



**EAST (OUTER) AREA COMMITTEE**

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**Meeting to be held in Civic Hall, Leeds on  
Tuesday, 10th December, 2013 at 4.00 pm**

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**MEMBERSHIP**

Councillors

D Coupar	- Cross Gates and Whinmoor;
P Grahame	- Cross Gates and Whinmoor;
P Gruen	- Cross Gates and Whinmoor;
M Dobson	- Garforth and Swillington;
A McKenna	- Garforth and Swillington;
T Murray	- Garforth and Swillington;
M Harland	- Kippax and Methley;
J Lewis	- Kippax and Methley;
K Wakefield	- Kippax and Methley;
J Cummins	- Temple Newsam;
M Lyons	- Temple Newsam;
K Mitchell	- Temple Newsam;

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# A G E N D A

Item No	Ward/	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 15.2* 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 15.2, written notice of an appeal must be received by the Head of Governance Services 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 DISCLOSABLE PECUNIARY INTERESTS</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 13-16 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>MINUTES</b></p> <p>To approve the minutes of the East Outer Area Committee held on 15<sup>th</sup> October 2013</p> <p>(minutes attached)</p>	1 - 8
7			<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>	

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8	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p><b>SUMMARY OF KEY WORK</b></p> <p>To consider a report of the Assistant Chief Executive Citizens and Communities setting out priority work carried out in the area over recent weeks, including an update on proposals for a major development at Thorpe Park, together with copies of minutes relating to forums, partnership and sub-group meetings and the Area Chairs meeting</p> <p>(report and minutes attached)</p>	9 - 74
9	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p><b>UPDATE ON HEALTH AND SOCIAL CARE INTEGRATION IN THE SOUTH EAST</b></p> <p>To consider a joint report of the Chief Officer Access and Care, Adult Social Care and Executive Director of Operations, Leeds Community Healthcare Trust providing an update on the continued developments towards integrated working across health and social care</p> <p>(report attached)</p>	75 - 82
10	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p><b>FUEL POVERTY IN OUTER EAST LEEDS</b></p> <p>To consider a report of the Director of Environment and Neighbourhoods outlining the fuel poverty challenge in the Outer East Leeds area and its impact on vulnerable people</p> <p>(report attached)</p>	83 - 92

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11	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p><b>SOUTH AND OUTER EAST LOCALITY TEAM SERVICE LEVEL AGREEMENT PERFORMANCE UPDATE</b></p> <p>To consider a report of the Director of Environment and Housing providing information on performance against the Service Level Agreement between East Leeds Outer Area Committee and the South South-East Environmental Locality Team for the period 1<sup>st</sup> July 2013 – 25<sup>th</sup> October 2013</p> <p>(report attached)</p>	93 - 102
12	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p><b>WELL BEING BUDGET (REVENUE) 2013/14</b></p> <p>To consider a report of the Assistant Chief Executive Citizens and Communities detailing the Well Being budget available to East Outer Area Committee in 2013/14, together with an overview of spending to date and presenting funding requests from new projects seeking support</p> <p>(report attached)</p>	103 - 114
13			<p><b>DATES AND TIMES OF FUTURE MEETINGS</b></p> <p>Tuesday 11<sup>th</sup> February 2014 at 4.00pm – Venue to be confirmed  Tuesday 18<sup>th</sup> March 2014 at 4.00pm in the Civic Hall, Leeds</p>	

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# Agenda Item 6

## EAST (OUTER) AREA COMMITTEE

TUESDAY, 15TH OCTOBER, 2013

**PRESENT:** Councillor A McKenna in the Chair  
Councillors D Coupar, M Dobson,  
P Grahame, M Harland, J Lewis, M Lyons  
and K Mitchell

Apologies Councillor J Cummins, P Gruen,  
T Murray and K Wakefield

### **38 Appeals Against Refusal of Inspection of Documents**

There were no appeals against the refusal of inspection of documents.

### **39 Exempt Information - Possible Exclusion of the Press and Public**

There were no exempt items.

### **40 Late Items**

There were no late items.

### **41 Declarations of Disclosable Pecuniary Interests**

There were no declarations of disclosable pecuniary and other interests.

### **42 Apologies for Absence**

Apologies were received from Councillor P Gruen, Councillor K Wakefield,  
Councillor J Cummins and Councillor T Murray.

### **43 Minutes**

**RESOLVED** – That the minutes of the previous meeting held 10<sup>th</sup> September  
2013 were confirmed as a correct record.

### **44 Open Forum**

No matters were raised in the Open Forum.

### **45 Garforth Area Office**

The Chair raised a proposal that she had received to rationalise Area  
Management office accommodation by closing the Garforth office and having  
officer support via the Dewsbury Road office.

Draft minutes to be approved at the meeting  
to be held on Tuesday, 10th December, 2013

Following a discussion on this proposal it was agreed that the East Outer Area Committee would not be in favour of the loss of the Garforth office facility.

**RESOLVED** – That any proposal to close Garforth Area office would not be supported by this Area Committee.

#### **46 Strengthening relationships between the Outer East Area Committee and the Third Sector**

David Smith and Adrian Curtis presented a report on behalf of the Third Sector on the need to strengthen strategic relationships between the Area Committee and the Third Sector. Members noted that currently there is engagement with individual organisations and networks (e.g. Healthy Lives Leeds and Young Lives Leeds) but not the sector as a whole.

Members noted that In July 2013, a councillor from the South East spoke at an event designed to launch a Third Sector Network for the South East Area, Third Sector Leeds Goes Local. The support of the Area Committee was sought for the direction of travel and the next steps in this work. Members had a detailed discussion on strengthening relationships and specifically with regards to:

- The integration agenda for social care
- The health inequalities gap
- The need for the Council to work with local communities to bring about behaviour change e.g. to improve the cleanliness of public spaces
- Reducing the number of young people not in education, employment or training
- Development of an approach to the Council's asset base.

Further discussion took place in respect of the following key initiatives:

Building on current collaboration of local commissioning of the Third Sector and establish an 'intelligent commissioning' arrangements that aims at ensuring the third sector organisations are prepared to engage with local commissioning arrangements in the relevant timescales.

The annual update report from Third Sector Leeds (TSL) gave regard to activity and impact within their area of responsibility. The report also provided the 'State of the Sector' within the locality, aimed at facilitating a greater understanding of the services and support the Third Sector can offer but also what changes in delivery are occurring.

Members noted that a third sector lead organisation had been identified to work alongside Area Committee Leads for:

- Children's Services

Draft minutes to be approved at the meeting  
to be held on Tuesday, 10th December, 2013



- Environment and Community Safety
- Health and Wellbeing and Adult Social Care
- Employment, Skills and Welfare Reform

The Area Committee and TSL currently work together to ensure relevant and effective Third Sector involvement on the following groups is maintained:

- Environmental Sub Group
- SE Welfare Reform Group
- South East Leeds Debt Forum
- Community Centres Sub Group
- Children and Young Peoples Group

Members noted that the Third Sector development providers work in mutually supportive arrangements with the Neighbourhood Improvement Officers (funded by Area Committees) aimed at working together to develop community capacity within priority neighbourhoods, and in order to further the impact and value added of Wellbeing funding, the Area Committee considered setting targets for percentage increases in the number of third sector lead projects delivered through this fund.

#### **RESOLVED –**

**(a)** That the content of the report be noted and the work being done to strengthen the links between the Third Sector and Area Committees be supported.

**(b)** To work together to strengthen relationships and meet the needs of local communities through collaboration.

(Councillor Mitchell arrived at 16.15pm pending consideration of the above item)

#### **47 Summary of Key Work**

Members considered a report of the South East Area Leader which set out priority work carried out in the area over recent weeks. Appended to the report were minutes of forum, partnership and sub-group meetings and those of the Area Committee Chairs meeting.

##### Children's Services

Children's Services sent apologies for their absence, and no updates were discussed by the East Outer Area Committee.

##### Luncheon Clubs

The East Outer Area Committee received a verbal report from the Area Co-ordinator for Luncheon Clubs in the Outer East. Members noted that the luncheon clubs were a success and that they were making a positive impact in the community. Training is being set up to help volunteers that have been recruited as well as providing basic hygiene courses. Based on the popularity of the luncheon clubs, a discussion ensued on the possibility of opening two more clubs in Swillington.

Members were updated on the attendance at the clubs and noted their high success rate.

Members noted that they had been welcomed and involved in the luncheon clubs and agreed that it is important for people to have a nutritional meal and social interaction.

### Neighbourhood Centres

The South East Area Leader submitted a report detailing priority work carried out in the area over recent weeks together with copies of minutes relating to forums, partnership, sub-group and the Area Chairs forum.

Peter Mudge, South East Area Support Team, presented the report and responded to Members' comments and queries.

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

- Work on Main Street was nearly finished in Garforth and Swillington
- Major refurbishments to new businesses
- On-going problems on Coal Road
- Christmas lights switch on
- The great success the Outer East enjoyed in the 2013 Yorkshire in Bloom

### Update on Thorpe Park

Members welcomed representatives of Scarborough Developments and a Planning Officer to provide an update on the proposals for a major retail-led scheme at Thorpe Park. Members were thanked for their continuous support and guidance in respect of the scheme.

Members received an update with regard to the planning processes and potential challenges to the scheme, and how that might impact upon timings for the delivery of the scheme.

Members also noted that the developers were intending to continue moving forwards with elements of the scheme in advance of receiving planning permission in order that progress was not delayed.

### Older Persons Event Week 2013

James Nundy presented a report to members updating them with the attendance figures from the Older Persons Event Week.

Members gave praise for the events that took place and noted that there is to be an 'Afternoon Tea' hosted by the Lord Mayor to thank all the volunteers involved in the week.

## Area Lead Members Update

Members received a brief verbal update from the Area Lead Members in respect of;

### Children's Services

Councillor Coupar informed Members of the following key issues she was currently working on in her role as Area Lead both in the local area and with other Leads across the City;

- Particular reference was made to the relationship with Children's Services and non-attendance by officers at meetings where Elected Members were present.
- The quality and relevance of some reports provided by Children's Services.
- Issues in respect of the Youth Service Delegated Budget
- Cluster issues particularly with regard to the governance/voting rights of elected members on those bodies.
- The lack of school places in the local area
- Recent successes were identified particularly with regard to the work with young people on budget issues.

### Environment and Community Safety

Councillor Harland informed Members of the following key issues she was currently working on in her role as Area Lead both in the local area and with other Leads across the City;

- An update on her attendance at Sub Committee meetings
- Meetings with relevant officers
- Divisional Community Safety Partnerships
- She also welcomed any issues from Members that required further work

### Health & Social Care

Councillor McKenna informed Members of the following key issues she was currently working on in her role as Area Lead both in the local area and with other Leads across the City;

- Meetings with the Director
- The audit of the 4 wards in respect of doctor provision and the priorities linked to that
- Networks

### Community Engagement

Members noted that a number of Community forums had been held and minutes for a number of these meetings were appended to the report.

#### Area Chairs' Meeting

Minutes of the June meeting of the Area Chairs' meeting were attached to the agenda for information.

#### Partnership and Area Committee Sub Groups/Divisional Community Safety Partnerships/Health & Well Being Partnership Meetings

Minutes of various meetings were appended to the report or an update as to when the next set of minutes would be available was detailed within the report.

**RESOLVED** – That the current position in respect of a number of issues be noted.

(Councillor Lewis left the meeting at 17.30pm during consideration of this item)

#### **48 Strengthening the relationship between Area Committee and Parish Councils**

The South East Leeds Area Leader presented a Safer and Stronger Scrutiny Board Report on strengthening the relationship between the Area Committee and Parish Councils.

The Scrutiny Report identified that both Area Committees and local councils have a key role in providing strong local leadership. A discussion took place around the following:

- Local councils and Area Committees give a commitment to work closely together to develop clear pathways and protocols.
- That Area Leaders take the lead on developing these clear pathways and protocols.
- That the Council's Assistant Chief Executive (Citizens and Communities) promotes the following as good practice amongst Area Committees:
  - The development of a forward work programme and identification of a major 'theme' or 'topic' for each area committee meeting
  - That Area Committee reports include a separate section indicating any potential local impacts or challenges
- That Area Leaders ensure that input is sought from local councils as part of any future area based delegation scheme and particularly around the negotiation of Service Level Agreements.

- That Area Leaders proactively work with local councils and Area Committees to identify opportunities for maximising available resources to best meet the needs of their local communities.
- That local Councils are proactive in promoting volunteering initiatives.
- That the Council's Assistant Chief Executive (Customer Access and Performance) and Chief Officer Localities and Partnerships lead on actively supporting approaches made by local councils for any advice and assistance directly associated with local voluntary initiatives.
- That the three Area Leaders actively promote partnership working with local councils as part of the integrated locality working agenda in the three wedges of East North East, West North West and South East.
- That Area Leaders work closely with Area Chairs to ensure that Area Committees continue to monitor their relationships with local councils in order to identify strengths and potential areas for improvement.

**RESOLVED-** That the contents of the report be noted and that the actions that aim to strengthen links with Parish Councils in the Outer East as set out in paragraph 3.3 of the report be agreed.

#### **49 Well Being Budget (Revenue) 2013/14**

The Area Improvement Manager presented a report that provided details of the Well Being Budget available for the Outer East in 2013/14.

Members noted that the report detailed commitments, agreed funding streams and recent funding requests as follows:

- Increase the communications budget from £1,000 to £2,000
- Award £4,179 to Christ Church Luncheon Club
- Award £3,000 to Methley Village Lights Christmas Committee

During discussion on this item, members were also asked to consider the following additional items:

- 5 Grit bins in Whinmoor - £1,220
- Grit bin refills across whole Outer East - £3,000
- £150 per luncheon club for Christmas lunch
- Luncheon Club equipment provided through NET - £1,000

**RESOLVED-**

Draft minutes to be approved at the meeting  
to be held on Tuesday, 10th December, 2013

(a) That the content of the report and the position regarding small grants be noted.

(b) That the following be agreed:

- Increase the communications budget from £1,000 to £2,000
- Award £4,179 to Christ Church Luncheon Club
- Award £3,000 to Methley Village Lights Christmas Committee
- 5 Grit bins in Whinmoor - £1,220
- Grit bin refills across whole Outer East - £3,000
- £150 per luncheon club for Christmas lunch
- Luncheon Club equipment provided through NET - £1,000

## **50 Dates and Times of Future Meetings**

The next meeting will take place on Tuesday 10<sup>th</sup> December 2013 at 4.00pm, in the Civic Hall, Leeds, LS1 1UR

**Report of the Assistant Chief Executive Citizens and Communities**

**Report to Outer East Area Committee**

**Date: 10<sup>th</sup> December 2013**

**Subject: Summary of Key Work**

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

**Summary of main issues**

1. The report will detail priority work carried out in the area over recent weeks.
2. The report will provide minutes relating to forums, partnership and sub-group minutes and minutes of Area Chairs.

**Recommendations**

3. Area Committee will be requested to note the report and raise any queries.

## **1 Purpose of this report**

- 1.1 The report will provide Area Committee with details of key issues and activities in recent months including project work and community engagement.
- 1.2 The report will provide Members with minutes relating to recent community forums and engagement activities, sub groups and partnerships and minutes of Area Chairs meetings.

## **2 Background information**

- 2.1 The Area Committee Business Plan has been kept up to date with progress on community engagement, partnership work, functions delegated to Area Committee, integrated working and locality working.
- 2.2 The report will include relevant attachments such as minutes and partnership working etc.

## **3 Main Issues**

### **3.1 Outer East Youth Allocation**

- 3.1.1 Following restructuring, the Outer East Youth Service team now consists of:

Team Leader	Glen O'Malley
Advanced Practitioner	Deeta Tren Humphries
Advanced Practitioner	Jim Stanton
Youth Worker (18 hours)	Jonathon Addy
Youth Worker (18 hours)	Mark Cummins
Youth Worker (18 hours)	Maxine Bavill
Youth Support Workers	2.01 Full Time Equivalent – to be advised

The funding allocation is £245, 263 (staffing and non-staffing costs.) In addition to the Youth Service, other youth work providers in the locality include Garforth School Partnership Trust which receives £10,800.

The youth team plans to bring a report to the February 2014 Outer East Area Committee.

### **3.2 Neighbourhood Plans**

- 3.2.1 Garforth: The second Neighbourhood Plan to be launched in the Outer East Area is being prepared in Garforth. The idea was raised at a forum and progressed by Ward Members leading to a drop in meeting on 2<sup>nd</sup> November. The event was attended by around 50 people with 36 signing up for more details about forming a group to develop and progress the plan to a referendum. For the drop in, Area Support and Planning produced photos illustrating Garforth and responses to these included:  
Clinics and GP's medical centre are oversubscribed with no space for new patients,



There are 17 hair and beauty establishments on Main Street, Does Garforth need all these?

Where are the primary schools and high schools? All these planned houses and kids need schools.

Wakefield Road is the most important, scenic and contentious area in Garforth. Give us a park on this site.

A full resume of comments received is included as *Appendix 1*.

- 3.2.2 Kippax: Launched at the start of this year as one of the pilots, work on the Kippax Neighbourhood Plan is now being circulated to residents to gain their input. The survey is online and being distributed to 4,500 homes in the village to ascertain what people would like to see their village look like in years to come. The organising committee is working with the Planning Aid organisation in the hope of Kippax Neighbourhood Plan becoming operational in 2015.

### **3.3 Christmas Lights**

- 3.3.1 Christmas lights are now being switched on in Garforth, Cross Gates, Kippax, Methley, Halton, Great Preston and Allerton Bywater. The switch-on events were funded by a variety of sources:

- 3.3.2 Cross Gates 14/11/2013 – The festive spirit hit Cross Gates on 14 November as an estimated 1000 local residents flocked to Austhorpe Road for the 4th Christmas lights event, funded by the Outer East Area Committee with support from Radio Aire/Magic 828. Entertainment included steel pan band by *Foxwood Steel*, a rock band performance from Breeze has Talent finalists *Headwire*, the *Swarcliffe Primary School choir*, singing and dancing by local girl guides along with appearances by Ronnie the Rhino and Father Christmas. The special guests to turn on the lights were specially selected pupils from John Smeaton Community College and Manston Primary School. The South East Area Support Team and Cllr Grahame led on organisation.

- 3.3.3 Halton 14/11/2013 – The Halton motifs (located on Station Road, Cross Gates) were switched on in line with the Cross Gates lights switch-on event

- 3.3.4 Kippax 28/11/2013 – This was mainly funded by the Parish Council though funding was also provided via Well Being funds from the Outer East Area Committee. For the first time in many years traders had stalls outside shops on the High Street and extended the length of activities. Local schools assisted with the event including a school choir.

- 3.3.5 Garforth 29/11/2013 – The Outer East Area Committee well-being budget contributed to the motifs and switch-on event arranged by the Garforth & District Lions. Following establishment of the traders' group, for the first time in many years local businesses joined in with the event and are already discussing ideas and greater partnership working for the 2014 event.

- 3.3.6 Great Preston 5/12/2013 – The village has a Christmas tree and lights funded by the Outer East Area Committee and the Parish Council organise a popular switch-on event.

3.3.7 Methley 6/12/2013 – Arranged by the Methley Village Christmas Lights Committee, this event was funded by the Methley Quarry Community Benefit Fund and the Outer East Area Committee

3.3.8 Allerton Bywater - The village has a Christmas tree and lights funded by the Outer East Area Committee.

### **3.4 Update on Thorpe Park**

3.4.1 At the September 2012 meeting of the Outer East Area Committee, Members agreed to feature updates on Thorpe Park as a standard item on the Agenda.

3.4.2 Representatives of Thorpe Park and Planning have been invited to attend today's meeting to provide updates and answer any questions from Members.

### **3.5 Area Lead Members**

3.5.1 The second joint meeting of the four OE Area Lead Members took place on 30<sup>th</sup> October. It was agreed to continue regular updates with attendance by officers in addition to the leads' on-going work. Notes from the meeting are included as *Appendix 2* and the Chair plans to invite Area Leads to update on any key issues at the meeting.

### **3.6 Swarcliffe PFI Credits**

3.6.1 The improvement of parking in areas of Swarcliffe started in 2010 when Area Committee approved £144,000 from the Swarcliffe PFI budget for parking in Stanks Drive, Swardale Green, Swardale Road and Langbar Close.

3.6.2 Completion of this scheme will comprise further parking spaces within the existing grass verges at Mill Green Gardens through funding from Well Being and the remaining £12,373 of PFI credits.

### **3.7 Community Engagement**

3.7.1 Community forums have been held in:

Cross Gates on Wednesday 9<sup>th</sup> October (*Appendix 3*)

Halton on Thurs 10<sup>th</sup> Oct. (*The minutes will be presented to the next meeting*)

Halton Moor on Tues. 8<sup>th</sup> Oct (*Appendix 4*)

North Whinmoor on Mon 7<sup>th</sup> Oct (*Appendix 5*)

Swarcliffe on Wed 2<sup>nd</sup> Oct (*Appendix 6*)

Kippax and Methley (*Appendix 7*)

Garforth & Swillington on Tues 22<sup>nd</sup> Oct (*Appendix 8*)

### **3.8 Area Chairs' meeting**

3.8.1 Minutes of the October meeting are attached as *Appendix 9* and include:

### **3.9 Partnerships and Area Committee Sub Groups**

3.9.1 **Environmental sub-group:** The Environmental Sub group meeting was held on 21<sup>st</sup> November and the minutes are attached as *Appendix 10*.

- 3.9.2 **Divisional Community Safety Partnership (DCSP):** The last meeting was on 24<sup>th</sup> October at The Reginald Centre and minutes are included as *Appendix 11*. There is also an update on the Police Off-Road Motorcycles which are part funded by the OE Area Committee, attached as *Appendix 12*.
- 3.9.3 **Health & Wellbeing:** The Medium Super Output Areas (MSOA) health profiles for 2012/13 are now available and a paper outlining health and wellbeing issues will be presented at the March area committee meeting.

## **4 Procurement Pilot**

- 4.1 The recently implemented Transforming Procurement scheme uses a category management system to improve outcomes and value for money. The scheme highlights engagement with Councillors, service users and providers to ensure locality working, needs and opportunities.
- 4.2 Area Support Team and the Procurement Unit have been working together on two strands of work. Firstly, to understand how the aims of the procurement strategy around engagement with stakeholders can be practically applied. Secondly, as increasing resources are delegated to Area Committees, how the Procurement Team can support the Area Committee undertake a robust commissioning process that ensures that as a public body, Leeds City Council decision making processes are open, transparent and legally sound, as well as meeting the needs of communities by improving outcomes for service users, and delivering value for money.
- 4.3 This work is focusing on two areas; one where the budget being used to commission services is held centrally, and one where the budget is held locally. The areas of work chosen by Procurement Unit in conjunction with Area Leaders are Public Health (central budget) and Children and Young Peoples Activities Fund (local budget). Paperwork being produced as part of this work includes a framework for what to include in Member briefing notes at the start of a commissioning process, an overview of planning a simple procurement, a flowchart for officers on how to identify when to commission and how to undertake it, and a specification form that will provide details for interested parties on the procurement. For the 2013/14 Activities Fund the Procurement Team is supporting the Area Committee by ensuring promotion of the fund is made as broad as possible. Further work will be completed on paperwork and processes by January 2014 with the view to test them in 2014/15 on the Activities Fund.

## **5 Corporate Considerations**

### **5.1 Consultation and Engagement**

- 5.1.1 The projects in sections 3.2 and 3.7 form the main part of the face-to-face community engagement strategy.

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

- 5.2.1 Under equality legislation the Council has a legal duty to pay due regard to the need to eliminate and promote equality in relation to race, disability, gender, age, sexual orientation, pregnancy and maternity, and religion or belief.
- 5.2.2 The main section of this report provides details of activities around community engagement and the delegation of environmental services to Area Committees that support this legal duty.

### **5.3 Council Policies and City Priorities**

- 5.3.1 The proposals contained within this report contribute to the existing targets and priorities set out in the Council's Policy Framework in the following plans:
- Vision for Leeds
  - Safer & Stronger Communities Plan
  - Children & Young Peoples Plan
  - Health & Well Being City Priority Plan

### **5.4 Resources and value for money**

- 5.4.1 There are no new resource implications contained in this report other than funding that has previously been agreed by Area Committee from its revenue budget.

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

- 5.5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are no longer eligible for Call In.
- 5.5.2 There are no key or major decisions being made that would be eligible for Call In.
- 5.5.3 There are no legal implications as a result of this report.

### **5.6 Risk Management**

- 5.6.1 This report provides an update on project work and key issues in Outer East. Any projects funded from the Well Being Budget or undertaken by the Area Support Team are risk assessed.

## **6 Conclusions**

- 6.1 The report provides up to date information on key work and key issues for Area committee to consider. Members are requested to note the content of the report and raise queries relating to issues raised within the report.

## **7 Recommendations**

- 7.1 Area Committee is asked to note the report and raise any queries.

## **8 Background documents**

## 8.1 There are no background documents.

<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.

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Garforth Neighbourhood Planning drop in session 26 October 2013

Purpose of the event

The event was held from 9:30-12:00 but discussions with the public went on until 1pm. The event was well attended by around 50 people with 36 signing up to be involved in a future forum and plan.

Material was used to get people thinking about the issues of interest and concern in Garforth

General Comments

- Where are the primary schools! + high schools, all these houses + kids and no schools
- Schools should only be for local kids the same with doctors clinics
- Clinics and GP's medical centre oversubscribed, no space for new patents
- No medical centres mentioned [in site allocations]
- Park and ride needed to bus people to the train station from the motorway. This will stop people parking on other peoples streets
- Garforth has grown exponentially prior to 1970 (since 1950) and continues to grow exponentially, why can't some other communities take their share E.G. Barwick, Aberford and Mickletown ect
- Boundaries – we don't want to include Aberford + Barwick as they have Parish boundaries and are not part of Garforth otherwise we end up with their developments as well
- Only one senior school and people come from all around. Should be for local people. All those new houses. No schools

Picture 1 - Would you like to see improvements to Garforth Town Centre?

- NO we have just had some
- OCTOBER 26<sup>th</sup> 2013 Main Street has ALREADY been modified. No more room for development and NOT required.
- There are 17 hair and beauty establishments on Main Street, Does Garforth NEED these?
- Problems with litter despite all the litter bins

Picture 2 - What are the local housing needs? E.G. is there enough elderly accommodation?

- I am not familiar with elderly accommodation but from what I can see there seems adequate no more needed
- Think moving out of Main Street can cause isolation to elderly people
- Garforth elderly and old people's bungalows do not have any shops or services
- Probably not as when I was looking there was a very long waiting list
- Old people's home behind Church Parade was closed causing 1- This was a tranquil site by the allotments. 2 – Provided work for local people so less cars. 3 – Easy for relatives to visit. 4 – If houses are put on this site it will add more cars on Church Parade – more + more congestion.
- The old peoples home behind the allotments has just been closed

Picture 3 - Are you happy with the design of new homes?

- No, there should be bigger gardens, green roofs, water barrels, less concrete and tarmac and more permeable paving
- Lack of garden space increases the need for play facilities within each development
- Why are the gardens so small with communal greenspace? Cheaper?

Picture 4 - Newhold Industrial Estate – provision of light industrial uses.

- Can they be told to employ local people?
- This light industrial unit is enough for Garforth

Picture 5 - Successful industrial units at Newhol.

- Need to be encouraged to employ local people

Picture 6 - Skate Park, off Ninelands Lane – is there enough provision for teenagers?

- No that's why there is graffiti
- Not many youth clubs or space for them to use on an evening

Picture 7 - Wakefield Road and surrounding agricultural fields.

- If we build on every green field how do we feed ourselves?
- This scheme would wreck the green belt between Garforth and Micklefield and is so big it would completely change the town's environment.
- Need greenspaces to absorb rainfall NOT more hard surfaces to increase the flooding problem. No to building on Wakefield Road
- We need greenspace as the country needs to grow more food not less. ½ of our food is imported and is so expensive due to the price of transport. We need to retain our agricultural land
- Helps prevent flooding and we need greenspace
- Wakefield Road is agricultural land. We need to treasure agricultural land because 1- food security 2 – peace and tranquillity for peace of mind 3 – quality of life for Garforth residents
- The most important and contentious CONTNETIOUS area in Garforth. The most scenic. Give us a park on this site.
- Good agricultural land should not be built on when there is plenty of other potential. Food security is vital to the security of the country

Picture 8- Do you think there are enough children's play facilities? Are they in the right places?

- Need more parks and play areas
- Garforth is green and this is a good look
- Garforth needs a park
- Always full of glass, poor play area, bad atmosphere. Nine lands good but not enough for smaller kids.
- We require better playground facilities for Garforth.

Picture 9 -Town End junction – does this need improving?



- Traffic is horrendous – queues up Main Street top and all times of day
- With development on Wakefield Road this will cause grid lock on this junction
- Land at top of Main Street would have been a good site for a car park for the railway station
- More development means more traffic
- Increased traffic Wakefield Road & Main Street Flood area no alterations it's a no no.
- Just a nightmare at peak times traffic there all day is barely controlled
- Just a nightmare at peak times

Picture 10 - Garforth Village in Bloom: Successfully improving the local environment?

- Looks good – a pity as you come off the motorway doesn't look as good
- Garforth in Bloom have done a wonderful job in making our community a lovely place. If only we could improve the litter + dogs mess issues on the streets
- Well done Garforth in bloom. Keep it up
- Looks great we need more of this
- Excellent. Congratulations to Garforth in bloom but there are many more areas.
- This is Garforth – looks good

Picture 11 -Station Access – Does the station need improving?

- Terrible parking, local people can't get to the station unless they walk
- Cars parked inconsiderately
- Please build a park and ride for the station
- Good station – needs more car parking
- No spaces for local people/local people need priority mon-fri to collect people/friends and family
- Road leading up to the station dangerous to traffic as coming up to the station cars turning left on opposite direction are on the wrong side of the road due to cars and the bend
- We get overflow in our street from station parking
- Station could be used more if office was left open longer during the day. Underused resource + could provide jobs locally
- Parking issues as people drive from York and then get the train into Leeds
- Great facility terrible parking

Picture 12 Would you like to see improvements to Garforth Town Centre?

- Need more appropriate shops
- Take-away shops escalate problem with litter – I include sandwich shops in this as well
- Need more appropriate shops too many take-away shops
- Need a better range of appropriate shops
- Too many take-away shops more useful shops needed
- Local paths very untidy, litter not kept clear e.g. path from Church Lane to Lowthers – e.g. paper boxes ect

Picture 13 - Garforth AFC – important to involve organisations in Neighbourhood Planning?

- Good football ground – correct size – important in neighbourhood planning process
- Very important all local organisations should be involved
- Is this an amenity for local children to play on? One new football field already proposed on green fields no more

Picture 14 - What are the local road/access issues in Garforth?

- Can't get out of our street sometimes and the new houses on Barrowby Lane make this worse
- Another road which will cause grid lock at the top of Garforth Main Street
- All roads in and out of Garforth have grid lock at rush hour
- No more development in this area
- If the fields the other side of this bridge are built on there would be a bottle neck of traffic and it is already congested
- Bridge is not right as it holds up development and can't be changed criticism

Picture 15 - Are you happy with the accessibility of local services?

- Garforth Library has been well built, great staff, really useful. However my one complaint is young people use it as an amusement arcade just for playing computer games and as for their language. Better discipline should be used to control young people
- There have been several attempts to close the fire station & police station over the years. They are needed as well as GP access, dental and we need to keep opposing
- Access to library good – But flooding problems which flow down Church Lane. The raised road area is good for pushchairs and wheelchairs but directly all over the road. Why is the road now the same level as the pavement, are pedestrians to paddle?
- This is an asset I use it every week
- Yes
- Excellent- asset. If another 5,000 house are built we should get another one

Picture 16 - Do local services satisfy local needs?

- If it stays open – another constant fight
- A town the size of Garforth needs a fully functional fire & police service
- Fire/police/railway all need to stay open but they are constantly threatened with closure

Picture 17 - Localised flooding at St. George's Roundabout – is there a local flooding problem?

- Definitely
- Yes
- Puddles caused and people being splashed

Picture 18 - Where do you do your shopping?

- Main street NOT TESCO
- Hove & Main Street
- I support local shops on Main Street for groceries, fruit, veg and meat

- I support local shops – very obliging friendly staff
- More support on Main Street, people can't get to supermarkets
- More local shops for local workers

Picture 19 - Are there enough jobs in Garforth?

- There are enough jobs already in Garforth and if not people travel to Leeds
- Could employers be encouraged to employ local people where possible?
- No – my husband has to travel to Hull everyday

Picture 20 - Is there a need for more local shops?

- Local shops are struggling more retail development would exacerbate the problem
- Too many supermarkets damage smaller retail outlets and local people
- Shopping is very easy. Enough shops in Main Street and a good super store

Picture 21 - Do you use Garforth Leisure Centre? If not why not?

- Need longer opening hours with staff who take an interest in their work
- Can't use it due to restricted opening times
- Not at the moment. Have approached them for use by Archery Club, but the rent is WAY too high!
- I don't use the squash club
- No because of limited opening hours and there is no pool
- We don't use this facility but it should be maintained or improved
- We need this facility

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**Area Leads Meeting (Outer East) 30<sup>th</sup> October 2013**

**In attendance:** Cllr Andrea McKenna, Cllr Debra Coupar, Shaid Mahmood, Peter Mudge, Martin Hackett, Jane Hopkins

**Apologies:** Cllr Judith Cummins, Cllr Mary Harland, Bash Uppal, Martyn Stenton.

**1. Jobs/Skills/Welfare Area Lead – Cllr Judith Cummins**

MH distributed a paper on how this priority is taken forward in the whole South East area. A meeting is to be arranged with all Area Leads for E/S/W to discuss.

Dependant on how we move forward in Outer East will determine the next two actions.

**Action 1:** contact Housing to see if they can send a representative to this meeting.

**Action 2:** contact Lee Savage to invite to this meeting.

**2. Children & Young People Area Lead – Cllr Debra Coupar**

Cllr Coupar had held several meetings with Cllr Blake and senior officers in Children's Services. She confirmed that the following had been agreed:

- Meeting would be held in each ward to discuss the cluster governance arrangements for their cluster.
- A report will be coming to AC on cluster governance models.
- Arrangements in place to create a young persons consultative group

**3. Community Safety & Environmental Services Area Lead – Cllr Mary Harland**

A powerpoint presentation produced by West Yorks Police was distributed. It focused on co-location of staff and officers working from different buildings including LCC buildings/supermarkets etc.

All present felt that a good working relationship with the Police was essential for improving Outer East neighbourhoods.

**4. Health & Well Being Area Lead – Cllr Andrea McKenna**

There was a discussion on priority setting for the Outer East. H&WB was such a huge area that the priorities needed to be focused. To get to the point of determining the priorities a number of things are required.

There was a further discussion on older people and fuel poverty and how the Area Committee can support Neighbourhood Networks in addressing the elderly keeping warm in winter.

**Action 1:** audit of health provision required for the 4 wards (surgeries/health centres etc.)

**Action 2:** a map showing which GP surgeries/health centres are in which CCG's

NB. Cllr McKenna understood that Swillington was in a different CCG to the rest of Outer East. Are there any other areas in other CCG's?

**Action 3:** an audit of priority health issues by ward is required.

**Action 4:** HOPE not engaging with older persons sub group. Agreed Cllr McKenna and Peter would visit HOPE.

**Action 5:** There was recognition that there are a large number of priorities for older people and it would be beyond the capacity of the Area Lead to focus on them all. Agreed that the focus would be on vulnerable elderly.

**Action 6:** At the moment the older persons sub group has a villages feel to it. Agreed that it would concentrate on incorporating the whole of the Outer East and widen its focus beyond delivering older persons week.

**Action 7:** addressing fuel poverty and keeping the elderly warm this winter would be a top priority. It was agreed that Area Committee (through Neighbourhood Networks) would look to extending a project started by Swarcliffe Good Neighbours in 2012 that provided a winter package for the elderly. The actions include:

- MH to contact Ken Hill re what was in the package, the cost and where funding came from
- If feasible to see if other networks would like to do a similar project
- Contact fire brigade to see what they offer and find out what their advice is on what should be in the package
- Discuss at older persons sub group on 11<sup>th</sup> Nov
- Target getting approval at AC in Dec to fund a project across whole of Outer East
- Arrange for a branding of the package e.g. your Neighbourhood Network in partnership with Ward Members/Area Committee etc.

**Action 8:** contact Robert Curtis to ask for a report on fuel poverty in Outer East and what's being done to address it.

**Next meeting 8<sup>th</sup> January 10 'til 12.30 Garforth Library & One Stop Centre.**

**Attendees:**

Cllr Pauleen Grahame, Cllr Debra Coupar, Cllr Peter Gruen, Paul Spandler (LCC Locality Team), Bob Lawrence (East Leeds Historical & Archaeological Society), Jackie Lawrence (Crossgates & District Good Neighbours), Shirley Evison (Devonshire Neighbourhood Watch), Roy Dobson (resident), Rev'd Carolyn James (Manston St James), Karen Gray (Connecting Crossgates), Rev Sarah feaster (St James' Church), Sophie Stephenson (Crossgates Shopping Centre), Rebecca Slatcher (1<sup>st</sup> Manston & 1<sup>st</sup> Cross Gates Guides), Jean Barnbrook (1M&1CGG), Pelagie Crofton (resident), James Nundy (LCC – South East Area Support Team, minutes)

**Apologies:**

Jean Thacker (resident), Phillip Marsden (DNW), Eileen Sutcliffe (resident), Carol Macklam (resident), Nick Borrás (LCC Highways), Deeta Ten-Humphries (LCC Youth service), Moira Flynn (C&DGNS)

Item	Welcome, introductions and apologies	Actions
1.0	Cllr Pauleen Grahame welcomed everyone to the meeting and introductions were made.	
1.2	Forum attendees were reminded about the LCC protocol for using electronic equipment at meetings. A report is available here> <a href="#">Democracy - use of electronic equipment and recording protocol</a>	
<b>2.0</b>	<b>Minutes of the meeting held on 17 July 2013</b>	
2.1	The minutes from the last meeting were agreed as an accurate record.	
<b>3.0</b>	<b>Matters arising from those minutes</b>	
3.1	(3.1) <b>Medical Centre</b> - Cllr Gruen The site issues have been resolved so the plans for the medical centre could potentially continue.	
3.2	(4.1) <b>On-street parking permit proposals</b> The councillors thanked everyone who responded to the questionnaire rejecting the proposals and reiterated they were opposed to the scheme from the start. Currently awaiting recommendations not to progress the proposal from Scrutiny Board before it can go to the Executive Board. The next update will follow the Exec Board meeting.	
3.2	(4.2) <b>Chestnut Avenue letters</b> All letters were sent out but were not received by Pelagie Crofton or Thelma Renton. Cllr Grahame to resend	Cllr PG
<b>4.0</b>	<b>10 minute open floor</b>	
4.1	<b>Ring Road pedestrian movements</b> Bob Lawrence raised his concerns about the Ring Road between the Barwick Road and Cross Gates roundabouts: <ul style="list-style-type: none"> <li>• Traffic speeds in excess of the 40mph limit</li> </ul>	

	<ul style="list-style-type: none"> <li>• Pedestrian crossing point at the Barwick Road end only, but there are lots of young people needing to cross at the other end to get to the schools</li> <li>• Can anything be done to combat the speeding or make a second safe crossing point?</li> </ul> <p><b>Action:</b> JN to ask Nick Borrás if it's possible to have a traffic survey done</p>	JN / NB
<b>5.0</b>	<b>Highways update</b>	
5.1	Nick Borrás sent his apologies.	
5.2	<p><b>Devonshire parking scheme</b> - Cllr Grahame</p> <ul style="list-style-type: none"> <li>• Responses have been received and the results are being collated all residents will be written to</li> <li>• A plan will be produced with a preferred scheme</li> <li>• Notices will be added to lamp posts and include dates</li> </ul>	
5.3	<p><b>Austhorpe road zebra crossing</b> – Cllr Grahame</p> <ul style="list-style-type: none"> <li>• The bus stop will move back to where it was</li> </ul>	
<b>6.0</b>	<b>Community Safety</b>	
6.1	<p>PC Pritchard and PCSO Broadbent attended to give an update from West Yorkshire Police with statistics from the last six week period:</p> <ul style="list-style-type: none"> <li>• Burglaries are up on last year, with 13 recorded vs six in the same period last year. Seven of them were through insecure doors or windows</li> <li>• There have been 13 burglaries of sheds / garages vs 12 last year, five of which were targeting high value cycles</li> <li>• The Lulworth and Kennerleigh areas will be targeted tonight with letters from the Police through any open windows which are spotted</li> <li>• Cycle security can be increased whilst at home by installing a ground anchor to sheds and garages, available from good cycle shops</li> <li>• Theft from motor vehicles were recorded at seven for this period vs two in 2012. Four of them were from unlocked vehicles on Manston Gardens, Manston Avenue, North Avenue and in the new build estate</li> <li>• Theft of fuel is on the increase</li> <li>• Working on a new project with anti-tamper screws for number plates</li> <li>• One theft of motor vehicle recorded</li> <li>• There were 13 anti-social behaviour reports vs 26 in 2012</li> </ul>	
<b>7.0</b>	<b>Environmental Services</b> – Paul Spandler	
7.1	<p>Locality Team Activity Report for 18 July to 9 October 2013</p> <p>The Team responded to 154 requests for service. Common issues included:</p>	
7.2	<p>Flytipping, particular areas affected include, Smeaton Approach, Bullerthorpe Lane, Manston Lane, Station View, Marshall Avenue, Manston Gardens. Collection team are now routinely visiting these areas. One person likely to be prosecuted for the tip on Manson Lane as they left their name and address on cardboard boxes. Tree cuttings dumped by Grafton Villas dealing with the culprit</p>	
7.3	Dog fouling continues to be a focus with our dog warden and enforcement officers who	



	have been patrolling hot spots including. Kemsing Walk, Church Lane, Austhorpe Road and also Manston Park and ginnels. Four fixed penalty notices (FPNs) issued for dog control issues: two for fouling and two for allowing dogs to roam unattended.	
7.4	Dealt with an issue of mud left on the road from builders on Whitkirk Lane and also had Bellway Homes cut a willow tree back that was obstructing the path on Kelmscott Lane.	
7.5	Cleaned out road gulleys on Austhorpe Lane, Marshall Street. Manston Lane and Barwick Road.	
7.6	Ginnels in the area that have been cleaned or are scheduled to be done include Sandbed Lane, Manston Ave, in the Kelmscott's, Devonshire's and Austhorpe Road railway bridge	
7.7	22 legal notices served for issues inc. waste in gardens, fly tipping, shops that need to improve their waste storage, overgrown hedges blocking paths.	
7.8	Eight FPNs issued for issues including dog fouling, commercial waste problems, waste in gardens, stray dogs.	
7.9	There are two fly tipping prosecutions pending.	
7.10	The ginnel by the Devon Pub is owned by the pub so they are responsible for its cleanliness.	
7.11	Roy Dobson raised an issue regarding oil leaking from a visitor's car in Silkstone Court <ul style="list-style-type: none"> <li>Working with the police to track down the owner. Will report back at the next forum.</li> </ul>	RD
7.12	Karen Gray thanked the team for their swift action following her report of the ginnel opposite John Smeaton Community College needing cleaning (litter / cans) <ul style="list-style-type: none"> <li>Asked for it to be on a more frequent cleaning cycle or move the litter bin as it is not on the short cut path</li> </ul>	PS
<b>8.0</b>	<b>Activities for young people</b>	
8.1	Deeta Ten-Humphries sent her apologies but did supply a written report on the following: <ul style="list-style-type: none"> <li><b>Restructure</b> The Youth Service re-structure is expected to be completed in the next ten days. The final staffing team is not available at this time but a new Team Leader is now in post – Glen O'Malley - and it is expected that we will have a team in place who intend to be very productive across the ward tackling issues and working positively with young people, ward councillors and partnerships.</li> </ul>	
8.2	<ul style="list-style-type: none"> <li><b>Swarcliffe Gala</b> Posters &amp; flyers are being delivered tomorrow. We will start distributing this weekend and on Monday evening on a street work session. I am also waiting for a call back from Crossgates Shopping Centre to set up a stall there early next week to promote the gala and ask local residents if they would like a stall.</li> </ul>	
8.3	Cllr Coupar is now the lead member for outer east for the children and young people portfolio.	
8.4	The restructure of the youth service provision across Leeds is ongoing.	

8.5	A delegated budget will come to the Outer East Area Committee and a sub-group set up – a new/different way of funding projects and activities for children and young people: putting young people at the heart of the decision making process and groups / organisations applying for funding need to be able to document it.	
8.6	<b>Cricket Week</b>	
	Tony Bowry, Yorkshire Cricket Board’s Cultural Diversity Officer, recently attended the Outer East Area Committee meeting to give feedback on the summer cricket camps held at Kippax and Whitkirk Cricket Clubs, which were subsidised by the Area Committee. The camps proved ever popular as 358 places were filled over the week at Kippax (analysis showing 90% boys and 10% girls) and 335 places were filled over the week at Whitkirk (analysis also showing 90% boys and 10% girls). Good lessons were learnt this year and it is hoped further sporting activity projects can be developed for 2014.	
9.0	<b>Planning issues – Cllr Gruen</b>	
9.1	Outline planning permission has been granted for the Manston Lane Link Road. The expected date for the bridge over the railway is spring 2015.	
9.2	East Leeds Orbital Road (ELOR) will run via Whinmoor.	
9.3	Enforcement action is to be taken regarding 56 The Drive and the resident is expected to put another planning application in.	
9.4	Pelagie Crofton queried whether there is an excessive number of betting shops on Austhorpe Road.	
	<ul style="list-style-type: none"> <li>• The councillors informed the forum they were against betting shops and payday loan shops. Cllr Grahame confirmed that the Scrutiny Board were also looking into it too</li> </ul>	
10.0	<b>Cross Gates Christmas lights 2013 – Cllr Grahame</b>	
10.1	<b>Secured:</b>	
	<ul style="list-style-type: none"> <li>• Date is confirmed as Thurs 14 Nov (1<sup>st</sup> Thurs after city centre switch-on)</li> <li>• Event will run 7-8pm (with a road closure on Austhorpe Road 6-9pm for safety reasons)</li> <li>• Stage location is at Crossgates Chiropody &amp; Therapy Centre, 14 Austhorpe Rd (opposite the entrance to the shopping centre)</li> <li>• Choir will be 1<sup>st</sup> Manston Guides</li> <li>• Compares from Radio Aire / Magic 828</li> <li>• Notification regarding the proposed diversionary routes was posted to residents and local businesses on 26 Sept</li> <li>• Event will see the use of the new button box / plunger for 2013</li> <li>• Ather’s fair are on-board again with small rides for younger children and food stalls</li> </ul>	
10.2	<b>Work in progress:</b>	
	<ul style="list-style-type: none"> <li>• <b>Music</b> – trying to secure a steel band</li> <li>• <b>Stage act</b> – hoping to have a local Breeze act (the competition has just finished so discussions have just started)</li> <li>• <b>Button presser</b> – still in discussion with local schools</li> </ul>	

<b>11.0</b>	<b>Other updates</b>	
11.1	<p><b>Crossgates &amp; District Good Neighbours</b> – Jackie Lawrence</p> <ul style="list-style-type: none"> <li>• The autumn edition of the Good Neighbours booklet was tabled</li> <li>• Older Person’s Event in Halton on 3 October was a great success</li> <li>• Will be running a ‘health through warmth’ event in November</li> <li>• Pantomime coming</li> <li>• Planning another Christmas lunch for the most isolated older people which will be held on Christmas Day. 35 people attended last year and a small grant application to the Outer East Area Committee will be submitted soon</li> </ul>	
11.2	<p><b>Crossgates Shopping Centre</b> – Sophie Stephenson</p> <ul style="list-style-type: none"> <li>• Rebranding of the Centre is complete</li> <li>• Toilet facilities refurbishment is progressing: ladies and disabled facilities are complete and the gents is still to come</li> <li>• Arndale House (offices) - discussions ongoing</li> <li>• The Officers Club unit is now open</li> <li>• Will be asking the shops to stay open late for the Christmas lights switch-on event</li> </ul>	
11.3	<p><b>Guides</b> – Jean Barnbrook</p> <ul style="list-style-type: none"> <li>• Now meeting on Fridays at Manston St James Church</li> <li>• Membership is 20 with seven of them currently doing the Baden Powel Award</li> <li>• Wellies and Wristband festival included archery, pilates, zip wire, live music, pioneering</li> <li>• Hoping to carol sing at Trinity shopping centre</li> <li>• Four day London trip</li> <li>• Completing a video of what young people can do in Leeds (to be shown at a future forum)</li> <li>• To come: owl trail, Tropical World trip, golfing, fundraising</li> </ul>	JB / JN
11.4	<p><b>East Leeds Historical &amp; Archaeological Society</b> – Bob Lawrence</p> <ul style="list-style-type: none"> <li>• Recently given a history talk at Christ Church, Halton</li> <li>• Had a stall at the recent Older Person’s Event</li> <li>• It was the General meeting last Saturday with four people in the committee. 40 people attended and boosted the membership to 139</li> <li>• Talks about Cross Gates, Manston and Austhorpe are available – see Bob</li> </ul>	
11.5	<p><b>Manston St James Church</b> – Rev’d Carolyn James</p> <ul style="list-style-type: none"> <li>• 100 years of the current church building – there will be a special service on 17 November</li> <li>• Held a flower festival in July</li> <li>• During the school summer holidays afternoons of activities were held in the three local churches. Approximately 60 young people attended each session.</li> </ul>	
<b>12.0</b>	<b>AOB and date of next</b>	
12.1	<p><b>Older Person’s event Week</b> – James Nundy</p> <ul style="list-style-type: none"> <li>• There were two local events: Swarcliffe on Tues 1 Oct at St Gregory’s Y&amp;A Centre and Halton on Thurs 3 Oct at Christ Church, Halton</li> <li>• Approximately 13 stallholders attended each event from the following list: Swarcliffe Good Neighbours, Crossgates Good Neighbours, Age UK, AVH -</li> </ul>	

	<p>Sheltered Housing Officers &amp; Wardens, Care &amp; Repair / Silverlinks, Community Meals, East Leeds Historical &amp; Archaeological Society, Green Doctor Service (energy saving), LCC - Customer Services, LCC - Environmental Locality Team, LCC - Joint Care Management North, LCC - North 2 Intermediate care, LCC - Joint Care Management (South 2), LCC – Libraries, LCC - mobile libraries, Leeds Building Society - Cross Gates, LCC – South East Area Support Team, Trading Standards - SAFER Project, West Yorkshire Fire, West Yorkshire Police</p> <ul style="list-style-type: none"> <li>• Each event consisted of Information stalls in the morning , followed by lunch and then afternoon entertainment. The whole day was free of charge and this was enabled by funding from the local councillors via the Outer East Area Committee</li> <li>• <b>School music ensembles:</b> For the Swarcliffe event – Swarcliffe Primary was secured but they were then on strike that day. At Halton, Corpus Christi Catholic College sent the Glee Club choir, clarinets, flutes and recorder groups</li> <li>• Attendances we approximately 80 per event but bad weather kept numbers down on last year</li> <li>• It was discussed Older Person’s Sub-group and it has been agreed with Crossgates &amp; District Good Neighbours that there will be a specific event for Cross Gates next year, funded by the Area Committee and arranged by the Good Neighbours</li> <li>• Full analysis still to be completed</li> </ul> <p>12.2 <b>Outer East Area Committee newsletters</b> – James Nundy The second edition of the newsletter was tabled for information. It is produced by the South East Area Support Team following each Area Committee meeting.</p> <p>12.3 <b>Swarcliffe Gala</b> – Cllr Grahame Swarcliffe gala is scheduled for 12-4pm on Saturday 26 October – to take place on the field at St Gregory’s Youth and Adult Centre, Stanks Drive.</p> <p>12.4 <b>Next meeting</b> The proposed date of 8 January 2014 will have to be changed.</p> <ul style="list-style-type: none"> <li>• Post meeting update: Now confirmed as Wednesday 22 January 2014</li> </ul>	<p>All</p>
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## Outer East Area Committee

**Minutes from Halton Moor & E.Osmondthorpe Forum  
Held at Halton Moor Community Centre  
on 8<sup>th</sup> October 2013**

**Present:**

Cllr Katherine Mitchell (Chair), Cllr Judith Cummins, PS Victoria Cocliff, PCSO Gemma Broadbent, David Davenport (Wyke Beck Forum/Dunhills Flood Action), Brian Mumby (Halton Moor Residents), Diane Gill (Save Our Homes), Gladys Townend (Save our Homes & Environment), Simon Norman (SE Locality Team) Amanda Douglas-Smith (ENEHL) Pete Mudge (LCC – South East Area Support Team, minutes)

**Apologies:** Cllr Lyons, Ron Bool, Simon Jordan, Coullin Meikle and Glen O'Malley (Youth Service) Phil Underdown (LASBT)

<b>Item</b>	<b>Welcome, introductions and apologies</b>	<b>Action</b>
1.1	Cllr Mitchell welcomed everyone, checked people had signed in and the apologies were noted.	
<b>2.0</b>	<b>PACT meeting (Police And Communities Together) – PC Phillips</b>	
2.1	Police mentioned they may be called away at a moment's notice as WYP had found and were raiding a cannabis farm in Halton Moor. Arrests had been made.	Police /All
2.2	Compared with previous figures, there have been 2 thefts from motor vehicles (compared with 14 in the previous period), burglaries from dwellings stay at 5 incidents, ASB (5) have been mainly youths throwing stones and neighbourhood disputes.	
2.3	With Mischief Night Halloween and Bonfire Night imminent, many officers have cancelled leave in order to try and ensure the events go without incident.  Show Racism the Red Card was an anti-racism schools project run in association with Leeds United. Plans are underway for the event to be repeated I the coming winter and spring.	
<b>3.0</b>	<b>Minutes of the meeting held on 16 July 2013</b>	
3.1	Approved.	
<b>4.0</b>	<b>Matters arising from those minutes</b>	
4.1	Agreed to circulate the Groundwork flyer with the minutes if an electronic copy is sent to PM  Beck Fields are scheduled to be opened as a local nature reserve.  Football on the terminus has been given a boost with police funding being available to continue the courses.	PM  SJ
<b>5.0</b>	<b>10 minute open floor</b>	

5.1	On Osmondthorpe Field, Japanese Knotweed is growing into a garden. AVH have authorised funds for specialists to remove this. AVH will investigate the problem and undertake complete removal.	
<b>6.0</b>	<b>Neighbourhood Plan</b>	
6.1	It was agreed to invite the Neighbourhood Plan Officer to the January 2014 meeting. If the officer plans to bring a presentation to the meeting, investigate if the presentation can be circulated in advance.	PM PM
<b>7.0</b>	<b>Environmental Services – Locality Working</b> – Simon Norman	
7.1	If household waste bins are left outside, Section 46 of the Environmental Protection Act can be used to specify when the bins can be put out and at what periods they are not allowed on the highway.  If a bin is left on the street or inappropriate items placed inside, the owner will be given a warning and if repeated a legal notice will be issued. If the matter has not been resolved within 28 days, the owner will be fined.	
7.2	Q) Oppositely, what can be done if the bin crew leave an empty bin in an inappropriate location such as the middle of a drive? A) Each crew has a supervisor and they should be notified of the problem and asked to return the bin to the proper location.	
7.3	The matter will be raised with bin collection overseers at the next Environmental Sub meeting.	PM
7.4	Q) The official notice say bins cannot be put out before 7am so it is important the bin staff do not collect before then. A) Agreed.	
<b>8.0</b>	<b>Youth Service</b>	
8.1	Under the youth service restructure, Area Committee now oversees distribution of general funds and has formed a sub-committee to manage this process. Groups are encouraged to bid for the money by contacting Area Support.	PM
8.2	Area Committee has created Area Lead roles to develop good practice in main areas of work and the lead for children and young people is Cllr Debra Coupar.	
<b>9.0</b>	<b>ENE Homes</b> – Amanda Douglas-Smith	
9.1	There are 35 void properties in the housing stock covering Halton Moor, Osmondthorpe and Gipton. This is two less than the previous quarter.	
9.2	The void turnaround time is currently 28.92 days against a target of 30 days. If major works are taken out of the equation, the figure reduces to 28.22 days.	
9.3	The almos have now been taken back inside the Council are renamed	

	Housing Leeds.	
9.4	The Area Panels have stood down and a shadow board utilised to determine the future of Area Panels.	
9.5	Q) Will money be spent on rebranding everything from ENE Homes to Leeds Housing? A) No, letter heads etc will need to be changed however other equipment, including vehicles, will be rebranded as and when the old branding needs replacing.	
9.6	Under government legislation, when people make a new claim, it is now dealt with under the "universal credit" system. To assist with this, the Council has a specialist member of staff to assist and there are advice surgeries at the One Stop Centre every week.	
10.0	<b>AOB</b>	
10.1	The 2013 Older People's Event Week included an extra location this year with HOPE running an event in addition to the traditional 5. All the events went well and enjoyed good turnouts.	
11.0	<b>Date of next meeting</b>	
11.1	The next forum meeting will be on Tuesday 14 <sup>th</sup> January 2014.	All

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**Outer East Area Committee**  
**Minutes from North Whinmoor Forum & PACT meeting**  
**7<sup>th</sup> October 2013**  
**held at Fieldhead Community Centre**

**Present:**

Cllr Peter Gruen (Chair), Cllr Pauleen Grahame, Cllr Debra Coupar, George Mudie MP, Simon Norman (LCC – Locality Team), Sgt Andy Hill (West Yorkshire Police), PCSO Michelle Hunton (WYP), Janice Linley (Whinmoor Wanderers), Norman Sunderland (Skeltons Woods Environmental Group), Brenda Speight (Red Hall Neighbourhood Watch), David Burland (Wellington Hill Residents Association), Gary and Janet White (Farnham Close), Martin and Amanda Snaith (Farnham Croft), Chris Tebbutt (Farnham Close), Harry McLeod (Red Hall Lane), Robert W Preston (Skeltons Wood Environmental Group), Andrew Hall (LCC Highways & Transportation), Anne Longley (Farnham Close), Michelle Honey (Housing Leeds), S Moore (Farnham Close), Pete Mudge (LCC minutes)

**Apologies:**

Jeremy Lunn (Aire Valley Homes), Nick Borrás (LCC – Highways), Deeta Tren-Humphries (LCC – Youth Service), James Nundy (LCC Area Support)

<b>1.0</b>	<b>PACT meeting</b>	<b>Action</b>
1.1	Contact points for your local Neighbourhood Policing Team: <b>Tel:</b> 0113 285 5335 <b>Email:</b> <a href="mailto:banpt.cwt@westyorkshire.pnn.police.uk">banpt.cwt@westyorkshire.pnn.police.uk</a> <b>Website:</b> <a href="http://www.westyorkshire.police.uk/npt">www.westyorkshire.police.uk/npt</a> (then navigate via the map or add your postcode to the box)	
1.2	Since 8 August there have been: <ul style="list-style-type: none"> <li>• 22 calls regarding ASB and in particular neighbourhood disputes and young people. (A drop in 7 on the previous period), stone throwing on Sherburn Road is decreasing and issues around the local shops appear to have died down. The worst asb is towards Stanks and Swarcliffe.</li> <li>• 10 burglaries were recorded which is a drop of 8 on the previous period.</li> </ul>	
1.3	Two new techniques are being trialled by police in the area: Operation Optimal predicts where crimes are likely to take place and allocates officers accordingly. Operation Premium lets officers patrol an area following a crime in order to reassure people and gather information.	
1.4	Q) What is the prime time for burglaries? A) Police are raising awareness of basic safety – especially with the dark nights closing in. Even a bin left out can be a tell-tale sign to would be thieves. Thefts happen so quickly and reports indicate around 40% are opportunistic. However people should not get too despondent as crime figures were hugely down last year and this year’s figures are similar or even better.	
1.5	Q) At Skeltons Woods a wide array of people are going in with some no older than 12. Residents believe drugs play a key part but are not sure whether they should keep ringing 101 as nothing seems to happen. A) If you think anything suspicious is going on ring 101.	All
1.6	Q) Motorbikes are racing up and down Cole Road. Some seem to be going around 80mph. What can be done? A) Police off-road bikes (part funded by OE Area Committee) can target the areas if approximate times are known. Ultimately bikes can be seized and destroyed.	Sgt H/ All

<b>2.0</b>	<b>North Whinmoor Forum - welcome, introductions and apologies</b>	
2.1	Cllr Gruen welcomed everyone to the meeting, introductions were made around the table and the above apologies were noted.	
<b>3.0</b>	<b>Minutes of the meeting held on 15 July 2013</b>	
3.1	<p>(4.1) <b>Fieldhead Community Centre kitchen</b></p> <ul style="list-style-type: none"> <li>Housing Leeds can provide the cupboards requested but due to their staff availability, will probably not be able to fit them.</li> <li>Janice said the other aspects of the scheme remained as noted at the last forum.</li> </ul>	JL / JL
<b>4.0</b>	<b>Matters arising from those minutes</b>	
4.1	<p>(4.5) <b>New housing development: North East quadrant</b></p> <p>Concerns have been expressed that the agreed Orbital Road would effectively cut off areas in the North East Quadrant. Highways are aware a solution must be found to traffic issues before the development progresses. George Mudie has offered to liaise with Alec Shelbrooke to jointly lobby the Government to seek funding for infrastructure needs. It is probable public funds would be used to progress the infrastructure and reimbursement would be received from the developers.</p>	H'ways/ Cllrs/GM
<b>5.0</b>	<b>10 minute open floor</b>	
5.1	No matters were raised in this section	
<b>6.0</b>	<b>Coal Road traffic issues – Andrew Hall</b>	
6.1	<p><b>Cole Road:</b></p> <p>Issues centre on speeding, increase in HGV use and the unpopular mini-roundabout where it is unclear who goes first.</p>	
6.2	The mini roundabout is the problem in terms of road safety as of the last 9 accidents on the road, 8 were at the mini roundabout. An option would be to use chicanes on Cole Road and also place some new speed humps to reduce traffic speed between. A suggestion was made that the mini roundabout be replaced with traffic lights.	
6.3	George Mudie suggested a group should be formed to work with highways to get action outside the meeting and ensure progress is made and the problem of HGVs addressed. This was agreed and names were collected of people interested in joining this group.	
6.4	<p>Q) The road is being used as a rat-run by many drivers and residents note the noise levels are causing nuisance and reducing the value of local homes. One resident said they had counted 1078 cars using the roundabout in a 50 minute period with 410 going down Skeltons Lane, 310 up Cole Road, 214 on Red Hill Lane and 132 up Wetherby Road. Although 8 accidents were noted above, they only represent those requiring 999 calls. In addition there are weekly occurrences of more minor instances.</p>	
6.5	<p>Q) Could Cole Lane be permanently blocked off?</p> <p>A) No as it would be in conflict with the Eastern Quadrant development.</p>	
6.6	Q) Cllr Gruen asked how Cole Road fits with development of the East Quadrant	

6.7	<p>and the Persimmon proposal. A) It will be a long time before these developments progress and so the Cole Road scheme should be implemented in advance.</p> <p>Agreed - A separate meeting will be held between residents confirming they wish to be involved and Councillors and Highways Officers. All aspects including speed, chicanes, blocking, lights and HGVs will be discussed and progress is expected before the forum's January meeting.</p>	AST/NB
<b>7.0 Youth work in Whinmoor</b>		
7.1	Glen O'Malley has recently been appointed Outer South East Youth Manager.	
7.2	<p>Cllr Coupar provided an update on the recently launched Area Lead role in which she is Area Lead for Children and Young People. Cllr Coupar explained Area Committee has taken on general provision and the youth service will retain responsibility for specialist provision. Area Committee has set up a Children and Young People sub-committee and anyone working with children or young people is welcome to say what they would like the available money to be spent on. The group is currently taking applications for spending. Updates on spend will be given at future forums.</p>	AST/ Cllr C
7.3	<p>The cricket weeks funded by Outer East Area Committee and held at Whitkirk Cricket ground and Kippax Welfare Ground went well in 2013 with 358 participants between the ages of 7 and 16. The events are arranged by Yorkshire Cricket Board in agreement with Area Support. Yorkshire Cricket Board's Cultural Diversity Officer Tony Bowry attends the Children and Young People Sub Group and is developing ideas for close working with more schools in 2014.</p>	TB / AST/ Cllr C
<b>8.0 Environmental action and issues - Update from Simon Norman</b>		
8.1	Simon Norman is your local Environmental Action Officer and is available on <b>07891 278 378</b> .	
8.2	<p>Since April 1<sup>st</sup> Locality Working has dealt with:</p> <ul style="list-style-type: none"> <li>• 975 reported incidents requiring attention in Outer East.</li> <li>• The majority of these have been removing flytipping (which is extremely frequent in Outer East).</li> <li>• In that period 112 litter bin emptying runs were allocated and all were undertaken.</li> <li>• 176 litter picks were allocated and of this 155 were completed.</li> <li>• 36 mechanical sweepings were allocated and 31 were completed.</li> <li>• Of overflowing bins reported, 42% were emptied in the same day and 100% within 5 days.</li> <li>• 22 legal notices were issued in the ward and this was generally for not retuning bins.</li> <li>• 13 fixed penalty notices were issued.</li> </ul>	
8.3	<p>Q) How many of the fixed penalties were for dog fouling? A) Only four. Dog fouling is a big problem and needs more dedicated action. The challenge is that someone needs to witness the act. Locality Working can take a witness statement and we also encourage statements from PCSOs.</p>	SN
8.4	<p>Q) Another problem is police horses defecating on the road and it not being cleared up. A) Cllr Grahame said this is a matter which the Council should take up with the Police.</p>	SN

8.5	Q) At White Laithes shops, SN drew attention to the problem of litter being thrown between the gates and becoming inaccessible without a key. It was also suggested the area should be pressure washed and broken flagstones replaced.	PM
8.6	Parks & Countryside have flailed the 30mph sign on Skeltons Lane which was obscured by overhanging vegetation. They will return to the site to finish the work off. Ongoing clean-up days will be undertaken in Skeltons Woods using the team of prisoners assisting Locality Working.	SN
8.7	Q) Could a litter bin be placed on Leyburn Approach as people are using the dog waste bin for general waste. A) Street bins can now accept dog waste and litter. Simon will liaise with Parks & Countryside to see if the same is true at that bin.	SN
8.8	Q) Is litter picking in the contract for the rugby and soccer club at Fieldhead? A) The contract is with Parks and Countryside so the contract would need to be checked with them. It would be helpful to also check responsibility for keeping the place fully maintained including replaving.	<b>Cllr Gruen</b>
8.9	Q) At Leyburn Approach the garages are in poor condition and the school is suffering from overcrowding. Could the garages be pulled down to provide extra space for the school? A) Cllr Gruen said this is being investigated with housing.	JL / Cllr Gruen
8.10	Q) Can orders be placed for grit bins? Cllr Grahame asked for details of where bins were required. At the meeting responses were given for Red Hill Lane at the corner of Cole Road and Farnham Close – which was previously noted in the minutes. Leyburns, Naburn Close Cherrywood Gardens and Cherrywood Close were also proposed.	Cllr Grahame / AST
<b>9.0</b>	<b>Report from Aire Valley Homes – Michelle Honey</b>	
9.1	All the former Almos are now back with Leeds City Council and together form Leeds Housing.	
9.2	The level of rent arrears for Whinmore is £139,609.54p. This has been greatly affected by Welfare Reform.	JL/MH
9.3	There are 82 void properties in Swarcliffe with a turnaround of 37.68 days and 52 voids in Whinmore with a turnaround of 30.98.	JL/MH
9.4	Quarterly walkabouts are advertised on the Housing Leeds website and in future there dates will also be announced at the forum meetings and put on the centre’s display board.  The process of changing Euro-profile locks to Anti-snap ones is ongoing and is undertaken following police intelligence of appropriate areas.	JL/MH/AST/Cllr Gruen
<b>10.0</b>	<b>Any Other Business and date of next meeting</b>	
10.1	<b>Skeltons Woods Environmental Group – Norman Sunderland</b> <ul style="list-style-type: none"> <li>Flailing of the hedge around the soccer pitch has left it in a terrible mess and it is reported 10 trees are damaged beyond repair, a gatepost has been knocked out and branches left on the footpath.</li> </ul> <p>Is there any truth in the rumour that when work is undertaken on the play</p>	<b>Cllr Gruen</b>



		<b>October 2013</b> Interest group set up and forum requires actions before next meeting	
Bin collections <ul style="list-style-type: none"> <li>• Can black and green bins be collected on the same day?</li> </ul>	Environmental Action Officer (SN)		Open
Moss spraying in Farnham Close <ul style="list-style-type: none"> <li>• Requested</li> <li>• Frequency to be reported back</li> </ul>	Environmental Action Officer (SN)	<b>October 2013</b> Informed completed after July meeting	<u>Closed</u>
Grit bin for Farnham Close <ul style="list-style-type: none"> <li>• Requested</li> </ul>	CLlr Grahame	<b>Feb 2013</b> <ul style="list-style-type: none"> <li>• Contact and prices information supplied</li> <li>• A street 'Champion' needs to sign up to monitor the bin</li> </ul> <b>October 2013</b> Bid submitted for Wellbeing funding for 6 new bins including Farnham Close	Open
Youth Service delegation	CLlr Coupar	<b>July 2013</b> <ul style="list-style-type: none"> <li>• Youth Service is being restructured</li> <li>• To report back on progress</li> </ul> <b>October 2013</b> Reported back to October meeting	<u>Closed</u>



## Outer East Area Committee

Swarcliffe & Stanks Forum  
and PACT meetingMinutes from the meeting of 2<sup>nd</sup> October 2013

Held at Swarcliffe Working Men's Club

**Present:**

Cllr Debra Coupar (Chair), Cllr Pauleen Grahame, Cllr Peter Gruen, PC 5259 John Horne (WYP), John Nicholson (resident), Sandra & James Murfin (residents), Jean Jackson (resident), Jean Hagan (resident), Sue Harvey (resident), Deeta Tren Humphries (LCC Youth Service) Siddiga Austin (resident), Paul Nicholson (resident), Jeremy Lunn (LCC Housing), Rita Grainger (Swarcliffe Good Neighbours), Doreen Scahill (Swarcliffe Good Neighbours), Nathan Vaughn (Environmental Action Team), Rita Grainger (SGNS Vol), Doreen Scahill (SGNS Vol), Lynn Towler (LCC Libraries), Mark Nicholson (leaseholder), Mark Bavister (YHL), Eric Vary (resident), Dave Purdy (LCC) Nicola Heffron (ASB) Nina Pungi (ASB) Pete Mudge (AST minutes).

**Apologies:** Ken Hill, Coullin Meikle

<b>1.0</b>	<b>PACT meeting – West Yorkshire Police</b>	
1.1	Contact points for your local Neighbourhood Policing Team are: <b>Tel:</b> 0113 285 5335 <b>Email:</b> banpt.cwt@westyorkshire.pnn.police.uk <b>Website:</b> www.westyorkshire.police.uk/npt (then navigate via the map or add your postcode to the box)	
1.2	PC John Horne said: In the last six weeks ASB has gone down by 26 (66 to 40) which in part is due to children being back at school. This is also because of two Police operations: Operation Optimal predicts where crimes are likely to take place and allocates officers accordingly. Operation Premium lets officers patrol an area following a crime in order to reassure people and gather information.	
1.3	<b>Question)</b> Traders said the cctv cameras covering Stanks Parade have been working since January 2013 however there is a major problem of children around the shops causing nuisance to residents and racket with scooters. One trader said her son was punched during one fracas. <b>Agreed)</b> Deeta said she will be happy to liaise with children she comes in contact with to help remove the problem. Cllr Coupar said problems at Stanks Parade were discussed at the Tasking meeting and priority work will be undertaken to address the issue.	Cllr C, PC H, JL, NV. DTH, PM
1.4	<b>Q)</b> A motorbike is racing around Swarcliffe making a lot of noise <b>A)</b> Police have details of the bike and will investigate	PC H
1.5	<b>Q)</b> A breakdown wagon is routinely parking in Whinmoor Way and taking up three parking spaces throughout the night and weekends. <b>A)</b> Police will investigate.	PC H

<b>2.0</b>	<b>Welcome and introductions to Forum Meeting</b>	
2.1	Cllr Coupar welcomed everyone and each introduced themselves.	
<b>3.0</b>	<b>Minutes &amp; Matters arising from 4 July 2013</b>	
3.1	The minutes were agreed and there were no matters arising which are not covered in the agenda.	
<b>4.0</b>	<b>Activities for young people</b>	
4.1	Deeta said the Youth Service restructure is progressing and Glen O'Malley has been appointed Team Leader for the Outer South/Outer East.	
4.2	In the last quarter Youth Service has <ul style="list-style-type: none"> <li>• Delivered 45 sessions attended by 996 young people.</li> <li>• Kept groups going whilst investigating government's national citizen scheme.</li> <li>• Helped prepare a summer gala for Saturday October 26<sup>th</sup>. Young people are assisting with the event and will be distributing leaflets. Any groups wanting a table should contact Deeta.</li> </ul>	
4.3	The 2013 Junior Cricket Week was funded by Area Committee and held at Whitkirk Cricket Club. Forum members welcomed Yorkshire Cricket Board's future proposals for funded events.	
4.4	The Children and Young People's Sub Committee has held its first meeting. Area Committee appointed Cllr Coupar as Chair and the Sub Committee will bring together those working with young people in the Outer East. There is a dedicated budget and the Sub Committee will ensure young people have a say over spend. Young people can decide if they wish to attend meetings or meet separately. Those involved in arranging Swarcliffe gala will be asked if they wish to form part of this team.	
4.5	Funding is available and applications are now requested for youth activities.	JN/PM
<b>5.0</b>	<b>Swarcliffe Good Neighbours Scheme – Rita Grainger</b>	
5.1	The Older Persons Event week held at St Gregory's went very well.	
5.2	<ul style="list-style-type: none"> <li>• The group's weekly activities are well attended and include the recently launched Knit and Natter and a fundraising group.</li> <li>• The gardening scheme for the elderly is nearing the end of its season and will be replaced throughout the winter with home decorating.</li> <li>• SGNS is considering taking Knit and Natter to local schools.</li> </ul>	KH/RG
<b>6.0</b>	<b>Housing issues in Swarcliffe – Jeremy Lunn</b>	
6.1	All the former Almos are now back with Leeds City Council and together form Leeds Housing.	



6.2	<ul style="list-style-type: none"> <li>Verifying tenancies is continuing with 738 confirmed. However the team has been unable to gain access to 580 homes. They will repeat visit until they get access and verify the tenant.</li> <li>13 voids – noticeable that more 3 bedroom homes are being vacated due to the bedroom tax.</li> <li>Every gas service has been checked for health and safety.</li> <li>Rent collections are going in the right direction with more collected.</li> </ul>	JL  JL
6.3	<p>A comprehensive action plan is being developed for environmental projects and ideas include:</p> <ul style="list-style-type: none"> <li>Staging Post –add a wild flower meadow while the site is unoccupied.</li> <li>Benches for the elderly people’s home.</li> <li>Bins and better storage for wheelie bins at named locations.</li> <li>More ginnel clearing.</li> <li>A garden equipment loan scheme.</li> <li>Work on ginnels at the back of Swarcliffe Bank.</li> </ul>	JL/NV
6.4	Swarcliffe’s Operation Champion in July 2013 resolved a lot of issues. Jeremy handed out summaries of this event.	Cllr G
6.5	<p><b>Q)</b> If Operation Champions were promoted in advance more people would attend to raise issues.</p> <p><b>A)</b> The main aim of Champions is to catch people breaking the law. To promote this in advance would be counter-productive.</p> <p>If people wish to raise issues with the police outside the forums perhaps councillors could invite Police to their surgeries?</p>	Cllrs
6.6	Cllr Gruen said the ultimate ambition for the Squinting Cat is to provide housing for the elderly.	
<b>7.0</b>	<b>Environmental Update – Nathan Vaughn</b>	
7.1	A lot of prosecutions are underway including:	
7.2	<ul style="list-style-type: none"> <li>Litter in a garden in the Braytons</li> <li>Flytipping in Stanks Drive, Whimoor Way, Sherburn Approach and Mill Green</li> <li>Non-payment of litter clearing at Langbar.</li> </ul> <p>An environmental scheme is being planned to raise the flower beds on Sherburn Rd, Farndale, Stanks Parade and Brayton Green.</p> <p><b>Q)</b> Could Housing’s contract with Community Payback be used to help Nathan with some projects?</p> <p><b>A)</b> Jeremy is happy to arrange this with Nathan.</p> <p><b>Q)</b> There are two overhanging branches on Stanks Approach which need removing</p> <p><b>A)</b> Nathan and Jeremy will get this dealt with.</p> <p>Nathan Vaughn can be contacted via 07891 279500 and email: <a href="mailto:nathan.vaughn@leeds.gov.uk">nathan.vaughn@leeds.gov.uk</a></p>	NV  NV  NV/JL  NV/JL
<b>8.0</b>	<b>Parking Issues – Dave Purdy</b>	
8.1	<ul style="list-style-type: none"> <li>LCC Highways is opening Penwell Drive and Penwell Gate to provide curtilage parking. It is understood this work will start soon.</li> </ul>	

8.2	<ul style="list-style-type: none"> <li>Penwells is being tarmacked and drains will also be done.</li> </ul> <p>Cllr Gruen said the Mill Green Gardens parking scheme has been approved and the contractor is looking for a December start. Trial digs will be undertaken in advance and affected residents will be written to.</p>	
8.3	<p><b>Q)</b> When will development start around Grimes Dyke</p> <p><b>A)</b> Persimmon has won its appeal and is looking to build 364 homes near the Red Lion. Highways matters will be resolved initially.</p>	
<b>9.0</b>	<b>Swarcliffe PFI – Mark Bavister</b>	
9.1	<ul style="list-style-type: none"> <li>22 voids are being worked on and turnaround averages 0 – 58 days.</li> <li>Customer satisfaction survey showed 99% satisfaction and 99.3% of the 436 completed jobs undertaken at the specified time.</li> <li>4 access projects are underway.</li> </ul>	MB
9.2	<p><b>Q)</b> If, for a perfectly good reason, (hospital etc) a tenant is unable to make his premise available, can PFI enter the property to undertake repairs?</p> <p><b>A)</b> No – the only keys are those owned by the tenant.</p>	
9.3	<p>Cllr Gruen said it is incredible what some tenants do to properties and it is important this is investigated during the annual tenancy visits. If tenants do things outside the tenancy agreement they must be held to account. It should be a case of three strikes and then the Council takes action to enter the premises. In addition to keeping correct records it is vital to gain entry to check on gas, electricity and safety. Strong support for this from those attending including Housing Leeds who appreciated being given tools to do their job.</p>	
<b>10.0</b>	<b>Mobile Library Service – Lynn Towler</b>	
10.1	A new mobile library is being purchased and this will be available for partnership working with other groups in the area.	LT
<b>11.0</b>	<b>10 Minute Open Floor</b>	
11.1	<p><b>Q)</b> New housing development proposals seem too intensive for Ash Tree Grove, Langbar Tower and Langbar Grange. It will be a further significant loss of green space.</p> <p><b>A)</b> Cllr Gruen said it is vital residents make their views heard in order to protect green spaces: During discussions about an application for 18 new homes a letter was sent to all residents and the scheme was amended. When considered by planners it was still seen as over intensive use and the application was rejected.</p>	
11.2	Cllr Grahame said the Christmas lights switch on is being held on Austhorpe Road on Thursday 14 <sup>th</sup> November and all are welcome. The lights will be switched on by boys and girls from local schools.	All
<b>12.0</b>	<b>Date of next meeting – 6pm, Wednesday 29<sup>th</sup> January at Swarcliffe WMC.</b> In future meetings will look to be alternated between the Working Men’s Club and St Gregory’s	All

### Summary of actions

Action	Lead by	Progress	Action closed or open?
Parking issues on Southwood Road <ul style="list-style-type: none"> <li>To arrange a site visit with Nathan to get first hand experience of the parking chaos</li> </ul>	Cllr Grahame	Action from 30 January 2013	Open
Playgrounds <ul style="list-style-type: none"> <li>PFI contract details to be given to Vicky Nunns</li> </ul>	LCC	Action from 30 January 2013	Open
Playgrounds <ul style="list-style-type: none"> <li>Review of facilities requested by councillors</li> </ul>	Parks & Countryside (VN)	Action from 30 January 2013	Open
Welfare Reform <ul style="list-style-type: none"> <li>Scrutiny Board are to look into the plans</li> </ul>	Cllr Grahame	Action from 30 January 2013	Open
Health Facilities <ul style="list-style-type: none"> <li>Continue to pursue GP interest</li> </ul>	Councillors	Action from 10 April 2013	Open
Environmental action <ul style="list-style-type: none"> <li>Promote outcomes from successful cases: Nathan to regularly provide the information to Area Support Team for inclusion with the minutes</li> <li>Investigate footpath issue at rear of Stanks Parade shops</li> </ul>	NV  NV	Actions from 10 April 2013	Open
Mobile Library Service <ul style="list-style-type: none"> <li>Mobile bus and learning sessions to be promoted in the area at key buildings &amp; events</li> <li>Report back to the next forum on how successful the current</li> </ul>	Lynn Towler	Actions from 4 July 2013	Open

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## Outer East Area Committee

## Kippax and Methley Forum

Meeting held on Wednesday 16 October 2013  
Brigshaw High School

**Present:**

Councillor Mary Harland (Chair), Cllr Keith Wakefield, Insp Chris Jones (WYP), Doug Morley (Kippax PC), Pat Samy (KiB, Traders) David Draper (Kippax PC, KiB, Community Centre), Paul Spivey (Kippax PC), Ken Asprey (Allerton Bywater PC), Mick Weaver (Allerton Bywater Parish Council), Harold Wilson (Allerton Bywater Park Ave Neighbourhood Watch), Glen O'Malley (Leeds Youth Service), Adrian Lee (LCC Youth Service), David Gommersall (LCC Locality Team), Pete Mudge (LCC South East Area Support Team, minutes)

**Apologies:** Cllr James Lewis, Jim Kerr (Methley Residents Association), Barbara Walton (Kippax Tenants and Residents Association), Joanne Harper (Leeds Involvement), Martin Dove (Brigshaw Chair of Governors).

1.0	Welcome / Introductions and Apologies	Action
1.1	Councillor Harland welcomed everyone to the meeting.	
2.0	<b>PACT Meeting</b> – Insp Chris Jones (WYP)	
2.1	Insp Jones said crime figures were slightly better than last years and those in turn were a lot better than previous years. There had been 15 offences recorded in the current three months and that compares with 69 in the previous three and 84 in the one before that. However there has been a slight increase in assaults and burglaries other – which does not include homes. The number of neighbourhood disputes has also increased however this is seen as a collection of unrelated incidents.	WYP
2.2	Ongoing initiatives include distribution of “no cold calling” signs for Kippax, Allerton Bywater and Micklefield with the intention of reducing nuisance and distraction burglaries.	
2.3	Garforth Neighbourhood Watch is providing homes with clip on lights to provide extra homes safety. It may be worth other areas investigating the benefits of this.	
2.4	Q) Could the Police officers try door handles of homes to see if they are secure? A) Local police do this occasionally and will be leafleting homes in the near future.	
2.5	Q) Drivers coming down towards Park Lane and Leeds Road in Allerton Bywater sometimes speed towards the paper shop and even overtake. A) Police will investigate.	
2.6	Q) A meeting was held to consider placing a skateboard park in Kippax. Venues under consideration include the Leisure Centre field and former station site. A) Police have nothing but praise for the idea of a facility and would happily attend a future meeting.	
2.7	Q) A traveller was seen cutting the bolts so that subsequently travellers could occupy the site. Can anything be done. A) Yes – if someone can identify the offender the Police can take action.	
2.8	Council has managed to greatly speed up eviction and now aims for a three day	

	turnaround.	
<b>3.0</b>	<b>Kippax and Methley Forum</b>	
3.1	<b>Minutes of the forum meeting held on Wednesday 1 May 2013</b>	
3.2	Approved	
<b>4.0</b>	<b>Matters arising from those minutes</b>	
4.1	Any matters arising are covered in the current agenda.	
<b>5.0</b>	<b>10 Minute open floor</b>	
5.1	Agreed to no longer include an Open Floor section as any matters not raised in the area roundups can appear in the AOB section.	
<b>6.0</b>	<b>Locality Working – Dave Gommersall</b>	
6.1	The Kippax and Methley Ward is divided into 32 manual cleaning areas (blocks) and in the last 6 months 75% of them were cleaned. Staff holiday and illness accounted for the shortfall.	
6.2	Barnsdale Road gulleys were reported as a problem and as a result all the channels have been checked and swept.	
6.2	HM Prison Armley helped remove overgrown vegetation and fly tips in Kippax and Methley. The aim is to have all removed within 48 hours unless there is a good chance of prosecution, in which case the tip may be left up to 6 days to supply evidence.	
6.3	While no fixed penalty notices have been issued in the Ward during the last 2 months, two have been issued to keep dogs on leads and 1 issued for a person walking more than 4 dogs.	
6.4	Undertaking regular overt and covert dog patrols to ensure people clean up.	
6.5	In Allerton Bywater a brown bin near the fish and chip shop has been long abandoned. David will look into getting this removed.	
6.6	In Allerton Bywater the parish council now removes full bags from bins and leaves them at the pick-up point.	
6.7	Barnsdale Road needs spraying so David will speak with Parks about this.	
6.8	Confirmation is required that the bottom of Ninevah Lane is a public footpath. (Unanimously agreed by the forum.)	
<b>7.0</b>	<b>Youth Service – Adrian Lee / Glen O'Malley</b>	
7.1	Adrian explained this would be his last meeting in Kippax as under staff restructures Adrian is moving to Inner South and Glen O'Malley will be overseeing matters for the Outer East.	
7.2	Glen said that with Adrian moving on, two other members of staff leaving and Parvez now working with the Youth Service team in North Leeds, the Kippax and	

	Methley youth clubhouses have been temporarily closed. Adrian said advance notice had been sent to parents and he assured Ward Members this drastic course of action would be remedied as quickly as possible. Glen said they will be reopened as soon as they have staff for that area and this should be within two weeks.	
7.3	<ul style="list-style-type: none"> <li>Activities in the last quarter included: The Kippax Friday Night Project which generally attracts about 40 youngsters, a range of sporting activities including badminton, football, voice and influence sessions in Kippax Kabin.</li> </ul>	
7.4	<ul style="list-style-type: none"> <li>The Allerton Bywater youth club averages about 30 youngsters and [provides a range of activities including a girls soccer team funded by the Police.</li> </ul>	
7.5	<ul style="list-style-type: none"> <li>Methley youth club attracts about 20 youngsters and topics include substance misuse, emotional health and arts and crafts.</li> </ul>	
7.6	<ul style="list-style-type: none"> <li>Micklefield activities include arts and crafts, collages and outdoor sports. There are also specialist courses on sexual health and relationships.</li> </ul>	
7.7	<ul style="list-style-type: none"> <li>A five day summer activities programme was run as a mini-breeze featuring 2 days in Allerton Bywater, 2 in Micklefield and one in Methley.</li> </ul>	
7.8	<ul style="list-style-type: none"> <li>Team scope events are run by Youth Service at Brigshaw School and peer inspections continue to be carried out at all venues to provide an honest appraisal of users opinions of the facilities and the activities.</li> </ul>	
7.9	<ul style="list-style-type: none"> <li>During the summer months the youth service covering Kippax, Methley and Garforth joined in central government's National Citizen Service and helping fundraising for the Mayoral Charity.</li> </ul>	
7.10	<p>Q) Does Kippax do as well as the villages as regards the number of people attending?  A) It does however events are sited at two locations – the Kabin and Leisure Centre.</p>	
7.11	Ward Members would like to see youth events transferred to a purpose built venue if this opportunity arises.	
7.12	Congratulations and thanks were given to Adrian and best wishes for his new post.	
<b>8.0</b>	<b>Town and Village updates</b>	
8.1	Allerton Bywater – completed Yorkshire in Bloom and the parish council have purchased a water bowser which will assist with ongoing maintenance. Litter pickers have been taken on by the parish council At Blands Play area the parish council acted as agent to get the site renovated but there no longer seems to be any interest in removing the hedge down the side. Cllr Harland said she will investigate this.	MH
8.2	Kippax – The village has again won the gold award and been named category winners in Yorkshire in Bloom and eligible to enter Britain in Bloom. There has also been talk of Kippax entering the European awards however the team feels this would be too expensive in terms of cost and commitment above and beyond what is already given to win the UK's top accolades.	
8.3	Things are set for this year's lights switch on which will include entertainers and a choir however there may not be a grotto.	DM
8.4	The Parish Council is working alongside the traders on an Xmas Best Dressed Shop	DM/

	competition and traders are arranging to place Christmas flags above their shops to brighten things up.	PS
8.5	The Neighbourhood Plan is progressing however the large housing application from Persimmon has required significant time so the Neighbourhood Plan is temporarily not progressing as quickly as it otherwise would.	DM
8.6	Work underway on the High Street includes a new nail bar in a long vacant unit, Peacocks opening in the Co-op, facelifts on several shops – hopefully soon to include an exterior facelift for the Barclays unit. A discount store has opened on the High Street following a suggestion from the Traders Group to the property owner. This is a good example of community cohesion.	
8.7	Progress on a compulsory purchase order or other solution to the Hermitage nuisance is progressing.	KW/ PM
8.8	Ledston – Won silver gilt in Yorkshire in Bloom which indicates year on year progress in the competition and village welfare.	
<b>9.0</b>	<b>Any Other Business and date of next meeting</b>	
9.1	Date of next meeting: 6pm, Wednesday 16 April 2014.	All





**Outer East Area Committee**  
**Garforth & Swillington Forum**  
**& PACT meeting**

Meeting held 22 October 2013  
at Garforth Liberal Club

**Present:** Cllr Andrea McKenna (Chair,) Cllr Mark Dobson, Cllr James Lewis, Cllr Mary Harland, Mark Burns-Williamson (Police & Crime Commissioner), Insp Chris Jones (WYP), Shirley Morris (Garforth & District Crime Prevention Panel), Jacqui Smith (Chair – Swillington Parish Council), Ian Wallace (Great & Little Preston Parish Council), Kevin Pease (Pease of Garforth / Garforth Traders Chair), Jane Anne Parsons (SPT Uniforms, Garforth Traders), Martin Eggington (Garforth & District Lions Club), Philip & Karen Dunwell (Garforth In Bloom), Susan Ashworth (Garforth in Bloom), Ian Forster (Resident), Stuart McKenna (Swillington Resident), Shirley Raisey (resident), Glen O'Malley (Youth Service Team Leader), Jack Bate (Kippax Parish Council / Kippax in Bloom), Joy Bate (Kippax Parish Council / Editor) Adrian Lee (Youth Service), Simon Norman (LCC – SSE Locality), Pete Mudge (LCC - Area Support Team, minutes)

**Apologies:** Cllr Tom Murray, Sharon Elliott (Garforth Cluster), Alison Lane (Precious Bridal), Eric Pepper.

<b>1.0</b>	<b>Introductions and apologies</b>	Action
1.1	Councillor McKenna welcomed everyone and apologies were noted.	
<b>2.0</b>	<b>Community Safety PACT – Insp Jones</b>	
2.1	Insp Jones said that year on year, crime figures have been reducing but at present they are comparable with the same time last year while burglaries are 12 higher than they should be.	WYP
2.2	ASB for the last three months continues to decrease and this is especially pleasing as this period includes the school holidays.	
2.3	While one burglary is one too many, apart from the city centre, Garforth has the lowest crime figures in Leeds and below the national average. This is certainly assisted by the No Cold Callers initiative.	All
2.4	“Project Immobilise” whereby images of treasured possessions are registered online at no charge is being more widely used. In the event of a theft or an item being found, they can quickly be recognised anywhere in the UK.	All
2.5	Q) How much of the increase in burglaries is due to us and how much to smash and grab? A) 15% is sneak in but the vast majority results from thieves travelling to Garforth. Some of the crimes are avoidable but a considerable number occur because thieves force their way in.  Q) Does improvement to the environment help reduce crime? A) Yes. If you have a property with one broken window and do nothing about it, within a short time it will have two broken windows and from there four etc. If people take pride in their area and schools and communities get involved it undoubtedly helps reduce crime.	
2.6	<b>Mark Burns-Williamson (Police and Crime Commissioner for West Yorkshire)</b>	
	Mark thanked the forum for inviting him and said that his job is to hold the Chief Constable and Force to account.	

	<ul style="list-style-type: none"> <li>• Since taking office he has been involved with appointing a new Chief Constable, helping set the Police budget and appoint 44 new police officers. The overall role is to help people feel safer and actually be safer in West Yorkshire.</li> <li>• In today's visit to Garforth Swillington and Kipapx Methley area he has seen several projects and met staff and members of the local community.</li> <li>• The monthly perception survey for the area identifies traffic and rubbish as the two main problems followed by burglary and property crime a long way behind. Compared with the comparable population sizes of Manchester and the West Midlands, people feel safe and are indeed a lot safer in West Yorkshire.</li> <li>• The Safer Leeds Partnership is doing a great job protecting everyone and nearly a third of their budget is spent on helping people on the frontline.</li> <li>• Future projects in Leeds include contracting from 3 divisions to one which will save costs.</li> <li>• The Commissioner said he shares Leeds' ambitions for the city to become the best and safest in the UK.</li> <li>• Domestic abuse is too frequent and the Commissioner is aiming to get specialist workers to tackle sexual offences.</li> <li>• Central government is responsible for supporting victims and providing witness support however the Commissioner believes more can be done. Therefore pilot schemes investigating better ways to give evidence and after crime support are being trialled in areas across Yorkshire and Humberside.</li> <li>• Bobbies on the Beat are always seen as a priority and the Commissioner is committed to supporting that continuing and developing.</li> <li>• Meetings are held with the Chief Inspector every week to ensure everything is operating in the best possible way.</li> <li>• A recent worry was the English Defence League march in Bradford which cost the Police nearly £1m to oversee. The Commissioner received strong support in the forum for suggesting that at such events, the organisers – in this case EDL – should pay considerably towards the costs.</li> <li>• Under the Proceeds of Crime Act, half the proceeds go to the government and half are available locally. The Police are supporting an online petition for all the money to be available locally. The Commissioner encouraged everyone attending the forum to sign up on the website.</li> </ul> <p>Cllr McKenna thanked the Commissioner for attending and asked the police to pass on the Forum's thanks to PC Rosie Rowley who is retiring and will be sorely missed.</p>	
<b>3.0</b>	<b>Minutes of the last meeting and matters arising</b>	
3.1	The minutes were agreed as an accurate record.	
3.2	There were no matters arising which do not feature as an item in the meeting.	
<b>4.0</b>	<b>Neighbourhood Planning</b> – Cllr Dobson	
4.1	<p>Week on week more and more towns and villages across the UK are forming teams to develop a neighbourhood plan to deal with planning development. Forming a Neighbourhood Plan will give Garforth a fighting chance to ensure scoping and shopping development is in the best interests of Garforth.</p> <p>21 people will be needed to form a Neighbourhood Plan committee and while councillors will not lead, they can be involved in this group.</p> <p>It is also understood that whilst the Neighbourhood Plan is being developed, no key planning decisions will be made in the town.</p> <p>A Neighbourhood Plan drop in session, attended by Councillors and Planning, is being held at the Miners Welfare Hall in Garforth on Saturday 2 November to assess public interest in forming a group.</p> <p>It was reported that even in advance of the Forum, 15 names had already come forward.</p> <p>Q) Having attended an NP meeting in another area, it is clear thorough organisation is vital.</p>	All

	<p>A) Absolutely. It must be a well-managed process and once everything is in place it can seek financial support.</p> <p>Q) The NP ultimately needs approval from a specialist inspector. Will the inspector be from Leeds or London?</p> <p>A) They must be an independent inspector from government's Neighbourhoods and Communities.</p> <p>Q) How many available development sites have already come off as a result of SHLAA?</p> <p>A) SHLAA is another step in developing the Core Strategy and the details are publicly available.</p>	
<b>5.0</b>	<b>Older Persons Event Week</b> – Cllr McKenna	
5.1	This annual event was again very popular in Garforth and many hundreds of people joined in.	
<b>6.0</b>	<b>Highways</b> – Cllr Dobson	
6.1	<p>Cllr Dobson said he had been told Garforth Main Street is scheduled for relaying in 2014/15.</p> <p>He was thanked for finding out the information so quickly and letting businesses know.</p>	
<b>7.0</b>	<b>Locality Working Update</b> – Simon Norman	
7.1	<p>For the first half of this year there have been 975 jobs undertaken in Outer East including 176 special call outs to deal with fly tipping and dog fouling and drain clearance in Newton Green Rd, Ashby Lane, Woodland Drive and Beech Grove Avenue. Proactive patrols are undertaken to combat dog fouling and cameras are available to be used in hotspots.</p> <p>Proactive patrols are also used to stop wheelie bins being left out.</p> <p>Q) Right through Swillington village on the Wakefield Road the drains are blocked and this is especially bad at Bridge Farm and the junction with Bullerthorpe Lane.</p> <p>A) Simon will report this for cleaning.</p> <p>Q) On Brierlands Lane the hedge has become overgrown. In Summer this could not be undertaken because birds could be nesting. Presumably this is no longer an issue?</p> <p>Reference was made to a poorly maintained garden at a particular house. Simon subsequently took the details for investigation.</p>	<p>SN</p> <p>IF</p> <p>SN</p>
<b>8.0</b>	<b>Services for Young People</b> – Glen O'Malley	
8.1	<p>Under the Youth Service restructure, Glen has been appointed Youth Manager for the South East. Having only been in post for a matter of days, he said he will bring more details to the next forum.</p> <p>Some posts have yet to be appointed but the team hopes to run all existing projects. These include National Citizen Panel work on social actions, football training and working with the Police to tackle hotspots.</p>	G'OM
<b>8.0</b>	<b>10 Minute Open Floor</b>	
8.1	<p>Q) Switching off street lights in Swillington to save public money was causing chaos.</p> <p>A) Councillors heard about it via Look North and were horrified they had not been consulted in advance. Officers were told that under no circumstances were they to progress until there had been full consultation with the public.</p>	
<b>11.0</b>	<b>AOB / Date of Next Meeting</b>	
11.1	Those attending joined the Chair in congratulating Garforth in Bloom, Swillington in	

	Bloom and Great Preston in Bloom for their excellent success in the 2013 categories.	
11.3	The next meeting will be on <i>Tuesday 21<sup>st</sup> January 2014 at 6pm.</i>	<i>All</i>

**Area Chairs Forum  
Friday 4<sup>th</sup> October 2013  
Committee Room 4, Civic Hall**

**Attendance:**

Councillors: P. Gruen (Chair), A. Khan, S. Hamilton, G. Wilkinson, A McKenna, A. Gabriel, K. Bruce, J. Akhtar, P. Wadsworth, C. Gruen,.

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

Minutes: S. Warbis

Attending for specific items: C. Dickinson, S. Wimsett, K. Morton

<b>Item</b>	<b>Description</b>	<b>Action</b>
<b>1.0</b>	<b>Apologies</b>	
1.1	Cllr J. Jarosz	
<b>2.0</b>	<b>Minutes and Matters Arising</b>	
2.1	<u>2.4 of previous minutes</u> It was clarified that the Youth Council set up in the North East Outer area was for the Wetherby area.	
2.2	The minutes of the previous Area Chairs Forum meeting on 6 <sup>th</sup> September 2013 were agreed as an accurate record subject to the above addition.	
2.3	<u>3.1 of previous minutes</u> It is the intention now for initial discussions around waste policies to take place with Environmental Area Lead Members. Part of these discussions will be about the best route to widen discussions with Area Committees.	
2.4	<u>7.17 of previous minutes</u> Cllr Peter Gruen has had discussions with Philip Crabtree, Chief Planning Officer, around the potential for planning enforcement to form part of a delegation to Area Committees. Philip Crabtree is receptive to the idea and a protocol will be drawn up for discussion on how these matters should be taken to Area Committees.	
<b>3.0</b>	<b>Wellbeing Fund – Added Value / Carried Forward Projects</b>	
3.1	Area Leaders brought a report which detailed the added value drawn in through wellbeing funding during 2010-13. A previous piece of work had been carried out regarding capital funding and this paper deals with revenue funding.	
3.2	Wellbeing revenue funding has been used to achieve 5 main benefits: <ul style="list-style-type: none"> <li>• Developing community capacity and pride</li> <li>• Sealing the deal for local projects</li> <li>• Acting as the spur to instigate local activity and gain leverage</li> <li>• Implementing planned targeted local actions</li> <li>• Supporting council departments and partners</li> </ul>	
3.3	Over the 3 years the wellbeing fund has drawn in an additional £2 for every £1 spent. Over the last 12 months this has risen to £2.50 for every £1. Due to different models of activity in each area it is difficult to compare levels of additionality between Area Committees, but it is possible to see a year on year improvement in returns for Area Committees. Overall a good return is being achieved but there is still scope to improve on this through discussions with	

## Area Chairs and Area Committees.

- 3.4 Cllr Peter Gruen commented that the added value was clear but was interested in assessing impact and particularly gauging what would not have happened without the support of wellbeing funding. Area chairs provided examples of projects that would not have thrived without wellbeing funding. These included:
- Beeston Festival – initial funding allowed the festival to develop into what is now an established event
  - Bramley Baths – initial pump priming has allowed the facility to become self sustaining
  - Wetherby in Support of the Elderly – now had it's 10<sup>th</sup> anniversary but initial support, including the purchase of a vehicle, allowed the group to establish itself with approximately 150 volunteers involved
  - In bloom groups in North West Outer receiving support now sponsorship is becoming harder to find
  - Events in Rothwell such as the festival, may day and Christmas events, and older people events supported through wellbeing funds
  - Burmantofts gala established this year
  - Chapel Allerton arts festival
  - International older peoples week
- 3.5 The recommendations in the report include amendments to the application and evaluation forms, to capture more accurately information on match funding and in kind contributions. Figures for the past 3 years show that 80% of the projects supported would not have taken place without wellbeing funding.
- 3.6 It was agreed that these successes needed to be captured and publicised more effectively in the future.
- 3.7 Area Leaders then brought a report outlining the progress of wellbeing projects that were carried forward from the previous year.
- 3.8 Shaid Mahmood highlighted that Outer East Area Committee had carried forward £29k of funded projects and had a projected underspend against these of £140. Outer South had carried forward £10.5k and had a projected underspend of £50. Inner South had a 2 year plan to carry forward £136k and were projected to have a balance of £21k in March 2014 and an underspend of £5k which will go back into the pot.
- 3.9 Rory Barke reported that there was a hugely better position in his area than previous years due to a lot of effort by members and officers. Inner East have a projected spend of £84k from £110k with £16k to reallocate to other schemes. Outer North East carried forward £44k and have a planned £24k spend with £20k allocated to the Wetherby Development Fund. Inner North East carried forward £39k and have a projected balance of £820.
- 3.10 Jane Maxwell reported that Inner North West carried forward £41k and will have a balance of just under £3k which is being discussed with members at the moment. Outer North West carried forward £113k and are projected to have a zero balance. Inner West carried forward £27k and are projected to have a zero balance. Outer West carried forward £7k and are projected to have a balance of £2k which is under discussion at the moment.
- 3.11 Area Chairs mentioned several problems that had occurred in releasing allocated funding to the Highways Department due to curious financial rules being applied, logistical problems with projects and changes to specifications. It was also raised that there had been problems dealing with Highways on member case work.

- 3.12 It was agreed that Gary Bartlett, Chief Officer Highways and Transportation, would be invited to the next Area Chairs Forum meeting to discuss some of these issues.

#### **4.0 Area Lead Members**

- 4.1 Kathy Kudelnitzky, Chief Officer – Communities, provided an update on work taking place to embed and develop the Area Lead Member roles.
- 4.2 Meetings have taken place with Executive Board Members, Area Lead Members and relevant service officers for the “Environment and Community Safety” and “Employment Skills and Welfare” lead members. A workshop had taken place for the “Health and Wellbeing” lead members. Meetings will be taking place shortly for “Children’s” and “Adult Social Care”. Notes and actions from the two meetings that have taken place were circulated.
- 4.3 Area Chairs were asked how they could see the roles progressing and also how they were linking in with their Area Lead Members at this early stage. Different approaches have been adopted in different areas including one to one meetings (which are proving time consuming) and group meetings being arranged prior to Area Committee meetings. In some cases Chairs were delaying until the executive member meetings have taken place.
- 4.4 Cllr Peter Gruen stressed that support for the Area Lead Member roles should predominantly come from the services and not the area teams. This support should involve briefings to Area Lead Members on national, citywide and local issues. It was felt that in the past for the champion roles there were different experiences in different areas and that there needed to be consistency of support in all areas. Area Chairs need to make Cllr Peter Gruen aware if they feel that support is not forthcoming.
- 4.5 Kathy Kudelnitzky will be maintaining contact with service leads to iron out issues as they arise.

#### **5.0 Corporate Communications / Area Committees**

- 5.1 Colin Dickinson, Communications Officer, attended with a report outlining support available to Area Committees from the corporate communications press team.
- 5.2 Assistance can be given to address some of the issues raised in the review of area working such as advertising / promoting committee meetings, raising awareness of the role of the area committees, engaging the public around local issues and priorities, publicising area committee actions and crediting members’ input and financial support.
- 5.3 It is clear that this links into the wider aims for enhancing Area Committees and Kathy Kudelnitzky, Chief Officer – Communities, distributed a timeline for shorter term improvements to Area Committee business and also a timeline for establishing a “community council” model.
- 5.4 The issue of branding was raised and it was felt that using the LCC branding alone did not provide enough credit for the local input of members and Area Committees.
- 5.5 It was mentioned that Area Chairs should be issuing a press statement after each meeting to promote progress and decision making. These are already being produced by Area Teams but it was felt that assistance and guidance from Corporate Communications would be useful in this area.

5.6 It was stressed that as well as promoting individual successes, more work needed to be done to gain an understanding from the public of the role of Area Committees, the strategic work that is carried out, and how the public can influence this. Colin Dickinson stated that he was the contact for Area Committees if they needed wider issues to be promoted or publicised.

5.7 It was pointed out that significant support from the Communications Team would be needed if the council is to successfully change the identity of Area Committees. Questions were raised as to whether the team had the capacity to achieve this or if extra resources needed to be called upon. It was agreed that James Rogers would have discussions with Corporate Communications over capacity issues.

**James  
Rogers**

5.8 There needs to be a move to more modern methods of publicity to include new social media. It was raised that the use of photographs would be more likely to interest the media, but that support would be needed to do this most effectively. It was mentioned that large organisations have a tendency to try to control messages. We need to be quicker and more spontaneous. Use of twitter, face-book and youtube can provide instant publicity opportunities.

5.9 It was suggested that more emphasis could be placed on community charters and the "you said – we did" model of updating the public. It was also suggested that more onus should be placed on partner organisations to publicise the support that they receive from Area Committees. This should include linking in with organisations that have their own publicity circulation. Also community radio stations can be a good way of providing local information.

5.10 It was also pointed out that more effort needed to be put in to reaching hard to reach communities such as those where English is not widely spoken.

5.11 It was agreed that Kathy Kudelnitzky would have a discussion with Colin Dickinson and Sally Wimsett to explore the short term and strategic approach to communications.

**Kathy  
Kudelnitzky**

## **6.0 Youth Services**

6.1 Ken Morton, Head of Service Young People and Skills, attended to provide an update on the Youth Service restructure and delegation to Area Committees.

6.2 It was pointed out that for the delegation to be successful the service would need to identify and make available officers to provide support and information to elected members. The Area Teams don't have the capacity or detailed knowledge to provide support on their own. Ken assured the meeting that the service is aware of the support needs required.

6.3 Ken Morton is in the process of meeting all Area Chairs within the three areas to discuss their particular needs. The service is also engaged with the scrutiny working group to establish what is "good youth work" and how this can be achieved. This work is also looking at targeted breeze activities and discussions and findings will be fed back to the Children's Area Leads.

6.4 Meetings have taken place within the service, and are taking place next week with the current third sector providers, to explain the new Area Committee client role. Area Chairs and Area Leads will be made aware of the existing external contracts that are in place within their areas.

6.5 The restructuring of the in-house service is well underway although some employee issues have cropped up which need to be dealt with. Middle manager appointments have been made and these details will be provided to Area Chairs. There may be a slight delay, approximately a week, before



appointments for the full team are made. This information will also be provided to Area Chairs before the end of the month.

- 6.6 Discussions with Area Chairs will provide transparency over staffing, resources available and contracts already in place in each patch. More detailed discussions can take place over deployment, commissioning issues and the appropriate mechanism for an ongoing dialogue with the Area Committees. Ken Morton will broker the relevant parties to be involved in local discussions.
- 6.7 Ken Morton will agree a timeline with the Area Leaders which can be worked up into a 2 year framework. Options for Area Committees will range from subtle improvements to a significant shake up of provision.
- 6.8 Area Chairs requested draft papers in advance of the meetings being arranged to allowed considered input to the discussions.
- 6.9 It was suggested that a timetable of meetings needed to be arranged locally with officers in Children's Services and Area Chairs.

## **7.0 Any Other Business**

- 7.1 It was mentioned that Cllr Mulherin and Ian Cameron had been due to attend this meeting but due to the change of date of the meeting, and their commitments to an international visit, they were unable to attend. It was asked that they be invited to a future meeting. **Sarn Warbis**
- 7.2 A detailed report on this year's wellbeing spend at the half year stage will be brought to the next meeting.
- 7.3 A draft protocol for recording meetings of committees, boards and panels was circulated. This had been provided by Andy Hodson, Head of Governance Services and is being considered by General Purposes Committee at the end of October. Area Chairs were invited to provide any comments in advance of this meeting to Andy Hodson. Sarn Warbis will email the draft protocol to Area Chairs and ask for comments to be passed to Andy Hodson. It was pointed out that approval to record meetings is currently agreed by the chair of each meeting, and that although generally permission should be granted, chairs need to be mindful of confidential items. **Sarn Warbis**

## **8.0 Date of Next Meeting**

- 8.1 Monday 25<sup>th</sup> November 2013, 13:30 – 15:30, Committee Room 4, Civic Hall

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**Outer East Environmental Sub-Group Minutes**

Meeting held in Committee Room 2. Civic Hall,

22<sup>nd</sup> November 2013

**1. Introduction and Apologies:**

Attendance: Cllr Mary Harland (Chair,) Cllr Pauleen Grahame, Cllr Andrea McKenna, Tom Smith (Env Services,) Krstan Nenadic (Parks & Countryside,) Mark Gray (Housing Leeds), Amanda Douglas-Smith (Housing Leeds), Shaid Mahmood (AST), Peter Mudge (AST).

Apologies: Cllr Mark Dobson, Cllr Katherine Mitchell, Martin Hackett.

**2 Minutes of last meeting**

Minutes of the Parks report needs amending as it is not recorded correctly. KN has forwarded details to PM for amendment.

**2.1 Matters Arising**

TS advised that they are still liaising with the police on this matter and the work is on going  
TS advised that the 25% increase had stayed static and not increased any further however advised that this is positive as ordinarily there would be a spike increase followed by a subsequent decrease. Also advised that they are rolling out phase 2 of this but this does not affect the Outer East Area

Cllr Grahame advised that she is please that recommendations have been taken on board

TS advised he had no update at this time but would ensure that one was available at the next meeting

**3 Locality Working – Tom Smith**

- The draft report for the December Area Committee was raised and follows the usual format detailing priority areas.
- New items include developing greater monitoring and partnership working with high streets and business areas to ensure businesses are overseeing litter removal.
- Locality Working's Facebook page is proving hugely useful with a lot of community interest. It is serving as a good means of promotion to primary and secondary sources.
- The largest piece of new work currently underway is a fundamental review of the service and how environmental matters formerly overseen by the Almos (now Housing Leeds) will be incorporated within Locality Working.
- The review is also looking at what provision should be included within Locality Working and items noted include bulky waste collection, graffiti and disposal of needles.

- The number of cases dealt with in Outer East has fallen when compared with the other areas of South East Leeds. This is seen as positive but TS stressed they were always finding new projects to be undertaken.
  - The number of enforcements and enforcement patrols is increasing and Locality Working aims to undertake a repeat patrol every eight weeks. The number of fixed penalty notices has risen from 3 – 14 in the last year which is seen as improved take-up.
  - Projects are now routinely undertaken by Prison Services, Armley. The jobs tend to be along the lines of vegetation clearance and cleansing.
  - A new model for the Environmental Sub Board Locality Working is being progressed under which staff will work in zonal teams and be able to undertake a variety of roles rather than only having a specialist skill – graffiti removal, bulky waste, litter etc. This should ensure issues are dealt with more efficiently. Consideration is now being given of how many staff to allocate to each of the areas. Each will have one key contact. The aim is to have one job description for the entire workforce.
- Q) Cllr Grahame said there would need to be a great deal of negotiation and further consideration before levels of resourcing would be agreed.
- Q) TS agreed that further discussions need to take place around resource levels in each zonal area. SM said it is important to prove the added value of this new way of working.
- A) TS agreed and said the intention is to prove that changes will lead to improved productivity.
- Q) Cllr Grahame drew attention to Appendix A which placed Cross Gates and Whinmoor at the top of most graphs. She asked why this was as it did not match the figures.
- A) TS said that the figures were for all jobs, not just requests and therefore the heading needed changing which he will do before they go to Area Committee.

#### **4 Waste Management – Tom Smith**

- 4.1 TS offered to update the sub-committee as no one was in attendance from the waste management team.
- 4.2 A report on changes to the bulky waste collection policy is planned for the January Executive Board and the next Scrutiny Board (Safer and Stronger Communities). The intention is that Locality Teams will undertake the removal in future. This will clarify the policy and when the council will and will not collect items.
- 4.3 Underlying any changes or clarification in the policies is the principle of a social contract, where the Council sets out what it will do but also what the public need to do to support the council.

- 4.4 It is anticipated that once the policies are formalised each house will be entitled to just one wheelie bin of each colour. Instances of homes having three brown bins etc will stop.
- Q) Cllr Grahame asked if someone will remove the extra bins  
A) TS understood that this may be the case.
- 4.5 In the areas which have fortnightly black bin collections, extra bags left beside wheeled bins will no longer be allowed. If residents leave them it is likely the bin staff will simply place them in the bin and return them to the house.
- 4.6 Where a single bin has been missed on a street and the rest of the street has been collected, crews will not return to empty the bin. Should the problem persist, recoveries will be made. Residents must put their bin before 7am on collection day and if one on a street has been missed it is likely that it was not out in time.
- Q) Cllr McKenna said this was a positive step as the old system was open to abuse. People were told to put their bin out at a set time and it was their responsibility to remember.
- 4.7 Assisted collections would require completing a proper process. It would no longer be acceptable to simply have a word with the bin staff.
- 4.8 Bulky Waste collections would be limited to a maximum of 3 per year per household.  
Q) Cllr Grahame said staff at the call centres will need a good script to ensure they provide the proper answers.

## **5 Parks & Countryside – Krs Nenadic**

- 5.1 The Outer East Area had once again been highly successful in annual In Bloom awards:
- Britain in Bloom, Best Town category - Garforth won a Silver Gilt in the
  - Yorkshire in Bloom, Village category: Ledston, Silver Gilt
  - Large Village - Great & Little Preston, Silver Gilt, Micklefield, Silver Gilt
  - Urban Community - Swillington, Silver, Allerton Bywater, Silver Gilt, Kippax Gold and Category Winner
  - Large City - Leeds, Gold and Cat winner. The Yorkshire in Bloom Chairman's award for services to the In Bloom Initiatives
- 5.2 Savings within the service has enabled Parks to take on 4 female and 7 male apprentices. They are currently learning the skills of the profession and looking for suggestions of areas to plant new woodlands.
- 5.3 Bonfire Night saw Parks hold 6 organised displays which attracted 100,000 people. Members said the event had been a superb success and undoubtedly reduced the number of potentially dangerous events.
- 5.4 Spring bedding has gone in.
- 5.5 The annual report is available to be taken to one of the Area Committees early in the New Year.

Q) SM said Parks' development of Bonfire Night was a masterclass in resource management.

**6 Housing Leeds – Mark Gray / Amanda Douglas-Smith**

6.1 MG said from the environmental aspect of housing the priority is to get staff allocation and outstanding projects completed prior to the handover to Locality Working.

6.2 ADS said the service continued to run along established paths at present and there is still some Area Panel funds available for suitable projects.

**7 AOB**

7.1 None were raised.



**East North East Divisional Community Safety Partnership Meeting  
Thursday 24<sup>th</sup> October 2013, 2:00pm at the Reginald Centre**

**Present**

Martin Snowden	West Yorkshire Police (Chair)
Beverley Yearwood	ENE Area Support Team, LCC
Clare Wiggins	ENE Area Support Team, LCC
Jon Lund	Youth Offending Services
Parvez Aziz	Youth Service, LCC
Matt Davison	West Yorkshire Police
Gillian Mayfield	Targeted Services, LCC
Martin Hackett	SE Area Support Team, LCC
Cllr Mary Harland	Outer East Councillor
Steve Vowles	Housing Leeds
Munaf Patel	Safer Leeds
Thuja Phillips	Housing Leeds
Leanne Manning	ENE Area Support Team, LCC (Minutes)

**Apologies:** John Woolmer, Cllr Wilkinson, Cllr Selby, Nigel Kirk, Tom Smith, Satbinder Soor, Sharon Hughes, Jason Kirk.

<b>1.0</b>	<b>Introductions and Minutes of previous meeting</b>	
1.1	MS welcomed everyone to the meeting and the previous minutes were agreed as an accurate record.	
<b>2.0</b>	<b>Matters arising</b>	
2.1	<b>Regarding 2.4 from previous minutes: Increase in theft from shops</b> - MD to circulate the top ten shops in the area.	<b>MD</b>
2.2	<b>Regarding 2.6 from previous minutes: Child exploitation sessions</b> - GM and BY are delivering introductory briefing sessions across the East North East area with one held yesterday and one in scheduled in November. There has been a lot of interest in the sessions and positive feedback received from the October Event. Overall evaluations will be shared with DCSP members.	<b>BY GM</b>
2.3	<b>Regarding 3.1 from previous minutes: Hanoi Burglary</b> - Hanoi Burglary is where the keys are stolen from the owner's house and then the car is stolen. MS explained that there have been 148 offences in last 6 month period and 1 in 3 are not recovered. The cars that are usually taken are from the higher end e.g. Audi, BMW etc.	
2.4	<b>Regarding 8.1 from previous minutes: School Parking</b> – BY is still to move forward by looking into how effective the school parking camera has been in Bradford.	<b>BY</b>
2.5	<b>Regarding 9.1 from previous minutes: Area Lead Roles</b> – CW circulated the Area Lead roles for Community Safety. CW will circulate these for all the themes with the minutes from this meeting ( <i>Appendix 1 attached with minutes</i> )	<b>CW</b>
2.6	<b>Regarding 9.2 from previous minutes: Meeting with Community Safety Area Lead Roles</b> – the meeting is still to take place between BY, MS and the Community Safety Area Lead roles to look at closer working. Meeting to be scheduled for December with Chief	<b>BY MD</b>

	Inspector Matt Davison	
<b>3.0</b>	<b>Police Review Update/Impact to DCSP / Next Steps</b>	
3.1	MS explained that there has been some development on the restructure for Policing in Leeds. The district commander for Leeds has now been appointed and is Paul Money; there will be four Super Intendants in Leeds with no Geographical responsibility but as a District. The local responsibility will come in at Chief Inspector level which will be Matt Davison in this area; MD will be chairing DCSP from now on. MD to circulate new details of senior management team for Leeds.	<b>MD</b>
3.2	MD ran through the presentation ( <i>Appendix 2 attached with the minutes</i> ) which explained the programme of change. It was discussed that going forward there will be a Neighbourhood Design meeting to discuss 11 partnership teams. MD asked for partners to come along to the meeting to be able to input to the design. This should hopefully take place within the next 4 weeks and the 11 teams will go away with an action plan. The DCSP and Leeds Executive relationship is currently been looked at a senior level with key partners.	
<b>4.0</b>	<b>Crime Overview/Safer Leeds Report</b>	
4.1	MS ran through the crime report ( <i>Appendix 3 attached with the minutes</i> ). MS explained that he has started to look at the performance as a district but it is important to look at it at a locality level to see if an impact is being made. The East North East Area has seen a 1% reduction on this time last year. Roundhay, Alwoodley and Moortown have seen high value thefts recently such as bikes being stolen.	
4.2	The confidence in local policing has seen an increase and is now at 61.3% and there are a lot of positives in the current performance.	
4.3	It was discussed that there are capacity issues at Safer Leeds so the weekly tracker isn't being circulated however this would be useful.	
<b>5.0</b>	<b>Burglary/Darker Nights Initiatives/Learning from The Nowells Neighbourhood Approach</b>	
5.1	BY explained that work is taking place on property inspections with the Neighbourhood Approach Team on the Nowells. 150 properties were visited and access was gained to 55. A lot of effort was put into this by partners and a lot of different issues came out of it e.g. children not in school, environmental issues, security etc.	
5.2	BY informed the meeting that there had been suggestions that this model should be located in other areas asked the police for guidance where the priority area would be after bonfire night. It was agreed that Harehills and Seacroft would be the two areas for the initiatives to take place. MS and MD to look into area and confirm these with BY in the next couple of week. SV informed the group that he was supportive of housing and LASBT staff involvement.	<b>MS MD</b>
<b>6.0</b>	<b>Domestic Violence Overview Sept 2013/Update on Development of Strategy</b>	
6.1	MP ran through the overview report on domestic abuse in Leeds ( <i>Appendix 4 attached with minutes</i> ). Safer Leeds have identified domestic violence as a priority and there is a concern across the city of the volume of domestic violence. Not all incidents are an act of violence but also verbal abuse. Fantastic work is going on with partners and the most effective way of dealing with them is to support victims and engage perpetrators.	
6.2	The domestic violence plan has been set out with 4 priorities and aims. MP asked the group to look at these priorities and send back any changes or comments. This will then hopefully get signed off at the next domestic violence meeting. Once the strategy is signed off then we should be clearer on the direction of locality working and where possible gaps are.	
<b>7.0</b>	<b>Home Office EDYV Peer Review Report/City Wide Implications/Proposals for Chapeltown and Harehills</b>	
7.1	BY circulated the Ending Gang and Youth Violence Peer Review Report ( <i>Appendix 5 attached with minutes</i> ) however this is circulated with restrictions as it is to be presented to the Safer Leeds Exec and there is still mapping to be done.	
7.2	At the last Gang Prevention Strategy meeting it was looked at merging the Chapeltown and	



	Harehills strategy. All the partners have agreed to this.	
7.3	The Area Support Team will take over the Strategy Crime and Anti-social Behaviour meeting along with Steve Lake as there is a cross over in roles. Steve will continue to link across all the clusters.	
<b>8.0</b>	<b>Families First Case Studies</b>	
8.1	GM ran through the 2 Families First case studies ( <i>Appendix 6a and 6b attached with the minutes</i> ) which show the plans in place to provide support and help the families. Capacity has been increased to provide intensive family support.	
<b>9.0</b>	<b>POCA Update</b>	
9.1	BY will circulate the spreadsheet ( <i>Appendix 7 attached with minutes</i> ). There has currently been another £4k allocated for POCA funding for this quarter. POCA is receiving good feedback and the PCC will take this into consideration when deciding to keep the funding.	
<b>10.0</b>	<b>AOB</b>	
10.1	BY circulated a briefing note on new ASB powers which will be on the next DCSP meeting agenda.	
10.2	PA explained that the youth service restructure is still on-going but should have proposals to take to the area committee in the next few months.	
<b>11.0</b>	<b>The next DCSP meeting</b>	
11.1	The next DCSP meeting is to be confirmed.	

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MINUTE

Date: 30th September 2013

Ref:

To:

From: North East Leeds Off Road Motorcycle Unit

Telephone:

Subject: *Quarterly Report July- September 2013*

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### Leeds Outer East (GKSM, CWT)

Statistical Breakdown:

Stop searches: 9

Calls attended: 20

Section 59 warnings: 17

Vehicle seizures: 6

Arrests/Summons: 9

Stolen Vehicles recovered: 2

Optimal Patrols: 6

Cannabis Warnings: 1

Missing Persons: 2

The off road unit has continued to be in great demand across North East Leeds. This was partly due to the long hot summer that we were spoilt with, but more importantly down to the positive impact the unit has with the communities it serves and the results that the unit achieves.

More Neighbourhood Policing Teams have requested our services over the summer months than ever before, to help tackle and problem solve in their area. By continually updating their team POPI's (**P**roblem **O**rientated **P**olice **I**nitiative's) they can immediately see the quality of service from the unit and report back to members of the public, senior management and Councillors.

We have continued to give inputs to schools and carry out preventative work and education.

We are often utilised along with National Police Air Support Unit (NPAS 99) to search for and locate high risk missing or injured persons in open ground and woodland. This partnership between the two is invaluable with a notable success. Working with our partner agencies we have continued to tackle crime and disorder, as part of Operation Champion.

The unit is prevalent along with Leeds City Council Riders at major events such as Party in the Park, Opera in the Park, festivals and events at Temple Newsam.

Some examples of our work this quarter include

- A three day operation Champion in Halton Moor where we worked alongside VOSA, HMRC, Court Warrant Officers, Dog Wardens, LCC Parks and Countryside to name just some of the partners involved. This operation and the use of the off roaders was well publicised on the CWT NPT Facebook page.



- Officers from the off road unit were on patrol with LCC riders around the Halton Moor area as part of the ongoing POPI in the area. At this time one of the police officers noticed a black motorcycle make off at speed across the Moor. The rider of this bike noticed police and dropped the motorcycle making off on foot. The second police officer along with the LCC rider detained the rider while the first officer remained with what turned out to be a stolen motorcycle. The young male was arrested and interviewed regarding his involvement.



- Concerns were generated after police received a number of calls regarding the sighting of a naked male within St Aiden's nature reserve. This area is visited by families and young children. Conventional police units were deployed to the location where they reported that they could see what they believed to be a naked person, however this person was a considerable distance away from them. When the officers approached, the figure continued to move further away. Owing to the restricted vehicle access they could not drive towards the person. The off road unit was deployed and owing to its versatility and capabilities they quickly gained access over the restrictions. They approached the person with NPAS 99 monitoring above. The off road unit was able to ascertain the person's details and report back to the control room. This male was in fact a high risk missing person from City & Holbeck division.

- Skeletons Lake aka “The Lagoon” continues to be a favourite for those with off road type motor vehicles and remains a focus of attention for the off road unit. A number of vehicles have been recovered from the nature reserve along with Section 59 warnings issued to the riders.



- In addition to The Lagoon, the off road unit continues to receive a number of calls to Owl Woods in Allerton Bywater. This is a tough nut to crack for the unit as the land is privately owned and the owner is happy for his land to be used by our off road friends. Never the less the off road unit continues to respond to the public calls, and has issued a number of Section 59 warnings. On one occasion although the motorcycle and rider were on the private land, the motorcycle transpired to be stolen from the Castleford area. The owner was interviewed and stated that the he had bought the bike in good faith. The information that he provided in interview led to further arrests from the Alerton Bywater area
- On a summers evening, three males decided to partake in the use of illegal drugs. To their credit they made attempts to keep themselves well away from the general public and decided to frequent the underpass of the motorway on Nanny Goat Lane. The last thing that they expected to see turn the corner was a marked police off road motorcycle. Their faces were a picture and they immediately tried to conceal what they were up to. Too late, they had been caught red faced and handed.

- The off road unit noticed a vehicle driving erratic along Wakefield Road Garforth. Owing to the manner of driving the vehicle was stopped and the occupant spoken to. It was clear to the officers that the male driver had been drinking and provided a positive breath test. Unfortunately for the driver he was less than 100 yards from his home address. He certainly did not expect two off road police motorcycles to be that close to urban Garforth.

### Court Results

- The male caught riding the stolen motorcycle on Halton Moor was pleaded guilty and ordered to partake in a car crime programme and received 8 penalty points
- .The erratic driver on Wakefield Road pleaded guilty to driving while over the prescribed limit. He received £110.00 fine, £85.00 costs and disqualified from driving for 12 months.
- A male found in possession of a Suzuki Quad on Halton Moor was summonsed to Court for insurance offences. Although he was not riding the vehicle at the time, he was still in a public place with a motor vehicle. He pleaded guilty and received a £270.00 fine and ordered to pay costs of £85.00. The male stated in court *"I'd rather go to prison than pay the money!"*



***Thank you for your continued support.***

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Report author: Julie Bootle/  
Megan Rowlands  
Tel: 3781732

**Report of: Chief Officer Access and Care, Adult Social Care/ Executive Director of Operations, Leeds Community Healthcare Trust**

**Report to** Outer East Area Committee

**Date:** 10<sup>th</sup> December 2013

**Subject:** Update on Health and Social Care Integration in the South East

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

**Summary of main issues**

1. Integrated health and social care teams have been developing in Leeds for around 18 months
2. Due to the need for Leeds Community Healthcare to undertake internal transformation work, an opportunity has been presented to work collaboratively with Adult Social care to shape these developments in line with the model for integrated services
3. These developments are being tested in South East Leeds – specifically in the neighbourhood teams of Hunslet, Kippax, Middleton and Beeston
4. The South East Leeds Initiative will offer the opportunity to further develop more localised working around GP practice populations, and the use of hot-desking and flexible use of facilities will promote locality working around the natural communities of the locality

**Recommendations**

5. Outer East Local Area Committee is asked to note the continued progress in developing integrated health and social care services in Leeds, endorse the direction of travel in developing and delivering improvements in how health and social care services are provided to Leeds residents, to note the particular emphasis currently

being given to the developments in the South East of the city and offer their support to these developments

## **1 Purpose of this report**

- 1.1 The purpose of this report is to update the Area Committee of the continued developments towards integrated working across health and social care
- 1.2 There is specific reference to the developments in the South East area – the neighbourhood teams of Kippax, Hunslet, Beeston and Middleton – as these are testing parts of the model for integrated working described in the paper brought to the Area Committee earlier this year

## **2 Background information**

- 2.1 Integrated health and social care teams have been developing in Leeds for around 18 months. While this is a national direction of travel, endorsed by the Health Act 2012 and reiterated in the Care Bill, it is a model that been signed up to by the senior leaders in the Local Authority and across Health within Leeds.
- 2.2 The origin for the South East Initiative (SEI) came from Leeds Community Healthcare's (LCH) internal transformation work, and specifically the need to create Community Nursing and Community Therapy teams. As these proposals were shared, an opportunity was identified to expand the remit to include elements of LCH/ Adult Social Care (ASC) integration, and enable ASC to work jointly with LCH to shape the developments together.
- 2.3 This initiative will enable detailed data and information to be captured regarding activity and outcomes, in addition to that gathered by analysts to date. It will also enable staff and managers to work together, and gain a shared understanding of future models, caseloads etc. Finally, it will enable certain specific elements of service delivery to be tested and evaluated. This will all support the development of the model for integrated working, and how that model can be rolled out citywide from 2014/15

## **3 Main issues**

- 3.1 The South East Initiative is designed to test out how ASC and LCH move from the current configuration of teams and ways of working to those outlined in the model for integrated services. This initiative has a number of elements:
  - Rapid Response. Testing the assumption that rapid response can be delivered most effectively at a neighbourhood level
  - Out of Hours. Developing a model for Out of Hours services that works with the proposed model for integrated working

- Neighbourhood Teams. Designing and shaping a model of neighbourhood community nursing, community therapy and community social work that can be adopted across the City
- Case Management. Developing a more integrated approach to case management to free up capacity to support complex cases.
- Neighbourhood Rehabilitation Teams – encompassing Intermediate Care Teams (LCH) and Reablement teams (ASC). Designing and shaping a model of neighbourhood rehabilitation teams that can be adopted across the city.

3.2 A further key part of this model is the development of neighbourhood nursing, therapy and social work services wrapped around GP practice populations. During this testing out phase, workers will be encouraged to utilise hot-desking facilities across the estate within the South East area, to enable more local links to be developed within the natural communities of the locality. This will be used to inform a city wide review of neighbourhood boundaries aimed at ensuring all teams are working to an appropriate population that maximises the benefits of integrated working.

All of the above Workstreams are being coproduced with staff and the model is being built using the design principles that were developed by people using health and social care services. We will use existing governance structures and reference groups throughout this work to ensure continued engagement with partners including service users/patients.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 Staff are being fully involved in the developments, and work is on-going with Trade Union representatives across health and social care

4.1.2 Service users and carers have been involved in the development of the integrated service model. There is a patient and public reference group established and links through to existing forums to discuss proposals. Impact on people that use our services is one of the areas of the project that is evaluated externally. Work will commence in January 2014 with a group of older people who have been trained to conduct this evaluation. They will be talking to people that have been supported by integrated teams to get their feedback. This will be evaluated by the older people and fed back directly to the neighbourhood teams so that we can learn what is working and what needs to change and tailor the model accordingly.

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

4.2.1 The model being developed will have a consistent Citywide approach with flexibility in the system to be responsive to local needs. For example work with

Neighbourhood Networks is helping to build strong local relationships and understand the supports available within a local area.

- 4.2.2 An Equality Impact Assessment will be undertaken as part of this programme of work.

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

- 4.3.1 This proposal is about working more effectively in partnership with other organisations to improve outcomes for the citizens of Leeds and is in line with the City Priority Plan 2011 – 2015.

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

- 4.4.1 The integrated care pathways model aims to develop efficient streamlined services. These new pathways will remove duplication in management and in service delivery. This will improve the experience for service users in accessing a single service that can meet a range of support needs whilst maximising use of resources.

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

- 4.5.1 There are no specific legal implications from this report
- 4.5.2 This report is not eligible for call in

### **4.6 Risk Management**

- 4.6.1 Formal project management methodologies are being applied to this work and project assurance is provided by the NHS Leeds Programme Management Office on behalf of the City Transformation Board. Governance arrangements are in place and all elements of project delivery report into the Integrated Health and Social Care Board which meets on a monthly basis and has representation from all stakeholder groups.

## **5 Conclusions**

- 5.1 The development of integrated health and social care teams continues apace. Alongside this development is the need for LCH to internally streamline and reconfigure its services. The SEI offers an opportunity for LCH and ASC to work together to develop a model of integrated service that meets the needs of the citizens of Leeds

- 5.2 The encouragement of flexible use of the various health and social care estate and hot-desking will further develop the opportunity for more local links within the natural communities of the locality - supporting the development of relationships with key community groups and the GP practices and increasing knowledge of available local support and universal services.

## **6 Recommendations**

- 6.1 Outer East Area Committee is asked to note the continued progress in developing integrated health and social care services in Leeds, endorse the direction of travel in developing and delivering improvements in how health and social care services are provided to Leeds residents, to note the particular emphasis currently being given to the developments in the South East of the city and offer their support to these developments

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

- 7.1 There are no background documents to this paper

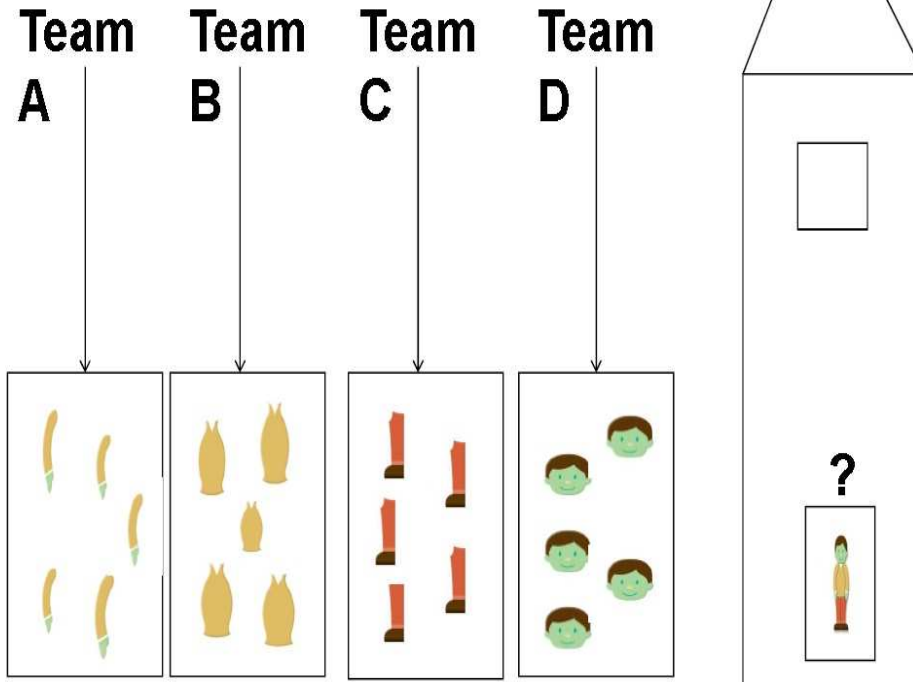
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<sup>1</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential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

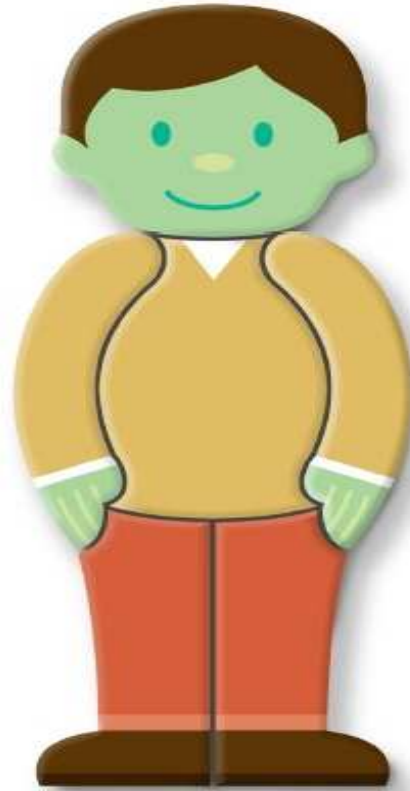
# Vision for Integrated Services in Leeds



# Current system in the NHS – bits and pieces of people



**Integrated system sees the whole person**







Report author: Robert Curtis (on behalf of Neil Evans)

Tel: 0113 3957159

**Report of Robert Curtis, Fuel Poverty Officer**

**Report to the Outer East Area Committee**

**Date: 10/12/2013**

**Subject: Fuel Poverty in Outer East Leeds**

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

**Summary of main issues**

1. In spite of previous work to improve the energy efficiency of properties in Outer East Leeds, rising fuel prices and stagnating incomes mean that the ability to heat their homes to an adequate standard will continue to be a pressing concern for many of the area's most vulnerable residents.
  
2. Previous grant schemes such as Warm Front have been replaced by the Energy Company Obligation (ECO) which is a market based mechanism for funding household energy efficiency improvements. Leeds is committed to obtaining the maximum benefit for residents of Outer East Leeds through its Wrap Up Leeds ECO scheme and in particular, through heavy promotion of the scheme to households eligible for heating and insulation measures under the Home Heating Cost Reduction Obligation (HHCRO), and through the more widespread promotion of insulation improvements which are likely to attract subsidy through other parts of ECO.
  
3. Leeds will continue to promote innovative smaller scale schemes aimed at improving affordable warmth amongst vulnerable groups, for example through targeted energy efficiency improvements, income/fuel bill advice and collective fuel purchase/switching schemes.

## **Recommendations**

4. That the South East Area Committee promotes affordable warmth through its members and partner organisations, and assists in publicising schemes that are being undertaken in the area such as Wrap Up Leeds ECO to improve affordable warmth amongst households.

## **1 Purpose of this report**

- 1.1 To outline the fuel poverty challenge in Outer East Leeds and its impact on vulnerable people such as elderly residents.
- 1.2 To update the Committee of the impact that changes to funding mechanisms over the last year have had on the city's efforts to improve affordable warmth, together with our approach for the future.
- 1.3 To inform the Committee of current schemes and funding opportunities aimed at improving affordable warmth in the Outer East area and advise on how members can assist by promoting them and disseminating information.

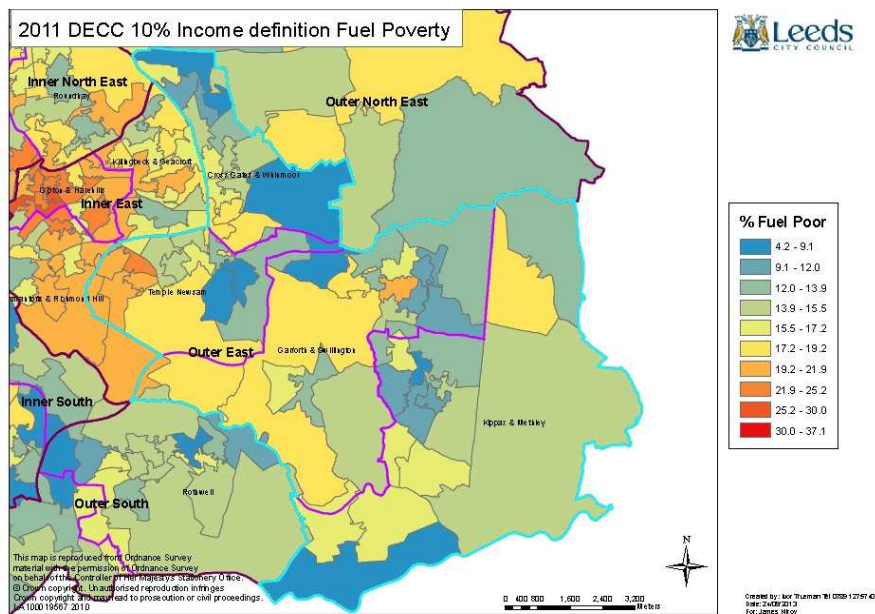
## **2 Background information**

- 2.1 The ability of households to heat their homes to an adequate standard continues to be a major concern for many of the city's most vulnerable residents, particularly in the light of continuing increases in the price of gas and electricity which have more than doubled between 2004 and 2011 whilst average incomes have failed to keep pace (*DECC annual report on fuel poverty statistics 2012*). Elderly residents living in the family home for example, can find themselves struggling to heat their property on a fixed income, and may be suffering from age related illnesses such as arthritis or cardio vascular illnesses that are exacerbated by cold living conditions.
- 2.2 In the past, Leeds has successfully managed to draw down on investment to improve energy efficiency in the Outer East area through schemes such as Warm front, providing cavity wall insulation, loft insulation and heating to vulnerable households in receipt of benefits, insulation through more widely available schemes such as the Wrap Up Leeds free insulation scheme and improvements to local authority owned housing stock through the decent homes programme and Total Heat. This has been helped by the relatively modern profile of housing stock in the area compared to inner city areas, meaning that there are proportionally more properties that are suitable for less expensive forms of insulation.
- 2.3 Additionally, Leeds runs schemes aimed at finding and assisting vulnerable households, including the Warm Homes Service, which helps people suffering from a cold related illness to obtain adequate heating, and the Green Doctor service, which offers home visits to vulnerable people providing energy advice, small scale energy efficiency improvements such as draft proofing and referrals onto other agencies.

## **3 Main issues**

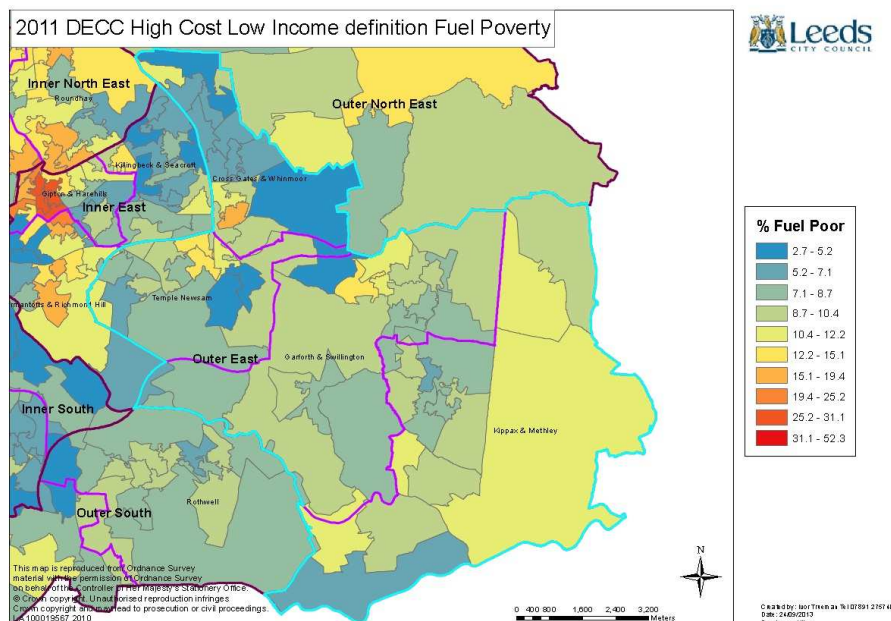
- 3.1 The traditional definition of fuel poverty has been when a household has to spend more than ten per cent of their income on heating and electricity bills. We have calculated that approximately 14.6% of households in the Outer East area were in fuel poverty by this measure as opposed to 16.3% of households city wide:

Fig 1: Fuel Poverty in Outer East Leeds (10% definition)



The Government has recently adopted a new definition of fuel poverty based on low income households that have high energy costs. As well as measuring a smaller proportion of households overall as fuel poor, this measure has shifted the emphasis of fuel poverty away from relatively modern well insulated houses, albeit with low income residents, towards those living in older hard to treat properties. Also, given that council owned properties have a higher than average energy efficiency, we would expect there to be a shift in emphasis towards private housing, particularly the private rented sector which has the lowest average efficiency of all housing in Leeds. 8.8% of households in Outer East Leeds are classed as fuel poor under this indicator as opposed to 11% citywide.

Fig 2: Fuel Poverty in Outer East Leeds (Low Income High Cost definition):



However, even though the Outer East area has lower average fuel poverty than

the rest of Leeds under both definitions, there will still be households across the whole area who will struggle to keep warm this winter who could potentially benefit from energy efficiency improvements, therefore it is worthwhile to refer those households where possible to the schemes outlined below.

- 3.2 Over the last year, previous grant schemes such as Warm Front, which provided a range of heating and insulation measures to low income households, and the Carbon Emissions Reduction Target (CERT), which provided free and subsidised insulation to a wide range of households have been replaced by the Energy Company Obligation (ECO). ECO is a market based mechanism, funded by energy suppliers and unlike previous grant schemes, the amount of assistance available to an individual household is partly dependant on how much money an improvement will save that household over time. ECO is split into three parts:

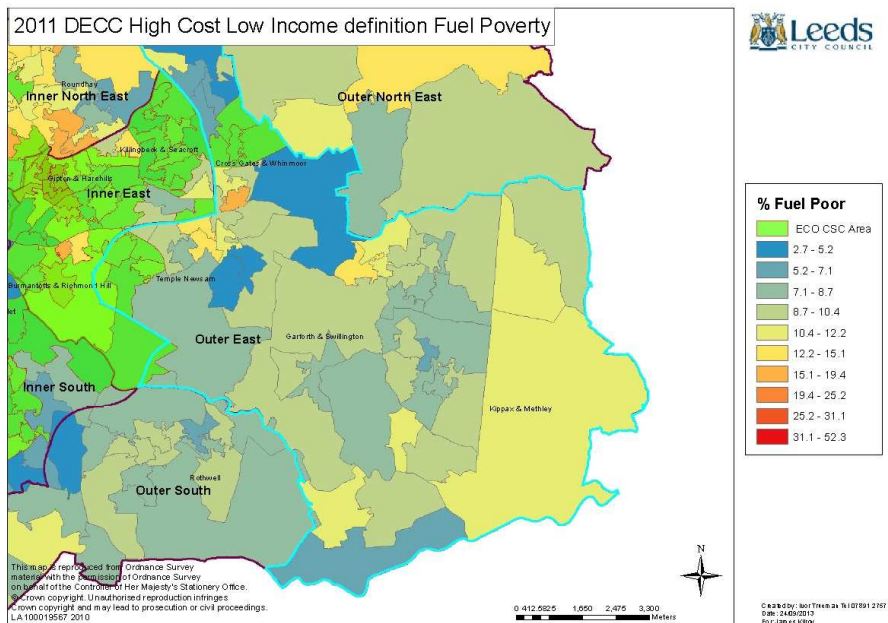
**Home Heating Cost Reduction Obligation (HHCRO):** is available to private sector households, dependant on receipt of income related benefits and household circumstances. This can provide heating as well as insulation measures.

**Carbon Saving Communities Obligation (CSCO):** is available to households across tenures in roughly the lowest 15% areas of multiple deprivation. This is only available for insulation measures.

**Carbon Emissions Reduction Obligation (CERO):** is available to top up the cost of expensive hard to treat measures such as external wall insulation, where they are not expected to pay for themselves through energy savings within 25 years (Under the Green Deal, “able to pay” householders will be expected to pay for improvements through Green Deal finance so long as they are modelled to pay for themselves through energy savings within twenty five years i.e. meet the Golden Rule).

- 3.3 In order to ensure that Leeds residents have the maximum opportunity to benefit from ECO, we are running our Wrap Up Leeds ECO scheme until May 2014, which is promoting HHCRO to eligible households through community engagement and direct mailings to benefits recipients. Wrap Up Leeds ECO will also undertake more widespread promotion of insulation measures, particularly in those areas which attract CSCO funding. These areas are located mainly in the West and North of the Outer East area (see Fig 1) and include some of its more concentrated pockets of fuel poverty, therefore providing a good opportunity to provide additional assistance to vulnerable people. Households that aren't eligible for free improvements may be able to have them installed for a subsidised price.

Fig 3: Carbon Saving Communities funding eligible areas in Outer East Leeds.



- 3.4 As well as Wrap Up Leeds ECO, Leeds City Council promotes a number of smaller scale schemes aimed at improving affordable warmth, that are targeted at vulnerable sections of the community. The Warm Homes Service, run by Care & Repair, provides vital heating repairs and improvements to households suffering from a long term cold related illness. In addition to applying on the householders behalf for schemes such as ECO, Care and Repair will also apply for other sources of funding such as employer benevolent funds and contributions from charitable organisations associated with the client’s illness to make up as much of the cost as possible. Another project supported by Leeds City Council is the Green Doctor service, run by Groundwork Leeds, which offers home visits to low income and elderly residents. They provide advice on energy efficiency, small scale efficiency measures such as draught-proofing and referrals to other schemes for more substantial improvements.
- 3.5 Although we promote our schemes heavily using traditional outreach methods, we recognise that many vulnerable people who could benefit from improved affordable warmth may not be receptive to these methods. We therefore operate referral schemes which allow front line workers and community volunteers to refer householders to help where appropriate. The Leeds Energy Champions scheme allows front line workers in the NHS and Adult Social Care to refer households suffering from cold related illness to the Warm Homes Service. We also take part in the West Yorkshire Hotspots scheme, which enables a wide range of volunteers and workers to refer households to energy advice, income advice and fire safety checks using a simple tick box card. Over the past two years, we have also run a community grants fund that has allowed local community groups to develop a range of projects supporting communities through the winter and reducing social isolation.
- 3.6 Although the energy efficiency of homes will have a substantial impact on affordable warmth, we recognise the need to take a holistic approach to the issue that includes trying to maximise household income whilst helping people to find

cheaper energy bills. Our schemes include provision to refer households where appropriate to welfare rights, and last year we ran a pilot scheme with the CAB network to provide combined energy efficiency and fuel bill advice to households, which we hope to continue as soon as funding is available. We are also investigating ways to lower household fuel bills through collective fuel switching and bulk purchase and we took part in a pilot project last year, the results of which we are evaluating with a view to running a further project in the near future.

- 3.7 Many of the above projects have been expanded and supplemented over the past two years in a winter warmth campaign which has been funded through the Department of Health's Warm Homes Healthy People Fund as well as the Department of Energy and Climate Change's Fuel Poverty Fund. We have only recently learnt that these funds will not be available for 2013/14, therefore we are working closely with public health to identify other sources of funding to run a Winter Warmth Campaign this winter. The Leeds South and East Clinical Commissioning Group has already agreed to part fund a winter warmth campaign in place of funding provided through Leeds Primary Care Trust last year [see appendix 1: final report on the 2012/13 Winter warmth Campaign].

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 We consult with a wide range of partners, including councillors, voluntary sector organisations, public and private sector housing providers, the NHS and contractors through the Affordable Warmth Partnership. This process of engagement informs not only our affordable warmth strategy, but also the development of our wider range of schemes and projects.

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

- 4.3 All of the individual projects and schemes outlined in this report undergo screening for Equality and Diversity/Cohesion and Integration. However, since the programmes outlined are aimed at improving affordable warmth for vulnerable households and low income groups, they will have a positive impact on reducing inequality across the Outer East area.

### **4.4 Council policies and City Priorities**

- 4.4.2 The Vision for Leeds is committed to making sure that everybody lives in a decent home and can stay warm by 2030. In addition, the City Priority Plan to 2015 commits the authority to "support more people to live safely in their own homes" and "improve housing conditions and energy efficiency". We aim to help the city achieve both of these aims through our projects.

- 4.4.1 Affordable warmth has been included as a priority in the Joint Health and Wellbeing Strategy 2013 – 15, as a result of the scrutiny enquiry on fuel poverty.

### **4.5 Resources and value for money**

4.5.2 In an era of shrinking budgets, the Council is committed to drawing down external investment from sources such as ECO. The programmes highlighted in this report show that the Council has been successful in the past and has ambitious plans to draw investment into the Outer East area in the future

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

4.6.3 The report has no direct legal implications and all information is openly accessible.

4.6.4 The recommended decisions are all open to Call In.

#### **4.7 Risk Management**

4.7.1 This report sets out Leeds' programme to improve access to affordable warmth in the Outer East area. Each programme of work will be developed and governed using standard project management practices and will have its own risk profile.

### **5 Conclusions**

5.1 The on-going trends of increasing energy prices and constrained growth in incomes means that many vulnerable households in the Outer East area will continue to struggle to heat their homes, including elderly residents who may find themselves struggling to heat the family home later in life, and residents suffering from illnesses that can be exacerbated by cold living conditions.

5.2 Leeds has made substantial progress in improving household energy efficiency in the Outer East area through schemes such as the Wrap Up Leeds free insulation scheme, Warm Front, Total Heat and the decent homes standard. However, many of these schemes have been replaced by ECO which is a market mechanism, and Leeds City council and its partners have a role in ensuring that as many vulnerable and low income households in the Outer East area have access to this and other streams of funding to make heating their homes more affordable, as possible.

5.3 We will continue to engage with people through a combination of traditional marketing, community outreach and targeting at local events, and referrals from front line staff and volunteers where appropriate. We also aim to take a combined approach to improving affordable warmth through raising household energy efficiency levels, maximising incomes, and helping people to obtain lower fuel tariffs where possible.

### **6 Recommendations**

6.1 That the Outer East Area Committee promotes affordable warmth through its members and partner organisations, and assists in publicising schemes that are being undertaken in the area such as Wrap Up Leeds ECO to improve affordable warmth amongst households.



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

7.1 There are no background documents.

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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 author: Tom Smith

Tel: 3951395

**Report of Director of Environment and Housing**

**Report to East Leeds (Outer) Area Committee**

**Date: Tuesday 10<sup>th</sup> December 2013**

**Subject: South and Outer East Locality Team Service Level Agreement  
Performance Update**

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

**Summary of main issues**

1. This report provides an update on performance against the Service Level Agreement (SLA) between East Leeds (Outer) Area Committee and the South South-East Environmental Locality Team. This report covers the period from 1<sup>st</sup> July 2013 to 25<sup>th</sup> October 2013.

**Recommendations**

2. That East Leeds (Outer) Area Committee note and comment on the contents of this report.

## **1 Purpose of this report**

- 1.1 This report provides an update on performance against the SLA between Outer East Area Committee and the South South-East Environmental Locality Team. This report covers the period from 1<sup>st</sup> July 2013 to 25<sup>th</sup> October 2013.

## **2 Background information**

- 2.1 Executive Board approved revisions to the Area Committee Function Schedules to include a new delegated responsibility for Street Cleansing & Environmental Enforcement Services in March 2011. The delegation makes clear the responsibility of Area Committees to negotiate, develop and approve an 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:
- the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered)
  - the agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.
- 2.2 The delegation of environmental services to Area Committee means that service resources, mainly staffing, are now devolved. Resources are organised into three wedge based teams for East North-East, South South-East and West North-West, aligned to new Locality Teams. The SLA sets out the detail of the resources which will be allocated to the Area Committees.
- 2.3 The annual SLA for the Outer East Area Committee was agreed on 2<sup>nd</sup> July 2013.

## **3 Main issues**

- 3.1 Section 6.0 of the SLA sets out the principles and priorities against which the Locality Team's success will be measured. The following describes performance against these principles and priorities in the first six months of this year's SLA.

### **3.2 Delivery of SLA Priorities**

#### ***a) Priority Neighbourhoods***

- 3.2.1 Progress is being made in identified priority areas for each ward in Outer East area. Mini-action plans are in place for each area focussing on changing behaviours. Actions include environmental audits, enhanced patrol work and proactive support and action on cleansing or other environmental issues.
- 3.2.2 The team is working closely with Waste Management colleagues on the work to deliver improved recycling collections and fortnightly black bin collections across the Outer East area.
- 3.2.3 Communications with communities and others has improved a huge amount. Every successful prosecution is publicised through the media and the South and Outer East Locality Team Facebook page ([www.facebook.com/sselocalityteam](http://www.facebook.com/sselocalityteam)) engages directly with residents and with other media outlets.

- 3.2.4 Environmental Action Officers continue to attend neighbourhood forums across the committee area. All Locality Team staff are able to represent the full range of services that contribute to improving the environment, which should significantly improve engagement with the council's environmental services. The service continues to support both individuals and groups wishing to clean their localities by providing equipment and collecting their bagged waste.
- 3.2.5 Capacity days continue to allow the impact of seasonal tasks, such as leafing, to be minimised. As outlined in previous reports the service has supported the In Bloom groups across many areas of the wedge and Outer East Leeds (including Allerton Bywater, Garforth, Great and Little Preston, Kippax, Ledston, Micklefield and Swillington in bloom groups). This included intensive cleaning prior to judging and supporting in bloom groups with litter and waste collections in an on-going fashion. In addition we have helped other community groups with clean ups, for example a group of 'geo-cachers' who helped to clean the site of the old Boot and Shoe pub in Micklefield.
- 3.2.6 A number of known fly tip sites are being proactively visited regularly by enforcement officers and collection crews. The use of metal signs advising dog owners that enforcement patrols and CCTV may be in operation have been erected in a number of hot spot ginnels.

**b) *Education and Enforcement***

- 3.2.7 The duty of care on businesses to protect the quality of the environment is a key focus within the SLA. A project is underway across the Outer East area to raise awareness among local shop keepers on their legal duty to ensure their shop frontages are kept clean. Non-compliance can lead to enforcement action being taken requiring shop keepers to sweep outside their stores and to provide and empty litter bins.
- 3.2.8 A project has been undertaken to improve the Well Lane area of Kippax. The Locality Team has worked with residents and the Highways Department to cut back vegetation, clear and repair all drains and litter pick the area. Similar projects are underway around Swillington Lane and Skeltons Lane.
- 3.2.9 Empty and derelict properties are also a focus of the enforcement team. Action has been taken against the owners of a number of sites including the Halton Moor pub, Squinting Cat (now demolished) and the Wild Wild West on Selby Road.
- 3.2.10 The enforcement team have targeted excessive build-up of mud on roads caused by building sites and farms. A number of notices have been served requiring operators to keep the highway free of debris. Action has been taken to prevent residents of Osmondthorpe repairing cars on the public footpaths.
- 3.2.11 Companies placing unauthorised advertising on lampposts and road barriers in Temple Newsam, Garforth and Crossgates & Whinmoor have been required to remove their banners.
- 3.2.12 Enforcement patrols are on-going across the Outer East targeting littering, commercial waste issues, dog fouling and other dog control issues. Patrols have recently taken place in all wards.

### **c) *Partnership Working and Development***

- 3.2.13 Work is on-going (at 25<sup>th</sup> October) with former Aire Valley Homes and East North East Homes Leeds colleagues to develop models of integrated environmental working. As part of the move of council housing services back into the council the decision has been made to transfer many of the environmental activities currently undertaken by housing over to Locality Teams. In addition to this, since April, the council's bulky waste collection service has also been under the responsibility of Locality Teams.
- 3.2.14 The Locality Teams are therefore developing new structures for 'one environmental service' in Locality areas which take on these new responsibilities, but also seek to improve the current service and make it even more locally accountable. This will involve a move to more zonally based resources and a more flexible workforce.
- 3.2.15 In addition the service is liaising closely with Police on their review in order to take advantage of opportunities for co-location and greater partnership working across the crime and grime agendas.

### **3.3 Service Delivery Performance**

- 3.3.1 Appendix A contains the tables which support the descriptions of performance below. Overall 4,329 jobs were logged on our system between 1st July and 25<sup>th</sup> October 2013 of which 867 were for the Outer East wedge area (20%). This is a 25% increase in the number of jobs completed compared to the same period last year. This large increase in jobs can be explained by the additional fly-tipping/hot-spot team that we have had in service since June and who are undertaking a significant amount more proactive clearance work than previously.
- 3.3.2 The most prevalent issues dealt with in Outer East in the period were, in descending order: fly-tipping (clearance and enforcement), dog related issues, overgrown vegetation, and gullies. These accounted for 44% of requests received for the area.
- 3.3.3 Revised mechanical cleansing blocks are now in place with the frequency of cleansing increasing across many areas and the maximum frequency increasing from 16 weekly to every 8 weeks. The service is now fixed on particular days in order to aid coordination with Waste Management and Housing Leeds, e.g. Halton Moor, Whinmoor and Swarcliffe.
- 3.3.4 A programme for the maintenance of the 28 priority ginnels in Outer East area is in place. Many have been added to existing cleansing routes and where this was not possible, monthly inspections are taking place to proactively deal with any issues. The former Aire Valley Homes (Housing Leeds) teams continue to support this work in former ALMO estates.
- 3.3.5 93% of manual cleansing rotas in Outer East wedge were undertaken as scheduled in the period, a slight increase when compared with 92% in the same period last year. Of the 20 days where the manual cleaning service did not run 12 were due to holidays and 8 due to sickness. There is a limited budget to cover manual cleaning, budget equivalent to covering 1 in 6 absences, so not all holidays or sickness can be covered.

- 3.3.6 83% of the mechanical cleansing rotas in Outer East wedge were undertaken as scheduled in the period, compared to 84% in the same period last year. Of the 23 routes that did not run in the period 12 were due to holidays, 1 due to working to cover refuse collection and 10 'other' operational reasons, e.g. training or covering other priority work. Whilst the service has budget available to cover mechanical cleaning staff it is often difficult to source drivers and therefore cover routes.
- 3.3.7 Wedge-wide services generally ran as scheduled, with the exception of 1 occasion where a litter bin team did not run due to holidays which were not able to be covered and gulley cleaning service which did not run on 9 occasions in the period due to 2 sickness, 4 holidays, and 3 'other' operational reasons. It is often very difficult to source appropriately skilled cover for gulley crews, however the Locality Team is in the process of training further frontline cleansing staff across the service so that cover will be easier in future.
- 3.3.8 14 Fixed Penalty Notices were served on residents in the period, three times the number that were served during the same period last year, but still low numbers. No prosecutions were progressed during the period.
- 3.3.9 South Locality team has continued with a work placement scheme with HMP Leeds. Trainees, released on a temporary licence from HMP Leeds, work with the team three days per week undertaking work across the wedge area and creating additional capacity. This has been a great success with the following cutting back and litter clearance work being carried out in Outer East Leeds:
- Ginnel at Park Lane, Kippax
  - Appletree Lane, Kippax cut back
  - Mill Green Garth, Whinmoor – footpath behind number 7 cut back and tidied
  - Green Lane/Fairburn Drive, Garforth – cut back

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Consultation was undertaken with Environmental Sub-groups of the Area Committees, including the sub group representing Outer East Area Committee on all aspects of the SLA delivery over the last six months.
- 4.1.2 Various consultation and engagement exercises have been undertaken with Members on an individual basis, as well as at ward and Area Committee level.
- 4.1.3 Performance against the SLA is now routinely discussed at all Environmental Sub-Groups.

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

- 4.2.1 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.

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

- 4.3.1 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.

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

- 4.4.1 There are no resource implications.

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

- 4.5.1 There are no legal implications.
- 4.5.2 The report contains no information that is deemed exempt or confidential.

### **4.6 Risk Management**

- 4.6.1 There are no risk management implications within this report.

## **5 Conclusions**

- 5.1 Positive progress has been made in the first six months of the Service Level Agreement for 2013/14.

## **6 Recommendations**

- 6.1 That East Leeds (Outer) Area Committee note and comment on this report.

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

- 7.1 There are no background documents associated with this report.

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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.



## Appendix A – Summary Performance Information

**Table 1: Service Jobs (reactive and proactive) – 1<sup>st</sup> July to 25<sup>th</sup> October 2013**

DESCRIPTION	Crossgates and Whinmoor	Garforth and Swillington	Kippax and Methley	Temple Newsam	Total
Fly Tip	53	39	49	27	168
Found Dog	23	6	5	27	61
Overgrown Vegetation	16	17	14	12	59
Gully	15	13	20	7	55
Lost Dog	9	6	9	16	40
Litter Complaint	16	5	9	10	40
Flytipping	14	3	13	8	38
Dog Fouling	10	14	7	4	35
Ginnel	14	9	4	1	28
Road Sweeping	8	9	4	7	28
Stray Dog at Large	6	1	4	8	19
Commercial Waste Issues	5	2	8	4	19
Bulky request	11	2	3	2	18
Domestic Waste Issues	6	4	4	4	18
Litter Bin Empty	5	5	5	2	17
Footpath Sweeping	9	2	3	2	16
Obstruction	1	6	5	4	16
Bin not Returned	2	7	5	1	15
Drainage	3	1	2	8	14
Dead Animal Removal	1	3	5	4	13
Graffiti	4	3	3	3	13
Damage to Highway	2	4	3	3	12
Nuisance - Other	2	4	2	2	10
Waste in Gardens	7	2		1	10
Dog Attacking Animal	1	4	2	2	9
Dog Fouling Enforcement Signage Request	5		3	1	9
Litter Problems	4	1	2	2	9
Dog Warden Assistance Requested	2		2	4	8
Smoke from Bonfire		5	1	1	7
Nuisance - Accumulation/Deposit	2	1	3		6
Illegal Advertising		3	2		5
Nuisance - Premises	2	1	1	1	5
Rodents	2		2	1	5
Dog Attacking Human		1	2	1	4
Litter Bin Request	2	1		1	4
Mud etc on Road	2	2			4
Vehicles for Sale	3			1	4
Keeping Dogs On Leads At All Times	1		1	1	3
Nuisance Vehicle	1	1		1	3
Stray Dog Not Out	2				2
Abandoned Vehicle	1	1			2
Housing - Other	1			1	2
Illegal Vehicle Crossing				2	2
Leafing	1	1			2
Odour - Other	1	1			2
Dangerous Dog at Large				1	1
Housing - Defect	1				1
Housing - Vacant				1	1
Keeping Dogs On Leads At All Times	1				1
Litter Bin Repair	1				1
Odour - Industrial			1		1
Smoke from Chimney			1		1
Street Cleansing Quality		1			1
<b>TOTAL</b>	<b>278</b>	<b>191</b>	<b>209</b>	<b>189</b>	<b>867</b>

**Table 2: Manual Cleaning – 1<sup>st</sup> July to 25<sup>th</sup> October 2013**

Ward	No. Blocks	Ran	Not Ran	% Ran
Crossgates and Whinmoor	184	167	17	91%
Garforth and Swillington	51	49	2	96%
Kippax and Methley	-	-	-	-
Temple Newsam	82	80	2	98%
<b>Outer East</b>	<b>301</b>	<b>281</b>	<b>20</b>	<b>93%</b>
<b>Whole SSE</b>	<b>952</b>	<b>870</b>	<b>82</b>	<b>91%</b>

**Table 3: Mechanical Cleaning – 1<sup>st</sup> July to 25<sup>th</sup> October 2013**

Ward	No. Blocks	Ran	Not Ran	% Ran
Crossgates and Whinmoor	38	33	5	87%
Garforth and Swillington	28	22	6	79%
Kippax and Methley	32	28	4	88%
Temple Newsam	50	44	6	88%
<b>Outer East</b>	<b>136</b>	<b>113</b>	<b>23</b>	<b>83%</b>
<b>Whole SSE</b>	<b>790</b>	<b>646</b>	<b>144</b>	<b>82%</b>

**Table 4: Wedge-wide Services – 1<sup>st</sup> July to 25<sup>th</sup> October 2013**

Team	Scheduled	Ran	Not Ran	% Ran
Outer Litter Bins	117	117	0	100%
Inner Litter Bins	117	116	1	99%
Hot-Spot Teams	115	113	2	98%
Gully Team	117	108	9	92%

**Table 5: Legal Notices Served – 1st July to 25<sup>th</sup> October 2013**

LEGAL NOTICES	Crossgates and Whinmoor	Garforth and Swillington	Kippax and Methley	Temple Newsam	Total
EP46 - Bin not Returned	2	4		1	7
EP47 - Commercial Waste Issues		2	2	2	6
EP34_5 - Commercial Waste Issues			3	1	4
HW154 - Overgrown Vegetation	2	1		1	4
EP34_5 - Flytipping	2				2
EP46 - Domestic Waste Issues	1			1	2
TCP215 - Housing - Vacant			1	1	2
BA59 - Drainage			1		1
EP34_5 - Commercial Premises Duty of Care Inspect	1				1
EP34_5 - Smoke from Bonfire		1			1
EP46 - Commercial Waste Issues			1		1
EP46 - Flytipping			1		1
EP46 - Waste in Gardens	1				1
EP47 - Domestic Waste Issues		1			1
EP47 - Flytipping	1				1
EPA92A - Domestic Waste Issues		1			1
EPA92A - Housing - Other				1	1
HW132 - Illegal Advertising		1			1
HW151 - Mud etc on Road			1		1
HW151 - Obstruction			1		1
HW154 - Waste in Gardens	1				1
LG29 - Nuisance - Premises				1	1
PD4 - Nuisance - Premises		1			1
PD4 - Rodents	1				1
TCP215 - Flytipping			1		1
<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>9</b>	<b>45</b>

**Table 6: FPNs Issued – 1st July to 25<sup>th</sup> October 2013**

FPN NOTICES	Crossgates and Whinmoor	Garforth and Swillington	Kippax and Methley	Temple Newsam	Total
FPN200 - Bin not Returned		2			2
FPN900 - Dog Fouling	2				2
FPN100 - Commercial Waste Issues	1				1
FPN410 - Commercial Waste Issues			1		1
FPN410 - Smoke from Bonfire		1			1
FPN510 - Flytipping	1				1
FPN700 - Domestic Waste Issues		1			1
FPN700 - Flytipping	1				1
FPN900 - Keeping Dogs On Leads At All Times	1		1		2
FPN900 - Litter Problems		1			1
FPN900 - Waste in Gardens	1				1
<b>TOTAL</b>	<b>7</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>14</b>

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## Report of the Assistant Chief Executive Citizens and Communities

### Report to Outer East Leeds Area Committee

Date: 10<sup>th</sup> December 2013

Subject: Well Being Budget (Revenue) 2013/14

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Garforth & Swillington		
Kippax & Methley		
Temple Newsam		
Cross Gates & Whinmoor		
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<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 details of the Well Being Budget available for Outer East in 2013/14. The report details commitments, agreed funding streams and recent funding requests.

### Recommendations

2. Area Committee is recommended to:

- Note the content of the report
- Award £12,627 to Mill Green Gardens parking scheme
- Award £10,000 to Barley Hill Playground Refurbishment
- Award £10,000 to Whinmoor Park environmental improvements
- Award £10,000 towards a winter warmth package
- Award £12,000 to resurface car park at Austhorpe View (Whitkirk)
- Award £15,000 for land enhancement on Osmondthorpe Lane
- Note the position regarding small grants.

## **1 Purpose of this report**

- 1.1 This report provides details of the Well Being Budget for Outer East in 2013/14 and details commitments, agreed funding streams and details of new funding requests.

## **2 Background information**

- 2.1 The Well Being Budget allocated to Outer East for 2013/14 is £185,220. The carry over figure from 2012/13 is £22,000 providing a total budget of £207,220.

- 2.2 The budget had one commitment of £33,649 to fund the annual cost of its 11 Leedswatch CCTV cameras.

- 2.3 Area Committee has previously agreed the following funding streams:

- **Small Grants Budget of £5,000** - supporting local projects with a maximum grant of £500
- **Skips budget of £5,000** – for use by community groups, in bloom groups, Parish Council's etc. for community clean up's
- **Tasking Teams budget of £10,000** – this to be shared evenly amongst the tasking teams (£2,500 per ward) for community safety and environmental projects
- **Communications budget of £2,000** – to pay for the cost of room hire for meetings/forums, refreshments costs etc.

- 2.4 It also agreed to fund the following projects: older persons week, cricket coaching for youngsters, Christmas lights and switch on events, summer activity programmes for young people, funding for 'in bloom', support galas and provide a worker to support luncheon clubs in the villages. The remaining budget is shared evenly amongst the 4 Outer East wards.

## **3.0 Main Issues**

### **3.1 Mill Green Gardens parking scheme (Swarcliffe)**

- 3.1.1 This project will complete work to improve parking in areas of Swarcliffe first started in 2010. In 2010 Area Committee approved £144,000 from the Swarcliffe PFI budget to improve parking in Stanks Drive, Swardale Green, Swardale Road and Langbar Close.

- 3.1.2 The further parking spaces will be provided within the existing grass verges at Mill Green Gardens and the funding will be obtained from the Well Being Budget and the remaining PFI credits. The breakdown for the project is:

- PFI Credits - £12,373
- Well Being Budget - £12,627

3.1.3 The project supports the following priority in the Area Committee Business Plan:

- Neighbourhoods in Outer East are clean and attractive

### **3.2 Barley Hill Play Area Refurbishment**

3.2.1 This project seeks to undertake a full refurbishment of the playground at Barley Hill park. The play area is very well used and the equipment is now reaching the end of its economic life span.

3.2.2 The project therefore seeks to refurbish the play area to improve:-

- play quality for users
- Provide enhanced play opportunities for children of all age ranges and abilities
- Improve the landscaping around the play area
- Improve the surfacing to include play markings
- Provide more seats for carers and users of the park
- Provide equipment and opportunities for imaginative play.

3.2.3 The selected equipment will include but not be limited to:-

- Flat swings
- Basket swings
- Inclusive roundabout
- Musical play items
- See saw
- A multi climbing unit complete with slide
- Balance and rocking equipment
- Talk Tubes and play markings
- Seats and litter bins

3.2.4 The total cost of the project is £95,093 with £10,000 being requested from the Well Being Budget. The remainder of the cost is made up from the following funding sources:

- AVH Environmental Fund - £7,000
- AVH Area Panel - £5,000
- S106 - £55,408
- Ward Based Initiatives - £17,685

3.2.5 If the Well Being application is successful work will start in January and complete in March 2014(subject to weather conditions).

3.2.6 The project supports the following priority in the Area Committee Business Plan:

- Provide a range of positive activities for young people across Outer East.

### **3.3 Whinmoor park environmental improvements**

3.3.1 This project seeks to undertake improvements to Whinmoor Park – Hebden Way Whinmoor. The Parks and Countryside service are in receipt of a number of complaints concerning the condition of the park in particular with regards to the footpaths through the park and the visual appearance of the tennis courts.

3.3.2 Although no formal consultation has been carried out by the service, the local Ward Members are in constant contact with residents at resident meetings and ward surgeries where the problem of the path is raised.

3.3.3 Of particular concern is the condition of the footpath that links Sherborn Road North with Hebden way. The ownership of the path is split between the Parks and Countryside who are responsible for approximately 75% and Housing who are responsible for the remaining 25%.

3.3.4 As one of the main routes for residents accessing bus's this path is heavily used and there have been a number of incidents with people suffering from slips, trips resulting in sprains, twisted ankles and broken limbs, hence the reason for wanting to improve the access.

3.3.5 In addition to the resurfacing the paths, the project seeks to undertake extensive landscaping works to the former playground in the form of removing the hard standing soiling and seeding over. This will make the area more attractive to local residents; discourage youths from congregating on the area which can at times be intimidating for other park.

3.3.6 The total cost of the project is £45,000 with £10,000 being requested from the Well Being Budget. The other funds secured are: £5,000 from AVH environment fund; £28,000 from S106 and Parks & Countryside contribution of £2,000.

3.3.7 The project supports the following priorities in the Area Committee Business Plan:

- Neighbourhoods in Outer East are clean and attractive
- Residents in Outer East are safe and feel safe

### **3.4 Winter warmth package for the elderly**

3.4.1 The thoughts behind this proposal came from the most recent meeting of the Area Leads for Outer East. In winter 2012/13 Swarcliffe Good Neighbours, with funding from Aire Valley Homes Area Panel, provided a winter warmth package for the vulnerable elderly in the Swarcliffe area. The pack included:

- Tins of soup/stewing steak
- Bed socks



- Hat
- Gloves
- Scarf
- 2 fleece throws

3.4.2 The project was very well received and Area Leads felt it would be a good idea to roll this out through all 4 Neighbourhood Networks covering the Outer East area.

3.4.3 The project was discussed at the Older Persons sub – group on 11<sup>th</sup> of November 2013 where it was welcomed by all the networks. A further meeting to discuss the project costs, how it can be financed, delivery of packs and what should be included in the packs, was held on the 14<sup>th</sup> of November. The notes of that meeting are attached as **appendix 1**.

3.4.4 It is recommended that Area Committee contribute £10,000 towards this project. Bids for match funding will be made to the following:

- Bid to Aire Valley Homes (AVH) Area Panel - £5,000
- Bid to AVH Service Improvement Fund - £5,000
- Bid to ENE Homes Area Panel - £1,299( budget remaining)

3.4.5 The package will be branded notifying residents that it has been funded by Outer East Area Committee and any other partner agency contributing towards the pack.

3.4.6 The project supports the following priority in the Area Committee Business Plan:

- Vulnerable members of the community are able to live independently at home for longer

### **3.5 Resurfacing car park at Austhorpe View (Whitkirk)**

3.5.1 Highways have been alerted by Ward members to problems at Austhorpe View car park. This car park (in front of Skyliner and several other shops) is not monitored by wardens as it is not of sufficient standard to be looked after. Technically it is a loose shale surface on stone.

3.5.2 Commuters and others are leaving their cars all day meaning there is no room for shoppers. This has led to shoppers parking in front of nearby houses which has meant the homeowners have been unable to park or access their driveways. This has led to a number of confrontations.

3.5.3 This project will resurface the car park and therefore be at a standard whereby it can be monitored by Wardens. There will be restrictions on the length of time cars can be parked. Highways will assume responsibility for future maintenance once this work has been completed.

3.5.4 Area Committee are requested to award £12,000 to complete this project.

3.5.5 The project supports the following priority in the Area Committee Business Plan:

- Support work that helps town and district centres remain commercially active and vibrant

### **3.6 Land enhancement on Osmondthorpe Lane**

3.6.1 This project will improve an existing area of low quality greenspace to enhance the appearance of the neighbourhood, and prevent it falling any further in quality. The project is needed to uplift an area that is presently beginning to be used as a form of waste ground.

3.6.2 The Well Being funds will be used to remodel the existing bank bordering Osmondthorpe Lane, reseed the banking, make new shrub beds, plant spring flowering bulbs and also improve site security through fencing provision.

3.6.3 The aims of the project are to:

- Improve the aesthetical quality of the area.
- Prevent the site being used for unauthorised purposes (e.g., horse grazing)
- Improve the site's cleanliness.
- Create an improved greenspace of a quality in line with LCC's aspirations.
- Improve public perception of greenspace (reflected in no complaints about the area).

3.6.4 Area Committee is requested to award £15,000 to complete this project.

3.6.5 The project supports the following priority in the Area Committee Business Plan:

- Neighbourhoods in Outer East are clean and attractive.

### **3.7 Small Grants**

3.7.1 The small grants awarded to date from the 2013/14 budget are detailed on **appendix 2**.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 All projects developed are in consultation with Elected Members and local communities. Approval for a contribution from the well being budget is secured at Area Committee.

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

4.2.1 Community groups submitting a project proposal requesting funding from the well being budget have an equal opportunities policy and as part of the application process, complete a section outlining which equality group the project will work with, and how equality and cohesion issues have been considered.

4.2.2 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

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

4.3.1 The projects outlined in this report contribute to targets and priorities set out in the following council policies:

- Vision For Leeds
- Children and Young Peoples Plan
- Health and Well Being City Priority Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

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

4.4.1 There is no new resource implications as a result of any projects detailed within this report. In all requests for funding from Area Committee applicants are asked to consider value for money during the application process.

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

4.5.1 Legal implications as a result of this report will be reflected in any subsequent Funding Agreements and Contracts to Tender that arise from projects funded from the Well being Budget.

4.5.2 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are no longer eligible for call in.

4.5.3 There are no key or major decisions being made that would be eligible for call in.

### **4.6 Risk Management**

4.6.1 All proposals requesting well being funding complete a section in the application process outlining the risks associated with the project and how they will be managed.

## **5 Conclusions**

5.1 The report provides information on how the well being budget 2013/14 has been allocated against funding streams and details projects funded to date.

5.2 The report also recommends that Area Committee approves several new projects.

## **6 Recommendations**

6.1 Area Committee is recommended to:

- Note the content of the report
- Award £12,627 to Mill Green Gardens parking scheme
- Award £10,000 to Barley Hill Playground refurbishment
- Award £10,000 to Whinmoor Park environmental improvements
- Award £10,000 towards a winter warmth package
- Award £12,000 to resurface car park at Austhorpe View (Whitkirk)
- Award £15,000 for land enhancement on Osmondthorpe Lane
- Note the position regarding small grants.

## **7 Background documents**

7.1 There are no background documents.

<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.

Appendix 1.

### **Proposed 'winter warmth' pack for elderly in Outer East 2013**

**In attendance:** Cllr Andrea McKenna, Cllr Debra Coupar, Martin Hackett (SE AST), James Nundy (SE AST), Jamie Martin (Housing Leeds), Sarah Lockwood (SE AST), Ken Hill (SGNS)

#### **Proposal**

To provide a winter warmth package to elderly residents in Outer East. Arrangements for delivering packages and who is eligible to be agreed through the 4 Neighbourhood Networks on Outer East, these being:

- NET (Garforth/Kippax/east villages)
- Swarcliffe Good Neighbours
- Cross Gates Good Neighbours
- HOPE (Halton Moor/Osmondthorpe)

#### **Funding**

- Outer East Area Committee to provide £10,000
- Bid to Aire Valley Homes (AVH) Area Panel - £5,000
- Bid to AVH Service Improvement Fund - £5,000
- Bid to ENE Homes Area Panel - £1,299( budget remaining)
- See if any funding available from the Garforth Lions

#### **Branding of packages**

It was agreed that the packages would be branded as follows:

Funded by Outer East Area Committee and Housing Leeds. The LCC logo to be included.

Supported by:

- Garforth NET
- Swarcliffe Good Neighbours Scheme
- Cross Gates Good Neighbours Scheme
- Halton Moor & Osmondthorpe Project for the Elderly

#### **Agreed Actions**

- MH reporting to Area Committee for approval of £10k on 10 Dec 2013
- KH to apply to AVH Area Panel for £5k on 16 Dec 2013
- JM to request £5k from AVH Service Improvement Fund
- KH to contact Garforth Lions to see if they can give a contribution
- MH to contact ENE Homes to see if £1,299 remaining area panel budget can be used for this project
- When all the funding is in how do we pay for the packages – JN and JM to agree best method of payment

### **Other things to note**

- Notes of meeting to be sent to all networks
- A follow up meeting to be arranged for some time during w/c 2 Dec
- Agreed that it would be a good idea for each network to have a launch for this project

**Appendix 2 - Outer East small grant position as at 26 November 2013**

Total budget: £  
5,000  
Current grant total: £  
4,335

<b>Cross Gates &amp; Whinmoor ward</b>		<b>Ref</b>	<b>Status</b>	<b>£</b>
CROSSGATES & DISTRICT GOOD NEIGHBOURS	Christmas Drop In Party & Christmas Day Lunch for their most isolated older people	OE/13/07/S	Approved	487.50
SWARCLIFFE GOOD NEIGHBOURS	Fundraising sub-committee	OE/13/09/S	New	500.00
				<b><u>987.50</u></b>

<b>Garforth &amp; Swillington ward</b>		<b>Ref</b>	<b>Status</b>	<b>£</b>
GT & LITTLE PRESTON IN BLOOM	Floral display improvements	OE/13/08/S	Paid	472.00
				<b><u>472.00</u></b>

<b>Kippax &amp; Methley ward</b>		<b>Ref</b>	<b>Status</b>	<b>£</b>
GROWING ZONE	Training for placements	OE/13/03/S	Paid	500.00
LEDSTON PARISH COUNCIL	Ledston in Bloom floral displays 2013	OE/12/12/S	Paid	500.00
KIPPAX UNITED JUNIOR FOOTBALL CLUB	Set-up of new club	TBC	New	490.00
				<b><u>1,490.00</u></b>

<b>Temple Newsam ward</b>		<b>Ref</b>	<b>Status</b>	<b>£</b>
ZEST Health For Life	Jam making project	OE/13/01/S	Paid	395.00
COLTON INSTITUTE	Heating system	OE/13/02/S	Rejected (retrospective)	-

STARLIGHT DANCE ACADEMY	Ballet equipment	OE/13/04/S	Rejected (no response)	-
HALTON IN BLOOM	New planters	OE/13/05/S	Paid	500.00
COLTON INSTITUTE	Main Hall refurbishment	OE/13/06/S	Approved	490.00

**1,385.00**