012

DESCRIPTION	TOTAL	HEADINGLEY	HYDE PARK AND WOODHOUSE	KIRKSTALL	WEETWOOD
Flytip streets	168	21	52	63	32
Overgrown Vegetation	133	32	16	61	24
Waste in Gardens	120	58	33	17	12
Domestic Waste Issues	97	25	50	14	8
Graffiti	83	24	20	22	17
Flytipping	81	19	31	18	13
Gully	48	6	13	13	16
Bin not Returned	43	11	11	14	7
Litter Complaint	35	10	15	5	5
Road Sweeping	33	16	9	2	6
Footpath Sweeping	26	8	9	6	3
Drainage	24	5	9	5	5
Rodents	24	7	7	4	6
Commercial Waste Issues	22	1	13	3	5
Nuisance - Accumulation/Deposit	20	4	5	7	4
Dead Animal Removal	19	1	4	6	8
Leafing	12	2	1	2	7
Smoke from Bonfire	11	2		3	6
Litter Problems	11	6	1	3	1
Obstruction	11	3	6	2	
Abandoned Vehicle	10	1	3	4	2
Dog Fouling	9		2	4	3
Litter Bin Empty	7	1	2	2	2
Litter Bin Request	6		3	1	2
Street Cleansing Missed	6		6		
Illegal Advertising	5	1	1		3
A Board	5	1	2		2
Dog Fouling Enforcement Signage Request	5		2	1	2
Dog Fouling General Area	5	1	1		3
Nuisance - Other	5	1		2	2
Odour - Other	5	1	3	1	
Damage to Highway	4	1		3	
Housing - Defect	4	2	1	1	
Ginnel	3	1			2
Cellar Grate	3		3		
Domestic Premises Duty of Care Inspect	3	1		2	
Housing - Vacant	3		1		2
Street Cleansing New Route	3		1		2
Trading on Highway	3			3	
Vehicles for Sale	3		1		2
Bulky request	2		2		
Flyers	2	1			1
Housing - Dirty	2		1		1
Housing - Other	2				2
Verge or Pavement Parking	2			1	1
Ash or Smut	1				1
Commercial Premises Duty of Care Inspect	1			1	
Dog Fouling Specific Address	1				1
Dog Warden Assistance Requested	1			1	
Mud etc on Road	1	1			
Noise - Commercial/Leisure	1	1			
Nuisance - Light	1				1
Nuisance Vehicle	1	1			
URGENT - Odour - Other	1			1	
URGENT - Rodents	1	1			
TOTAL	1138	278	340	298	222

## LEGAL NOTICES SERVED

LEGAL NOTICES	TOTAL	HEADLN	HYDWOO	KIRSTN	WEETWN
EP46 - Domestic Waste Issues	15		12	3	
EPA92A - Waste in Gardens	6	1	4	1	
HW154 - Overgrown Vegetation	6	3	1		2
EP47 - Commercial Waste Issues	5		5		
EP46 - Overgrown Vegetation	3			3	
EP80 - Domestic Waste Issues	3		3		
EPA92A - Flytipping	3		1	2	
PD4 - Domestic Waste Issues	3		3		
EP46 - Domestic Premises Duty of Care Inspect	2			2	
EP80 - Nuisance - Accumulation/Deposit	2		2		
HW180 - Cellar Grate	2	1	1		
PD4 - Waste in Gardens	2	1	1		
BA59 - Nuisance - Premises	1	1			
EP34_5 - Commercial Waste Issues	1		1		
EP59 - Nuisance - Accumulation/Deposit	1		1		
EP80 - Flytipping	1		1		
EP80 - Nuisance - Premises	1	1			
EP88 - Flytipping	1				1
EPA92A - Domestic Waste Issues	1				1
EPA92A - Rodents	1		1		
HW131 - Damage to Highway	1			1	
HW132 - Illegal Advertising	1				1
HW143 - Overgrown Vegetation	1	1			
PD4 - Nuisance - Accumulation/Deposit	1		1		
PD4 - Nuisance - Other	1				1
PD4 - Rodents	1		1		
PH17 - Drainage	1	1			
TOTAL	67	10	39	12	6

**There was 1 prosecution in relation to waste issues in Hyde Park and Woodhouse.**

## Fixed Penalty Notices INW 11<sup>th</sup> June – 16<sup>th</sup> November 2012

FPN NOTICES	TOTAL	CITY AND HUNSLET	HYDE PARK AND WOODHOUSE	KIRKSTALL	WEETWOOD
FPN600 - No Flyer Consent	13	13			
FPN100 - Commercial Waste Issues	3		2	1	
FPN396 - Flytipping	1				1
FPN700 - Litter Problems	1			1	
FPN900 - Litter Problems	1		1		
TOTAL	19	13	3	2	1

Please note 13 Fixed Penalty Notices serve in City and Hunslet included in these figures as issued as part of Freshers Patrols by Offices from INW

## Report of the Assistant Chief Executive (Customer Access & Performance)

### Report to North West (Inner) Area Committee

**Date: 13<sup>th</sup> December 2012**

**Subject: Wellbeing Fund 2012-13 Update Report**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Headingley; Hyde Park & Woodhouse; Kirkstall; Weetwood.		
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. This report provides the North West (Inner) Area Committee with an update on the budget position for the Wellbeing Fund for 2012/13 and provides budget monitoring information for Quarter 2. It also seeks approval for the allocation of the remaining balance within the Hyde Park & Woodhouse Capital Pot.

### Recommendations

The North West (Inner) Area Committee is asked to:

- Note the current budget position for the Wellbeing Fund for 2012/13 (Appendix 1).
- Note the content of the Quarter 2 Monitoring Returns (Appendix 2).
- Support the allocation of the **£652.28** remaining balance of the Hyde Park & Woodhouse Capital Pot to cover the capital element of providing festive lights in Little London.

## **1 Purpose of this report**

- 1.1 This report provides members with an update on the budget position for the Wellbeing Fund for 2012/13 and provides budget monitoring information for Quarter 2. It also seeks approval for the allocation of the remaining balance within the Hyde Park & Woodhouse Capital Pot.

## **2 Background information**

- 2.1 Area Committees have a delegated responsibility for the allocation of Area Wellbeing Funding. The amount of Wellbeing funding provided to each committee is calculated using a formula agreed by Council taking into consideration both population and deprivation of an area.
- 2.2 The Inner North West Area Committee seeks to ensure that Wellbeing fund recipients are able to commence delivery of their projects as early as possible in the financial year. To facilitate this process, a commissioning round is held prior to the financial year and the Area Committee meets to agree which projects will be funded in the year ahead.
- 2.3 In 2012/13, the North West (Inner) Area Committee received a sum of £215,580 of Wellbeing revenue. After deducting any existing commitments and taking account of the 2011/12 carry forward position, the Area Committee had £211,722 of funding available for allocation. All of this funding was committed to 27 projects, as listed in Appendix 1 (paragraph 1.2).
- 2.4 No additional Capital Wellbeing was allocated to the Area Committee in 2012/13.

## **3 Main issues**

- 3.1 Wellbeing Budget Statement 2012 -13 and Quarter 2 Monitoring Returns
- 3.2 The latest Wellbeing Budget Statement for 2012-13 is included as **Appendix 1** to this report. This sets out the current budget position for Wellbeing projects showing the amount approved by the Area Committee and the value of funds spent to date. The Wellbeing Budget statement also outlines the current budget position of those projects funded in previous years which still have funding left to spend.
- 3.3 Details of monitoring returns provided by Wellbeing funded projects for Quarter 2 are set out in **Appendix 2**. It shows what progress has been made by projects to deliver the activity as agreed through the application process, which projects are now complete and which are still live. All projects are currently meeting the outputs as agreed in the project delivery statements. Members are asked to note the content of the Wellbeing monitoring returns.
- 3.4 Capital Projects
- 3.5 Members attention is drawn to the Hyde Park & Woodhouse Capital Pot which still has an available balance of **£652.28**. This pot was allocated for use within Hyde Park & Woodhouse Ward. After a discussion with Ward Members, it has been agreed to use this funding to pay for the installation of the electrical control



equipment to the lamp column for the festive lights in Little London. This is a one off cost and once installed will mean the column is available to use for festive lights in future years. This work was undertaken in November due to the time restrictions of implementing the project.

- 3.6 The Area Committee is asked to support the allocation of the remaining balance of the Hyde Park & Woodhouse Capital Pot as outlined above.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 The Area Committee has previously been consulted on the projects detailed within the report. Local priorities are set through the Area Business Plan process and the commissioning round began with a communication to all Area Committee contacts.

### **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 All Wellbeing funded projects are assessed in relation to Equality, Diversity, Cohesion and Integration. In addition, the Area Committee Wellbeing process is currently being reviewed citywide, which will include undertaking a new Equality Impact Assessment to ensure the Wellbeing process continues to comply with all relevant policies and legislation.

### **4.3 Council policies and City Priorities**

- 4.3.1 Projects submitted to the Area Committee for Wellbeing funding are assessed to ensure that they are in line with Council and City priorities as set out in the following documents:

- Vision for Leeds
- Leeds Strategic Plan
- Health and Wellbeing City Priorities Plan
- Children and Young People's Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

### **4.4 Resources and value for money**

- 4.4.1 Aligning the distribution of Area Committee Wellbeing funding to local priorities will help to ensure that the maximum benefit can be provided.
- 4.4.2 In order to meet the Area Committee's functions (see Council's Constitution Part 3, section 3C), funding is available via Well Being budgets.

### **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 There are no legal implications or access to information issues. This report is not subject to call in.

## **4.6 Risk Management**

- 4.6.1 Risk implications and mitigation are considered on all well-being applications. Projects are assessed to ensure that applicants are able to deliver the intended benefits.

## **5 Conclusions**

- 5.1 The North West (Inner) Area Committee Wellbeing Fund provides an important opportunity to support local organisations and drive forward improvements to services. This report provides members with an update on the Wellbeing programme for 2012-13.

## **6 Recommendations**

- 6.1 The North West (Inner) Area Committee is asked to:
- Note the current budget position for the Wellbeing Fund for 2012/13 (Appendix 1).
  - Note the content of the Quarter 2 Monitoring Returns (Appendix 2).
  - Support the allocation of the **£652.28** remaining balance of the Hyde Park & Woodhouse Capital Pot to cover the capital element of providing festive lights in Little London.

## **7 Background documents<sup>1</sup>**

- None

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<sup>1</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

## 1.0 Revenue

### 1.1 Revenue Budget Calculation

The table below describes the revenue budget calculation for the 2012-13 financial year. It shows the amount allocated to the Inner North West Area Committee, details of any carry forward from 2012-13 and any existing commitments.

2012-13 INW Revenue Budget	
2012-13 INW Revenue Allocation	£ 215,580.00
2011-12 Carry Forward	-£ 2,940.00
12/13 Commitments	£ 211,722.00
<b>Gross Budget</b>	<b>£ 918.00</b>
Decommissioned - Community Payback Scheme	£ 4,000.00
<b>Remaining to allocate</b>	<b>£ 4,918.00</b>
Headingley & Woodsley Rd Festive lights	£ 4,418.00
Additional funds to the small grants	£ 500.00
<b>Remaining to allocate - Nov 2012</b>	<b>£ -</b>

### 1.2 Revenue Project Statement

The table below provides a revenue project statement as of 4th December 2012. Most grants are paid retrospectively, so grants shown as unpaid at this point in the year do not necessarily reflect any potential underspend.

Project Name	Lead organisation/ department	Wards Benefited	Date Approved	Amount Committed	Amount Paid
Small Grants	Area Support Team (AST)	All Wards	8th March 2012	£ 9,413	£ 5,200
Skips	AST	All Wards	8th March 2012	£ 3,000	£ 2,322
Community Planner	City Development - LCC	All Wards	8th March 2012	£ 40,000	£ 20,000
Environmental Servicers Co-ordinator	WNW Locality Team	All Wards	8th March 2012	£ 36,591	£ -
Additional resources for Student changeover	WNW Locality Team	All Wards	8th March 2012	£ 10,000	£ 10,000
Leave Leeds Tidy	Leeds University Union	All Wards	8th March 2012	£ 10,000	£ 10,000
Re-float Doorstep Glass Recycling Project	Leeds Met Students' Union (CALM Volunteering)	Headingley, Hyde Park & Woodhouse	8th March 2012	£ 2,280	£ 1,140
Off road bikes	WYP	All Wards	8th March 2012	£ 1,500	£ -
Community Payback	WYP	All Wards	Decommissioned	£ -	£ -
Kirkstall Festival	Kirkstall festival Steering group	Kirkstall	8th March 2012	£ 5,000	£ 5,000
Hyde Park Unity Day	Hyde Park Unity Day	Hyde Park & Woodhouse	8th March 2012	£ 5,000	£ 5,000
Festive Lights	AST	Weetwood	8th March 2012	£ 2,480	£ 2,450
Woodsley Road Girls Group	Youth Service	Hyde Park & Woodhouse	8th March 2012	£ 2,560	£ -
Additional Enforcement Staff for Woodhouse Moor	Parks & Countryside	Hyde Park & Woodhouse	8th March 2012	£ 11,647	£ 11,647
Friday Night Project ( FNP)at Holt Park Leisure Centre	Friday Night Project steering group	Weetwood	8th March 2012	£ 5,000	£ -
Open XS Work Well Drop in Sessions	Open XS Employment Education and Training Action Group	HP&W	8th March 2012	£ 4,000	£ 1,000
Leeds Gold Get Sporty	Sport Development, LCC	HP&W	8th March 2012	£ 2,690	£ 2,690
Woodsley Employability Project	Woodsley Road Multicultural Community Centre	H, HP&W, K	8th March 2012	£ 4,764	£ 1,670
You Garden, We Garden Project	HOPS	Kirkstall	8th March 2012	£ 8,740	£ 4,262
NEET New Start	The City of Leeds YMCA	Kirkstall	8th March 2012	£ 10,000	£ 2,005
Aireborough Summer Activities Scheme	Aireborough Summer Activities Scheme	Kirkstall, Weetwood	8th March 2012	£ 3,463	£ 2,598
Caring together.... Moving forward	Caring together	Hyde Park & Woodhouse	8th March 2012	£ 10,000	£ 1,103
Community Arts Classes	Little London Association	Hyde Park & Woodhouse	8th March 2012	£ 2,820	£ 1,195
Rosebank Green Summer Project	Rosebank Millennium Green Trust	Headingley	8th March 2012	£ 5,694	£ 5,694
Summer Music Camp	Artforms, Children's Services	All Wards	8th March 2012	£ 3,260	£ 3,260
Healthy Living for Older People	Older People's Action in the Locality (OPAL)	Weetwood	8th March 2012	£ 2,820	£ 2,820
Left Bank Leeds	Word of Life	All Wards	8th March 2012	£ 5,500	£ -
Headingley & Woodsley Rd Festive Lights	AST	Headingley & Hyde Park & V	25th Oct 2012	£ 4,418	£ -

<b>Total Committed</b>	£ 212,640	£ 101,055.92	<b>TOTAL</b>
<b>Budget for Year</b>	£ 211,722		
<b>Additional Rev</b>	£ 918		

Amount Available for Allocations £ -

### 1.3 Kirkstall Revenue Pot

The table below provides a Kirkstall revenue pot statement as of 4th December 2012. £10,000 for the Kirkstall revenue pot allocated in 2010/11.

Kirkstall Revenue Projects	Committed	Paid	Remaining
Hawthorn Cookery class	£ 2,000.00	£ 2,000.00	0
Kirkstall Footbridge desk top survey	£ 400.00	£ 400.00	0
Church Lane allotments	£ 4,740.75	£ 4,740.75	0
<b>Total Committed</b>	<b>£ 7,140.75</b>	<b>£ 7,140.75</b>	<b>0</b>
<b>Remaining to allocate</b>		<b>£ 2,859.25</b>	

### 1.4 Revenue projects live from previous years

The table below provides a revenue project statement of grants funded in previous years that are still live.

Project Name	Lead organisation/ department	Wards Benefited	Date Approved	Amount Committed	Amount Paid	Amount Remaining
Hyde Park Neighbourhood Improvement Board	AST	Hyde Park & Woodhouse	£ 40,603.00	£ 19,568	£ 19,568	£ -

## INNER NORTH WEST AREA COMMITTEE

### 2011-12 Wellbeing Budget Statement

### 2.0 Capital

No additional capital funding has been allocated to Area Committees for 2012-13. Table 2.1 below describes the capital budget carry forward from the 2011-12 financial year. Tables 2.2 show the capital allocations that are still live from previous years.

Capital Distribution	Amount
Central Pot	£ -
Headingley	£ -
Hyde Park and Woodhouse	£ -
Kirkstall	£ -
Weetwood	£ -

### 2.2 Capital projects live from previous years

The table below provides a revenue project statement of grants funded in previous years that are still live.

Project Name	Lead organisation/ department	Wards Benefited	Year Approved	Amount Committed	Amount Paid	Amount Remaining
Headingley Bin Yards	AST	Headingley		£ 17,528	£ -	£ -
Sparrow Park	Sparrow Park Action Group	Headingley	01/07/2010	£ 10,814	£ -	£ -
Left Bank Leeds	Left Bank Leeds	All	01/12/2010	£ 9,389	£ 5,557	£ 3,832
HOPS Church hall refurbishment	HOPS	Kirkstall	01/03/2011	£ 10,000	£ -	£ -

## INNER NORTH WEST AREA COMMITTEE

### 2012-13 Wellbeing Budget Statement

### 3.0 Small Grants

At its March 2012 meeting, the Area Committee agreed to create a £9,914 fund for small grants. This amount was amended at the June 12 Area Committee to £8,914 and £1k was transferred to the skips budget. The table below details the small grant applications and shows the balance available to spend.

Project Name	Lead Organisation/ Department	Wards Benefited	Date Approved	Amount Requested	Amount Committed	Amount Paid
International Womens Day	Vandan Group	Hyde Park & Woodhouse & Headingley	Qtr 1	£ 578	£ -	£ 578
Leeds Gathering 2012	Irish Arts Foundation	Hyde Park & Woodhouse & Headingley	Qtr 1	£ 500	£ -	£ 500
Headingley Music Festival 2012	Headingley Music Festival Steering Committee	Headingley	Qtr 1	£ 500	£ -	£ 500
Fire fly Stysems	WYF&R	All	Qtr 1	£ 500	£ -	£ 500
Hooters Newsletter	OWLS	Kirkstall	Qtr 1	£ 500	£ -	£ 500
Al- Haqq Community Newsletter	Al-Haqq Supplementary School	Hyde Park & Woodhouse	Qtr 1	£ 400	£ -	£ 400
Queens Diamond Jubilee event	Al- Haqq	Hyde Park & Woodhouse & Headingley	Qtr 1	£ 500	£ -	£ 500
Hawthorn Wood Children outing	Hawthorn Wood Community Association	Kirkstall	Qtr 2	£ 472	£ -	£ 472
Table Tennis Club	Young Minds	Hyde Park	Qtr 2	£ 350	£ -	£ 350
Headingley Litfest 2013	Headingley Litfest	Headingley	Qtr 2	£ 300	£ -	£ 300
Hollybush Big Green Weekend	Holly Bush	Kirkstall	Qtr 3	£ 250	£ -	£ 250
Lantern Festival	Extended services	Hyde Park & Woodhouse	Qtr 3	£ 350	£ -	£ 350
A Tiger's Mind	Pavilion	All	Qtr 3	£ 400	£ -	
Dagmar Wood Regeneration	NHPRA	Hyde Park & Woodhouse	Qtr 3	£ 500	£ -	

Total Committed £ 6,100 £ 5,200

Budget for Year £ 9,414

**Amount Available to Allocate £ 3,314**

#### 4.0 Skips

At its March 2012 meeting, the Area Committee agreed to create a £2,000 fund for skips. This amount was amended at the June 12 Area Committee to £3,000 as £1k was transferred from the small grants budget. The table below details the skips and shows the balance available to spend.

Skips	Wards Benefited	Amount Committed	Amount Paid
Hollin Lane	Weetwood	£ 117.00	
Hawksworth clean up day	Kirkstall	£ 450.00	
Hawksworth clean up day permit	Kirkstall	£ 126.00	
Kirkstall Festival	Kirkstall	£ -	£ 972.00
Leeds Youth Cell	Kirkstall	£ -	£ 234.00
Permit for Leeds Youth Cell	Kirkstall	£ -	£ 42.00
Raynal Drive	Weetwood	£ -	£ 117.00
Hyde Park Unity Day	Weetwood	£ -	£ 264.00
Total Committed		£ 2,322.00	
Budget for Year		£ 3,000.00	
<b>Amount Available to Allocate</b>		<b>£ 678.00</b>	

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### Inner North West

Wellbeing Monitoring: Quarter 2 2012-13

#### 1 REVENUE PROJECTS 2012/13

- 1.1 This section updates the Area Committee on progress against Wellbeing funded revenue projects approved in March 2012.
- 1.2 **Project Name:** Community Planning Officer  
**Lead Organisation:** LCC - Planning Services  
**Amount:** £40,000  
**Project Description:** To employ a planning officer for the Inner North West Area to assist with the Localism Act. The role will emphasis on neighbourhood planning - assisting communities to understand the new legislation, implementing the neighbourhood planning regulations, developing neighbourhood plans and facilitating increased participation of the community in the planning process.  
**Project Update:** The Community Planner role has continued to set the agenda for, and provide advice on specific planning applications at the INWAC Planning Sub Group. Major topics and ongoing themes which have been discussed through the Planning Group include neighbourhood planning, the Localism Act, Leeds LDF Core Strategy and the Letting Board Code. Through the Planning Sub Group the Community Planner has also produced an issues and options paper in relation to introducing a Neighbourhood Development Plan in inner north west Leeds. The Community Planner has also worked closely with community groups and local residents through the Little Woodhouse Community Association Forum (3<sup>rd</sup> July 2012), South Headingley Community Association meeting (1<sup>st</sup> August 2012), and the Affordable Housing and Commuted Sums – Meeting with Headingley Development Trust (9<sup>th</sup> August 2012).
- 1.3 **Project Name:** Dedicated Environmental Services Co-ordinator  
**Lead Organisation:** LCC – WNW Locality Team  
**Amount:** £36,591  
**Project Description:** To employ a senior technical enforcement officer in order to further enhance the new service the Locality Team now offers. The multi skilled officer will direct the cleansing staff through local management and co-ordination, and carry out enforcement duties when required. The role will offer additionality to the current supervision and management arrangements.  
**Project Update:** The post has just been appointed. A full update will be available at the end of quarter three.
- 1.4 **Project Name:** Additional Resources for Student Changeover  
**Lead Organisation:** LCC – WNW Environmental Services  
**Amount:** £10,000  
**Project Description:** The Service is applying for funding to hire an additional vehicle (26 tonne), plus staff for a period of 3 weeks. The Service will stand the cost of the fuel and tipping charges for this vehicle.  
**Project Update:** This project is complete and the final report was presented in the September Wellbeing monitoring report.

- 1.5 **Project Name:** Leave Leeds Tidy  
**Lead Organisation:** Leeds University Union  
**Amount:** £10,000  
**Project Description:** To minimise waste and increase recycling over the student changeover period, the scheme employs Leave Leeds Tidy (LLT) wardens to delivery publicity about how to dispose of household waste, and LLT branded collection bags for clothes and re-useable items. Items collected will be given away at free shops at the universities and local neighbourhoods, or recycled through donations to homeless charities.  
**Project Update:** This project is complete and the final report was presented in the September Wellbeing monitoring report.
- 1.6 **Project Name:** Re-float doorstep glass recycling  
**Lead Organisation:** Leeds Metropolitan Student Union  
**Amount:** £2280  
**Project Description:** The funding will pay for a battery for the electric milk float that will provide a doorstep glass collection and recycling service for glass waste from residential houses in the Hyde Park area of Leeds lead by student volunteers  
**Project Update:** The group are waiting for the delivery and installation of the new battery for the milk float. They have recruited a final year Business Management student to lead on the project on a voluntary basis. Further meetings have taken place between the Leeds Met Students' Union and the Glass Man to discuss potential partnership working.
- 1.7 **Project Name:** Off road bikes  
**Lead Organisation:** West Yorkshire Police  
**Amount:** £1,500  
**Project Description:** To enhance the safety and quality of life of residents living in the North West Police Division area by providing an effective response to illegal off road motor cycling and anti social behaviour, and to assist with high visibility patrols, particularly focusing on green spaces.  
**Project Update:** No monitoring received. A full update will be provide in the next monitoring report.
- 1.8 **Project Name:** Community Payback  
**Lead Organisation:** West Yorkshire Police  
**Amount:** £4000  
**Project Description:** To provide tools needed for the Community Payback team, such as fuel, refreshments, tipping charges or other costs, to carry out work in INW to deliver the project  
**Project Update:** The Area Support Team were advised it was not possible to deliver the Community Payback project. It was agreed at the September Area Committee to decommission and reallocate the funding.
- 1.9 **Project Name:** Kirkstall Festival  
**Lead Organisation:** Kirkstall Festival  
**Amount:** £5,000  
**Project Description:** Kirkstall Festival is an annual event bringing together the local community at Kirkstall Abbey with entertainment, competitions, stalls and food. The event regularly attracts over 10,000 people and is organised and run by a group of dedicated volunteers. Area Committee funding was provided to pay for the hire the



stage, marquee, dance floor, tables and chairs

**Project Update:** Around 15,000 people attended Kirkstall Festival on the 14<sup>th</sup> July. The main stage and youth stage hosted over twelve live acts whilst the dance floor was host to hundreds of people throughout the day in the tea dance tent. Local schools participated along with church groups, scouts, sports clubs and other locally based groups and societies to provide activities and entertainment for the festival. Photographs and more information can be found on facebook, twitter and via [www.new.kirkstall.org.uk](http://www.new.kirkstall.org.uk).

1.10 **Project Name:** Hyde Park Unity Day

**Lead Organisation:** Hyde Park Unity Day Committee

**Amount:** £5,000

**Project Description:** Hyde Park Unity Day is an annual festival held on Woodhouse Moor for the local community including live bands, stalls, children's entertainment and art workshops. It celebrates the cultural diversity of the area and has activities for all ages. The Area Committee funding will be used to security, fencing and the hire of the main stage.

**Project Update:** Hyde Park Unity Day took place on the 7<sup>th</sup> July 2012 and it was estimated 4,000 people attended the event, enjoying the music, activities and entertainment provided by groups and organisations from around the community. One issue noted this year were the lack of volunteers to help set up before the event on Friday. This was due to bad weather. Next year the group will organise and brief the volunteers in advance of the event. The day after Unity Day twenty volunteers cleaned up the rubbish and returned the park back to its original state in just ten hours. For the second year in a row Unity Day finished at the earlier time of 7pm. This is due to their commitment to reduce anti-social behaviour on the park after dark (and as a knock on effect – the amount of rubbish left on the park). Feedback on the whole was good. There were comments from the public about noise spill from the mainstage in to the Memory Lane elderly people's tent and spill from the band tent and dance field in to the young people's area. This will be avoided next year by rethinking the site layout. The festival was covered in North Leeds Life, Hyde Park Heat and Yorkshire Post and through social media channels like Twitter and Facebook.

1.11 **Project Name:** Weetwood Festive Lights

**Lead Organisation:** LCC – AST

**Amount:** £2,480

**Project Description:** To hire and install festive light motifs from the Chapel Allerton (Inner North East Area Committee) boundary to Bentley Lane from November 2012 to January 2013.

**Project Update:** Members have agreed to install four motifs on Meanwood Road (from Grove Lane traffic lights) and ten motifs on Otley road, near the Three Horse Shoes area.

1.12 **Project Name:** Woodsley Road Girls Group

**Lead Organisation:** Youth Service

**Amount:** £2,560.00

**Project Description:** To pay for the hire of Woodsley Road Community Centre over the financial year so Youth Service can continue running the Woodsley Road Girls Group. The group addresses issues around careers, health, experience opportunities, whilst giving young women the space to meet and socialise with other young women in a safe environment.

**Project Update:** The group have continued to meet, however, they did not meet during Ramadam. The main focus of work this quarter has been discussing the sensitive issue in the media about young Asian women dealing with cultures differences. The group have also been involved with arts and crafts, T-shirt design and cookery. The girls attending the sessions have indicated they no longer wish to be involved with the D of E scheme. The girls have still gained from the experience and the physical activity part of the award, including fund raising which has been completed.

- 1.13 **Project Name:** Additional Enforcement Staff at Woodhouse Moor  
**Lead Organisation:** LCC – Parks & Countryside  
**Amount:** £11,646.61  
**Project Description:** To fund additional dedicated staff to curtail anti-social activities on Woodhouse Moor and educate visitors on issues of Parks Byelaws.  
**Project Update:** This project is complete and the final report was presented in the September Wellbeing monitoring report.
- 1.14 **Project Name:** Friday Night Project (FNP)  
**Lead Organisation:** FNP Steering Group  
**Amount:** £5,000  
**Project Description:** To fund the activities; currently staffing from ESNW Cluster and Leeds Youth Service are being provided as an “in kind” contribution from the project partners.  
**Project Update:** The FNP are currently looking for an alternative venue as Holt Park Leisure Centre is due to close before Christmas. They will continue to deliver activities up until they relocate.
- 1.15 **Project Name:** Open XS Work Well Drop in Session  
**Lead Organisation:** Open XS Employment Education and Training Action Group  
**Amount:** £4,000  
**Project Description:** The funding will be used to work with relevant partners to help raise awareness of the potential implications of the changes in welfare reform, offer advice and support to those individuals who express an interest/need to develop their range of job search skills.  
**Project Update:** Due to the difficulties in targeting the right people to attend the drop in, the group have put the project on hold and no sessions have run during this quarter. The drop in sessions will re-commence again from 9/10/12. More work has been carried out with Partner agencies to gather more robust information and send out information to the community.
- 1.16 **Project Name:** Leeds Gold Get Sporty  
**Lead Organisation:** LCC – Sports Development  
**Amount:** £2,690  
**Project Description:** To deliver an Olympic themed program that will raise the profile of City Of Leeds High School which also raises the profile of the up and coming London 2012 Olympic & Paralympics Games.  
**Project Update:** This project is complete and the final report was presented in the September Wellbeing monitoring report.
- 1.17 **Project Name:** Woodsley Employability Project  
**Lead Organisation:** Woodsley Road Multicultural Community Centre  
**Amount:** £4764.00

**Project Description:** To assist the BME communities of Hyde Park & Woodhouse, Burley and Kirkstall areas to improve their chances of employability and support them to get on to the career ladder.

**Project Update:** The group have held three hour sessions, three times a week between July and September. To date, nine people aged 21 to 50 have benefited from the project. Some attendees were recently made redundant and others have been out of work for a long period. It is evident from the sessions that the attendees lack internet skills. The group have had to tailor their session to provide a more one to one session to gain better outcomes from the session. The group have now started providing volunteering opportunities to help get people work ready.

1.18 **Project Name:** You Garden, We Garden Project

**Lead Organisation:** HOPS

**Amount:** £8740.00

**Project Description:** To deliver a volunteer project in Hawksworth Wood to tackling overgrown hedges and untidy gardens to help improve the other all look of the estate.

**Project Update:** No monitoring received. A full update will be provide in the next monitoring report.

1.19 **Project Name:** NEET New start

**Lead Organisation:** The City of Leeds YMCA

**Amount:** £10,000.00

**Project Description:** To engage with 14-16 year olds currently at risk of exclusion from school and those who are excluded and currently not in education.

Simultaneously the project aims to engage with 16-25 year olds who are currently not in education, training or employment (NEET).

**Project Update:** The Training and Development officer started in post on 28<sup>th</sup> June. The group have designed a ten week leadership skills programme to commence on 18<sup>th</sup> October 2012. The programme will present learners with real-life challenges to enable them to develop and practise their skills as leaders. They have enlisted the services of external 'experts' to come and deliver sessions around motivation and trust as part of the programme. The group intended to target 14-16 year olds but gaining commitment from schools has proved to be fraught with difficulty. The group decided to re-focus and target young people over sixteen, out of statutory education and who are currently NEET or at risk of becoming so.

1.20 **Project Name:** Aireborough Summer Activities Scheme

**Lead Organisation:** Aireborough Summer Activities Scheme

**Amount:** £3,462.50

**Project Description:** To deliver the Aireborough Summer Activities Scheme for young people aged between 4 and 19 years with learning and/or physical disabilities.

**Project Update:** The Summer play scheme ran from 26<sup>th</sup> July to 10<sup>th</sup> August at Green Meadows school, Guiseley. 71 children attended and were supported by 29 leaders and volunteers which is an 17% increase on last year. The group programme included new activities such as sailing at Otley Sailing Club, go-karting building and a trip to Pudsey park. An Ofsted inspection was carried out on the second day of the scheme and they received an outcome of 'good'.

1.21 **Project Name:** Caring together... Moving forward

**Lead Organisation:** Caring Together

**Amount:** £10,000

**Project Description:** To allow the group to return to Woodhouse Community Centre, following an 'Asset transfer' from Leeds City Council to Oblong.

**Project Update:** Caring together are have now been in the base at Woodhouse Community Centre since May 2012. They are holding regular groups and activities and the accessible base helps to continue to support local older people.

1.22 **Project Name:** Community Arts Classes

**Lead Organisation:** Little London Association

**Amount:** £2,820.00

**Project Description:** To run a weekly adult community arts classes but paying for the hall hire and advertising material.

**Project Update:** During quarter two, three sessions were held in July prior to summer break. Sessions restarted on the 18th September at Space@ Little London. The group are continuing their links with Grand Theatre / City Varieties in delivering their range of activities and visits. They are seeking a larger room to accommodate the increasing numbers of attendees.

1.23 **Project Name:** Rosebank Green Summer Project

**Lead Organisation:** Rosebank Green Summer Project

**Amount:** £5,694.37

**Project Description:** To engage 20 disadvantaged local young people aged 13 to 25 by carrying out improvement works to the orchard area of the Millennium green: turning a potentially dangerous "unofficial pathway" into safer steps, creating mosaic signage, building benches positioned to make the most of a beautiful view across the city and adding further fruit bushes to the orchard.

**Project Update:** No monitoring received. A full update will be provide in the next monitoring report.

1.24 **Project Name:** Summer Music Camp

**Lead Organisation:** Artsforms, Children's Services

**Amount:** £3260.00

**Project Description:** To support a 3-day pilot holiday music camp for young people to take place. The camp will offer a broad range of activities accessible to young people of all ability and skill levels and aims to engage young people who have had no regular opportunity for music-making and encourage them to continue in September at one of the Music Centres.

**Project Update:** The three day Summer Music Camp (for 9-16yr olds) was held at the West Park Centre offering session in rock/bandaoke, steel pans and dhol drums, wind bass, ukulele band, djing , music theatre, poetry slam and folk music. The Music Camp did not attract as many young people from the INW as they had wanted, only 26% instead of 60% as hoped. For future events the group will offer local school a number if subsidised places to encourage more local take up. The project received fantastic reviews from all who attended.

1.25 **Project Name:** Healthy Living for Older People

**Lead Organisation:** OPAL

**Amount:** £2820.00

**Project Description:** To run an exercise class for older people consisting of 2 weekly chair exercise classes, 2 weekly Tai Chi classes, 1 weekly aerobic exercise classes, 1 weekly yoga classes.

**Project Update:** Weekly exercise classes have run regularly and are well attended. Attendees for the Gentle Exercise Class and Wednesday tai class have increased in

numbers. Folders containing information on eating healthy, preventing falls, getting and staying active have been distributed to all the classes and have been very well received. The activities worker has attended a training course run by NHS in Healthy Living and will use this knowledge to continue to promote healthy living.

- 1.26 **Project Name:** Word of Life  
**Lead Organisation:** Left Bank Leeds  
**Amount:** £5,500

**Project Description:** To create more regular and better structured volunteer opportunities, which will allow Left Bank to involve more people and give them the chance to learn new skills and receive relevant training courses, such as health and safety and first aid.

**Project Update:** During quarter two the team have worked with a number of clients to plan and deliver their events. They have also supported one of their own volunteers to put on their first-time event as part of the Cardigan Triangle Arts Day in September. Over the summer, they have been working on their volunteer policies and procedures, and identifying key challenges. They are planning training sessions for the autumn when they can include student volunteers.

## 2 CAPITAL PROJECTS 2012

- 2.1 No capital projects have been funded from the 2012/13 budget.

## 3 REVENUE PROJECTS FROM PREVIOUS YEARS

- 3.1 This section updates the Area Committee on the progress of on going Well-being projects from previous years.

- 3.2 **Project Name:** Hyde Park Neighbourhood Management  
**Lead Organisation:** LCC – WNW Area Management  
**Amount:** £19,568

**Project Description:** To deliver additional improvements/initiatives that tackles deprivation within Hyde Park, which fall outside the normal service delivery. Concentrating on crime and grime issues including fly tipping, litter, graffiti, refuse collection, burglary and anti-social behaviour.

**Project Update:** Highways will conduct the parking survey during Autumn, once the students have returned after the summer break. A Multi Faith Leadership meeting is planned for later in the year.

## 4 CAPITAL PROJECTS FROM PREVIOUS YEARS

- 4.1 This section updates the Area Committee on the progress of on going Well-being projects from previous years.

- 4.2 **Project Name:** HOPS Church hall refurbishment  
**Lead Organisation:** HOPS - Hawksworth Older People Support  
**Amount:** £10,000

**Project Description:** To refurbish and bring back into community use St Mary's Hawksworth Wood). The refurbishment will bring up to standard inline with disability

law and building regulations and requires new toilet facilities including disability access, new kitchen and dining area, new heating system and electrical rewiring. HOPS will use the newly refurbished base all its administration, support work, events and activities within the building which will allow them to expend and improve delivery of their existing services.

**Project Update:** HOPS are waiting for the completion of the asset transfer. Work will start once the transfer has been completed. The project will be continued to be monitored.

4.3 **Project Name:** Word of Life

**Lead Organisation:** Left Bank Leeds

**Amount:** £8,861

**Project Description:** The project will improve the security of the building and employ a part time worker to bring the space up to the standard required for a permanent licence. Once granted, the permanent licence will create a unique performance venue for the local artistic community and organisations from further afield.

**Project Update:** No monitoring received. A full update will be provide in the next monitoring report.

4.4 **Project Name:** Headingley Bin Yards

**Lead Organisation:** Area Management

**Amount:** Phase 3 - £17,528

**Project Description:** To provide physical improvements to bin yards in the Headingley area with the aim of reducing the accumulation of waste and the concealment of criminal activity.

**Project Update:** Quotes are currently been gathered for the identified bin yards.

4.5 **Project Name:** Sparrow Park

**Lead Organisation:** Area Management

**Amount:** £10,000

**Project Description:** The project will turn an abandoned and neglected area of former green space known locally as 'Sparrow Park' and an adjacent little used public highway, into an accessible green space for the use of the local community. The existing landowners cannot be identified. The council intends to acquire a CPO of both sites in order to carry out an environmental improvement scheme. This will improve the over all look of the area and will help to create an area of publicly accessible green space for the community to use.

**Project Update:** Sparrow Park Action Group are currently in the process of agreeing the details of the scheme. Once the designs are finalised, the CPO could take up to 6 months and then the capital works can start.

## Report of the Assistant Chief Executive (Customer Access & Performance)

### Report to North West (Inner) Area Committee

**Date: 13<sup>th</sup> December 2012**

**Subject: Area Update Report**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Headingley, Hyde Park and Woodhouse, Kirkstall, Weetwood.		
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

This report provides Members with a summary of sub groups business since the October Area Committee. This includes an update on work taking place around developing Leeds Citizens Panel. The report also informs the Area Committee about the newly established High Rise Management Team.

### Recommendations

1. Members are asked to:

- Note and action as appropriate the Key Messages from Sub Groups as set out in section 3.
- Members are asked to comment on how the Council should target its efforts to fill the gaps in Leeds Citizens Panel membership.
- Note the establishment of the High Rise Management Team by WNWhL.

## **1 Purpose of this report**

- 1.1 This report provides members with an update on recent Sub Group business and the current position relating to other project activity. This includes an update on the work of the West North West Area Leadership Team and the work taking place around Student Changeover. The report also seeks nominations for a Fuel Poverty Champion and nominations for community representatives to area committee sub groups.

## **2 Background information**

- 2.1 An Area Committee update report is submitted at every cycle of Area Committee meetings unless there is no additional business to report from sub groups or any other project activity to report. Partner organisations and Council services will contribute information to the Area Update Report.

## **3 Main issues**

### **Forum and Sub Group Key Messages**

#### **3.1 Planning Sub Group**

- 3.2 The Planning sub group has met on the 21<sup>st</sup> November 2012. They discussed a variety of planning applications and issues. Issues discussed include:

- § Letting Board Code of Practice
- § Neighbourhood Planning
- § DCLG Permitted Development Consultation
- § Neighbourhood Design Statements
- § Leeds Girls High School – Victoria Road Swimming Pool Site
- § Tesco, Kirkstall District Centre
- § Woodhouse Street Development
- § Boddington Hall
- § Headingley Cricket Stadium

- 3.3 It was reported that the Department for Communities and Local Government (DCLG) had now published their consultation document which outlined a number of proposed changes to householder and commercial permitted development. RP noted that this was a six week consultation with the deadline for comments being the 24<sup>th</sup> December. It was proposed that the group discuss the consultation questions and that RP would draft a consultation response based on the discussion (**see Appendix 1**). This consultation response will be formally agreed at the Planning Group meeting on the 12<sup>th</sup> December.

#### Key Messages

- 3.4 Planning Group resolved to ask Area Committee to support the groups draft consultation response to the DCLG public consultation on 'Extending permitted development rights for homeowners and businesses'.

#### **3.5 Environment Sub Group**



3.6 The Environment sub group met on the 13th November 2012, the sub group now includes resident representatives from each of the wards. The following issues were discussed:

- § Susan Upton, Chief Officer - Waste Management, provided an update on key work streams, including information about the weekly alternate bin collections.
- § The alternate collections will only be suitable for 80% of the city; the remaining 20% will include areas which are densely populated such as the Inner North West, high rises and those currently on bag collections. In these areas a range of other options will be available such as communal waste schemes and wheel in wheel out services.
- § Waste Management are investigating options for kerbside glass recycling.
- § The WNW Environmental Services Locality Team provided an overview of the service and the delegation.
- § During the period of 1<sup>st</sup> Sept – 9<sup>th</sup> Aug 2012 there were 499 requests for service received by the WNW Locality Team.
- § The Beamsleys communal bins are working well. A similar scheme is being looked at for the Granbys, although this is less straightforward due to road layout. Members will continue to be consulted.
- § The Environmental Services Co-ordinator, post funded through the Area Committee, has now been appointed. Reports will continue to be given on the work of the post-holder at future Sub Groups.
- § Parks and Countryside provided an update of key pieces of work in each ward.

#### Key Messages

3.7 There were no Key Messages from the Environment Sub Group.

#### **3.8 Joint Inner and Outer Transport Sub Group**

3.9 The Joint Inner and Outer North West Area Committee Transport Sub Group has not met since 3<sup>rd</sup> July 2012.

#### Key Messages

3.10 There were no key messages from the joint Transport sub group.

#### **3.11 Forum Update**

3.12 There have been two forums held since the last Area Update Report to Area Committee, one Hyde Park Forum and one Burley and Kirkstall Forum. Both of these forums trialled a new format for the meeting with a more resident led agenda which focused on a problem solving model. This included workshop sessions that enabled greater participation by those in attendance. Areas for discussion included: community safety; environmental issues; highways; Parks & Countryside. The new

format of the meetings was generally welcomed by residents as being more inclusive.

### 3.13 Leeds Citizens Panel Update

- 3.14 As part of the process of developing the Leeds Citizens' Panel, a report was presented to the Area Chairs forum in November 2011 and the ten Area Committees in the December 2011 setting out the proposed changes to the service. As part of this consultation process Members requested that periodic updates be provided to Area Committees on the progress of the development of the Leeds Citizens Panel. This section of the report highlights the progress that has been made in relation to recruitment of new citizens panel members and which consultations have been undertaken to date.

#### Citizens Panel Membership

- 3.15 An increase in panel membership from 1,500 to 6,000 is a key element of the improvements to the Leeds Citizens Panel. The smaller membership only allowed us to consult on issues affecting the whole of Leeds. The new larger body of panel members will allow us to provide analysis of consultations at the Area Committee level while retaining a representative sample based on age, gender and ethnicity. This will enable us to understand resident perceptions of services at the locality level.
- 3.16 Efforts to undertake citizens panel recruitment have been more challenging than first anticipated and it is taking longer to achieve the target of 6,000 panel members. However steady progress is still being made and the current membership of the Leeds Citizens Panel is now at 3,919. **Appendix 2** sets out the details of panel membership at the city and area committee level as of 1 November 2011<sup>2</sup>. Please note that total membership for age, gender, or ethnicity will not exactly add up to the total number of panel members as some personal information was missing when panel members submitted their applications. Work is being undertaken to receive this information from all panel members which should fix this problem in the future.
- 3.17 The citizens panel has been widely promoted in a number of ways in the past year, and some obvious gaps in membership have been identified particularly in relation in inner-city areas and young people across the city. This is a common pattern with citizens panels across the UK and further work will be undertaken to target recruitment efforts to fill the remaining gaps. Arrangements are being put in place to merge the analysis of Children's Services consultation through Breeze card-holders and the Leeds Youth Council and that of the Leeds Citizens Panel to help minimise the temporary gap in young person representation on the Citizens Panel. Members are asked to comment on how the Council should target its efforts to fill the gaps in Leeds Citizens Panel membership.

#### Programme of Consultation

- 3.18 The following consultations have taken place through the Leeds Citizens Panel in the last 12 months:
- Olympic Events for Leeds. This survey asked panel members what cultural activities they wanted to in Leeds during the year of the Olympics? Feedback

was provided in the form of a newsletter to panel members. A response rate more than 70% was gained from this survey.

- Future of Kirkgate Market: This was the second phase of consultation regarding Kirkgate Market and received a response rate of 65%. The third phase of consultation to be sent shortly will include design options and will be combined with a car parking survey for the area.
- Healthy Communities: This analysis of this survey will be merged with a similar one undertaken by the NHS and will help identify barriers to access health services in localities. The Leeds Citizens Panel component of the survey received a response rate of 60 %.
- Parks and Countryside and Environmental Cleanliness: The response rate for this survey was lower than other surveys at just under 50% and may be accounted for by the timing of the survey falling during the holiday period. And while this still represents a significant increase in response compared to previous surveys undertaken without the citizens panel this time period will be avoided for future surveys.
- Council Tax Support: This survey asked members views on the government's reduction in terms of council tax benefits. Details of response rates were not available at the time this report was produced.
- Budget consultation 2013/14: In addition to the You Choose budget consultation undertaken through the Leeds City Council website, this survey was sent to all citizen panel members and gives respondents the opportunity to highlight their priorities for the 2013-14 budget. The survey was still open for responses at the time of writing this report but the team has received more than 600 responses just the first week, so a good response rate is anticipated for this important survey.

### Next Steps

- 3.19 Management of Panel membership will be an ongoing feature of work to support the functioning of the Leeds Citizens Panel and will need to be refreshed on a regular basis with approximately one third of members being replaced with new members each year. New demographic targets for the city and individual area committee areas will need to be set this year to reflect recent census data.
- 3.20 The first year of operating the improved citizens panel has demonstrated the opportunities for cost savings for services while still achieving high response rates. An increase in the confidence in the Citizens Panel as a viable mode of public consultation has increased the request for surveys.
- 3.21 A process for managing the forward plan of Citizens Panel surveys will be put in place to ensure that panel members do not receive too many surveys in a short period of time and that busy holiday periods can be avoided. This process will also ensure that we are able to combine surveys to avoid duplication and save costs.

- 3.22 As well as being a valuable tool for reducing costs associated with public consultation the Leeds Citizens Panel has begun to prove its value in helping to shape opinions about important changes to Council services. For example, the findings from the Kirkgate Market survey has highlighted the need to broaden the options being considered for its future development, and analysis from the budget consultation through the Leeds Citizens Panel will be presented to Full Council in February to help set the budget for 2013-14.
- 3.23 **High Rise Management Team**
- 3.24 West North West homes Leeds has set up a new High Rise Management Team as part of the Action on High Rise Living project for 2012/13. This is a new team, focussed on achieving improvements for residents in 17 of high rise blocks, through intensive tenancy management and problem solving. The new team will work alongside existing local area teams to deliver Intensive tenancy management for customers. This work is part of a key Service Improvement Plan for 2012-13, to increase satisfaction levels for customers living in High Rise accommodation.
- 3.25 Analysis to date has demonstrated that there are a small number of priority blocks which require immediate and intensive management intervention, however it was felt appropriate to extend this list to include other blocks that would benefit from an intensive approach. WNWhL looked at issues in all 45 high rise blocks to prioritise 17 to be targeted by the team. 5 of these blocks fall within the Inner North West area. These are:
- *Holborn Towers*
  - *Lovell Park Grange*
  - *Lovell Park Heights*
  - *Lovell Park Towers*
  - *Norman Towers*
- 3.26 The establishment of an intensive management team focussing on a small number of blocks will enable them to provide uninterrupted focus on the priority issues that customers have highlighted. It is anticipated that this team will operate until the end of the financial year in order to maximise impact and deliver customer priorities, at which point WNWhL will evaluate the successes to determine future operations.
- 3.27 Those High Rise blocks that are not covered by this team will still have their priority issues taken forward by their local NMO. The new team will also be a source of advice and support for other NMOs working on local issues in their high rise blocks.
- 3.28 The team is headed up by Akbar Khan, the Area Performance Manager for Inner West, and includes three High Rise Management Officers. They are all experienced in managing tenancy and neighbourhood issues, and together form a strong team. The team will be working alongside colleagues from the different area offices, and with other departments across WNWhL as they tackle the local challenges and issues in each block.
- 3.29 As this is a pilot, WNWhL will continually review progress to determine any changes necessary to improve services further.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 Elected members have been consulted on the content of this report.

### **4.2 Equality and Diversity / Cohesion and Integration**

4.2.1 There are no equality and diversity issues in relation to this report.

### **4.3 Council Policies and City Priorities**

4.3.1 The Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009. This approval was rolled forward to 2010/11 and is also being rolled forward to 2011/12 with amendments to the environmental delegation. The Area Functions are included in the Council's Constitution (Part 3, section 3c).

### **4.4 Resources and Value for Money**

4.4.1 There are no resource implications as a result of this report.

### **4.5 Legal Implications, Access to Information and Call In**

4.5.1 There are no legal implications or access to information issues. This report is not subject to call in.

### **4.6 Risk Management**

4.6.1 There are no risk management issues relating to this report.

## **5 Conclusions**

5.1 This report provides members with an update on recent Sub Group business and other project work undertaken by the Area Support Team.

## **6 Recommendations**

6.1 Members are asked to:

- Note and action as appropriate the Key Messages from Sub Groups as set out in section 3.
- Members are asked to comment on how the Council should target its efforts to fill the gaps in Leeds Citizens Panel membership.
- Note the establishment of the High Rise Management Team by WNWhL.

## **7 Background documents**

- None

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Department for  
Communities and  
Local Government

## Response Form

### Extending permitted development rights for homeowners and businesses: Technical consultation

We are seeking your views to the following questions on the proposals to increase the permitted development rights for homeowners, businesses and installers of broadband infrastructure.

### How to respond:

**The closing date for responses is 5pm, 24 December 2012.**

This response form is saved separately on the DCLG website.

Responses should be sent to: [PlanningImprovements@communities.gsi.gov.uk](mailto:PlanningImprovements@communities.gsi.gov.uk)

Written responses may be sent to:

Helen Marks

Permitted Development Rights – Consultation

Department for Communities and Local Government

1/J3, Eland House

Bressenden Place

London SW1E 5DU

## About you

i) Your details:

Name:	Councillor Neil Walshaw
Position:	Chair of Inner North West Area Committee Planning Sub Group
Name of organisation (if applicable):	Inner North West Area Committee Planning Sub Group, Leeds City Council
Address:	Labour Group Office, Civic Hall, Leeds, LS1 1UR
Email:	Neil.walshaw@leeds.gov.uk
Telephone number:	0113 247 6922

**ii) Are the views expressed on this consultation an official response from the organisation you represent or your own personal views?**

Organisational response ☒

Personal views ☐

**iii) Please tick the box which best describes you or your organisation:**

District Council ☐

Metropolitan district council ☐

London borough council ☐

Unitary authority ☐

County council/county borough council ☐

Parish/community council ☐

Non-Departmental Public Body ☐

Planner ☐

Professional trade association ☐

Land owner ☐

Private developer/house builder ☐

Developer association ☐

Residents association ☐



Voluntary sector/charity

☐

Other

☒

(please comment):

**A group consisting of ward members, community representatives and Council Officers in inner north west Leeds**

**iv) What is your main area of expertise or interest in this work?  
(please tick one box)**

Chief Executive

☐

Planner

☐

Developer

☐

Surveyor

☐

Member of professional or trade association

☐

Councillor

☒

Planning policy/implementation

☐

Environmental protection

☐

Other

☐

(please comment):

**Would you be happy for us to contact you again in relation to this questionnaire?**

Yes ☒ No ☐

## **ii) Questions**

Please refer to the relevant parts of the consultation document for narrative relating to each question.

**Question 1: Do you agree that in non-protected areas the maximum depth for single-storey rear extensions should be increased to 8m for detached houses, and 6m for any other type of house?**

Yes ☐ No ☒

## Comments

The Inner North West Area Committee Planning Sub Group ('the group') does not agree that in non-protected areas the maximum depth for single-storey rear extensions should be increased to 8m for detached houses, and 6m for any other type of house.

The group would like to outline a number of areas of serious concern in relation to these proposals:

**1. The group considers that in the overwhelming majority of circumstances a 8m single storey rear extension to a detached property or a 6m extension to any other type of house would lead to significant harm to neighbours and/or the local community.**

The group would strongly disagree with the government assumption that extensions of this nature are unlikely to be controversial or would be unlikely to cause harm to neighbours or the wider community.

The government states in the technical consultation document that "*the large majority of homeowner applications are uncontroversial: around 200,000 are submitted each year, and almost 90 percent are approved, in almost all cases at officer level. The application process adds costs and delays, and in many cases adds little value.*" The group would argue that this statement is largely irrelevant to this particular proposal. In Leeds, and in the majority of other Local Authority areas across the country, an 8m or 6m single storey rear extension is much more likely to be refused than approved in line with existing national and local planning policy. Proposals for this type of extension are also much more likely to be controversial rather than uncontroversial. The group would also argue that the application process in these instances adds significant value to the process (this point is expanded upon below) with minimal delay to the wider building process.

The group would note that the Council has produced detailed design guidance for householder extensions and alterations in the form of the Householder Design Guide Supplementary Planning Document (Adopted in April 2012). As part of the adoption process of the Householder Design Guide a total of 99 ward councillors, 31 Town and Parish Councils, 61 community groups and other interested parties were consulted for their views. Two public meetings were held by the Council which were well attended and the design guide consultation was also advertised extensively in the local press, on the Council's website and at public libraries across the city. The design guide has been produced in accordance with the guidance contained within the governments National Planning Policy Framework (NPPF) introduced in March 2012.

The Group would note that not one response was received during the consultation period which advocated a relaxing of the Council's design guidance relating to single storey rear extensions or which advocated a relaxing of any householder permitted development rights. Indeed, in the Groups experience

the vast majority of local residents in inner north west Leeds have significant concerns relating to the current extent of householder permitted development rights and the harm that is already being caused by extensions, additions and alterations being built out under the current rules.

The Group notes that the Council's Householder Design Guide, which is a similar document to many other supplementary planning documents produced by Local Authorities across the country, includes specific and detailed design guidance relating to single storey rear extensions. The Householder Design Guide states:

*Single storey rear extensions are a common way of extending living rooms and/or kitchens. As these extensions are sited to the rear they can have big impact upon neighbouring gardens. Care needs to be taken when designing an extension to ensure that the height is not excessive and that windows do not harm the privacy of neighbours.*

***In cases where the extension is to be located on the boundary with a neighbour (such as terraced or semi-detached houses) a projection of 3.0m is normally acceptable. A smaller projection may be required where neighbouring gardens are short or where neighbouring windows are close to the extension. If the extension is stepped away from the boundary a greater projection may be permissible.***

*Although extensions to the rear of a property rarely have a significant impact upon the streetscene, design is still an important consideration. Extensions which are poorly designed or are to be built of inappropriate materials will not normally be acceptable.*

*As a general rule extensions to the rear will be acceptable where:*

- *the size and scale of the extension respects the dimensions of the original property and garden space;*
- *appropriate materials are proposed;*
- *the extension will not have a significantly negative impact on neighbouring gardens*
- *the extension will not have a significantly negative impact on neighbouring windows in terms of overshadowing and loss of outlook (See 45 degree code).*

With regards to the 45 degree code the Householder Design Guide States:

*The 45° code usually applies to two storey extensions although it can inform the decision making process for single storey extensions. This code takes account of the position of neighbouring windows. It relates to main living areas such as living rooms, bedrooms, dining rooms and kitchens; it does not usually apply to utility rooms, toilets, staircases or landings.*

*In order to apply the code you should first locate the nearest edge of the closest window on your neighbour's property (fig 1). A line which bisects*

*the wall of the house at an angle of 45° should then be drawn from this point (fig 2). Extensions should then be set within the green area (fig 3). Extensions set within the red area may well be considered to have too great an impact upon your neighbours and could be refused.*

The relevant diagrams are included below for illustrative purposes in relation to the 45 degree code:

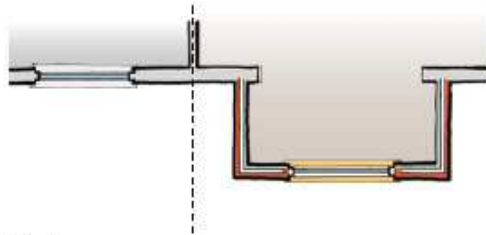


Fig. 1

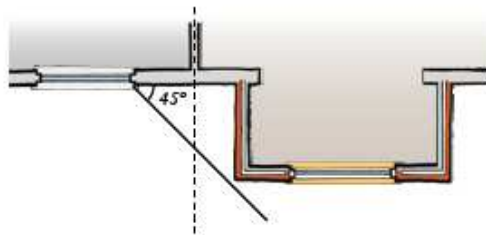


Fig. 2

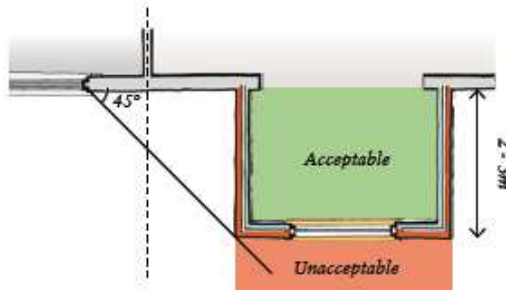


Fig. 3

It is clear from reading the above guidance that, as stated above, an 8m or 6m single storey rear extension is much more likely to be refused, on the basis of the harm being created, than approved by the Council. Harm to neighbours that would be likely to result from such extensions for example, could include that caused by overshadowing, a loss of privacy or a loss of outlook. Although not specifically addressed by the Householder Design Guide it is also clear to the Group that a proliferation of large single storey rear extensions could significantly harm the character and appearance of an area and also have significant implications for a reduction in well used private garden space which provides not only opportunities for exercise and the enjoyment of occupiers of

properties but also a wider benefit in encouraging and sustaining garden wildlife.

**2. The group considers that the proposal is a significant step away from the spirit of Localism that the government has endorsed and would harm local confidence in neighbourhood planning.**

Greg Clark MP, writing in the Plain English Guide to the Localism Bill Update (June 2011) states:

*The Localism Bill was published in December 2010. It sets out a series of proposals with the potential to achieve a substantial and lasting shift in power away from central government and towards local people. They include: new freedoms and flexibilities for local government; new rights and powers for communities and individuals; reform to make the planning system more democratic and more effective, and reform to ensure that decisions about housing are taken locally.*

The group considers that this proposal takes away powers from Local Authorities and local communities in a way which is directly contradictory to the governments stated aims of localism. The group notes that Local Authorities already have powers to relax permitted development rules where it is appropriate to do so through Local Development Orders. The group is strongly in favour of local determinism in this respect. In addition to this, the group notes that even in a hypothetical scenario where a Local Authority may be at odds with a community in relation to relaxing permitted development rules, a local community would have powers, through Neighbourhood Development Orders, to introduce a relaxation of permitted development rules if there was a desire to do so.

The group would note that in inner north west Leeds there has been extensive involvement in the planning process from the local community. This is demonstrated through the production of a number of planning related documents by local community groups, in conjunction and with the support of the Council, in inner north west Leeds. These documents include:

- Far Headingley, Weetwood and West Park Neighbourhood Design Statement (Adopted by the Council February 2005)
- Headingley and Hyde Park Neighbourhood Design Statement (Adopted by the Council September 2010)
- Headingley Renaissance Strategy and Action Plan (Nov 2005)
- Little Woodhouse Neighbourhood Design Statement (Adopted by the Council March 2011)
- Vision for Kirkstall Ward (Nov 2010)

There is also a healthy interest in neighbourhood planning in inner north west Leeds, which is reflected across the city as a whole. To date one of the main concerns raised by community groups in inner north west Leeds in relation to

neighbourhood planning is that the government is giving lip service to neighbourhood planning whilst taking powers away from Local Authorities and local communities. The group considers that the proposed changes to permitted development are likely to further strengthen this view.

Further to this point the Group has a great deal of concern about the statement made in the technical consultation document that “it is of course important to ensure that any impact on neighbours and communities is acceptable” but that this only applies to neighbours and communities in ‘protected areas’. Given the time and effort which has been put into the production of the planning related documents listed above by the local community, all of which have gone through a robust and extensive public consultation, the Group would have significant concerns that the government only considers that those communities in ‘protected areas’ are worthy of protection from the harm which would undoubtedly be caused if this proposal was introduced. This is particularly concerning where a community has already established that there would be no community support for a Neighbourhood Development Order in an area to remove permitted development rights.

**3. The group has significant concerns that there would be no local consultation, particularly for directly affected neighbours, in the development process for harmful 8m or 6m extensions.**

By introducing the proposed changes to the Town and Country (General Permitted Development) Order 1995 (as amended) this would remove the right for neighbours, community groups and other affected parties to comment on proposed extensions through the planning process.

**4. The group has significant concerns that the considerable value added through the planning process will be lost.**

The group is concerned by the government assumption, which is outlined in the technical consultation document, that the planning application process adds little value in many cases. Whilst there is an argument that the process may add little value for straightforward planning approvals, the group has already established above that the majority of 8m and 6m extensions would not fall into this category.

The group concludes, on the basis of considerable evidence in Leeds, that a proposal for an 8m or 6m single storey rear extensions would be highly likely to be both controversial and cause harm to neighbours and the wider community. Where this is the case the group considers that the planning application process adds considerable value by looking to resolve detailed planning considerations and mediate between neighbour disputes. It is incorrect for the government to suggest that the planning application process in ‘many cases’ would add little value.

The group would note that the NPPF indicates that there is a clear role for the planning application process in adding value to the process by being “*a creative exercise in finding ways to enhance and improve the places in which we live our*

*lives*". The NPPF goes on to state that this "*should be a collective exercise*" and that "*in recent years planning has tended to exclude, rather than to include, people and communities*". The group finds it particularly difficult to understand, in relation to the latter point in particular, why the government would choose to exclude people and communities from this process, seemingly contrary to its own general approach.

Given that the National Planning Policy Framework places a significant emphasis on good quality design the group also find it particularly concerning that where detailed local design guidance from both the Local Authority and the local community is present, and has the support of that community, that an individual would be able to disregard this completely.

**5. The group would have fundamental disagreements with the government regarding the potential wider economic benefits of the proposed changes.**

The group notes that the ability of individual households to access capital for building or extension projects has been vastly diminished due to the current financial crisis whether this be in the form of reduced household budgets or a lack of access to lending from financial institutions. The group believes it is naïve to think that the boost to the economy would be anything more than negligible. In this context, and given the significant harm that could be created for generations to come, the group considers that the argument that the proposal would provide a significant boost to the local or national economy can not be given any serious weight.

**6. The group has significant concerns regarding the potential impact on Council resources from this proposal.**

The group would note that if the governments figures were to be borne out in practice (the indication being that 40,000 out of the 200,000 householder planning applications could be removed from the system) that this would lead to significant resource implications for Local Authority planning departments. The Group considers it unclear whether removing these proposals from the planning system will lead to a reduction in workload for planning departments.

Following changes to the Town and Country (General Permitted Development) Order 1995 (as amended) in 2008 the Council saw a noteworthy increase in planning enforcement enquiries in relation to extensions which fell under the new permitted development rules. This had significant resource implications for the Council as no additional funding was made available to respond to these enquiries by the government. If these proposals had continued to require planning permission the Council would have received a planning fee to consider these proposals through the planning application process. The group is concerned, that in a time of severe budget constraints, the current proposal could have a similar impact on Council resources as in 2008. The Group considers that this would also have significant implications for the Council's planning department at a time when the main focus for the department should be encouraging sustainable economic development.

**7. The group considers, in areas of housing imbalance where high concentrations of shared housing exist, that the proposal is likely to exacerbate the problems associated with this imbalance.**

The group notes that the consensus of opinion amongst Local Authorities is that some houses in multiple occupation (HMOs) benefit from householder permitted development rights. The group would question whether the government has considered the impact of allowing 8m and 6m single storey rear extensions to houses in multiple occupation in existing areas of high concentration.

Government published the report 'Evidence Gathering – Housing in Multiple Occupation and possible planning response' in September 2008 which sets out how to respond to the challenges of high concentrations of HMOs. The report identifies the following impacts that occur as a result of high concentrations of HMOs:

- Anti-social behaviour, noise and nuisance
- Imbalanced and unsustainable communities
- Negative impacts on the physical environment and streetscape
- Pressures upon parking provision
- Increased crime
- Growth in private sector at the expenses of owner-occupation
- Pressure upon local community facilities and
- Restructuring of retail, commercial services and recreational facilities to suit the lifestyles of the predominant population

The group considers that the current proposal could lead to a significant cumulative impact in terms of additional bedrooms created in existing areas of high concentration of HMOs. This could lead to further harmful housing imbalance and further exacerbate the above impacts outlined in the 2008 government report. This would be contrary to the aims of those Local Authorities, such as Leeds City Council, which have introduced Article 4 Directions and accompanying local planning policy, often with significant public and community support, in response to this issue.

**Question 2: Are there any changes which should be made to householder permitted development rights to make it easier to convert garages for the use of family members?**

Yes ☐ No ☒

Comments



The group considers that in many instances the current permitted development rules in relation to garages lead to significant adverse impacts and therefore would not support making it easier for households to convert garages.

The group would note that existing permitted development rights allow the conversion of garages for the ancillary use of family members in any case and would question what further changes could be made. If the government is suggesting the relaxation of permitted development rules in relation to garages and outbuildings under Part 1 Class E of current Householder permitted development rights the group would not support this.

As is noted in relation to question 1 above, the group has particular concerns about the implications this could have for shared housing where garage conversions can lead to an intensification of a sites use, which can in turn have significant impacts for both immediate neighbours and the wider community.

**Question 3: Do you agree that in non-protected areas, shops and professional/financial services establishments should be able to extend their premises by up to 100m<sup>2</sup>, provided that this does not increase the gross floor space of the original building by more than 50%?**

Yes ☐ No ☒

Comments

Although there may be a limited number of instances where these proposals may not lead to harm, the group are of the view that these would be very much in the minority in Leeds. The group would therefore like to outline a number of areas of serious concern in relation to these proposals:

**The group have concerns that the proposed changes would significantly impact on the character and visual amenity value of many town and local centres.** The group would note that a significant proportion of town and local centres in Leeds are struggling with an increase in the number of empty units becoming more evident. The group would therefore suggest that there is often ample opportunity for the few successful retailers or businesses which are bucking the trend, to look to expand into larger available units or extend into neighbouring units if additional floorspace is required.

The group considers that the vitality and viability of town and local centres not only hinges on the diversity and quality of businesses present, but also on the attractiveness of those centres and how they are perceived by potential users. The group considered that these proposals have significant potential to lead to unsightly and unsympathetic additions which could create harm in this way.

**The group is concerned about the potential for a significant loss of car parking and service areas associated with businesses that would be likely to occur.** This could have potentially significant implications for highway safety

for pedestrians and road users and is likely to lead to an increase in congestion in existing centres, which is already a significant problem in inner north west Leeds.

**The group considers that the planning application process adds considerable value by looking to resolve detailed planning considerations.**

The Group would note that the NPPF indicates that there is a clear role for the planning application process in adding value to the process by being “*a creative exercise in finding ways to enhance and improve the places in which we live our lives*”. The NPPF goes on to state that this “*should be a collective exercise*” and that “*in recent years planning has tended to exclude, rather than to include, people and communities*”. The group finds it particularly difficult to understand, in relation to the latter point, why the government would choose to exclude people and communities from this process, seemingly contrary to its own policy.

**The group notes that the ability of businesses, particularly small local business, to access capital for building or extension projects has been vastly diminished due to the current financial crisis whether this be in the form of reduced income or a lack of access to lending from financial institutions.** The group believes it is naïve to think that the boost to the economy would be anything more than negligible. In this context, and given the significant harm that could be created for generations to come, the Group considers that the argument that the proposal would provide a significant boost to the local or national economy should not be given any serious weight.

**The group considers it unclear whether removing these proposals from the planning system will lead to a reduction in workload for Local Authority planning departments.** The group is concerned, that in a time of severe budget constraints, the current proposal could lead to a significant increase in complaints and queries from members of the public and neighbour disputes. This would place considerable pressure on Local Authority resources in responding to these matters without any additional funding being provided to resource this.

**Question 4: Do you agree that in non-protected areas, shops and professional/financial services establishments should be able to build up to the boundary of the premises, except where the boundary is with a residential property, where a 2m gap should be left?**

Yes ☐ No ☒

Comments

Further to the points made in response to question 3 the group would have significant concerns in relation to the potential impact that this proposal would be likely to have on the character and visual amenity of town and local centres. Gaps between properties in town and local centres are often considered to be positive features which contribute to the wider townscape and in many instances

are worthy of protection.

The group would also like to express concern that extensions up to the boundary when near to highway junctions could lead to highway safety issues, and that extensions to boundaries near public footpaths could lead to a significant impacts on perceptions of the safety of these spaces.

**Question 5: Do you agree that in non-protected areas, offices should be able to extend their premises by up to 100m<sup>2</sup>, provided that this does not increase the gross floor space of the original building by more than 50%?**

Yes ☐ No ☒

Comments

The group considers that in some scenarios, for example out of town office parks, these proposals may lead to very little, if any, harm. However the group is of the view that in inner city areas extensions of this nature could lead to several adverse impacts which would be harmful to local communities.

**The group consider that the size, scale and inappropriate nature of these extensions in a densely built up urban environment could be likely to lead to significant harm to the character and visual amenity of an area.**

**The group is concerned about the potential for a significant loss of car parking and service areas associated with offices that would be likely to occur.** This could have potentially significant implications for highway safety for pedestrians and road users and is likely to lead to an increase in congestion in centres, already a significant problem in inner north west Leeds.

**The group considers that the planning application process adds considerable value by looking to resolve detailed planning considerations.** The Group would note that the NPPF indicates that there is a clear role for the planning application process in adding value to the process by being “*a creative exercise in finding ways to enhance and improve the places in which we live our lives*”. The NPPF goes on to state that this “*should be a collective exercise*” and that “*in recent years planning has tended to exclude, rather than to include, people and communities*”. The Group finds it particularly difficult to understand, in relation to the latter point, why the government would choose to exclude people and communities from this process, seemingly contrary to its own policy.

**The group notes that the ability of businesses, particularly small local business, to access capital for building or extension projects has been vastly diminished due to the current financial crisis whether this be in the form of reduced income or a lack of access to lending from financial institutions.** The Group believes it is naïve to think that the boost to the economy would be anything more than negligible. In this context, and given the significant harm that could be created for generations to come, the Group considers that the argument that the proposal would provide a significant boost

to the local or national economy should not be given any serious weight.

**The group considers it unclear whether removing these proposals from the planning system will lead to a reduction in workload for Local Authority planning departments.** The group is concerned, that in a time of severe budget constraints, the current proposal could lead to a significant increase in complaints and queries from members of the public and neighbour disputes. This would place consider pressure on Local Authority resources in responding to these matters without any additional funding being provided to resource this.

**Question 6: Do you agree that in non-protected areas, new industrial buildings of up to 200m<sup>2</sup> should be permitted within the curtilage of existing industrial buildings and warehouses, provided that this does not increase the gross floor space of the original building by more than 50%?**

Yes ☒ No ☐

Comments

The group is broadly supportive of this proposal in order to encourage industry to expand and grow in existing industrial areas.

**Question 7: Do you agree these permitted development rights should be in place for a period of three years?**

Yes ☐ No ☒

Comments

The group does not support even a temporary relaxation of the following parts of the Town and Country Planning (General Permitted Development) Order 1995 (as amended):

Part 1 (Development within the curtilage of a dwellinghouse)  
Part 24 (Development by electronic communications code operators)  
Part 41 (Office buildings)  
Part 42 (Shops or catering, financial or professional services establishments)

The group considers that the proposed changes to Part 8 (Industrial and Warehouse Development) could be supported for a period of 3 years.

**Question 8: Do you agree that there should be a requirement to complete the development by the end of the three-year period, and notify the local planning authority on completion?**

Yes ☐ No ☒

Comments

As is noted in response to question 8 the group does not support the proposed changes to Parts 1, 24, 41 and 42 of the Town and Country Planning (General Permitted Development) Order 1995 (as amended). The group is of the view that a three year period would allow a significant amount of harmful development to take place.

The group considers that the proposed changes to Part 8 (Industrial and Warehouse Development) could be supported in line with this suggestion.

**Question 9: Do you agree that article 1(5) land and Sites of Special Scientific Interest should be excluded from the changes to permitted development rights for homeowners, offices, shops, professional/financial services establishments and industrial premises?**

Yes ☒ No ☐

Comments

The group would also like to note that in areas where local communities have participated in the planning process by producing local community-led planning documents, such as Neighbourhood Design Statements, considerable thought has been given as to what would constitute appropriate development in an area. The group would ask government to consider whether such areas should also be 'protected'. The group would argue that a potential positive knock-on effect of this would be to encourage communities to seek greater involvement in the plan making system, which would in turn encourage the application of local solutions to local problems.

**Question 10: Do you agree that the prior approval requirement for the installation, alteration or replacement of any fixed electronic communications equipment should be removed in relation to article 1(5) land for a period of five years?**

Yes ☐ No ☒

Comments

Although the group notes that such equipment is a necessary paraphernalia of modern urban living the group does have particular concerns in relation to the design of this equipment in conservation areas. The group would advocate a statutory requirement for telecommunications operators to agree local design guidelines with Local Authorities rather than the current 'encouragement' to do so. The group, whilst broadly supportive of the need for additional broadband infrastructure, also has concerns in relation to potential impacts for increased street clutter, pedestrian access and highway safety.

**Do you have any comments on the assumptions and analysis set out in the consultation stage Impact Assessment? (See Annex 1)**

Yes ☐ No ☐

**Comments**

The group believes that the governments assessment impact is flawed for a number of reasons, many of which have been alluded to in the above consultation response. These are noted below.

**The group believes that the potential economic benefits cited have been vastly over exaggerated.** The group notes that the ability of individual households to access capital for building or extension projects has been vastly diminished due to the current financial crisis whether this be in the form of reduced household budgets or a lack of access to lending from financial institutions. The group notes that the ability of businesses, particularly small local business, to access capital for building or extension projects has been vastly diminished due to the current financial crisis whether this be in the form of reduced income or a lack of access to lending from financial institutions.

The group therefore believes it is naïve to think that the boost to the economy would be anything more than negligible. In this context, and given the significant harm that could be created for generations to come, the Group considers that the argument that the proposal would provide a significant boost to the local or national economy should not be given any serious weight.

**The group believes that the preparation of planning applications is not particularly complex or time consuming in relation to the types of development which the government is looking at. The planning fee for these types of development is minimal and is likely to be only a fraction of the overall cost of a scheme.**

The group would note that professional fees relating to plan drawing which would be likely to make up the majority of the cost in these instances would be required even where planning permission is not required. It is therefore misleading for the government to state that this would represent a significant saving for homeowners and businesses.

**The group considers that the planning application process adds considerable value by looking to resolve detailed planning considerations.**

The group would note that the NPPF indicates that there is a clear role for the planning application process in adding value to the process by being “*a creative exercise in finding ways to enhance and improve the places in which we live our lives*”. The NPPF goes on to state that this “*should be a collective exercise*” and that “*in recent years planning has tended to exclude, rather than to include, people and communities*”. The Group finds it particularly difficult to understand, in relation to the latter point, why the government would choose to exclude people and communities from this process, seemingly contrary to its own policy.

**The group has significant concerns regarding the potential impact on Council resources from this proposal.** The Group would note that if the government's figures were to be borne out in practice (the indication being that 40,000 out of the 200,000 householder planning applications could be removed from the system) that this would lead to significant resource implications for Local Authority planning departments. The Group considers it unclear whether removing these proposals from the planning system will lead to a reduction in workload for planning departments.

Following changes to the Town and Country (General Permitted Development) Order 1995 (as amended) in 2008 the Council noted a significant increase in planning enforcement enquiries in relation to extensions which fell under the new permitted development rules. This had significant resource implications for the Council as no additional funding was made available to respond to these enquiries by the government. If these proposals had continued to require planning permission the Council would have received a planning fee to consider these proposals through the planning application process. The group is concerned, that in a time of severe budget constraints, the current proposal could have a similar impact on Council resources as in 2008. The Group considers that this would also have significant implications for the Council's planning department at a time when the main focus for the department should be encouraging sustainable economic development.


**The group considers that the use of Article 4 Directions to restrict the changes to permitted development rights, even where government agrees with a Local Authority that there were exceptional circumstances, would prove ineffective in preventing significant harm being created due to the need to observe a 12 month notice period to prevent potential compensation claims from affected parties.** The potential harm which could result from a 12 month period would be significant for those local communities. The group considers that if the government is serious about the use of this tool in ‘exceptional circumstances’ then the requirement to observe a 12 month observation period to avoid compensation claims should be removed.

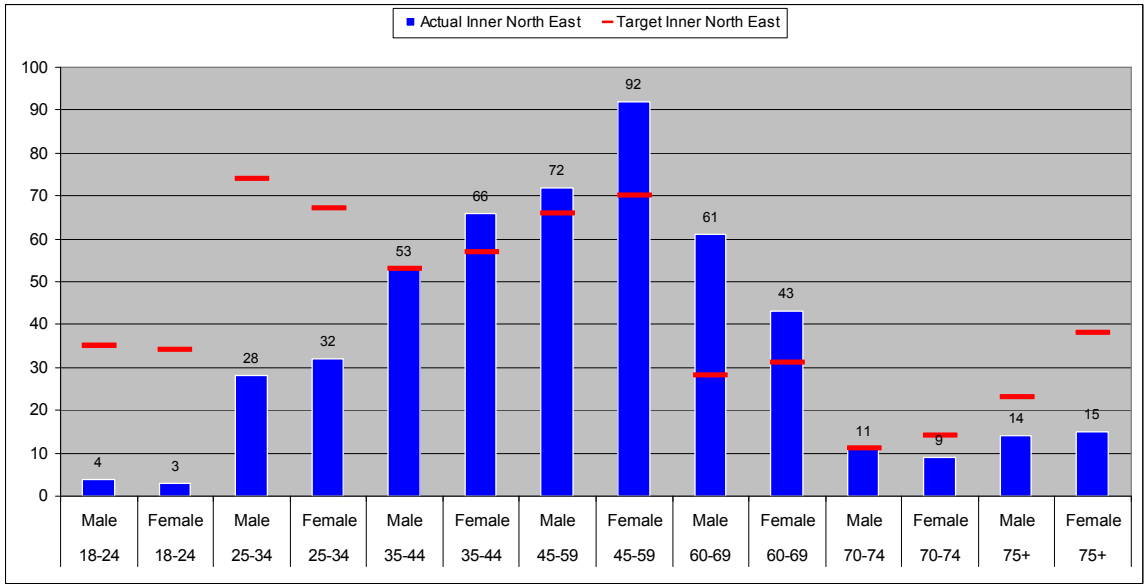
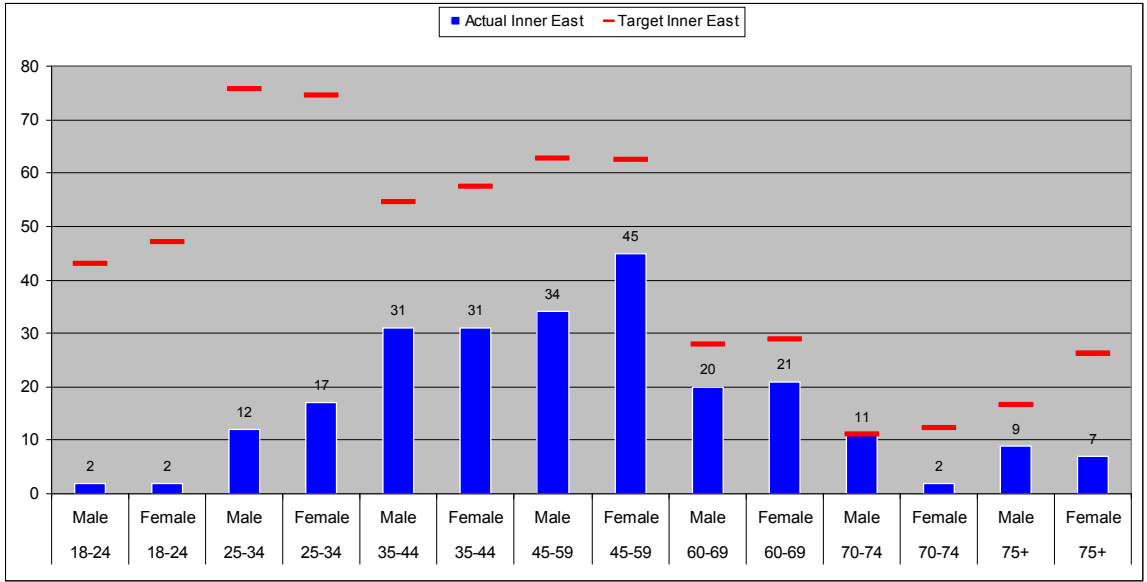
**Thank you for your comments.**

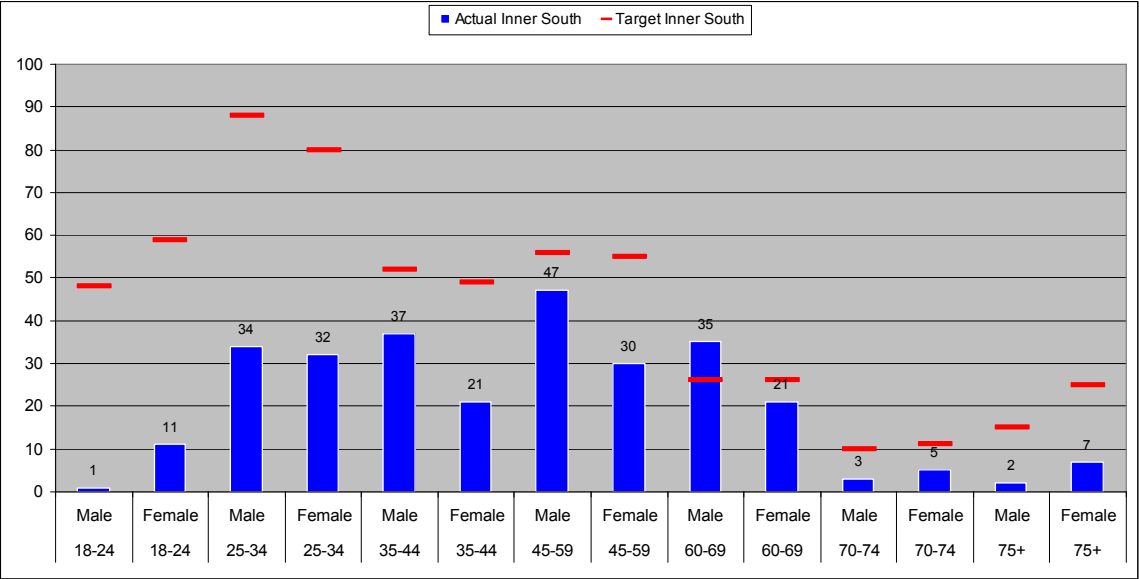
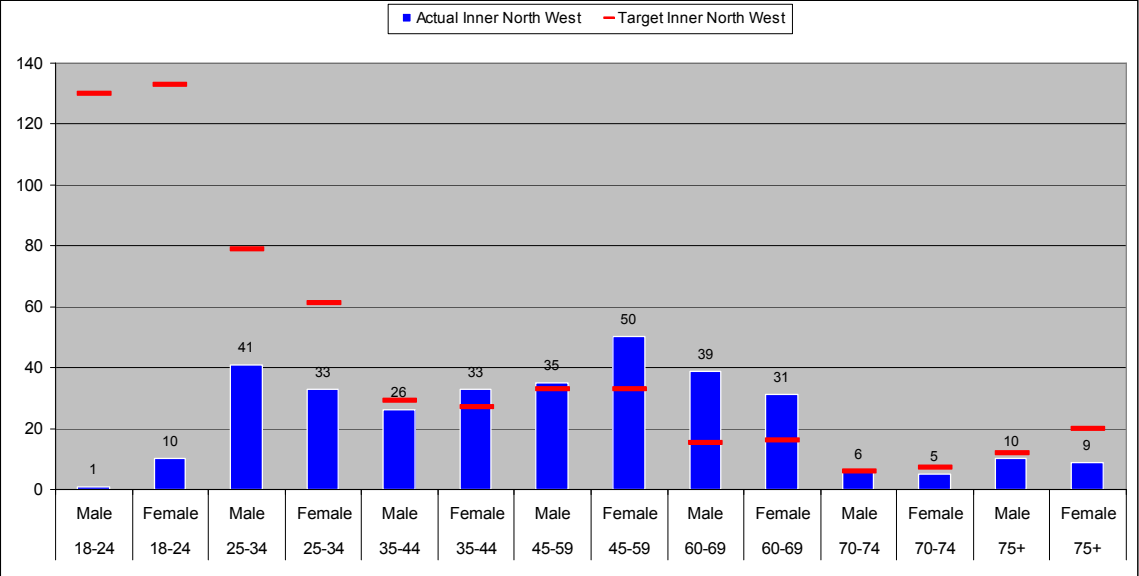
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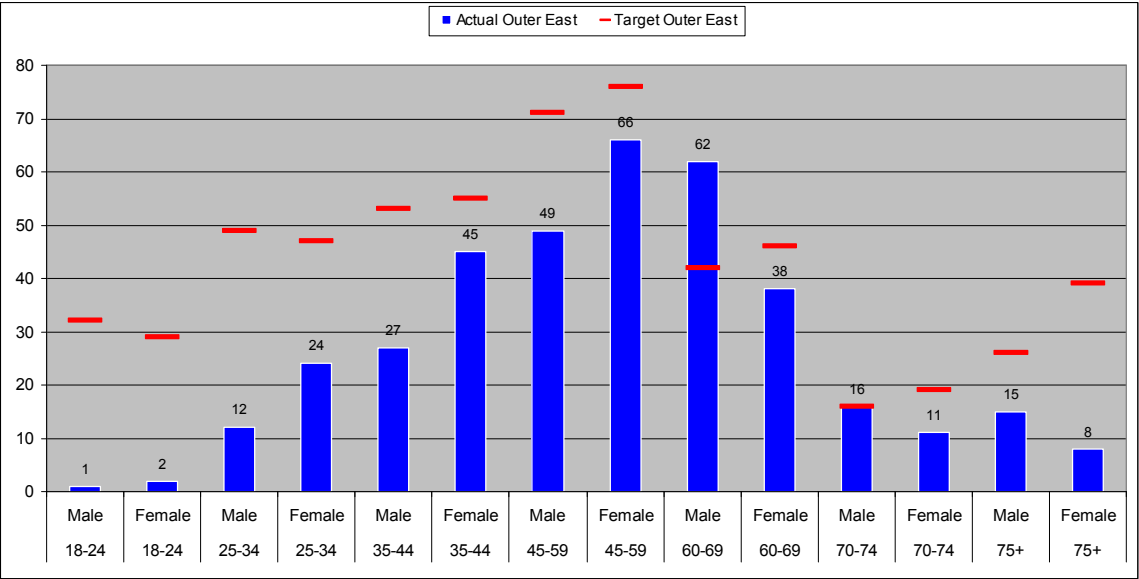
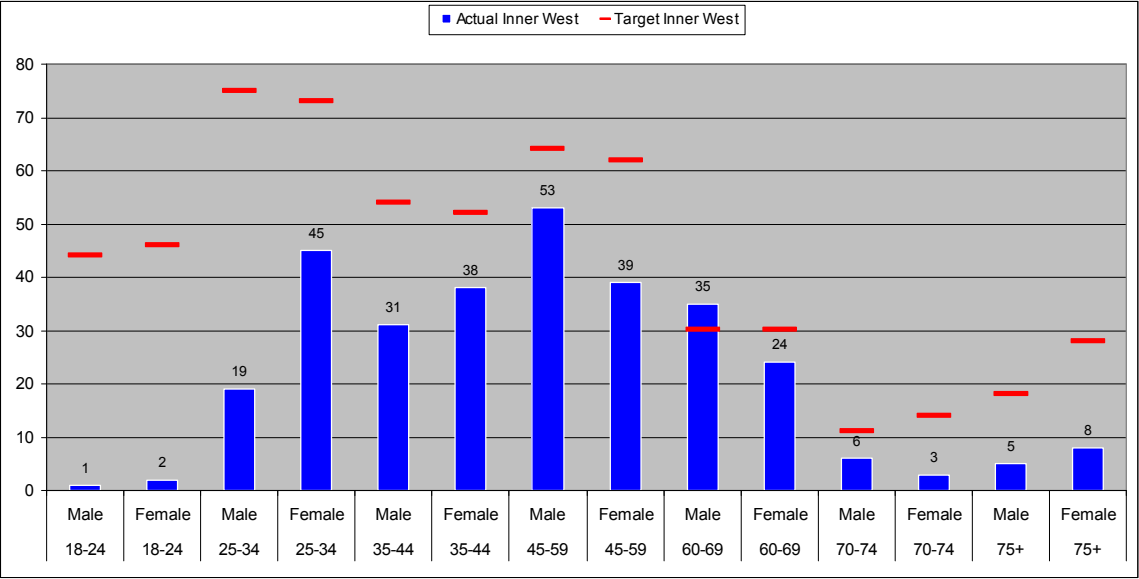


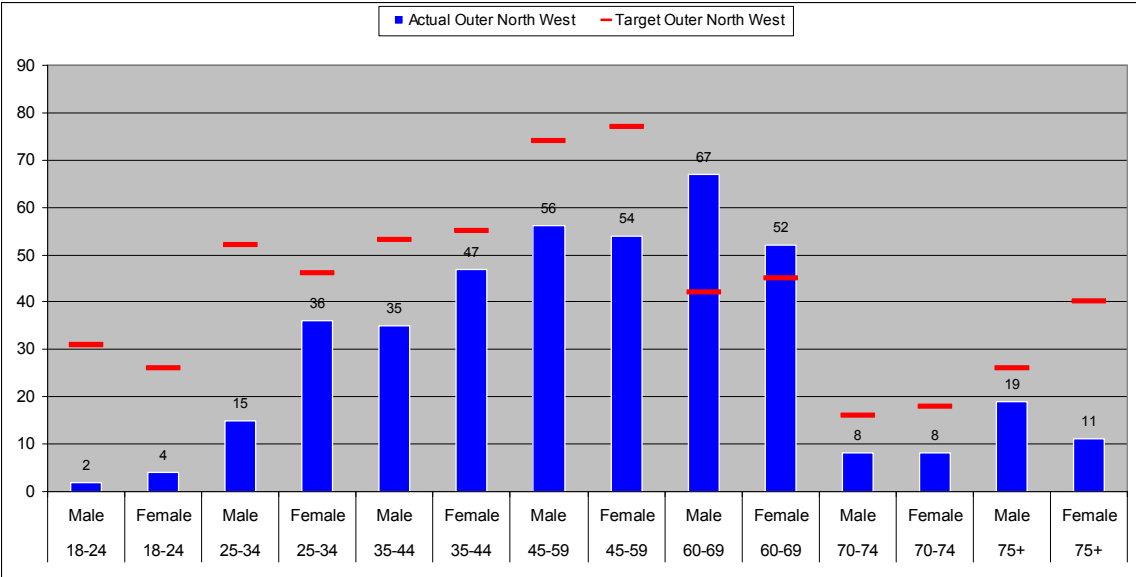
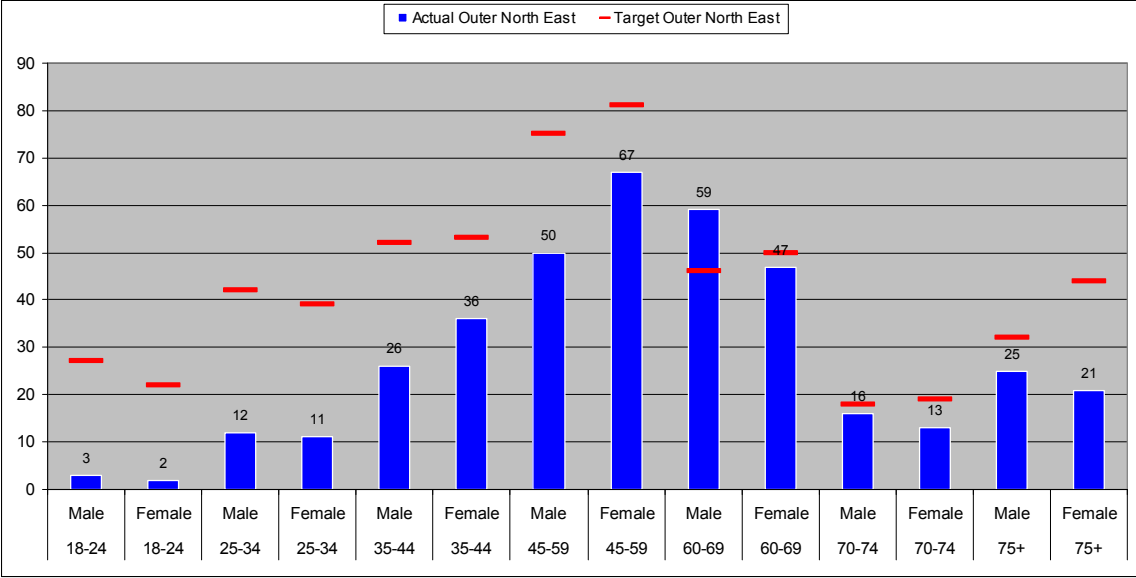
**Leeds Citizens Panel**  
**Membership Summary** (correct as of 1 November 2012)

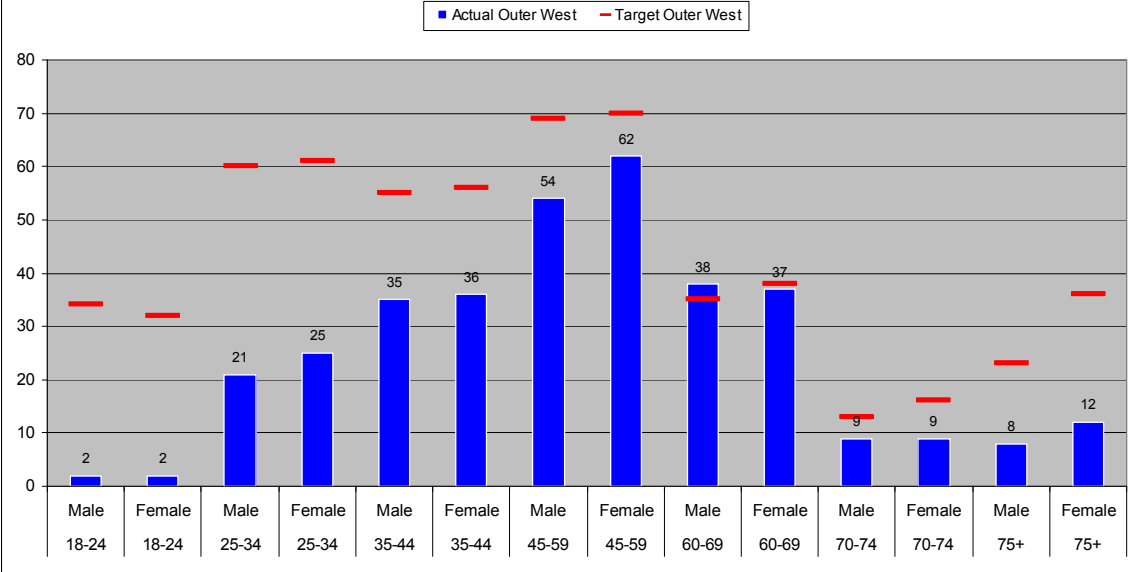
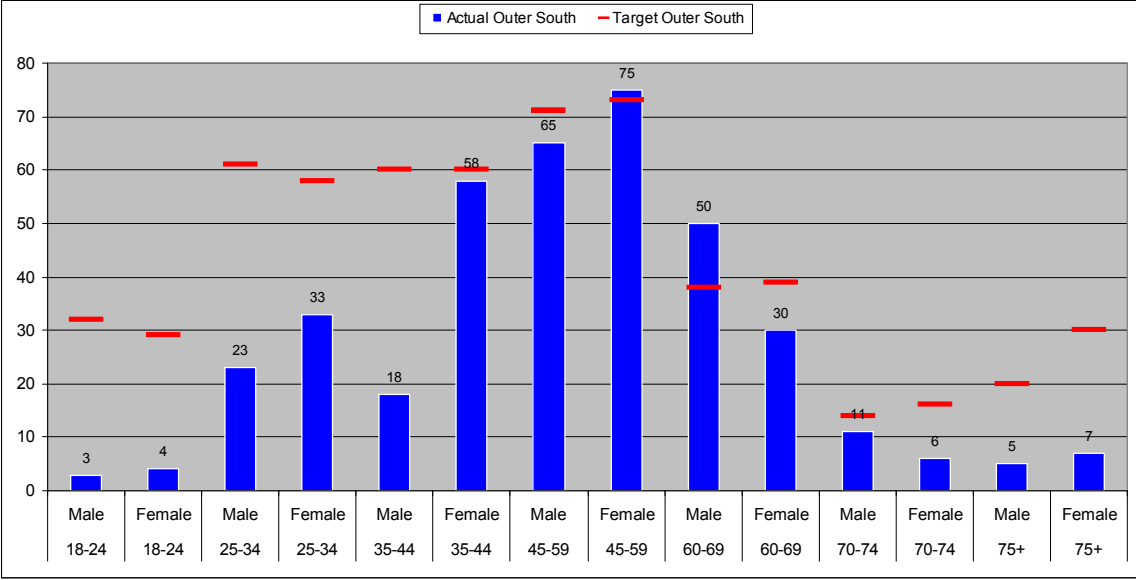
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	Count	% of Total Target		
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		<b>Total</b>	<b>Target</b>	<b>% of Target</b>
Age Groups:	18-24	68	912	7.5%
	25-34	542	1262	42.9%
	35-44	763	1036	73.7%
	45-59	1144	1301	87.9%
	60-69	842	680	123.8%
	70-74	175	272	64.4%
	75+	229	536	42.7%
	<b>TOTAL</b>	<b>3763</b>	<b>6000</b>	<b>62.7%</b>
Gender:	Female	1991	3065	65.0%
	Male	1882	2935	64.1%
	<b>TOTAL</b>	<b>3873</b>	<b>6000</b>	<b>64.6%</b>
Ethnicity:	White	3190	5505 (91.8%)	57.9%
	Mixed Race	75	82 (1.4%)	91.1%
	Asian	135	277 (4.6%)	48.8%
	Black	95	88 (1.5%)	108.5%
	Other	52	48 (0.8%)	107.4%
	<b>TOTAL</b>	<b>3547</b>	<b>6000</b>	<b>59.1%</b>
Area Committee:	Inner East	259	600	43.2%
	Inner North East	531	600	88.5%
	Inner North West	343	600	57.2%
	Inner South	303	600	50.5%
	Inner West	318	600	53.0%
	Outer East	386	600	64.3%
	Outer North East	407	600	67.8%
	Outer North West	438	600	73.0%
	Outer South	400	600	66.7%
	Outer West	361	600	60.2%
	<b>TOTAL</b>	<b>3746</b>	<b>6000</b>	<b>62.4%</b>
		<b>Total</b>	<b>% of Returns</b>	
Long Term Illness:	Yes	444	11.3%	
	No	2177	55.5%	
	No Response	1298	33.1%	
Faith:	Buddhist	24	0.6%	
	Christian	2005	51.2%	
	Hindu	74	1.9%	
	Jewish	63	1.6%	
	Muslim	80	2.0%	
	Sikh	31	0.8%	
	No Religion	1170	29.9%	
	Other	93	2.4%	
	No Response	379	9.7%	
	<b>TOTAL</b>	<b>3919</b>		

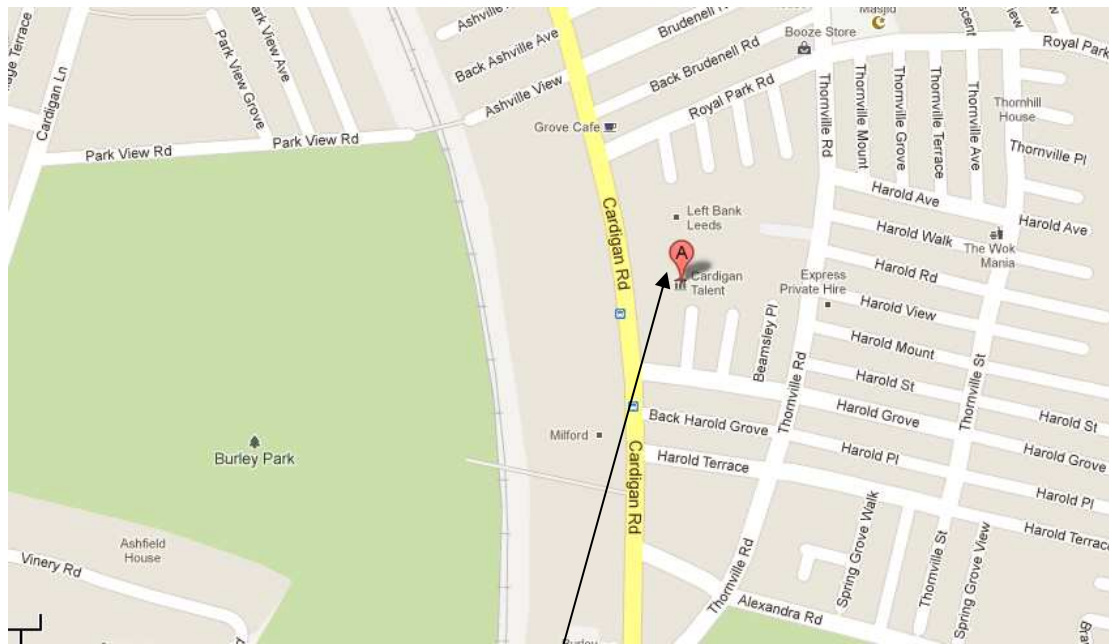












**The Cardigan Centre, 145 – 153  
Cardigan Road, Leeds, LS6 1LJ**

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