



NORTH WEST (OUTER) AREA COMMITTEE

**Meeting to be held in St Margaret's Parish Centre, Church Lane, Horsforth, LS18 5LY on
Monday, 3rd February, 2014 at 2.00 pm**

MEMBERSHIP

Councillors

| | | |
|------------------------|---|----------------------|
| B Anderson | - | Adel and Wharfedale; |
| J L Carter | - | Adel and Wharfedale; |
| C Fox | - | Adel and Wharfedale; |
| | | |
| G Latty | - | Guiseley and Rawdon; |
| P Latty | - | Guiseley and Rawdon; |
| P Wadsworth (Chair) | - | Guiseley and Rawdon; |
| | | |
| B Cleasby | - | Horsforth; |
| C Townsley | - | Horsforth; |
| D Collins | - | Horsforth; |
| | | |
| S Lay | - | Otley and Yeadon; |
| C Campbell | - | Otley and Yeadon; |
| R Downes | - | Otley and Yeadon; |

**Agenda compiled by:
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Phil Garnett

**W N W Area Leader: Jane Maxwell
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A G E N D A

| Item No | Ward | Item Not Open | | Page No |
|---------|------|---------------|--|---------|
| 1 | | | <p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 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 Chief Democratic Services Officer at least 24 hours before the meeting.)</p> | |

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| 2 | | | <p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <ol style="list-style-type: none"> 1 To highlight reports or appendices which officers have identified as containing exempt information within the meaning of Section 100I of the Local Government Act 1972, 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. 2 To consider whether or not to accept the officers recommendation in respect of the above information. 3 If the recommendation is accepted, to formally pass the following resolution:- <p>RESOLVED – That, in accordance with Regulation 4 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 or Section 100A(4) of the Local Government Act 1972 as appropriate, the public be excluded from the meeting during consideration of those 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> | |
| 3 | | | <p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p> | |

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| 4 | | | <p>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</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>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p> | |
| 6 | | | <p>MINUTES - 11TH DECEMBER 2013</p> <p>To confirm as a correct record the minutes of the meeting held on 11th December 2013.</p> | 1 - 12 |
| 7 | | | <p>OPEN FORUM PART A (NONE PLANNING ISSUES)</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, members of the public in attendance are invited to make representations or ask questions specifically in relation to any matters excluding those relating to planning issues within the terms of reference of the Area Committee. The Chair has designated a maximum period of 10 minutes for this item.</p> | |
| 8 | | | <p>ANNUAL REPORT - FOR THE PARKS AND COUNTRYSIDE SERVICE</p> <p>To receive a report of the Chief Officer Parks and countryside which provides an overview of the service and sets out some of the challenges faced along with key performance management initiatives. In addition it seeks to provide a positive way forward for delivering the extended role of the Area Committee.. In particular it sets out an area level progress made in attaining Leeds quality Park Standard. It also sets out investment needed to attain and sustain LQP standards.</p> | 13 - 28 |

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| 9 | | | <p>OPEN FORUM PART B (NEIGHBOURHOOD PLANNING ISSUES)</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, members of the public in attendance are invited to make representations or ask questions specifically in relation to Neighbourhood matters within the terms of reference of the Area Committee.</p> <p>The Chair has designated a maximum period of 20 minutes (5 minutes per ward) minutes for public representations and questions.</p> | |
| 10 | | | <p>NEIGHBOURHOOD PLANNING UPDATE</p> <p>To receive a report of the Director of City Development providing an update on neighbourhood planning.</p> | 29 - 42 |
| 11 | | | <p>WELLBEING FUND UPDATE REPORT</p> <p>To receive a report of the Assistant Chief Executive (Citizens & Communities) providing the Committee with an update on the budget position for the Wellbeing Fund for 2013/14. The report highlights the current position of the Small Grants and skips pots and those Small Grants and skips that have been approved since the last meeting. It also provides an update on the Youth Activity Fund and asks the Area Committee to consider applications for funding from this budget.</p> | 43 - 54 |
| 12 | | | <p>AREA UPDATE REPORT</p> <p>To receive a report of the Assistant Chief Executive (Citizens and Communities bringing together a range of information relating to Area Committee business into a single report to update the Committee on recent sub group and forum business and also project and service activity.</p> | 55 - 82 |

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| 13 | | | <p>AREA CHAIRS FORUM MINUTES</p> <p>To receive a report of the Assistant Chief Executive (Customer Access & Performance) which formally notifies the Committee that the minutes of Area Chairs Forum meetings will be brought to Area Committee meetings as a regular agenda item, and to give a brief overview of the Area Chairs Forum meetings.</p> | 83 - 92 |
| 14 | | | <p>DATE AND TIME OF NEXT MEETING</p> <p>Monday, 2pm, 24th March 2014.</p> | |
| 15 | | | <p>MAP OF TODAYS VENUE</p> <p>St Margaret's Parish Centre, Church Lane, Horsforth, LS18 5LY.</p> | 93 - 94 |

NORTH WEST (OUTER) AREA COMMITTEE

MONDAY, 9TH DECEMBER, 2013

PRESENT: Councillor P Wadsworth in the Chair

Councillors S Lay, B Anderson,
C Campbell, J L Carter, B Cleasby,
R Downes, C Fox, G Latty, P Latty and
D Collins

58 Appeals Against Refusal of Inspection of Documents

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

59 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

60 Late Items

There were no formal late items submitted to the agenda for considerations. However supplementary information was admitted to the agenda by the Chair in relation to Agenda Item 9 – “Leaf Clearance Update and Performance Report 2013” and Agenda item 10 – “Children and Young People’s sub group report” (Minute Nos. 66 and 67 refer.)

61 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations made.

62 Apologies for Absence

Apologies for absence were received from Councillor C Townsley.

63 Minutes - 4th November 2013

RESOLVED – The minutes of the meeting held on 4th November 2013 were approved as a correct record.

64 Matters Arising

Minute 51. Update on Welfare Benefit Changes

It was confirmed to members, that figures provided at Appendix 1 to the Update on Welfare Benefit Changes report had not yet been reviewed or had additional narrative added, but this information would be requested by officers.

Draft minutes to be approved at the meeting
to be held on Monday, 3rd February, 2014

Minute No. 54 Annual Community Safety Report

With regards to vegetation covering CCTV cameras it was confirmed to members that a meeting of relevant officers had taken place to identify which cameras across the city were affected. This information will be circulated to members.

65 Open Forum

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the term of reference of the Area Committee.

A local resident asked members if they knew of any people finding it difficult to identify housing to either rent or buy. Members were also asked about their views on the Localism Act 2011.

A local resident asked whether Highways gave due consideration to how development affected traffic flow not only in the vicinity but also the knock on effect further away.

A local resident asked about the steps being taken to protect green space in Leeds and raised concern about proposals to build on land prone to flooding.

(Councillors Campbell and G Latty left the room whilst specific sites were discussed due to being Members of the City Plans Panel)

RESOLVED – The Committee resolved to refer the matters raised to the Chief Planning Officer for consideration and requested a response at the February meeting of the Committee.

66 Information Mobile Library

The Community Development Manager (City Development) presented a report of the Assistant Chief Executive (Citizens and Communities) which provided details on the new information mobile library.

Prior to discussing the report members of the Committee had the opportunity to view the facilities available in the mobile library.

Members asked questions about where in Leeds the Mobile Library would be focusing its resources. It was noted that there was only one vehicle for the whole of Leeds therefore it would be difficult to cover all areas. Members suggested that careful consideration needed to be given when identifying which groups of people the mobile libraries' resources should be focused upon.

Members also established what services would be on offer from the mobile library and that advice on technology would be included.

Members suggested to the officer present that the service might wish to consider collecting old computers, wiping the hard drive and reallocating them to others.

Members were informed that traditional library buildings have the same facilities on offer as the new mobile library in terms of IT learning provision and internet access.

RESOLVED – The Committee resolved to note the contents of the report.

67 Leaf-clearance Update and Performance Report - 2013

The Locality Manager (West and North West Leeds) presented his report. The report updated the Committee on the performance of this year's leaf clearance programme in Outer North West Leeds.

Members asked questions about the type of machinery currently used to clear leaves and what machinery will be used in the future.

Members considered the merits of various routes and areas which are swept more frequently. The Committee were informed that importance was placed on the main arterial routes in and out of Leeds City Centre to help keep gulleys clear and prevent flooding.

Consideration was given to the disposal of leaves following collection by the Locality Team; whether they were recycled and if the creation of 'leaf bins' was a possibility. The officer present confirmed he would look into this and inform members of his findings.

Following questions about support from the North West Inner Area, in terms of helping with leaf collection, it was confirmed that resources from the North West Inner Area had been used to assist the North West Outer Area.

RESOLVED – The Committee resolved to:

- (a) Locality Manager (West and North West Leeds) provides information with regards to the disposal of leaves by the Locality Teams following collection; whether or not they were recycled and if the creation of 'leaf bins' was a possibility;

Note the contents of the report.

68 Children & Young Peoples Sub Group

Councillor P Latty presented her report which included the recommendations made by the Children and Young Person's sub group for the provision of youth activities across the Outer North West Area.

With regards to the minutes from the Children and Young People sub group of the 29th November 2013 it was confirmed that these were in draft version and would be taken to the next meeting of the sub group for approval. The draft minutes were included for information purposes as they pertained to discussions on the Youth Activity Fund applications and recommendations to approve or not.

Members discussed the merits and other sources of funding for the various projects.

RESOLVED - The Committee Resolved to approve the following recommendations as detailed within the supplementary information within Appendix A:

Project Name: Big Hoo Ha Studio Sessions
Amount applied for: £2,510
Lead Organisation: Big Hoo Ha
Ward venue: Otley & Yeadon
APPROVED

Project Name: Boiler Room
Amount applied for: £1,738
Lead Organisation: Horsforth Children's Services and Leeds Christian Community Trust
Ward venue: Horsforth
APPROVED

Project Name: The Drop
Amount applied for: £2000
Lead Organisation: Equilateral Media
Ward venue: TBC
REFUSED

Project Name: February Half Term Creative Writing Club
Amount applied for: £150
Lead Organisation: Aireborough Extended Services
Ward venue: Guiseley & Rawdon
APPROVED

Project Name: Inters Youth Club
Amount applied for: £1694
Lead Organisation: Horsforth Children's Services and Leeds Christian Community Trust
Ward venue: Horsforth

Draft minutes to be approved at the meeting
to be held on Monday, 3rd February, 2014

APPROVED

Project Name: Multi Activity Holiday Programme
Amount applied for: £2,000
Lead Organisation: Guiseley Community Foundation
Ward venue: Guiseley & Rawdon / Otley & Yeadon

APPROVED

Project Name: The Oddballs School of Theatrical Extravaganzas
Amount applied for: £1,526
Lead Organisation: Aireborough Extended Services
Ward venue: Guiseley & Rawdon

APPROVED

Project Name: Outdoor Activity Project
Amount applied for: £1077
Lead Organisation: Leeds sailing and Activity Centre
Ward: Otley & Yeadon

REFUSED

Project Name: Saturday Morning Dance and Gymnastics Club
Amount applied for: £300
Lead Organisation: Leeds Arts Academy
Ward venue: Guiseley & Rawdon

APPROVED

Project Name: Community Learn to Skateboard Project
Amount applied for: £1595
Lead Organisation: Sk8 Safe Ltd in Partnership with Aireborough
Extended Services
Ward venue: Guiseley & Rawdon

APPROVED

Project Name: February Half Term Holiday Camp Guiseley School
Amount applied for: £460
Lead Organisation: Star Skills Sports Academy
Ward: Horsforth

APPROVED

Project Name: February Half Term Holiday Camp Horsforth School
Amount applied for: £460
Lead Organisation: Star Skills Sports Academy
Ward venue: Guiseley & Rawdon

APPROVED

Project Name: Up Our Street
Amount applied for: £1085

Lead Organisation: Better Leeds Communities
Ward venue: Horsforth
REFUSED

Project Name: ESNW Cluster Youth Provision: Friday Night Project (Age 11 – 19); Junior Youth Provision (8 - 11)
Amount applied for: £1630.40
Lead Organisation: YMCA
Ward venue: Adel & Wharfedale
APPROVED

(Councillor Carter left the meeting at 15:28 during the discussion of this item.)

69 Wellbeing Fund Update Report

The Committee received a report of the Assistant Chief Executive (Citizens and Communities) which provided Members with an update on the budget position for the Wellbeing Fund for 2013/14. The report also highlighted the current position of the Small Grants and skips pots and those Small Grants and skips that have been approved since the last meeting. Members discussed the sale of Council assets and where this money would be allocated. Members also sought clarification about the rules surrounding capital and revenue spend by Area Committees. Officers advised members that further information would be provided at the next Area Committee.

RESOLVED – The Committee resolved:

- (a) To note the current budget position for the Wellbeing Fund for 2013/14 as set out within Appendix 1 of the submitted report;
- (b) To note the current budget position for the Capital Wellbeing Fund for 2013/14 as set out in Table 1 of the submitted report;
- (c) That the following be agreed in respect of those expressions of interest received for Wellbeing funding detailed at section 3.4 within the submitted report which have been received since the last Area Committee;

| Project | Adel & Wharfedale | Guiseley & Rawdon | Horsforth | Otley & Yeadon | Decision |
|---|-------------------|-------------------|-----------|----------------|----------|
| St Margaret's Parish Centre Acoustic Panels | - | - | £3,000 | - | Approved |

- (d) To note the current position of the Small Grants and skips pots and the skip that has been approved since the last meeting as detailed within Table 2 and 3 of the submitted report.

(Councillor P Latty left the meeting at 16:10 during following discussion of this item.)

70 Area Update Report

The Assistant Chief Executive (Citizens and Communities) submitted a report which brought together a range of information relating to Area Committee business into a single report to update Members on recent sub group and forum business and also project and service activity.

Members discussed how best the Area Committee could work with Neighbourhood Forums and Town and Parish Councils within the North West Outer Area regarding neighbourhood planning. It was noted that a report on neighbourhood planning would be received by the Committee at its next meeting in February.

RESOLVED – The Committee resolved to note the contents of the report.

71 Area Chairs Forum Minutes

The Assistant Chief Executive (Citizens and Communities) submitted a report which formally notified Members that the minutes of the Area Chairs Forum meetings will be brought to the Area Committee meetings as a regular agenda item, and to give a brief overview of the Area Chairs Forum meetings.

RESOLVED – The Committee resolved that the contents of the report be noted.

72 Date and Time of Next Meeting

Monday 2pm, 3rd February 2014, St Margaret's Parish Centre, Horsforth.

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Matters Arising from Meeting: 9th December 2013

| Minute No. | Action to be taken | By whom | Outcome |
|------------|---|-------------------|--|
| 51 (c) | <u>Update on Welfare Benefit changes</u> Shaun Kelly to review figures supplied and make more relevant to the ONW. Also more detailed narrative requested be provided to support the figures | Area Support Team | Information received from Shaun and circulated to members |
| 54 (a) | <u>Annual Community Safety report</u> Request that vegetation covering CCTV cameras be looked into by officers | Area Support Team | Wayne Clamp dealing with. Survey on going following which Forestry will pick up the problem areas. No time scales. |

Matters Arising from Meeting: 9th December 2013

| Minute No. | Action to be taken | By whom | Outcome |
|------------|--|-------------------|--|
| Open forum | <u>Planning</u> Question asked with reference to the 70,000 extra properties due to be built in Leeds over the next 15 years were members aware of a shortage of housing to buy or let. Response required from Planning | Area Support Team | Housing issues were previously discussed at the March 2013 meeting and since then the Core Strategy hearings have taken place (where a number of local groups were given the opportunity to contribute by the Inspector). The Council is currently awaiting a formal response from the Inspector on the scale and distribution of housing. |
| Open forum | <u>Planning</u> Question regarding the Localism Act and how effective it was. Response required from Planning | Area Support Team | From a neighbourhood planning perspective (only one strand of the Localism Act) it is too early to evaluate effectiveness. The high level of interest in neighbourhood planning in Leeds and nationally is ushering a radical shift in planning but It will be some time before the effectiveness of neighbourhood planning. When evaluation does take place it will include a consideration of the following – how many neighbourhood plans have successfully passed Examination? How many neighbourhood plans have received a YES vote at Referendum? What have neighbourhood plans delivered? |
| Open forum | <u>Planning</u> Question asked how Highways and Planning worked together in terms of the effects development had in not just in the vicinity but further out. Response required from Planning | Area Support Team | For site allocations work, Highways are closely involved in all stages of the site allocations work, from surveys (sometimes alongside planning officers), attendance at the site allocations steering group and joint attendance at internal and external meetings as required. For planning applications, highways are consulted on all planning applications and closely involved in pre-application discussions. Further joint working takes place at the internal 'Planning Board' meeting, chaired by the Chief Planning Officer. |

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| <p>Open forum</p> | <p><u>Planning</u> Question asked with as to how green space is being protected from developers. Response required from Planning</p> | <p>Area Support Team</p> | <p>Policies for the protection of greenspace are currently included in the Leeds Unitary Development Plan Review 2006 (RUDP), the statutory development plan for the Leeds district. These policies are both general and site specific and provide for:</p> <ul style="list-style-type: none"> (i) the protection of existing greenspace (ii) the enhancement of greenspace and to meet additional demands from new housing development (iii) the improvement of existing greenspace.. <p>Applications for planning approval are assessed alongside these. Further protection is offered by the National Planning Policy Framework (NPPF) as well as the opportunity for local communities to designate new green spaces (Local Green Space) through Neighbourhood Planning legislation.</p> <p>The Unitary Development Plan will be superseded by the Leeds Core Strategy and Site Allocations documents. The Core Strategy is well advanced and was subject to examination by an independent inspector in October 2013. Once adopted, the Core Strategy will provide the overarching policy framework for greenspace.</p> <p>The Site Allocations Plan will identify the areas of greenspace protected by the Core Strategy policies and could set out a framework for addressing deficiencies in the quantity, quality and accessibility.</p> |
| <p>Open forum</p> | <p><u>Planning</u> Question asked regarding developers building on flood plains and wetlands with the problems that caused. Response required from Planning</p> | <p>Area Support Team</p> | <p>The Council uses the National Planning Policy Framework (NPPF) as the policy basis to avoid inappropriate development in areas at risk of flooding but also to manage development that does take place by ensuring that it is safe and doesn't increase flood risk elsewhere.</p> <p>The Council has produced a Strategic Flood Risk Assessment for the whole district that defines the risk and gives advice on how to manage it. When development is proposed in a flood risk area, the applicant has to demonstrate that they have passed the 'Sequential Test', this shows that they have looked for other reasonable, alternative sites in a lower flood risk zone and they can only proceed if they have shown that there are no other alternatives. If the site is in a high flood risk zone (zone 3a), they may also have to pass an Exceptions Test, which shows that the development will have sustainability benefits that outweigh the flood risk and</p> |

| | | | |
|----|--|-----------------------|---|
| | | | <p>that it will be safe. The Council also applies this approach to our own plan-making.</p> <p>Flood risk policies are included in the Natural Resources and Waste Local Plan (adopted 2013). This plan has a requirement for flood risk to be considered on all development sites, commensurate with the scale of the risk, so for many sites a full Flood Risk Assessment (FRA) is required. It also requires developers to ensure that the development will not lead to an increase in the speed of surface water run off (which could exacerbate surface water flooding).</p> <p>Planning officers work closely with colleagues in the Council's Flood Drainage Section in ensuring that FRAs are given thorough scrutiny and we are able to insist on appropriate mitigation to ensure the development will be safe.</p> |
| 67 | <p><u>Leaf clearance</u> Localities Team Manager to provide information regarding the disposal of collected leaves.</p> | Locality Team Manager | Jason Singh to provide update at the area committee meeting. |
| 69 | <p><u>Wellbeing Fund update report</u> Clarification on the rules concerning capital and revenue spend to be brought to the next Area Committee.</p> | Area Support Team | The Area Leader and Councillor Wadsworth will update at the Area Committee. |
| 69 | <p><u>Area update report</u> Horsforth Food Bank – could the adult training centre be utilised.</p> | Area Support Team | No firm answer can be given at this time. Report going to Exec Board in Feb to discuss school expansions which may or may not affect this site. Further discussions with representatives from the foodbank suggest these premises may not be suitable. |

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Report of the Chief Officer Parks and Countryside

Report to North West Outer Area Committee

Date: 3rd February 2014

Subject: Annual Report 2013 – for the Parks and Countryside Service

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

Summary of main issues

1. This report provides an area profile of key assets and services provided in the North West Outer area.
2. It highlights the current progress towards Leeds Quality Park (LQP) status for community parks in the area. It provides the costs of achieving and retaining LQP status in community parks up to the year 2020.
3. It details capital improvements in community parks, sport pitches and fixed play in the area for the last 12 months and planned improvements to be delivered in the next 12 months.
4. It gives a detailed breakdown of events and volunteering in the area.

Recommendations

5. The Area Committee is requested to note the content of the report and to communicate priorities for investment in community parks, playing pitches and fixed play facilities in light of the issues raised.

1 Purpose of this report

- 1.1 This report seeks to further develop the relationship between the Parks and Countryside service and the North West Outer Area Committee, as agreed at Executive Board.
- 1.2 It provides an overview of the service and sets out some of the challenges faced along with key performance management initiatives. In addition it seeks to provide a positive way forward for delivering the extended role of the Area Committee.
- 1.3 In particular it sets out at an area level progress made in attaining Leeds Quality Park standard. It also sets out investment need to attain and sustain LQP standards.

2 Background information

Service Description

- 2.1 Leeds City Council has one of the largest fully inclusive local authority Parks and Countryside services, managing almost 4,000 hectares of parks and green space. This includes 7 major parks, 62 community parks and 95 recreation grounds and 391 local green spaces, which include 144 playgrounds and 500 sports facilities ranging from skateboard parks to golf courses, and which play host to 600 events annually. The service also manages a nursery which produces around 3 million bedding plants each year, 97 allotment sites, over 800km of Public Right of Way (PROW), and 156 nature conservation sites, as well as 23 cemeteries and 3 crematoria.

Description of Priority Advisory Function

- 2.2 The priority advisory function for Area Committees relates to community park provision that have a wide range of facilities, including general recreation, sports pitches, play and formal and informal horticultural features.
- 2.3 Where developments are less significant or only impact on one site then ward members and community groups are informed and consulted using established procedures. It is important to note that good levels of engagement with ward members exist and this function seeks to enhance this engagement.
- 2.4 There are proposals currently being considered to increase the scope of this delegation to include development and horticultural maintenance of cemeteries, recreation grounds, natural areas and local green space in addition to community parks. These proposals would delegate investment decisions and the setting of resource priorities using the asset register as the basis of allocation to each area committee. Consultation and rollout is currently being directed by the Area Leaders team.

3 Main issues

Area Profile of the Service

3.1 The following table summarises community green space assets managed by Parks and Countryside in the North West Outer Area Committee:

| Asset | Quantity |
|-----------------------|-----------------|
| Community parks | 8 |
| Playing Pitches: | |
| Cricket | 4 |
| Football | 28 |
| Rugby League | 3 |
| Rugby Union | 1 |
| Bowling greens | 8 |
| Playgrounds | 17 |
| Multi-use games areas | 1 |
| Skate parks | 5 |

3.2 Regarding bowling green provision, it should be noted that a report was considered by Executive Board in October 2013 that approved revised arrangements as follows:

- The introduction of a charge which would see the implementation of a season ticket at a cost of £25 in 2014/2015 rising to £31.50 in 2017/2018.
- The removal of 1 bowling green at 6 sites across the city with more than 1 bowling green. This does not include any bowling greens in the North West Outer Area Committee.
- That where feasible, appropriate arrangements are established in order for bowling clubs to meet the costs associated with their own direct use of gas and electricity by March 2014.

Community Parks

3.3 The community parks in the North West Outer area are as follows:

- Grove Hill Park
- Holt Park
- Horsforth Hall Park
- Kirk Lane Park
- Micklefield Park
- Nunroyd Park
- Tarnfield Park
- Wharfemeadows Park

3.4 The current position on the quality of these sites is examined later in this report as is the investment need to attain or sustain the Leeds Quality Park standard.

Sports Pitches

3.5 Parks and Countryside provide annual pitch hire for sports teams. The table below shows the number of teams with current bookings playing on pitches in the area: *(note this excludes clubs who have a long term lease in place)*

| Age Group | No of Teams |
|-----------|-------------|
| Open Age | 19 |
| Juniors | 57 |

Volunteering in the Parks and Countryside Service

3.6 The service continues to focus on increasing the number of volunteers and groups working in the area to achieve the following:

- To increase corporate volunteering working in partnership with Business in the Community and Leeds Ahead
- Continue to improve involvement with the many “in bloom” groups in Leeds.
- It is an ambition to have a volunteer group for every community park where there is a site based gardener.

3.7 It is estimated that volunteers across all groups contribute 1,975 days of voluntary work in the North West Outer area over a 12 month period. The tables below provide details of volunteering in the area since January 2013:

Voluntary work supervised by Parks and Countryside staff:

| Site | Organisation | Task | No. of Vol Days |
|------------------------------|--------------------------------------|---|-----------------|
| Breary Marsh | 24th North Leeds Beavers | Nature Walk | 5.7 |
| | Leeds Wildlife Volunteers | Fen management | 8.2 |
| | | Himalayan balsam removal | 7.4 |
| Cragg Hill Recreation Ground | Cragghill & Woodside Residents Group | Footpath renovation, sewing ground flora in bottom of hedgerow, litter pick | 5.7 |
| Cragg Wood | Cragghill & Woodside Residents Group | Bench repair | 1.6 |
| | | Fungi Foray | 3.2 |
| | | Bird box building and litterpick | 9.7 |
| | Leeds Wildlife Volunteers | Dry stone walling | 29.1 |
| Hunger Hills | 4th Horsforth St. Margarets Brownies | Bat Walk | 4.3 |
| | Friends of Hunger Hills | Bat Walk | 8.1 |
| | | Bluebell Walk | 13.5 |
| | | Dawn Chorus Walk | 3.2 |
| | | Slide Talk | 8.1 |
| | | Woodland Management | 12.5 |
| Lawnswood | CSV | Tidying the cemetery | 32.4 |

| Site | Organisation | Task | No. of Vol Days |
|---------------------------|--|--|-----------------|
| Cemetery/Crematorium | Friends of Lawnswood Cemetery | Balsam Bash, litter pick, cut back vegetation | 8.8 |
| | | Cutback vegetation and tidy | 29.8 |
| | | Leaf raking and pruning | 8.8 |
| | | section 1910 veg cutback | 17.6 |
| | | vegetation cutback | 16.4 |
| | | Vegetation cutback in 1910 section, 3 benches painted | 9.1 |
| | | vegetation cutbacks | 12.2 |
| | | Victorian section clear surrounds, cutback | 0.0 |
| Little Hawksworth Wood | Cragghill and Woodside Residents Group | General tidy up | 0.0 |
| | Leeds Wildlife Volunteers | Construction of flight of stone steps | 6.7 |
| Otley Chevin Country Park | Bridge Church Cub Group | Pond dipping | 4.5 |
| | Environment Agency | Scrub removal on Beacon Moor | 7.4 |
| | Friends of Chevin Forest | Bracken bashing | 3.0 |
| | | Himalayan balsam removal | 5.4 |
| | | Keeper's Cottage Excavation | 4.1 |
| | | Orchard maintenance and general tidy up near White House | 5.7 |
| | | Pond clearance, ditch maintenance and seedling removal from meadow in Yorkgate Quarry area | 5.9 |
| | | Scrub bashing | 5.7 |
| | | Scrub removal and dead hedging - Thompson's Field | 5.4 |
| | | Scrub removal on Beacon Moor | 12.6 |
| | Wild Art event | 0.0 | |
| | Leeds Wildlife Volunteers | Drainage ditch excavation | 9.7 |
| | | Scrub removal and dead hedging - Thompson's Field | 5.7 |
| The Outwood | Cragghill and Woodside Residents Group | Ivy clearance from external walls, cut back on footpaths, erecting bird boxes, litterpick | 16.4 |
| | Newlay Conservation Society | Bench repair, veg cutback and scrape on paving, litter pick | 2.0 |
| Total | | | 355.6 |

Local business volunteers supervised by Parks and Countryside staff:

| Site | Organisation | Task | Vol. Days |
|---------------------------|----------------------|---|-------------|
| Golden Acre Park | Lloyds Banking Group | Mulching collections beds | 8.9 |
| Otley Chevin Country Park | Mercer | Himalayan balsam removal and bracken bruising | 10.4 |
| Total | | | 19.3 |

Educational work within the North West Outer area:

| Site | School | Activity | No Of Children |
|--------------------------------|---------------------------------|---|----------------|
| Golden Acre Park | Ireland Wood Primary School | Seed Gathering | 60 |
| | Ralph Thoresby Secondary School | Arboretum management i.e. removal of weed trees | 234 |
| Lawnswood Cemetery/Crematorium | Ralph Thorsbey School | Cutback vegetation and tidy | 70 |
| Otley Chevin Country Park | Springbank Primary | Pond dipping / mini-beasts | 484 |
| Total | | | 848 |

Volunteer groups working independently in the North West Outer area:

| Group Name | Number of Volunteers | Estimated Volunteer Days |
|--------------------------------|----------------------|--------------------------|
| Chevin Watch group | 2 | 0 |
| Cragg Hill and Woodside | 5 | 10 |
| Friends of Chevin Forest Park | 30 | 180 |
| Friends of Engine Fields | 10 | 72 |
| Friends of Hawksworth Wood | 5 | 15 |
| Friends of Horsforth Hall park | 10 | 0 |
| Friends of Hunger Hills Wood | 12 | 20 |
| Friends of Kirklane Park | 2 | 0 |
| Friends of Yeadon Banks | 5 | 10 |
| Friends of Yeadon Tarn | 5 | 10 |
| Total | | 317 |

Existing in bloom groups within the North West Outer area;

| In Bloom Group | Number of Volunteers | Award Won (Yorkshire in Bloom) | Estimated Volunteer Days |
|----------------|----------------------|--------------------------------|--------------------------|
| Bramhope | 9 | Urban Community – Silver Gilt | 160 |
| Guiseley | 20 | | 400 |
| Horsforth | 22 | Town – Silver Gilt | 440 |
| Otley | 14 | Town – Silver Gilt | 280 |
| Total | | | 1280 |

Events

- 3.8 The bookings and licensing team provides assistance in helping community and other groups organise events with particular emphasise on ensuring legal and safety requirements are met but do not deter groups and organisations from organising activities. The table below shows a list of events held in the Outer North West area in 2013:

| Site Name | Month | Event | Total |
|------------------|-----------|--------------------------------------|-------|
| Craggside Rec | September | Hawksworth Wood Fun day | 1 |
| Danefield | May | Airienteers | 2 |
| | December | The Chevin Chase (Airecentre Pacers) | 1 |
| Golden Acre Park | May | Bramhope Art Exhibition | 1 |

| Site Name | Month | Event | Total |
|------------------------|--------------|--|-------|
| | January | PECO Cross Country (Mark Hetherington) | 1 |
| | February | St Gemma's Sponsored Dog Walk | 1 |
| | March | Comic Relief Walk | 1 |
| | | RSPB Event | 1 |
| | June | Fushia Society | 1 |
| | | Jo's Cervical Cancer Trust | 1 |
| | | Summer Bands | 2 |
| | July | Abbey Runners | 1 |
| | | Airienteers | 1 |
| | | ITV Filming | 1 |
| | | Rad Miller Filming | 1 |
| | Summer Bands | 2 | |
| | August | Bliss Buggy Push | 1 |
| | | RSPB Event | 1 |
| | | Summer Bands | 2 |
| | November | Airenteers | 1 |
| Grove Hill Park | August | Otley, Pool & Bramhope Cluster Fun Days | 1 |
| Hawthorn Cresecent POS | August | Aireborough Extended Services Play Days | 1 |
| Henshaw Oval | July | Aireborough Extended Services Play Days | 1 |
| Holt Park | August | Back Yard Breeze | 1 |
| Horsforth Hall Park | May | (29th - 14th) Funfair (Pullen) | 1 |
| | April | Airienteers | 1 |
| | | St George's Day Parade | 1 |
| | June | Horsforth Gala | 1 |
| | | Summer Bands | 1 |
| | | Walk for Smiles 1/2 way point | 1 |
| | July | Summer Bands | 1 |
| | August | (19th - 27th) Funfair (Pullen) | 1 |
| | | LCC Sports Day | 1 |
| | September | (2nd - 9th) Funfair (Pullen) | 1 |
| | | Churches Together Fun Day | 1 |
| | | Listerhill Baptist Church Service | 1 |
| Summer Bands | | 1 | |
| November | Airienteers | 1 | |
| King George's PF | August | Matthew Norman Memorial Football | 1 |
| Kirk Lane Park | August | Back Yard Breeze | 1 |
| Lawnswood Cemetery | January | Northern Film School Filming - Julie Daysley | 1 |
| Micklefield Park | August | Aireborough Extended Services Play Days | 2 |
| Nunroyd Park | May | Airienteers | 1 |
| | | Filming - Betty TV Ltd | 1 |
| | January | Ilkley Cycling Club - Cycle Race | 1 |
| | April | (14th - 30th) Funfair (Atha) | 1 |
| | June | (10th - 24th) Funfair (Atha) | 1 |
| | August | (25th - 2nd) Funfair (Pullen) | 1 |
| | | Aireborough Extended Services Play Days | 1 |
| | September | (9th - 16th) Funfair (Pullen) | 1 |
| Otley Chevin | January | Airienteers | 1 |
| | February | 15th Airedale Scouts Rombalds Stride | 1 |
| | | Airienteers | 1 |
| | March | Airienteers | 1 |

| Site Name | Month | Event | Total |
|--------------------------|-------------------------|---|-----------|
| | | Easter Cross | 1 |
| | | Easter Morning Service | 1 |
| | April | Airienteers | 1 |
| | June | Skyrack AC - Chevin Fell Race | 1 |
| | July | Airienteers | 1 |
| | | Fell Run | 1 |
| | September | Airienteers | 1 |
| | October | Halloween Run - RunSunday | 1 |
| | | Hansel & Gretel Filming | 1 |
| | November | Filming - house hunters | 1 |
| October | Westgate Primary School | 1 | |
| Ridgeway Hostel | September | DragonFly TV | 1 |
| Shaw Lane Recreation | July | Aireborough Extended Services Play Days | 1 |
| Springfield Park | August | Aireborough Extended Services Play Days | 1 |
| | | Back Yard Breeze | 1 |
| Well Croft | August | Otley, Pool & Bramhope Cluster Fun Days | 1 |
| West Park Playing Fields | November | X Country | 1 |
| Weston Drive Rec | July | Otley, Pool & Bramhope Cluster Fun Days | 1 |
| | August | Back Yard Breeze | 1 |
| Wharfemeadows Park | April | Kite Making Project | 1 |
| | June | Fake Fest | 1 |
| | July | Summer Bands | 1 |
| | August | Otley, Pool & Bramhope Cluster Fun Days | 1 |
| | December | ITV Filming - Emmerdale | 1 |
| Yeadon Tarn | March | LCC Sport & Active Lifestyles Run | 1 |
| | June | Summer Bands | 1 |
| | July | Summer Bands | 1 |
| | | Yeadon Carnival | 1 |
| | August | Mini Breeze Event | 1 |
| Total | | | 88 |

Community Parks – Leeds Quality Park Status

3.9 The Parks and Green Space Strategy approved at Executive Board in February 2009 sets out the vision and priorities to 2020. One of the key proposals contained in the strategy is the aspiration for all community parks to meet the Green Flag standard for field based assessment by 2020. The Green Flag Award Scheme represents the national standard for parks and green spaces. It has been developed around eight key criteria as follows;

- **A welcoming place** - how to create a sense that people are positively welcomed in the park
- **Healthy, safe & secure** - how best to ensure that the park is a safe & healthy environment for all users
- **Clean & well maintained** - what people can expect in terms of cleanliness, facilities & maintenance
- **Sustainability** - how a park can be managed in environmentally sensitive ways
- **Conservation & heritage** - the value of conservation & care of historical heritage
- **Community involvement** - ways of encouraging community participation and acknowledging the community's role in a park's success
- **Marketing** - methods of promoting a park successfully
- **Management** - how to reflect all of the above in a coherent & accessible management plan or strategy and ensure it is implemented.

3.10 The Parks and Countryside service reports annual performance against two local indicators based upon the Green Flag Award scheme;

- *The percentage of Parks and Countryside sites assessed that meet the Green Flag standard.*
- *The percentage of Parks and Countryside community parks which meet the Green Flag standard. Performance against these indicators is illustrated in section 3.23.*

3.11 The indicator includes an assessment of each community park which has particular relevance to Area Committee engagement. The scheme is known as the Leeds Quality Park (LQP) standard. The following table provides a current profile of these assessments for the North West Outer Area Committee.

| Site | Year Assessed | Welcoming Place | Healthy, Safe, Secure | Clean, Well Maintained | Sustainability | Conservation / Heritage | Community Involvement | Marketing | Meets Standard? |
|------------------------|---------------|-----------------|-----------------------|------------------------|----------------|-------------------------|-----------------------|-----------|-----------------|
| Grove Hill Park, Otley | 2012 | | | | | | | | No |
| Holt Park | 2012 | | | | | | | | Yes |
| Horsforth Hall Park | 2011 | | | | | | | | Yes |
| Kirk Lane Park | 2011 | | | | | | | | No |
| Micklefield Park | 2012 | | | | | | | | Yes |
| Nunroyd Park | 2011 | | | | | | | | No |
| Tarnfield Park | 2013 | | | | | | | | Yes |
| Wharfemeadows Park | 2012 | | | | | | | | Yes |

Key:

| | |
|--|--|
| Meets Leeds Quality Park Standard on average for this key criteria | |
| Below Leeds Quality Park Standard on average for this key criteria | |

3.12 From this table, there are 5 parks identified that meet the Leeds Quality Park, and overall, the position remains unchanged from the previous area committee report.

3.13 It is planned in 2014 that the process of inspection will change to ensure that all community parks are assessed annually, rather than every 3 years as at present. This will allow improvements that have been made to be reflected in the performance standards in a more immediate way.

3.14 Improvements to community parks taking place during 2013 are as follows:

- Holt Park – Repairs to tennis courts
- Grove Hill Park – Improved access to the bowling green
- Nunroyd Park – Access improvements and resurfacing
- Wharfemeadows Park – Signage, installation of fitness equipment and wall repairs
- Tarnfield Park – Installed Reed beds as part of pollution control with Environment Agency. New benches
- Horsforth Hall Park – Resurfaced path, rewired café to ensure it remained open. New benches.

3.15 The following table provides a perspective on the minimum level of investment required to achieve the LQP standard for the five remaining parks. It also includes the level of reinvestment required across all the community parks in order to sustain the LQP pass up to 2020;

| Site Name | Cost to Achieve (excluding fixed play) | Reinvestment (excluding fixed play) |
|---|---|--|
| Grove Hill Park, Otley | £35,000 | |
| Kirk Lane Park | £88,000 | |
| Nunroyd Park | £50,500 | |
| Total to achieve LQP | £173,500 | |
| Average annual reinvestment | | £21,511 |
| Total reinvestment to 2020 | | £150,577 |
| Overall Total Investment to 2020 | | £324,077 |

3.16 Reinvestment levels are estimated according to the expected lifespan of equipment and infrastructure as set out below:

| Description | Timescale for Recurring Investment |
|---|------------------------------------|
| Signage and interpretation | 5 years |
| Fixed play (including MUGA's/skate parks) | 10 years |
| Bins and benches | 15 years |
| Paths and infrastructure | 25 years |
| Landscaping | 25 years |

3.17 Planned and proposed improvements for the next 12 months are;

- Grove Hill Park – Tree works, resurfacing part of bowling green and further improving access.
- Tarnfield Park – Refurbish playground
- Kirk Lane Park – Refurbish playground & New MUGA
- Nunroyd Park – Replace garage & cricket nets, path improvements.

3.18 In terms of fixed play, work has been undertaken to set out refurbishment requirements over a 10 year rolling programme in support of the outcomes of the Fixed Play Strategy. The average cost of a new playground is currently about £120k; Multi-use games areas and skate parks are slightly cheaper on average at about £90k each. The table below shows the capital investment required on an ongoing basis to fund the area committees existing fixed play sites:

| Fixed Play Type | No. | Total Replacement Cost £'s | Required Average Annual Spend £'s |
|-----------------------|-----|----------------------------|-----------------------------------|
| Play Areas | 17 | 2,040,000 | 204,000 |
| Multi Use games Areas | 1 | 90,000 | 9,000 |
| Skate Parks | 5 | 450,000 | 45,000 |
| Totals | | 2,580,000 | 258,000 |

Area Committee funding for additional site based gardeners

- 3.19 North West Outer Area Committee provide funding for additional gardeners within the North West Outer area. In 2012-13 funding totalling £20,113 was provided for increased onsite presence in Yeadon Cemetery and general additional presence at sites in Yeadon & Guiseley.
- 3.20 Since the introduction of site based gardeners, analysis shows that complaints to both Ward Councillors and the Parks and Countryside Service have declined on sites with increased daily presence. In addition, the service has observed an increase in the number of residents using parks and open spaces.
- 3.21 The site based gardeners increase working relationships with users, local residents and community groups. These site based staff further increase users satisfaction and support the aspiration to increase volunteer groups working within parks.

Coordinated Working with Environmental Services

- 3.22 The Parks and Countryside Service move to the Environments & Housing Directorate in 2012 has given opportunities to improve collaborative working. In particular improvements in horticultural land management, cleansing and more efficient use of resources in regard to:
- Co-ordination of weed spraying activities with the grounds maintenance contract with a consistent approach to monitoring.
 - Traffic Management arrangements co-ordinated to minimise costs and disruption of the highway.
 - Litter collection in the vicinity of community parks, and as part of normal operations site based gardeners undertake an initial litter pick of the park which is being expanded to include some areas outside the curtilage of the park. Conversely, street cleansing staff now assist with emptying litter bins in parks on a weekend when parks staff are not always present.
 - The Parks and Countryside service has a number of welfare facilities and yard space available in most community parks distributed throughout the city which has provided an opportunity for the locality based teams to use these facilities for staff welfare provision and as operational bases.

Parks and Countryside Key Performance Indicators

3.23 The following table highlights key performance indicators relevant to the service;

| PI Code | Description | 2010/11 Actual | 2011/12 Actual | 2012/13 Actual | 2013/14 Target |
|--------------------------------|---|--------------------|------------------------|------------------------|-------------------|
| LKI-GFI / CP-PC50 / EM38 | The percentage of parks and countryside sites assessed internally that meet the Green Flag criteria | 23% Target: 23% | 26.2% Target: 26.2% | 30.8% Target: 29.4% | 32.6% |
| New | The percentage of parks and countryside community parks which meet LQP status | 33.9% | 38.7% Target: 40% | 42% Target: 47.5% | 55.0% |

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Close liaison with community and ward members is already in existence, utilising a variety of mechanisms, for example through residents' surveys, multi-agency meetings and community forums. In addition volunteers, Friends of groups and local residents are regularly consulted on local projects with input on design and physical implementation of a wide range of site improvements.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 This report does not have any identified impact on equality and diversity arrangements.

4.3 Council Policies and City Priorities

4.3.1 The contents of this report set out how the Executive Board requirements can be met by taking a proactive approach to involve and engage Area Committees in matters relating to community parks.

4.3.2 The information within the report contributes significantly to the sustainable economy and culture city priority plan.

4.4 Resources and Value for Money

4.4.1 As part of the wider impact on local government and the Council in particular, the Parks and Countryside service has seen a £2 million budget reduction from 2011/12 to 2012/13 and a further reduction of £0.6 million in 2013/14, with a likelihood of a minimum further 16% reduction in the next few years. In meeting these challenging budget targets the service has already undertaken a number of steps, including reducing the number of managers and back office staff as well as price increases – including removing subsidy for bereavement services and allotment provision. As previously mentioned, outdoor bowls has also been recently reviewed working with representatives from the relevant associations resulting in revised arrangements in 2014.

4.4.2 The service has also sought to be enterprising and innovative including working in partnership to develop a conservatory at Golden Acre café, Tropical World

refurbishment, sponsorship, nursery trading and increasing the level of volunteers. Agreement has been reached in principle with the Trade Unions to adopt seasonal working hours from January 2014 resulting in a saving of £140k by reducing the number of seasonal staff recruited each year whilst retaining permanent gardening staff and enabling the introduction of 6 further horticultural apprentices.

- 4.4.3 The service undertakes to sustain and develop the services provided to the public and has traditionally used a number of sources of financial support to achieve developments. These include grants from bodies such as Green Leeds Ltd, Sustrans, Natural England, National Lottery funding and developer contributions via section 106 (S106) funds.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 This report has no legal implications and is not subject to call in. There is no information which is confidential or exempt.

4.6 Risk Management

- 4.6.1 There are no significant risk management issues contained within the report, its conclusions and recommendations.

5 Conclusions

- 5.1 Community green space contributes in many ways to the delivery of the Corporate Priority Plan. They provide places for relaxation, escape, exercise and recreation. They bring communities together and make a positive contribution to the local economy, education, improve public health and well-being, and generally make a better place to live, work and visit.
- 5.2 Improvements to community parks, fixed play and playing pitches remain a priority, and there already has been investment made to deliver improvements along with further schemes identified. Issues are being addressed through the Parks and Green Space Strategy along with implementation of the Fixed Play Strategy and Playing Pitch Strategy.
- 5.3 Community engagement remains a key activity for the service with regular correspondence, attendance at meetings and briefings, along with more localised consultation where required.

6 Recommendations

- 6.1 The Area Committee is requested to note the content of the report and to communicate priorities for investment in community parks, playing pitches and fixed play facilities in light of the issues raised.

7 Background Documents

- 7.1 Area Committee Roles, Outer North West Area Committee, 4th July 2011.
- 7.2 Annual Report for Parks and Countryside Service in North West Outer Area Committee, North West Outer Area Committee, 2013.
- 7.3 Parks and Green Space Strategy, Executive Board, February 2009.

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Report author: Ian Mackay

Tel: 247 8079

Report of the Director of City Development

Report to: Outer North West Area Committee

Date: 3 February 2014

Subject: Neighbourhood Development Plans – update and progress in Outer North West

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

1.0 Summary of main issues

- 1.1 The Localism Act 2011 gives local communities a new ‘right’ to prepare a neighbourhood plan which could decide where new development takes place, what it looks like and to deliver projects that are of local importance.
- 1.2 This report is the first in a series that will be presented to this area committee on neighbourhood planning and these will highlights issues of local interest and concern.
- 1.3 Leeds has one of the highest levels of neighbourhood planning activity in the country and it is seen as a leading local authority in terms of the support and advice that is given. There are 24 designated neighbourhood areas throughout Leeds, with a possibility of a 20+ more designations during 2014/15. Nationally, there are 630 designated neighbourhood areas 4 plans in force.
- 1.4 In Outer North West, four parished areas have been designated a neighbourhood area (Horsforth, Otley, Pool-in-Wharfedale and Rawdon) and there is one non-parished neighbourhood area (Adel). Adel have recently applied to be designated a neighbourhood forum and an application from Aireborough for neighbourhood area and forum is expected shortly.

- 1.5 The progress on designation and plan preparation can vary and this is affected by a number of factors, including the timing of the adoption of the Core Strategy, the preparation of the Site Allocations Plan as well as a number of local issues that often relate to funding and support and the local capacity to prepare what could be a fairly complex planning document.
- 1.6 Neighbourhood planning also offers opportunities to deliver strategic objectives, including sustainable housing growth, the improvement, protection and identification of new greenspaces, good design and the delivery of local food, child-friendly and health initiatives to name a few.

Recommendation

- 1.7 That the Outer North West Area Committee are asked to note the contents of this report.

2.0 Background Information

- 2.1 The Localism Act 2011 gives local communities a new 'right' to prepare a neighbourhood plan which could decide where new development takes place, what it looks like and also include other issues that are locally important. These plans can be simple single-policy documents or they can be multi-policy, more complex documents. Whatever type of neighbourhood plan is prepared, it must be in general conformity with local planning policy (the Core Strategy, Site Allocations Plan) and national planning policy (National Planning Policy Framework). This is one of the "basic conditions" for neighbourhood plans, the others are:

- must be appropriate having regard to national policy;
- must contribute to the achievement of sustainable development;
- must be compatible with human rights requirements;
- must be compatible with EU obligations.

- 2.2 The Statutory responsibilities of the Council are:

- the designations of a neighbourhood area
- the designation of a neighbourhood forum
- the publication of a submitted Neighbourhood Development Plan for consultation
- the arrangements for and cost of an independent examination
- the arrangements for and cost of a Referendum
- the formal assessment of the agreed Neighbourhood Development Plan against EU Regulations
- taking the confirmed Neighbourhood Development Plan part of the Development Plan for Leeds

- 2.3 Local authorities have a 'duty to support' local communities to prepare a neighbourhood plan and in Leeds this is being led by the City Development Directorate (Forward Planning and Implementation) with additional support from Area Support Teams.
- 2.4 Local ward councillors have taken an active role in supporting Neighbourhood planning across the outer north west area. On behalf of the Area Committee the Area Support Team has worked with local volunteers in the Aireborough area, supporting them in the delivery of a number of planning events as they seek to establish themselves as a Neighbourhood Forum for the area. This has involved meeting with local volunteers, attendance at their meetings and preparing documentation and display materials on behalf of the group. Similarly, for the Adel Neighbourhood Forum, assistance has been given in terms of organising displays for public consultation and providing information where requested. The AST team liaise with Horsforth and Otley Town Councils to keep up to date with the development of their neighbourhood plans as well as regular meetings with Planning officers to understand the overall picture for Leeds and progress of all WNW neighbourhood plans.
- 2.5 There is a considerable opportunity for neighbourhood plans to set out non-strategic policies as well as site allocations (within the above context) and once a neighbourhood plan has been adopted (after a successful referendum), its contents (the planning policies) will take precedence over existing non-strategic planning policies in the Local Plan for that neighbourhood.
- 2.6 Neighbourhood plans must be 'pro-development' and to encourage this the Government has agreed that local planning authorities such as Leeds that are planning to introduce the Community Infrastructure Levy (CIL) will pass on 25% of the money raised from development within a neighbourhood plan area to the community. To qualify, a neighbourhood plan must have been through examination and adopted after a successful referendum (50% plus 1 vote). Parish and town councils will receive the money directly and in areas without a parish council, the Council will agree with the local community how to spend the money (how this will be done is subject to further discussion and agreement). For areas without a neighbourhood plan in force, 15% of monies will be passed on for local projects.
- 2.7 Across England, there are there are now 630 neighbourhood area designations, 54 draft plans published, 25 plans submitted to examination, 9 plans passed examination, 6 plans passed referendum and 4 adopted plans.
- 2.8 In Leeds, 24 neighbourhood area designations have been made – 21 parished areas throughout the district and 3 non-parished areas (Holbeck, Adel and Beeston). Although most of the designations that have been made are in parished areas there could a further 20+ non-parished areas applying for neighbourhood area and forum designation in the future.

3.0 Main Issues

Council Support

3.1 Most of the support provided in Outer North West so far has been in the following ways:

- designation of neighbourhood areas and forums
- provision of planning advice
- assistance on consultation and engagement
- advice on the neighbourhood planning process
- provision of technical information
- provision of maps and aerial photographs
- attendance at neighbourhood planning meetings and workshops.

3.2 A voluntary 'neighbourhood planning agreement' is currently being prepared which sets out the statutory processes and timings and the basis of the working relationship between the Council and the parish/town councils and neighbourhood areas. to enable the successful examination of a neighbourhood plan.

Funding and other support

3.3 The 'Supporting Communities in Neighbourhood Planning programme' is supporting groups developing neighbourhood plans in two ways:

- direct support – advice and support, with an average value of equivalent to £9,500, tailored to meet the needs of supported neighbourhoods
- grant payments – up to £7,000 per neighbourhood area, to contribute to costs incurred by the group preparing a neighbourhood plan or order.

3.4 This programme is managed through the Locality organization and information about this and other aspects of neighbourhood planning can be found on their website at mycommunityrights.org. Appendix 1 provides an update on which communities are in receipt of this support.

Designations

3.5 Appendix 1 provides details of neighbourhood area/neighbourhood forum designations and interest in Outer North West. This is supplemented by Plan 1 which shows the spread of designations and also highlights areas where there is no neighbourhood planning activity.

Progress

- 3.6 Appendix 1 provides details of progress on plan preparation and shows a varied picture across Outer North West. This is to be expected as each area has had a different start date and a different set of local issues to respond to. The key issue, however, is progress on the Core Strategy and the Site Allocations Plan, as outlined in paragraphs 3.3-3.11.

Core Strategy

- 3.7 The Core Strategy is the main document setting out the strategic level Policies and Vision to guide the delivery of development and investment decisions and the overall future for the Leeds district. It plans for the longer term regeneration and growth of the district over a 15 year period to 2028. All the other Local Development Framework (LDF) documents will be directly guided by its policies, including the Site Allocations Plan and Neighbourhood Plans.
- 3.8 The Planning Inspector considered a wide range of issues at a series of Hearings in July and October 2013. At these Hearings, where representations had previously been made, the Inspector gave a number of local groups in Outer North West an opportunity to contribute to this debate. Aireborough Neighbourhood Forum attended a number of Core Strategy hearing sessions, including those on housing, Green Belt and employment. They were joined by a number of other groups from Aireborough, such as the Civic Society, Wharfedale Airedale Review Development (WARD), local councillors and the MP and voiced concerns regarding the housing numbers for the district and their aspiration to develop employment opportunities in the area.
- 3.9 The Inspector has confirmed that further Hearing sessions are needed to consider further work on affordable housing and Gypsy's and Travellers (scheduled in May).
- 3.10 Following correspondence with the Inspector, the City Council is expecting a schedule of main modifications from the Inspector by 31st January, together with an indication of any further work which may be required of the Council. The Council has not as yet received any feedback from the Inspector on the overall scale and distribution of housing growth and it is anticipated that this will be addressed in the Inspector's response by the end of January.
- 3.11 The City Council will need to consider the Inspector's proposed main modifications and subject to this, they will need to be advertised for a 6 week consultation period. The City Council will also need to consider the implications of any further work requested by the Inspector and impacts upon the timescales for the Site Allocations Plan and Neighbourhood Plans.

Site Allocations Plan

- 3.12 The Site Allocations Plan will allocate sites that will help to deliver the Leeds Core Strategy's long term spatial vision, objectives and policies. This is to ensure that sufficient land is available in appropriate locations to meet the targets set out in the Core Strategy.
- 3.13 It is anticipated that the Site Allocations Plan will go out for consultation on the Publication Draft late 2014 and adopted late 2015. This timetable may change as it is dependent on the Core Strategy adoption.
- 3.14 Consultation on the issues and options took place during summer 2013 and many people from the Outer North West Area attended the series of drop-in events, arranged their own workshops or took part online. The Council held drop in sessions in Otley and Horsforth to publicise the consultation and a further event was held in Aireborough with the neighbourhood planning group. Officers presented to approximately 60 residents, followed by a Q&A session. Councillors and others also publicised the consultation throughout the area. As a result, there was a good level of representations made and these are currently being considered by the Council.
- 3.15 The feedback from the issues and options consultation, combined with the Inspectors report on the Core Strategy, will assist the Council in progressing with the draft Site Allocations Plan and during this period the Council will continue to work with those areas that are preparing neighbourhood plans. There will also be a further period of consultation on the draft Site Allocations Plan. This will probably take place in late 2014.

Local Issues

- 3.16 It is to be expected that local issues also play a significant part in the progress that has been made on both designations (area and forum) and on plan preparation. Appendix 1 highlights some of these issues, varying from the levels of local interest in neighbourhood planning to the availability of professional planning support and funding. Members may wish to consider if additional support is needed for these areas already engaged in neighbourhood planning and if there is a need to promote neighbourhood planning in those that are not currently engaged.

4.0 Corporate Considerations

- 4.0.1 Neighbourhood plans, once 'made', will form part of the Statutory Development ('local') plan for Leeds and are a key priority for the Council.

4.1 Consultation and Engagement

- 4.1.1 The Council has undertaken a significant amount of consultation and engagement on all of the topic areas covered in this report, much of which is ongoing work.
- 4.1.2 Consultation and engagement is at the heart of neighbourhood planning and a 'consultation statement' must be prepared by the parish/town council or neighbourhood forum and submitted alongside the plan for consideration by an independent examiner. This statement will outline the early engagement undertaken (issues identified, agreement of the vision) through to comments made by

stakeholders on the pre-submission consultation draft and how the submitted plan responded to these representations.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 Neighbourhood planning provides opportunities for a greater focus on equality, diversity, cohesion and engagement.

4.3 Council Policies and City Priorities

4.3.1 Neighbourhood plans link well to all three of the Council's corporate priorities set out in the Vision for Leeds:

- Leeds will be fair, open and welcoming (neighbourhood plans must not breach, and be otherwise compatible with, EU obligations and be compatible with human rights requirements);
- Leeds' economy will be prosperous and sustainable (the making of the neighbourhood plan must contribute to the achievement of sustainable development);
- All Leeds' communities will be successful (the making of the neighbourhood plan must be in general conformity with the strategic policies contained in the development plan for Leeds, a significant part of which is planning for growth).

4.3.2 The issues outlined also meets the Council value of 'Working with Communities' and related priority of 'consultation' set out in the Council's Business Plan 2011 – 15.

4.4 Resources and value for money

4.4.1 Neighbourhood planning has potentially significant implications for Council resources and value for money but it is anticipated that a greater focus on engagement, consultation and agreement with and between local communities, the development industry and the Council will result in a more effective way of working for all.

4.4.2 The Council can claim for the following funding to support neighbourhood planning:

- Area designation - £5,000, payment cap of 20 designations per year
- Forum designation - £5,000, payment cap of 5 designations per year
- Plan submitted - £5,000
- Successful examination - £20,000
- Successful examination in business area - additional £10,000.

4.5 Legal Implications, Access to Information and Call In

4.5.1 Neighbourhood planning is taking place within a new and fast-changing national planning background which is focussed on economic growth, localism and

sustainability meaning testing times for local decision-making. Over the next 12 months the Council hopes to adopt the Core Strategy, consult on the draft Site Allocations Plan and alongside this there will be a number of draft neighbourhood plans being prepared by local communities. Once adopted, these documents will comprise the 'local plan' for Leeds.

4.6 Risk Management

- 4.6.1 There is a balance of risks regarding economic growth, localism and sustainability in the delivery of neighbourhood plans as well as the uncertainty over the vote at Referendum stage. Furthermore, not all of the designated areas will submit a neighbourhood plan for Examination and there may be other, new areas that do that are not covered in this report.

5.0 Conclusions

- 5.1 The Council has already provided a significant level of support to communities throughout the Outer North West area and in a variety of ways and will continue to do so, although the focus of this will change over coming months as local communities begin to pull together their plans. The level and type of support needed will vary throughout the neighbourhood planning process and from one neighbourhood area to another but Area Committee is well placed to highlight particular local issues of interest and concern and to advise on consistency and the delivery of projects and CIL, to name a few. The high level of activity in the outer north west area demonstrates the passion that local communities have for their neighbourhoods and the challenges and opportunities that lie ahead. This high level of activity has allowed close working relationships to be established amongst many stakeholders which has, in turn, introduced new faces to local plan making. All of this has to some extent begun 'de-mystify' planning and to help set the scene for the delivery of local and corporate objectives. It is anticipated that neighbourhood planning activity will increase once the Inspectors report on the Core Strategy is received but there will be other local factors at play also, such as the availability of funding and resources and the ability to prepare what may be a fairly complex planning document.

6.0 Recommendations

- 6.1 That the Outer North West Area Committee is asked to note the contents of this report.

7.0 Background documents

- 7.1 there are no background documents. However Appendix 1 and Appendix 2 are attached for information:

Appendix 1 – Neighbourhood Planning in Outer North West – designations and progress

Appendix 2 - Plan 1 - Neighbourhood planning activity in Outer North Wes

Appendix 1

Neighbourhood Planning Designations and neighbourhood plan progress in Outer North West

ADEL

| Designation Status | Progress on neighbourhood plan |
|--|--|
| <p>Neighbourhood Area Designated 6 Nov 2013.</p> <p>Neighbourhood Forum designation applied for December 2013 – statutory 6 publicity of application ends 10 Feb 2014 – decision on designation February/March 2014.</p> | <p>Adel has made good progress on early engagement with stakeholders (2 drop-in events) and have undertaken comprehensive community engagement.</p> <p>A steering group is well established and there are a wide range of active topic groups reporting to the steering group.</p> <p>The group are currently focussing on agreeing a vision and gathering evidence for the draft plan.</p> <p>Direct support package agreed with Planning Aid England (project planning, advice on consultation and engagement, capacity building, plan preparation).</p> |

AIREBOROUGH

| Designation Status | Progress on neighbourhood plan |
|--|--|
| <p>Joint Neighbourhood Area/Forum application expected spring/summer 2014.</p> | <p>Aireborough has made a productive start to neighbourhood planning, and, although they are yet to be designated as an area or forum, they have already been successful in securing £10,000 worth of consultancy support from the Commission for Architecture and the Built</p> |

| | |
|--|---|
| | <p>Environment (CABE).</p> <p>Progress so far includes:</p> <ul style="list-style-type: none"> • Steering committee set up • Working towards area and forum designation and finalising constitution • Various topic groups set up • Early urban design work <p>Application to be made for direct support from Planning Aid.</p> |
|--|---|

HORSFORTH

| Designation Status | Progress on neighbourhood plan |
|--|--|
| Neighbourhood Area Designated 16 July 2013 | <p>Horsforth Town Council has a well-established steering group and has spent significant time and resource conducting a SWOT analysis of the area (Strengths, Weaknesses, Opportunities, Threats). This will assist in agreeing a local vision.</p> <p>The steering group are about to start raising awareness of neighbourhood planning and increase engagement.</p> <p>Directions Planning commissioned to provide support.</p> <p>Not applied for direct support (Planning Aid England) or grant aid (Locality).</p> |

OTLEY

| Designation Status | Progress on neighbourhood plan |
|--|---|
| Neighbourhood Area Designated 20 May 2013. | <p>Otley is a neighbourhood planning pilot area and benefits from £20,000 pilot funding.</p> <p>After a sustained push for members Otley now has an established steering group.</p> <p>Progress so far includes:</p> <ul style="list-style-type: none">• An established steering group with a wide range of stakeholders• Neighbourhood planning training event completed (with Planning Aid)• Workshop on developing a communications strategy• Awareness and publicity raising events• Local schools competition <p>Currently working on a SWOT analysis and Vision.</p> <p>Direct support package agreed with Planning Aid England (project planning, advice on consultation and engagement, capacity building, plan preparation).</p> |

POOL-IN-WHARFEDALE

| Designation Status | Progress on neighbourhood plan |
|---|--|
| Neighbourhood Area Designated Jan/Feb 2014. | The parish council have only recently embarked on neighbourhood planning but have a number of parish councillors and local volunteers signed-up to the steering group. Not applied for direct support (Planning Aid England) or grant aid (Locality). |

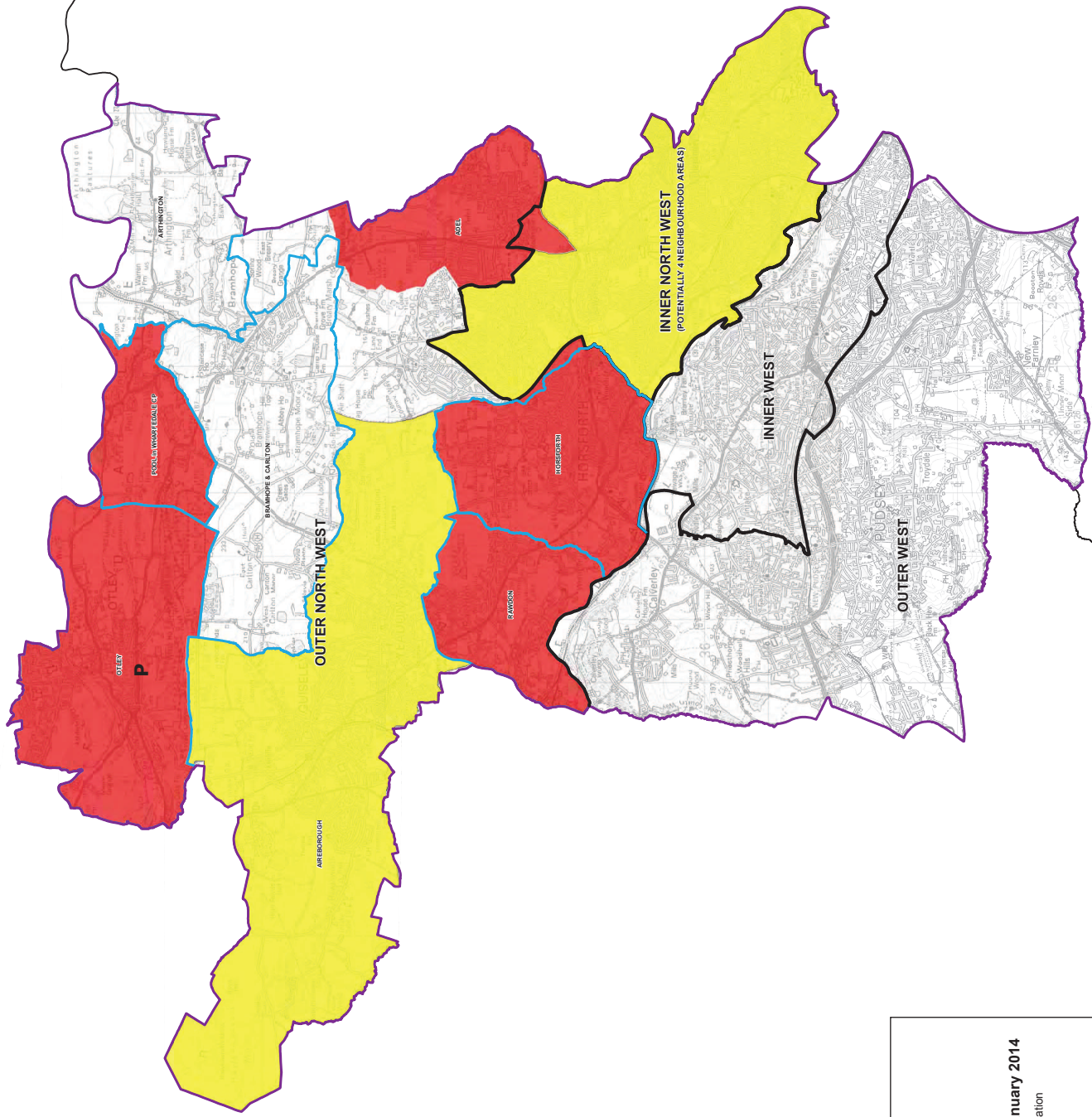
RAWDON

| Designation Status | Progress on neighbourhood plan |
|--|---|
| Neighbourhood Area Designated 3 June 2013. | Currently working on a project plan and SWOT analysis. Not applied for direct support (Planning Aid England) or grant aid (Locality) |

Neighbourhood Planning Designations in Leeds (West North West)

January 2014

PLAN 1



Key

- Parish Boundaries
- Leeds District Boundary
- West North West Boundary

Neighbourhood Planning Progress January 2014

- Actively working towards area / forum designation
- Neighbourhood area / forum designated
- P
Pilot Area

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Report of the Assistant Chief Executive (Citizens & Communities)

Report to North West (Outer) Area Committee

Date: 3rd February 2014

Subject: Wellbeing Fund Update Report

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

Summary of main issues

1. This report provides the North West (Outer) Area Committee with an update on the budget position for the Wellbeing Fund for 2013/14.
2. It also highlights the current position of the Small Grants and skips pots and those Small Grants and skips that have been approved since the last meeting.

Recommendations

- The North West (Outer) Area Committee is asked to:
- Note the current budget position for the Revenue Wellbeing Fund for 2013/14 (Appendix 1 and Table 1) and the timetable for project approval for this financial year at 3.4.
- Consider the Large Grant applications detailed at section 3.5 which have been received since the last Area Committee.
- Note the current position of the Small Grants and skips pots and the small grant that has been approved since the last meeting (Table 2).
- Note the current budget position for the Capital Wellbeing Fund for 2013/14 (Table 3).

1 Purpose of this report

- 1.1 This report provides members with an update on the budget position for the Wellbeing Fund for 2013/14. The report highlights the current position of the Small Grants and skips pots and those Small Grants and skips that have been approved since the last meeting.
- 1.2 It also provides an update on the Youth Activity Fund and asks the Area Committee to consider applications for funding from this budget.

2 Background information

- 2.1 Area Committees have a delegated responsibility for the allocation of Area Wellbeing Funding. The amount of Wellbeing funding provided to each committee is calculated using a formula agreed by Council taking into consideration both population and deprivation of an area.
- 2.2 The North West (Outer) Area Committee seeks to ensure that Wellbeing funding is allocated in a fair and transparent way. Once the annual Wellbeing budgets are set by Executive Board and ratified by Full Council, the Area Committee meets to agree which projects will be supported in the year ahead. These projects are then monitored and assessed by the Area Committee throughout the year to ensure they are fully meeting their objectives.
- 2.3 Currently the North West (Outer) Area Committee operate a pre-sift process for well-being fund applications. This involves discussions with appropriate ward members for that particular project, in the context of the current areas priorities. Where projects do not have support from all three ward members, they are not progressed. All applicants are offered further discussions and feedback if helpful. In order to provide further assurance and transparency to all applicants, where schemes do not garner support these will be reported to a subsequent area committee meeting for noting.
- 2.4 In 2013/14, the North West (Outer) Area Committee received a sum of £160,940 of Wellbeing revenue. The Area Committee have previously agreed that this allocation is split equally by the 4 wards (£40,235 each). After deducting any existing commitments and taking account of the 2012/13 carry forward position, the Area Committee has **£118,166** of funding available for allocation. This figure does not include the Youth Activity Fund still available to spend.
- 2.5 In 2013/14, the North West (Outer) Area Committee received a sum of £28,237 Youth Activity Fund. This fund is to commission sports and cultural activity for young people age 8-17. This should be allocated with the involvement and participation of children and young people in the decision making process. In the Summer £7,566 was approved to fund a mini Breeze and 6 backyard Breeze events. This left £20,671 available before the December Area Committee.
- 2.6 At the 9th December Area Committee meeting a further £14,063 of Youth Activity Funding was approved. Details of projects approved are included at Appendix 1. There is currently **£6,608** Youth Activities Fund available for allocation.

3 Main issues

3.1 Wellbeing Budget Statement 2013/14 and Quarterly Monitoring

3.2 The latest Wellbeing Budget Statement for 2013/14 is included as **Appendix 1** to this report. This sets out the current budget position for Wellbeing projects showing the amount approved by the Area Committee and the value of funds spent to date. The Wellbeing Budget statement also outlines the current budget position of those projects funded in previous years which still have funding left to spend.

3.3 **Table 1** includes details per ward of the total revenue available for allocation in 2013/14 including carry-forward from previous years; the total amount committed this financial year and the allocation currently available.

Table 1 – Revenue

| Ward | Total available for allocation in 13/14 | Total amounts committed 13/14 financial year | Allocation currently available |
|--------------------|---|--|--------------------------------|
| Adel & Wharfedale | £75,315 | £33,800 | £41,515 |
| Guiselley & Rawdon | £47,432 | £38,117 | £9,315 |
| Horsforth | £82,139 | £34,903 | £47,236 |
| Otley & Yeadon | £75,728 | £55,628 | £20,100 |

3.4 Members are advised that the 24th March is the last Area Committee meeting at which new projects can be approved and funded from their 2013/14 well-being budget. The Area Committee is asked to note the timetable for approval of new applications detailed below.

| Completed applications to be received no later than | Member approval to include project in papers required no later than | Deadline for Papers to Governance | Area Committee Decision |
|---|---|-----------------------------------|-----------------------------|
| 7 th March | 12 th March | 13 th March | 24 th March 2014 |

3.5 Wellbeing Budget 2013/14 – Large Projects

3.5.1 Broadgate Drive Parking

Delivery organisation: Housing Leeds, Horsforth
Amount requested: £12,000

Housing Leeds propose to remove the flags and shrubs at the front of numbers 17 – 35 Broadgate Drive and also numbers 41 to 59 Broadgate Drive and return the area to parking bays, as they were originally. This will create an extra 16 parking bays for tenants and residents in the area.

A number of residents have raised concerns about the unsightly flagged areas outside of their homes and the damage to the grassed verges which has been caused by residents parking on them, due to lack of car parking spaces.

3.5.2 Tree Planting in Bramhope

Delivery organisation: Bramhope and Carlton Parish Council
Amount requested: £4,500

Funding is requested for the replanting of road side trees in Long Meadows, Bramhope and on the surrounding roads. Residents have been consulted and there is support for the replanting of around 30 to 35 trees to replace those that have either been removed or have died over the years.

It is proposed that the tree planting take place in the Spring 2014 however if conditions do not permit the project will need to be put back until Autumn.

3.5.3 Arthington Church Clock

Delivery organisation: St. Mary & St. Abanoub Coptic Orthodox Church
Amount requested: £2,000

The Arthington Church Clock has been part of Arthington Village since the Church was built in the 19th Century. The Clock is currently out of operation due to failure of the winding mechanism; the weakness of the Victorian system makes it more prone to faults when manually wound. The project will upgrade the current manual winding system to an electrified winding mechanism which will mean an important part of Arthington Village heritage is restored.

3.6 Wellbeing Budget – Small Grants & Skips

3.6.1 There have been one small grant approved since the last Area Committee and there have been no skips approved. **Table 2** details the small grant approved

since the last meeting. There is **£10,266** still available for allocation for Small Grants and **£4,977** still available for Skip Hire in the 2013/14 budget. The Area Committee is asked to note the current position of the budget and the small grants and skip that have recently been approved.

Table 2: Small Grant Approvals (21/11/2013-21/01/2014)

| Project Name | Ward | Amount Requested | Amount Approved |
|--|-------------------|------------------|-----------------|
| Adel & Wharfedale Grit refills and locks | Adel & Wharfedale | £500 | £500 |

3.7 **Wellbeing Budget – Capital Receipts Programme**

The establishment of a Capital Receipts Incentive Scheme (CRIS) was approved by Executive Board in October 2011. The key feature of the scheme is that 20% of each receipt generated will be retained locally for re-investment, subject to maximum per receipt of £100k, with 15% retained by the respective Ward – via the existing Ward Based Initiative Scheme - and 5% pooled across the Council and distributed to Wards on the basis of need.

- 3.7.1 Some receipts are excluded from the scheme and these are largely receipts that are already assumed to fund the Council’s budget or are earmarked in some other way to previous or future spend.
- 3.7.2 Consideration has been given as to how to distribute the 5% element on the basis of need and options have been appraised. It was proposed to allocate the 5% element to Area Committees using the already established methodology that exists for allocation of funding (based on need) between Area Committees. This option results in larger sums being available within Areas to enable larger Capital schemes to progress and as the Area Wellbeing capital fund is now largely exhausted, this funding stream would provide Area Committees with an on-going, albeit relatively small, source of Capital funding.
- 3.7.3 Future allocations will take place on a quarterly basis following regular update reports to Executive Board.
- 3.7.4 At its meeting on 17th July 2013, the council’s Executive Board approved that the existing 5% allocation from 2012/13 (£112.6k) and future CRIS receipts available for allocation across wards, be allocated to the Area Committees based on the existing Area Wellbeing needs based formula. The distribution of the 5% element to Area Committees using the Area Wellbeing methodology has resulted in North West (Outer) Area Committee receiving £10,084 which when split gives £2,521 per ward.
- 3.7.5 **Table 3** includes details per ward of the total Capital for allocation in 2013/14; the total amount committed this financial year and remaining allocation currently available. As the Capital Programme is a 4 year rolling programme existing funding will be rolled forward, under the current arrangements.

Table 3 Capital

| Ward | Capital allocation for 13/14 plus carry forward | Total amounts committed 13/14 financial year | Allocation currently available |
|-------------------|--|---|---------------------------------------|
| Adel & Wharfedale | £2,521 | £0 | £2,521 |
| Guiseley & Rawdon | £2,521 | £0 | £2,521 |
| Horsforth | £2,521 | £0 | £2,521 |
| Otley & Yeadon | £3,771 | £0 | £3,771 |

3.7.6 In 2012, the Area Committee approved an interest free Capital loan of £5,000 to Yeadon Cricket Club, repayable over 4 years. To date £1,250 has been repaid and this amount is reflected in the table above. The second instalment is due on the 15th February 2014.

3.7.7 The West North West Area Support Team is undertaking a financial review of Wellbeing Capital projects approved between 2004/05 to 2011/12. This involves working with the Capital Finance Team to review Wellbeing Capital project actual spend and identifying any unspent Capital funding from previous years.

3 Corporate Considerations

3.7 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council policies and City Priorities

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

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

4.4 Resources and value for money

4.4.1 Aligning the distribution of Area Committee Wellbeing funding to local priorities will help to ensure that the maximum benefit can be provided.

4.4.2 In order to meet the Area Committee's functions (see Council's Constitution Part 3, section 3C), funding is available via Well Being budgets.

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

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

5 Conclusions

5.1 The North West (Outer) Area Committee Wellbeing Fund provides an important opportunity to support local organisations and drive forward improvements to services. This report provides members with an update on the Wellbeing programme for 2013-14.

6 Recommendations

6.1 The North West (Outer) Area Committee is asked to:

- Note the current budget position for the Wellbeing Fund for 2013/14 (Appendix 1) and the timetable for project approval for this financial year at 3.4.
- Note the current budget position for the Capital Wellbeing Fund for 2013/14 (Table 1).
- Consider the Large Grant applications detailed at section 3.5 which have been received since the last Area Committee.
- Note the current position of the Small Grants and skips pots and the small grant that has been approved since the last meeting (Table 2).

7 None

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| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|-----------------|----------------|----------------|----------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|----------------|----------------|----------------|---------------|---------------|-------------|----------------|---------------|----------------|
| Laybys in Church Lane Adel | Perennial Gardeners Royal Benevolent Society | £5,000 | £5,000 | £5,000 | £0 | | | | | | | | | | | | | | | | | | | | | | | | |
| Locality Team Environmental Projects | Locality Team | £5,941 | £5,941 | £5,759 | £182 | | | | | | | | | | | | | | | | | | | | | | | | |
| CASAC Additional Funding | CASAC | £15,000 | £15,000 | £15,000 | £0 | | | | | | | | | | | | | | | | | | | | | | | | |
| Holt Lane Play Area | P&C | £5,500 | £5,500 | £5,500 | £0 | | | | | | | | | | | | | | | | | | | | | | | | |
| Public Bridleway N01 Improvements | P&C | £5,056 | £5,056 | £5,056 | £0 | | | | | | | | | | | | | | | | | | | | | | | | |
| SIDS | Highways | £4,000 | £4,000 | £4,000 | £0 | | | | | | | | | | | | | | | | | | | | | | | | |
| New grit bins | Highways | £3,195 | £3,195 | £3,195 | £0 | | | | | | | | | | | | | | | | | | | | | | | | |
| Pool Social Club Refurbishment | Pool Sports & Social Club | £5,000 | £5,000 | £5,000 | £0 | | | | | | | | | | | | | | | | | | | | | | | | |
| Puritan Chapel Refurbishment | Bramhope & Carlton Parish Council | £7,500 | £7,500 | £7,500 | £0 | | | | | | | | | | | | | | | | | | | | | | | | |
| Additional Staff Resources at Wharfedowns Park | LCC Parks & Countryside | £3,028 | | | | | | | | | | | | | | | | | | | £3,028 | | | | | | | | |
| Aireborough Summer Activities | Aireborough Summer Activities Association | £21,060 | £2,860 | £2,633 | £0 | | | | | | | | | | | | | | | | £6,760 | | | | | | | | |
| Site-based gardeners | LCC Parks & Countryside | £20,113 | | | | | | | | | | | | | | | | | | | £8,698 | | | | | | | | |
| Guiseley in bloom | Guiseley in bloom | £3,442 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Off-Road Bikes | West Yorkshire Police | £2,684 | £671 | £0 | £671 | | | | | | | | | | | | | | | | £671 | | | | | | | | |
| Lighting Otley Parish Churchyard | Otley Town Partnership | £2,000 | | | | | | | | | | | | | | | | | | | £2,000 | | | | | | | | |
| Guiseley Cold Calling Zone | Guiseley Neighbourhood Watch Association | £3,000 | | | | | | | | | | | | | | | | | | | £3,000 | | | | | | | | |
| Total | | £124,257 | £68,191 | £47,326 | £20,637 | | | | | | | | | | | | | | | | £27,943 | £12,857 | £20,936 | £5,352 | £4,681 | £671 | £22,772 | £8,375 | £14,397 |

Page 5

1.4

Youth Activity Fund

The table below lists those Youth Activity projects supported in 2013-14 and provides a current balance of funding remaining to allocate. Most grants are paid retrospectively so grants shown as unpaid do not necessarily reflect any potential underspend.

| Project Name | Lead Organisation | Wards Benefiting | Amount Earmarked | Amount Paid |
|----------------------------------|---|--------------------------------------|------------------|-------------|
| Mini Breeze at Yeadon Tarn | Youth Services | Olley & Yeadon | | £ 3,750.00 |
| 6 Back Yard Breezes | Youth Services | All | | £ 3,816.00 |
| Big Hoo Ha Sessions | Big Hoo Ha Company | Olley & Yeadon | £ 2,510.00 | £ - |
| Boiler Room Studio | Horsforth Children's Services and Leeds Christian Community Trust | Horsforth | £ 1,738.00 | £ - |
| Half term creative writing | Aireborough extended services | Guiseley & Rawdon | £ 150.00 | £ - |
| Inters youth club | Horsforth Children's Services | Horsforth | £ 1,694.00 | £ - |
| Multi activity holiday programme | Guiseley Community Foundation | Guiseley & Rawdon and Otley & Yeadon | £ 2,000.00 | £ - |
| Drama project - Oddballs | Aireborough extended services | Guiseley & Rawdon | £ 1,526.00 | £ - |
| Outdoor activity project | Leeds Sailing & Activity Centre | All | £ - | £ - |
| Dance and Gymnastics | Leeds Arts Academy | Guiseley & Rawdon | £ 300.00 | £ - |
| Learn to skateboard | Sk8 Safe Ltd in Partnership with Aireborough Extended Services | Guiseley & Rawdon | £ 1,595.00 | £ - |

| | | | |
|--------------------------------|-------------------|------------|-----|
| Holiday camp Guiseley Academy | Guiseley & Rawdon | £ 460.00 | £ - |
| Holiday camp Horsforth Academy | H'forth | £ 460.00 | £ - |
| Friday Night Project | Adel & Wharfedale | £ 1,630.40 | £ - |

Total £ 14,063.40 **£ 7,566**
Budget for Year £ 28,237.00
Available to Allocate £ 6,607.60

2 Capital

The establishment of a Capital Receipts Incentive Scheme (CRIS) was approved by Executive Board in October 2011. At its meeting on 17th July 2013, Executive Board approved that the existing 5% allocation from 2012/13 (£112.6k) and future CRIS receipts available for allocation across wards, be allocated to the Area Committees based on the existing Area Wellbeing needs based formula. This has resulted in 8.96% allocation to the Outer North West, meaning that £10,086 is available for allocation by the Committee to capital projects.

| Project Name | Organisation | Ward | Earmarked | Amount Paid |
|--|--------------|------|-----------|-------------|
| Total £ | | | | £ - |
| Budget for Year £ 10,086.00 | | | | |
| Available to Allocate £ 10,086.00 | | | | |

2.1 Yeaddon Cricket Club

In September 2011, the Area Committee approved a £5,000 revenue payment and a £5,000 loan to Yeaddon Cricket Club from the Olley & Yeaddon ward. Yeaddon Cricket Club are repaying the grant in equal parts for 4 years with 0% interest. The first instalment was paid in 12/13 and the next instalment is due in February 2014.

| | O&Y | Remaining |
|----------------------|--------|-----------|
| Yeaddon Cricket Club | £5,000 | |
| 1st February 2013 | £1,250 | £3,750 |
| February 2014 | | |

3 Small Grants

At its May 2013 meeting, the Area Committee agreed to carry forward the remaining budget from the 12/13 small grants pot to the 13/14 small grants pot and these figures are reflected below. At the June 2013 meeting, a further £20,000 was approved for allocation.

| Project Name | Lead Organisation | A&W | G&R | H | O&Y | Paid |
|--|---|--------|--------|------|--------|--------|
| Formation of Rawdon Parish Council | Rawdon Parish Council | £0 | £576 | £0 | £0 | £576 |
| Litter/Dog Fouling Bins | LCC WNW Locality Team | £0 | £0 | £0 | £990 | £990 |
| Childrens Gala | Friends of Parkinson's Park | | £500 | £0 | £0 | £500 |
| IT Update | Adel Pre-school | £500 | £0 | £0 | £0 | £500 |
| Grit Refills for Adel & Wharfedale Ward | WNW Area Support | £1,000 | £0 | £0 | £0 | £0 |
| Olley Carnival 2013 | Olley Carnival Committee | £0 | £0 | £0 | £500 | £500 |
| Coaching Scholarships | LCC, Sport and Active Bands in the Park | £250 | £250 | £250 | £250 | £1,000 |
| Leeds International | Leeds International | £0 | £0 | £0 | £600 | £600 |
| Guiseley Clock | WNW Area Support | £0 | £500 | £0 | £0 | £300 |
| Cover Surveillance Cameras | LCC WNW Locality Team | £123 | £123 | £123 | £123 | £490 |
| The Leeds Gathering 2013 | Irish Arts Foundation | £0 | £0 | £0 | £200 | £200 |
| Holt Park Outing | Holt Park over 60's Club | £200 | £0 | £0 | £0 | £200 |
| Guiseley School Reflection Garden | Guiseley School & Guiseley Baptist Church | £0 | £1,000 | £0 | £0 | £0 |
| Mind and Body Maintenance for Older Adults | Rawdon Over 55 Exercise Group | £0 | £0 | £500 | £0 | £500 |
| Family Wildlife Fund | Areborough Anglers Association | £0 | £0 | £0 | £1,000 | £1,000 |

| | | | | | | | | |
|---|-----------------------------------|---------------|---------------|---------------|---------------|--------|------|--------|
| ANF - G&R Community Consultation - Site Allocations Dev Questionnaire | Aireborough Neighbourhood Forum | £0 | £1,000 | £0 | £0 | £1,000 | £0 | £1,000 |
| ANF - O&Y Community Consultation - Site Allocations Dev Questionnaire | Aireborough Neighbourhood Forum | £0 | £0 | £0 | £485 | £0 | £485 | £485 |
| Adel Neighbourhood forum 2nd consultation | Adel Neighbourhood Devt Forum | £587 | £0 | £0 | £0 | £0 | £0 | £587 |
| Summer day trips | Extended Services (Horsforth) | £0 | £0 | £500 | £0 | £0 | £0 | £0 |
| Guiseley & Rawdon grit bins | AST on behalf of AC | £0 | £1,000 | £0 | £0 | £0 | £0 | £0 |
| Pool in Wharfedale Parish Council | Pool in Wharfedale Parish Council | £255 | £0 | £0 | £0 | £0 | £0 | £255 |
| Rawdon Common Trees | LCC - Parks & Countryside | £0 | £910 | £0 | £0 | £0 | £0 | £0 |
| Leeds North Foodbank | Leeds North Foodbank/Life | £0 | £0 | £1,000 | £0 | £0 | £0 | £1,000 |
| A&W Grit Refills | AST | £500 | £0 | £0 | £0 | £0 | £0 | £0 |
| Community Engagement | AST | £50 | £50 | £50 | £50 | £0 | £50 | £0 |
| Guiseley & Rawdon Festive Lights | Leeds Lights | £0 | £400 | £0 | £0 | £0 | £0 | £0 |
| Total | | £3,465 | £6,309 | £2,423 | £4,275 | | | |
| Carry forward from 12/13 | | £1,07 | £1,836 | £3,235 | £1,558 | | | |
| 13/14 budget | | £5,000 | £5,000 | £5,000 | £5,000 | | | |
| Available to Allocate | | £1,643 | £528 | £5,813 | £2,283 | | | |

4 Skips

At its May 2013 meeting, the Area Committee agreed to carry forward the remaining budget from the 12/13 skips pot to the 13/14 skips pot and these figures are reflected below. At the June 2013 meeting, a further £4,000 was approved for allocation.

| Skips | Delivery Date | A&W | G&R | H | O&Y | Paid |
|---------------------------------|--------------------|---------------|---------------|---------------|---------------|---------------|
| Arthington Village Hall | 12/13th April 2013 | £124 | £0 | £0 | £0 | £124 |
| Olley Carnival | 14th June 2013 | £0 | £0 | £0 | £372 | £372 |
| Leeds Lane Allotments, Olley | 11 March 2013 | £0 | £0 | £0 | £124 | £124 |
| Leeds Lane Allotments | 24th May 2013 | £0 | £150 | £0 | £0 | £150 |
| Wadgate Lane Allotments | 8th June 2013 | £0 | £124 | £0 | £0 | £124 |
| Henshaw Yeadon | 27 June 2013 | £0 | £0 | £0 | £150 | £150 |
| Holliday Place (Holt Park) | 21 August 2013 | £130 | £0 | £0 | £0 | £130 |
| St Wilfrid's Church (LS21 1LP) | 08 October 2013 | £150 | £0 | £0 | £0 | £150 |
| Moor Lane Allotments Guiseley | 19 October 2013 | £0 | £130 | £0 | £0 | £130 |
| Total | | £404 | £280 | £124 | £646 | £1,453 |
| Carry forward from 12/13 | | £486 | £672 | £883 | £390 | £390 |
| 13/14 budget | | £1,000 | £1,000 | £1,000 | £1,000 | £1,000 |
| Available to Allocate | | £1,082 | £1,392 | £1,759 | £744 | £744 |



Report author: Gerry Burnham /
Rachel Marshall
Tel: 0113 3367870

Report of the Assistant Chief Executive (Citizens and Communities)

Report to North West (Outer) Area Committee

Date: 3rd February 2014

Subject: Area Update Report

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

Summary of main issues

This report provides Members with a summary of Area Committee business since the last meeting and provides information on project and service activity in the outer north west area.

Recommendations

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

- Note the contents of this report and comment on any of the matters raised.

1 Purpose of this report

- 1.1 The purpose of the area update report is to bring together a range of information relating to Area Committee business into a single report to update Members on recent sub group and forum business and also project and service activity.

2. Background information

- 2.1 The Area Committee currently has six sub groups looking at service provision within the functions of Community Safety, Children & Young People, Environmental Services, Health & Well-being and Transport as well as a Policy Group.
- 2.2 Since the last Area Committee the following sub groups have met: Environment, Community Safety and Children and Young People. Details of items discussed at the Environment and Children & Young People's sub groups are attached at appendix 1 and 2. The Community Safety meeting will be reported on at the March meeting.
- 2.3 There are currently three ward forums in the area for Guiseley & Rawdon, Holt Park and Yeadon. The forums meet on a regular basis throughout the year.
- 2.4 Since the last Area Committee there have been forum meetings in Guiseley & Rawdon and Yeadon. Details of items discussed at these forums are attached at appendix 3 and 4.

3 Main issues

3.1 Area Lead Themes

The Area Lead Member role aims to provide a local lead perspective and further facilitate local democratic accountability, particularly in conjunction with the relevant Executive Member. The Area Committee has 5 area leads and works through the sub groups to progress local issues around the themes. The key issues for each sub group are outlined below.

3.2 Health, Well-being and Adult Social Care

- 3.2.1 Leeds West Clinical Commissioning Group is about to commission Practice Champion approach in all 38 of its GP practices. This has been developed and supported by WNW Public Health team. This will focus on empowering patients to proactively manage their health needs in the community. This will, for example, focus on long term conditions like Type 2 diabetes, as well as more socially led health groups, such as reducing social isolation, weight management, breast feeding etc. This will build on assets already in the community, such as neighbourhood networks, to reduce social isolation, and create capacity where there is a need.
- 3.2.2 Leeds Let's Get Active is a partnership between Public Health, leisure services and the Big Lottery to get more people active. There is a free one hour gym / swim session in sports centres in Outer North West Leeds. This spring, there will be

walking, running and family activities in the community. Details are available at www.leedsletsgetactive.co.uk.

3.2.3 Holt Park Active opened at the end of last year. A workshop planned for the 7th February at Holt Park Active will explore opportunities for joint working between Sport and Active Leisure/ Adult Social Care, Health and the voluntary sector.

3.2.4 Turner & Townsend are a programme management and construction consultancy based in Horsforth. They are looking at volunteering opportunities with older people in the community and have connected with Horsforth Live At Home.

3.2.5 Haworth Court, Yeadon

Care and Support Specialised Housing Fund of £1.57m has been made available to support the development of extra care apartments on the site of the existing Haworth Court sheltered complex. The total project is estimated to cost £7.3m. It is anticipated that works on site will commence in the autumn. In the interim, Housing Leeds is assisting existing tenants of Haworth Court to move to new homes of their choice.

The extra care development will consist of 45 apartments, 18 one bedroom and 27 two bedroom (10 of these for shared ownership). Additional facilities such as a spa with assisted bathing, hairdressing and multi-use community rooms, for activities and dining will be provided. The facilities will welcome older people from the community. Care will be provided on site according to the needs of each individual resident. The scheme will be developed to a very high quality standard and will be compliant with HCA standards and the best practice standards set by the Housing our Ageing Population Panel for Innovation.

3.2.6 Manorfield House, Horsforth

Manorfield House currently has 20 permanent residents and Adult Social Care is actively seeking to work with partners to provide new residential care facilities within Horsforth.

3.2.7 Kirkland House, Yeadon

Kirkland House has been demolished and will be marketed for sale in the near future. A planning statement is being drafted.

3.3 **Children's Services**

3.3.1 Childrens Services are to hold a workshop for outer north west members to consider basic need relating to school place planning. This discussion is due to take place on 20th February 2014 and will allow members to engage in long-term strategic school place planning considering;

- current housing development,
- local authority site availability,
- pupil movement/school preferences
- localised demographic data.

To identify and deliver the best local solutions Childrens' Services are aiming for an improved approach, ensuring strong join-up between elected members, officers and local stakeholders.

The objectives are to support Councillors' in depth understanding of, and confidence in the following through presentation and discussion of:

- National School Place Planning Policy
- Local school place planning context (including financial)
- Key challenges to the delivery of sufficient school places

All outer north west members have been contacted with an invitation to and details of the workshop.

3.3.2 The Children & Young People sub group met on 10th January 2014 to review the commissioning process used to identify activity providers in outer north west to deliver projects under the Youth Activity funding. There was £6,608 of Youth Activity funding remaining after the last Area Committee in December and the sub group considered how best that money could be spent before the deadline of 31st March 2014. It was felt that amongst the approved projects there had been a spread of activities reflecting the priorities of young people in the outer north west. The sub group decided to review the approved schemes prior to commissioning the activity providers to do any further work. Discussions then took place as to other options for the remaining funding.

3.3.3 It was finally agreed that further investigation would be done into funding some reduced or free swimming sessions at pools in the outer north west. Swimming was an activity that had been identified by young people as popular across a wide age range and additionally would be an activity that would be unaffected by inclement weather, a consideration at this time of year. The findings will be reported back on at the next Children & Young Peoples sub group on 28th February 2014.

3.3.4 Geographically Targeted Youth Work

In March 2013, following a comprehensive Youth Review the Executive Board agreed a new model for youth services in Leeds that incorporated a key influential role of Area Committees in determining local youth services in Leeds that incorporated a key influential role of Area Committees in determining local youth work provision. This included supporting the development of more locally responsive and accountable services.

Members will be shortly invited to attend a workshop to meet with the Youth Offer Team to receive an update on the work achieved so far but significantly to undertake some more practical work on the specifics of the influencing role to offer an opportunity to provide direction on how it will work in reality and the targeted youth work in your area.

3.4 Environment

3.4.1 At the 9th December Environmental Sub Group meeting Forestry Officers presented information on a Tree Warden Scheme for the outer north west. The proposal is for a Tree Warden Coordinator to be employed 18 hours a week which will include

some weekends. The boundaries and scope of the work will be agreed between Members and Forestry Officers. The sub group supported the scheme in principle and asked for a full proposal to be worked up for the February sub group meeting, with a view to taking an application to the March Area Committee meeting.

- 3.4.2 At the November meeting between Area Committee Members and local Parish and Town Councils, a suggestion was made that it may be useful to have Parish and Town Council representatives on the Environmental sub group. This will be discussed at the 3rd February sub group meeting and if members support this initiative it will be reported on at the March Area Committee meeting.

3.5 Community Safety

- 3.5.1 On the 12th December a number of partners came together to deliver an action day in Otley. The day concentrated on the Weston estate and was preceded by an environmental visual audit led by the Police Crime Reduction Officers. On the day Housing Leeds, West Yorkshire Fire Service, Environmental Action Team, CASAC, Civilian Warrant Officers from the Courts and Police Officers worked together to deliver a range of activities including: annual tenancy visits, Home Fire Safety checks, CASAC target hardening, advice about removing rubbish from gardens and cutting back overgrown bushes impacting on pedestrians. Issues highlighted on the day will be followed up by Officers over the coming weeks. Results from the day included 15 addresses signing up to CASAC for target hardening, two drivers warned on Weston Drive regarding speeding and 3 speeding tickets issued on Weston Lane. Environmental services undertook 8 visits regarding overgrown vegetation causing obstruction, dog fouling and garden waste. West Yorkshire Fire Service leafleted 54 properties and 2 home fire safety checks were carried out. Housing Leeds also carried out 12 home visits.
- 3.5.2 Following discussion at the Area Committee on 4th November 2013, a report will be presented to Licensing Committee on 11th February 2014 proposing Entertainment Licensing commence work on designing a Cumulative Impact Policy for Otley. Otley has a busy and vibrant nightlife, with the largest number of licensed premises outside of the city centre. It also has a low incidence of crime compared to other areas of the city. However, in the last year there has been an increase in licence applications, including one to increase the hours for the sale of alcohol to a time much later than is the norm for Otley.

3.6 Employment, Skills and Welfare

3.6.1 Foodbanks

The programme of welfare reforms along with the increase in part-time and low paid work has created a demand for foodbanks. The introduction of Universal Credit, in the next couple of years, is likely to create further pressures. This requires a different response from the council in tackling financial hardship and a response from foodbanks that recognises demand and sustainability issues.

Unity Poverty Action are to lead the development of the Leeds 'Food Aid Network' (FAN). The first meeting took place on the 15th January 2014 with the aim of bringing all food providers together and creating a network. The broad aims of the group are to signpost residents to appropriate food provision services and other agencies such as addiction services and housing.

Work is ongoing to map food providers and make the information available for frontline services.

3.6.2 In Outer North West there are 2 established foodbanks :

The Horsforth foodbank opened in December and is available three times a week; Tuesdays evenings 6 – 8pm, Thursdays 11am – 1pm and Saturday mornings 10 – 12. They are supported by the North Leeds food bank and operate locally from Woodside Methodist church on a referral and voucher system under the Trussell Trust guidelines. They are currently looking for more a convenient venue as there are issues around the storage and access.

The Otley food bank also opened in December 2013 and operates on a referral, voucher system.

3.7 Project and Service Update

3.7.1 Otley Children's Centre

In December 2012, Otley Children's Centre moved out of the school main building, into a temporary building, on the Otley Ashfield school site. This was to allow the school to accommodate an increase in pupil numbers. A permanent site for the centre was required as the Ashfield site was too far out of the town centre so many families were not using it. Working with Environments and Housing Department and the West North West Area Support Team, it was arranged for the Children's Centre to lease space in Cross Green Community Centre, which is located nearer to the centre of the Otley.

The space for the Children's Centre has been completely renovated to make it as warm and welcoming to families as possible.

This new central location allows the Children's Centre to provide a comprehensive range of services to the wider Otley community, and these services will make a real difference to the lives of children.

The Children's Centre now has a health room which offers additional services such as: a combined baby self-weigh and baby group where parents and carers can weigh their baby and record details themselves and also access support from the Children's Centre team and health visiting team; 8 week and 2 year checks are also offered.

A larger training/family room enables a rolling programme of courses to be undertaken such as First Aid and Baby Massage and access to a community kitchen means that a family cooking course can be run.

3.7.2 Regeneration

Holt Park - Since the close of the consultation period Planning have been analysing the comments made by the community and other stakeholders. There has been a positive response to the planning statement and the Council's objectives for the regeneration of the district centre. A report will be taken to the Executive Board summarising the comments made during the consultation period and outlining the

small changes to the planning statement. The report will recommend that the Executive Board approves the planning statement, agrees the commencement of the marketing process for the Council-owned sites and seeks guidance from Executive Board on the level of community involvement in the selection process.

3.7.3 Community Hubs

A key objective for the Council through the Citizens@Leeds agenda is to deliver local solutions within communities that truly integrate council and partner service delivery to help individuals and their families address increasingly more complex issues simply and effectively.

To deliver this a network of Community Hubs is being developed that will make a real difference to citizens and communities. Community Hubs will deliver a more integrated approach to service delivery and maximise the use of the assets and service points that exist across the city e.g. joint service centres, one stop centres, housing management offices, libraries, children's centres etc. They will support the delivery of pop-up (e.g. in supermarkets and GP surgeries) and mobile provision to ensure that we can reach all priority communities across the city. This work will be supported through the delivery of more on-line provision to enable those that wish to self-serve to be able to do so, thereby freeing up time of our customer services officers to advise those most in need or those requiring more detailed or intense support

To get started, Executive Board agreed in November to pilot the community hub concept in three locations across the city, to help develop thinking on the approach and identify the best form of provision for delivering truly integrated face-to-face services. This will be done working closely with all services and partners affected to ensure all issues are appropriately and fully considered. It is proposed to utilise the existing one-stop-centre provision at the Compton Centre in Harehills, the St George's Centre in Middleton and the One Stop Centre in Armley as the sites for the three pilots.

The rationale for choosing these sites is as follows:

- To have one pilot in each of the three administrative areas of the city;
- To place the pilots in areas of the city where financial hardship and deprivation are significant issues facing citizens;
- To focus the pilots on those sites where there is already significant co-location of services;
- To ensure that the pilots have a focus on partnership working and exploit further the co-location and integration between council and partner services existing at these sites.

The proposals for changes and new service integration are being put in place now with an expectation that the pilot areas will be operational from 1st April and implemented fully in the first 6 months of 2014/15.

3.7.4 Simple2start

Simple2start is a police initiative looking at why certain areas in the outer north west appear to be more vulnerable to crime. Information gathered will be fed into a plan with the aim of addressing these vulnerabilities through partnership work.

West Yorkshire Police Crime Reduction Officers have completed environmental visual audits in Yeadon and Holt Park. The environmental visual audit for Horsforth is currently being planned. Any issues arising from the audits are passed to partner agencies to action. Issues could include; graffiti, flytipping, overgrown vegetation, streetlight not working, etc.

The Neighbourhood Policing Inspector, CASAC, the Area Community Safety Co-ordinator and a representative from Neighbourhood Watch attended the Yeadon forum on 3rd December 2013 and provided members of the public with information on how to set up a neighbourhood watch scheme, how to access crime reduction services provided by CASAC and simple2start. A similar exercise is planned for the Guiseley & Rawdon Forum.

Work is planned in Horsforth in partnership with Trinity University volunteers, to engage with residents regarding burglary, ant-social behaviour and other crime. The results from the engagement will feed into the action plan for the area and also help to raise awareness about crime.

3.7.5 Well-being Spend

The Area Support Team continues to work with members on the development of well-being projects in the area. Ward and member briefings to review well-being spend are currently been undertaken.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Community Forums are held in the Guiseley & Rawdon ward, Yeadon and Holt Park. In addition ward members are consulted on projects and initiatives within their ward.

4.1.2 On the 7th November 2013 a meeting was held with North West Outer Councillors and members of the Rawdon, Horsforth and Pool Parish Councils to discuss strengthening links with the Outer North West Area Committee. It was felt that this meeting had been positive and there was agreement to hold a further meeting which is planned for the 4th March 2014.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 A key principle of locality working is a focus on delivering the best outcome for residents across the area. This principle underpins equality and community cohesion, seeking to engage with local communities through forum meetings, and improve service provision through regular sub group meetings.

4.3 Council Policies and City Priorities

4.3.1 The Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009. This approval was rolled forward to 2010/11 and

is also being rolled forward to 2011/12 with amendments to the environmental delegation. The Area Functions are included in the Council's Constitution (Part 3, section 3c).

- 4.3.2 The Area Support Team's work programme contributes at a local level to the themes contained in the: Vision for Leeds 2011- 2013 City Priority Plan 2011-2015; Joint Health and Well-being Strategy and the Children and Young People's Plan.

4.4 Resources and Value for Money

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

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 This is the report of the Area Leader for West North West Leeds who has delegated responsibility to action decisions in accordance with Area Support Team's work programme in accordance with part 3 of the Council's Constitution in relation to Area Committee Functions.
- 4.5.2 This report is not confidential, neither is it, or part of it exempt. This report is not subject to call-in.

4.6 Risk Management

- 4.6.1 There are no risks associated with this report.

5 Conclusions

- 5.1 This report provides Members with a summary of sub groups business since the December Area Committee and provides information on project and service activity in the outer north west area.

6 Recommendations

- 6.1 Members are asked to:

- Note the contents of the report and comment on any aspect of the matters raised.

7 Background documents

- 7.1 None

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.

Outer North West Area Committee

Environmental Service Sub Group

Appendix 1

Note of 9th December 2013 Meeting
12.15 The Old Stables Back Church Lane, Adel

| Item | Present | Actions |
|------------|---|-----------|
| | Cllr B Anderson (Chair) A&W Cllr P Wadsworth G&R Cllr C Cleasby H Cllr C Campbell, O&Y Officers: Russell Martin Highway Services Richard Holdsworth Highway Services Alison Gilliland Environmental Service Guy Smithson and John Stevens - Parks & Countryside Ben Grabham and Dawn Hutchinson Waste Management Service Paul Hurrell Housing Leeds G Burnham WNW Area Support Team | |
| 1. | Apologies | |
| | Andrew Molyneux. | |
| 2. | Minutes of previous meeting | |
| 2.1 | The minutes of the previous meeting were approved. | |
| 3.0 | Matters arising | |
| 3.1 | Andrew Molyneux was unable to attend the meeting however he did provide the following updates (3.2 – 3.4). | |
| 3.2 | <u>Draft information leaflet on inconsiderate parking</u> – Highways would have difficulties resourcing such a publicity campaign and were under the impression that Housing Leeds were going to tackle this primarily for their tenants, rather than Highways for all members of the public. PH Housing Leeds advised that a note on a tenants car advising they have parked inconsiderately usually resolves the problem. | |
| 3.3 | <u>Long Row Parking Bays</u> - background information on the scheme to be circulated with the minutes. | GB |
| 3.4 | <u>Pilot parking scheme in Queensway</u> – There has been no progress as yet. Highways are currently committed with the consultation and preparation on the Highway Maintenance Programme for 2014/15 | AM |

| | | |
|------------|---|--------------|
| | and will move onto the proposal early in the new year. | |
| 4.0 | Highways – Winter Maintenance Programme | |
| 4.1 | Russell Martin distributed information regarding equity on gritting and asked for feedback from Members – this information will be circulated with the minutes. | All |
| 4.2 | Leeds as a city has requested 25,000 tonnes of salt for this winter. There is currently a stock of 20,000 tonnes but no real concerns at the moment that supplies will run low and there are no major issues in the long term weather forecast. | |
| 4.3 | <u>Quad Bike</u> – a discussion took place on how the additional resource could be used most effectively in the area and the best method of identifying areas of high footfall. The quad bike holds 250 kilos of grit and can travel for 3 miles before requiring a refill. It was suggested that the bike could be refilled from Hall Park, Lawnswood Cemetery and Wharfemeadows Park. Agreement was eventually reached that Members would leave Highways to draw up a plan and manage the resource and this would be monitored through the sub group. | AM/RH |
| 5.0 | Environmental Services Update | |
| | Alison Gilliland presented service request information for the period 1 st November to 2 nd December. During this period the Locality Team has dealt with 258 requests for service. Cleansing is presently paused due to the de-leafing programme. | |
| 5.1 | Cllr Anderson requested that the Locality Team co-ordinate their work better with Housing Leeds operatives. | AG/PH |
| 5.2 | A discussion took place on the low number of fixed penalty notices (FPNs) that had been issued. AG explained that many issues are resolved without the need to issue a FPN. | |
| 5.4 | A discussion ensued regarding overgrown vegetation, the procedure to deal with this is as follows: <ul style="list-style-type: none"> • Identify the owner • A letter is then issued giving the owner an opportunity to take action to resolve the matter within 2 weeks. • A legal notice is then served which gives the owner a further 14 days to respond. • The council can then look at work in default and charge the owner. | |
| 5.5 | The sub group felt that a stronger message needs to be sent regarding overgrown vegetation and this included taking action against other council departments. | |
| 5.6 | Bins on streets was also discussed – Members felt that a number | BG |

| | | |
|------------|--|----------------|
| | of these issues were due to the refuse collection service not returning bins to the correct kerb side. Ben Grabham agreed to follow this up. | |
| 5.7 | Members raised concerns about the effectiveness of the Covert Camera which was funded by the Area Committee. Cllr Campbell informed the meeting that he would be raising this at Full Council next week. | To Note |
| 5.8 | The workshops to consider the draft staffing proposals with relevant partners (discussed at the last sub group meeting) are still to be set up. | AG |
| 6.0 | Parks & Countryside Update | |
| 6.1 | Guy Smithson gave the following update: <ul style="list-style-type: none"> • All work on Newhall Park is now complete Gates for • Kirk Lane • Speed humps have now been lowered at Golden Acre Park car park. | |
| 6.2 | <u>Tree Warden Scheme</u> John Stevens from Forestry presented a briefing note on a Tree Warden Scheme for the Outer North West. The proposal is for a Tree Warden Coordinator to be employed 18 hours a week to include some weekend work. The boundaries and scope of the work would be agreed between the Environment Sub Group and Forestry officers. It is anticipated that the cost would be between £13,000 and £15,000 per annum. | |
| 6.3 | The sub group supported the scheme in principle and asked for a full proposal to be worked up for the February sub group, with a view to taking an application to the March Area Committee meeting. | JF/GB |
| 6.4 | Housing Leeds has agreed to provide £9,000 funding for a tree management plan / survey for the Holtdales. | |
| 7.0 | Housing Leeds Update | |
| 7.1 | Paul Hurrell distributed data on the work undertaken by the ONW Environmental Caretakers during November – to be circulated with the minutes. | GB |
| 7.2 | PH advised that there had been problems with fly tipping at the Holtdale recycling sites. It was suggested that the covert cameras were used however AG advised that the cameras are more effective in identifying vehicles rather than individuals. Cllr Campbell suggested that this was tested once the Locality Team received the signs for the cameras. | |
| 8.0 | Alternate weekly collections (AWC) | |
| 8.1 | Ben Grabham from the Refuse and Waste Service provided the following update: | |

| | | |
|------------|--|-----------|
| | <ul style="list-style-type: none"> Phase 2 of the AWC has been rolled out, 110,000 households are now on AWCs. The first 3 weeks have gone well and overall performance has been good. It is hoped to roll-out phase 3 in 2014. The number of calls to the contact centre has returned to normal levels following the usual increase in enquiries expected with changes to service. Calls have mainly been for clarification around collection days. Sort calendars have been distributed to those properties now on AWC these include details of Christmas collection dates. Those households not on the scheme will receive letters. Information is also available on the Leeds.gov.uk website. A report is going to the January Executive Board to formalise the existing waste management policy. Information includes: AWC properties mainly have 1 black, 1 green and 1 brown bin and there is a no side waste policy however this will be relaxed over the Christmas / New Year period. There are some bespoke schemes being trialled. The assisted collection scheme will continue. Bulky waste - it is proposed to limit this to 3 collections per year with no more than 4 items at each collection. Garden waste will not be collected by the bulky waste service if the property has a brown bin. | |
| 8.2 | <p>Members made the following comments:</p> <ul style="list-style-type: none"> The suspension of the brown bin collection service has caused problems this year due to the mild weather and residents continuing to garden. It was felt that not offering the bulky waste collection service to those properties with a brown bin was penalising residents with large gardens. Concerns were raised that properties on new developments will not receive a brown bin collection until June / July at the earliest. The contact centre 'script' for answer refuse collection enquiries is not always to the timescale Members have been given and needs checking. | BG |
| 9.0 | Any other Business | |
| 9.1 | There was no other business. | |
| 9.0 | Date and Time of next meeting | |
| 9.1 | Monday 3 rd February , 12.00 noon St Margaret's Parish Centre, Horsforth. | |

Outer North West Area Committee

Children & Young People Sub Group



10th January 2014 Meeting
10.00 am Otley Police Station

Present:

Cllr P Latty (Chair),
 Cllr C Fox, **Cllr F**
 Cllr D Collins, **Cllr C**
 Cllr R Downes **Cllr D**
 Sally Coe **SC**
 Simon Toyne **ST**
 Kevin Donnelly Youth Service **KD**
 Ian Jones - Youth Offer **IJ**
 Inspector Richard Coldwell **IC**
 Rachel Marshall AST **RM**
 Nicole Darbyshire AST **ND**

Apologies:

None

Key Issues discussed:

1. Introduction and Apologies

Cllr Latty welcomed everyone to the meeting and introductions were made.

2. Minutes & Matters arising

It was noted that the meeting minutes from 29th November 2013 were inaccurate and should state 'Cllr CI left before deliberations on the projects were complete'

Further to clarify that the minutes should reflect that the Boiler Room project rather than The Drop was chosen as it had a confirmed venue in Horsforth. The Drop had no designated venue.

The Outdoor Sailing project was felt to be unsuitable for the time of year that projects would be taking place and was something that could be considered for commissioning in the summer.

The Up Our Street project was not felt to offer value for money by the young peoples' panel and again would be adversely affected by bad weather.

3. Neighbourhood Policing Update

3.1 Inspector Coldwell gave an update on crime in the area over the past few months. Overall it had been very quiet in all areas with the majority of issues being around either 'Burglary Other' – theft from garages, sheds etc. or 'Criminal Damage'. There had been some issues with young people at the Westfield Retail Park McDonalds. IC is to meet with the Area Manager to discuss methods of resolving the problem. It would seem to stem from the young people overstaying their welcome and not wanting to go when asked to by staff resulting in a call to the Police.

- 3.2 There had been a problem with the Crown pub in Guiseley when a new landlord had taken over in and was encouraging more young people to come in, resulting in some problems. However the landlord has since been replaced and the new manager is working to turn it back into the kind of good friendly pub it used to be.
- 3.3 Horsforth Town Street and St James has been a hot spot of activity with a particular group of older teenagers causing problems. The Police are working with the ASB Team to deal with this. The leader of the group has recently been charged and bailed to an address outside of the WNW area which should hopefully help reduce activity.
- 3.4 KD advised that the Youth Service have recently relocated their mobile provision to interact with the group.

4. Youth Offer

- 4.1 KD gave the group some background to the Youth Offer and Youth Service divisions. The Youth Offer being the overarching organization incorporating voluntary organisations as well as Council sections. Information is attached with minutes. As the Youth Service Team Leader for WNW he will be liaising with the Clusters and Police, attend tasking meetings and look to feed into partners any relevant information held by the Youth Service.
- 4.2 For a full picture IJ then discussed his role and the remit of the Youth Offer Team. This was in the main around the formation of Youth Panels across the city. They are expected to be ready to begin by the end of February and will run on a 6wk cycle. IJ will be arranging for the recruitment, induction and training of the children and young people involved. Recruitment will be done through various organisations and partners, Clusters, Breeze, Breeze Culture Network, Voice & Influence team, local youth groups etc. The expectation is around 15 young people to form the panel. It is expected that there will be some sort of rewards system in place but what that is and how it will work is as yet unclear. A flyer will be sent out IJ to forward to RM for information and to send out to members and relevant organisations. IJ to maintain contact with RM re progress on setting up the Youth Panels.

5. Youth Activity Fund

- 5.1 RM went through the list of organisations that the commissioning flyer had been sent to. Although Chris Gott the Sports Development Officer for WNW was contacted with the flyer to disseminate to local sports club, the sub group would like any future commissioning round to look at contacting the clubs direct to invite them to bid for funding.
- 5.2 It was agreed that the sub group would like to look at the monitoring information from the first round of projects before looking at supporting the providers with further funding.
- 5.3 No further applications had come forward to consider.
- 5.4 The sub group considered potentially funding the Clusters to deliver day trips for young people and their families. No destinations were considered.
- 5.5 A decision was made to contact local leisure centres to ask about the possibility of hiring the pool for subsidised or free swimming sessions. SC and ST to action this and report back to the next meeting.
- 5.6 No recommendations for funding to be put forward to the 3rd February Area Committee.

6. Any Other Business

- 6.1 RM discussed the Basic Need Workshop to be run by Childrens' Services and asked members for a suitable date. The 20th February was mentioned and RM to try and arrange this with Gavin Pheasant.

7. Future Meetings and Venues

- 7.1 The next meeting was arranged for 28th February 2014 at 10.00 and Otley Police Station was agreeable to all and availability was confirmed by IC. This would allow any recommendations to go forward to the 24th March ONW Area Committee.
- 7.2 It was also considered that future meetings of the sub group would need to take place more frequently to allow for the Youth Activity Funding process. Potentially 6 weekly but nothing agreed.

Actions and Recommendations:

1. KD to forward information to RM to pass on to members.
2. SC and ST to approach leisure centres in ONW to discuss the swimming activity session
3. RM to contact Children's Services to arrange the Basic Need workshop
4. IJ to pass on the flyer being sent out re Youth Panels and update RM as necessary re progress.

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Minutes of meeting
7pm-9pm, 20th November 2013
Guiseley Methodist Church

1.0 Introductions

Actions

- 1.1 Cllr Latty welcomed everyone to the meeting and introduced the evenings speakers from Yorkshire Local Councils Association and the Police

2.0 Minutes of the Previous Meeting and Matters Arising

- 2.1 The minutes from 25th September were noted as a true record with amendments as follows;
- 5.13 Fly tipping had increased
- 2.2 6.2 School places. A question was raised regarding why there had been objections. Cllr Latty explained that parents were concerned over St Oswalds becoming a through school. There might be more difficulty in getting a place, traffic problems around the school etc. There had been a meeting 3 weeks ago with parents, teachers, Councillors and officers to discuss ideas i.e. building a new school, Guiseley Fieldhead becoming a through school, enlarging existing schools. Further consultation will take place before any decisions are made but there are children due to start in September who at present do not have the prospect of a place at a local school.
- 2.4 Cllr Latty gave a brief update on the Leeds Core Strategy which had gone for inspection following consultation. Members had spoken up for Aireborough to express concern over more properties being built, the A65 traffic issues, school places, other infrastructure issues. Clive Wood from WARD spoke about the confusion over the statistics and that there had been a number of different projections showing how many properties Leeds required and that one of the higher projections had been used to come up with the figures. He expressed his opinion that objections were not listened to.
- 2.5 Cllr Latty advised that there is a good deal of land available in the south of Leeds for development where there would not be the same issues. There had also been a large number of developers there for the discussions.
- 2.6 The Core Strategy for Leeds has not been accepted in its present format and the Inspector has expressed concern over the figures for Affordable Housing and Gypsies and Traveller Sites. Without an adopted plan there is less chance of finding grounds to fight future developments.
- Cllr Latty then went on to talk a little about a recent meeting he had attended regarding the Transformation Fund which involved chief Officers looking at how they could ensure value for money and improved delivery around Adult Social Care and Health

3.0 Neighbourhood Policing Update

- 3.1 PCSO Ben Greenhow was present to discuss the local policing issues. He reported on crime figures over the past 2 months.
- 3.2 There had been 10 burglaries, most of which had been at night. Entry was being gained by a variety of methods i.e. via a garage gained access to the house, snapped locks and insecure properties. There had been 2 arrests and 1 person had been charged.
- 3.3 A total of 13 garages and shed had been broken into with a lot of road bikes of high value being taken. The emphasis had been in and around Guiseley but this has now changed to Rawdon.
- 3.4 There had been 10 drugs offences
- 3.5 Several warrants have been issued.
- 3.6 A firearm and drugs had been recovered from a flat on Otley Road.
- 3.7 There had been 17 thefts from motor vehicles
- 3.8 Sat Navs had been removed from VW and Audis. these can be cancelled by the manufacturers if they are informed that they have been stolen. Police also advised everyone to ensure that the car doors were locked when remote locking them as many thefts were from insecure vehicles.
- 3.9 Number plate thefts had reduced. Police explained this was done to steal fuel from garages. Anti-theft screws were available and Neighbourhood Policing teams conducted local initiatives on this from time to time.
- 3.10 Thefts of catalytic converters from vans have been reported but these can be fitted with anti-theft protection.
- 3.11 There were also 14 non-specific thefts consisting of scrap metal and garden ornaments.
- 3.12 The Police advised they carry out regular visits to scrap yards and check car boot sales for stolen items.
- 3.13 There had been 13 shoplifting offences reported of which 7 resulted in charges. Apparently a significant amount of thefts involved meat from Marks & Spencers.
- 3.14 A question was asked if the burgled homes had had alarms. Apparently 1 property had had an alarm activated. There followed some discussion over burglar alarms and their effectiveness. Some alarms are monitored and some are not. In case of a neighbours alarm going off the advice was to call the police rather than investigating yourself.
- 3.15 Rawdon Library has suffered recently from graffiti and damage. Police to take some details and respond to Clive Woods. If anyone sees youths hanging about there and are concerned they should call the Police 101 non-emergency number.
- 3.16 A suggestion was made that the Police check auction houses for legality of the objects they are selling and it was also agreed that people need to be able to identify their own objects as it can be hard to tell items apart in some cases. Ilkley Auction House summer garden ornaments sale was a suggestion for a Police visit.
- 3.17 Ellar Ghyll scrap yard was discussed and a suggestion made that the Police should visit and check dealers papers there. The Police responded that if they have notification of a theft of lead for example they do visit and that some stolen car batteries had recently been found there.

3.19 Car parking issues at EMIS were raised again and the Police and Councillors have met to discuss this and how to target the problems. However it is recognised these are on-going long term issues. The Police have spoken to EMIs over their concerns that an accident will occur.

4.0 Town and Parish Councils

Chris Pilkington (CP) the Deputy Chief Officer of the Yorkshire Local Councils Association was present to talk about the powers and roles of local town and parish councils. He explained that they were the 1st tier of local government and dated back to the 1890's.

4.1 There are approx. 10,000 in England and Wales made up of approx. 100,000 councillors. There are 32 local councils, mainly Parishes in Leeds. Parish councils have a Chair and Town councils have a Mayor.

4.2 There are big differences between Town/Parish councils and the City Council in terms of their duties. Town & Parish councils may choose to have responsibility for;

Allotments

Crime and diversity issues

Burial authority

Bus shelters

Bye-laws

Community centres

Power to monitor public footpaths

Dog control

Car parks

Public toilets

War memorials

4.3 Statutory right to be consulted on planning applications but not decision making powers
Under Localism 2011 the right to develop a Neighbourhood Plan. Which means Town & Parish Councils can acquire 25% of CIL monies if a plan is in place as opposed to 15% if not.

4.4 Income is raised through a precept an additional sum paid by residents living within the boundary of the parish or town on top of their council tax. The precept is set by the town or parish council and can vary greatly. For example Horsforth charged an average of £17.00 per property and Otley charged £69.90.

4.5 CP talked about how a new local council can be formed. A Review would be triggered by a petition to Leeds City Council. Money is available, £10,000 to assist with the process.

4.6 CP stated that Parish councils are civil not ecclesiastical. In terms of staff, any officers are employed under national terms and conditions. A locum clerk could be set on once go ahead had been given for formation of a new body, until firm arrangements were made. Or one of the councillors could act as clerk in the short term.

4.7 When looking at forming a new local council, consideration should be given to the natural boundaries and pre-existing local councils.

4.8 Cllr Latty advised he had tried to organise an Aireborough council in the past without success.

- 4.9 David Bowe talked about how he is currently trying to gauge support for a local council by collecting signatures for the petition. He is going door to door and at the moment has around 250 but is aiming for 1000.
- 4.10 A comment was made by a member of the public that to pursue forming a local council at this time was inappropriate. There would be an extra cost to household for the precept and there would be limited power. Pre 1974 local town councils had powers but times have changed.
- 4.11 Also there were concerns that a local council would be taken over by party politicians rather than local people who just had an interest in their area. City councillors are paid but local councillors are not. There is already a rising cost of democracy.
- 4.12 Cllr Latty informed the forum that he would support a local council if that was what local residents wanted, but that he believed that the Aireborough Neighbourhood Forum would provide many of the benefits of a Parish Council without the dis-benefit of the Precept on the Council Tax
- 4.13 On the question of City Councillors being paid, he advised the forum that although Councillors received an allowance, it is taxed and they had to meet all the costs of being a Councillor, 'phone, fuel (for their vehicle), home office and that deductions were made from the after tax allowance for Civic Parking and use of their Computer.
- 4.14 Cllr Wadsworth made a suggestion that development responsibility be taken out of the discussion for the parish council and remain with the Aireborough Neighbourhood Forum. The parish councils he thought, did an excellent job in making areas look better for residents.

5.0 Open forum

- 5.1 It was raised that the P.A system did not work well at the Remembrance Day ceremony at the Cenotaph and that the public had been unable to hear. It was noted that this would need to be addressed ahead of the Centenary next year.
- 5.2 There was a further issue with traffic control, apparently cars were coming past and causing a potential danger to people, agreed this would need to be looked at by Police.
- 5.3 Cllr Latty was asked to say a little more on the Transformation Fund. He explained how the aim was for the NHS, Childrens' Services and Adult Social Care would work together, pooling budgets to attain better outcomes and make better use of funding. For example for people, living in ONW, coming out of hospital but still needing care would have to go to Wortley or Pudsey rather than being able to stay near home, near relatives and friends. In South Leeds for example Adult Social Care and the NHS have shared costs to deliver a care facility; a similar option might be possible for ONW working through the Transformation Fund.
- 5.4 Some properties in the Silverdales have had letters about their drains and manholes being surveyed. This work is being done on behalf of Yorkshire Water to check they are up to standard. From last year Yorkshire Water now has extra responsibilities in terms of drainage and it was thought these surveys probably related to that.
- 5.5 Cllr Wadsworth advised the meeting that there had been little progress in terms of engagement with EMIS. He commented that despite Police presence he hadn't seen any vehicles ticketed. EMIS employees are apparently renting parking spaces from the Chinese restaurant nearby. Staff can only receive a parking permit if they have enough points which are attained according to the hours worked, where they live etc.

- 5.6 The councillors are meeting with Highways next week to formulate a plan. The problem is around dealing with the problem parking at EMIS knowing that this will move the problem elsewhere.
- 5.7 If yellow lines are in place these are enforceable and the costs of this will need to be looked at. A question was asked in relation to the proposed traffic lights at Park Road. Cllr Latty advised that the last email he had received indicated a proposed start date of February 2014.
- 5.8 A request was made for 20mph zones and residents parking to go on a future agenda. Cllr Wadsworth advised that Benton Park school was due to have a 20mph zone which would encompass the Greenacre's in the near future.
- 5.9 It was agreed that Highways officers would be invited to a future forum meeting to discuss these and also the cost of new traffic lights and traffic control initiatives.
- 5.10 A further suggestion for agenda items was libraries.

The next Guiseley & Rawdon forum will be early in 2014. Dates are yet to be confirmed.

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Outer North West Area Committee

Yeadon Forum

Appendix 4

Note of 3rd December 2013 Meeting 7.00pm Yeadon Town Hall

| Item | Present | Actions |
|------------|---|---------|
| | Councillors: C Campbell (Chair) Otley & Yeadon R Downes Otley & Yeadon S Lay Otley & Yeadon Officers: Jane Pattison – Area Support Team (AST) Zahid Butt – Community Safety Officer Insp R Coldwell – Neighbourhood Policing Team James Crowther – PCSO Neighbourhood Policing Team Local Residents | |
| 1. | Apologies | |
| | Peter Middleton, Kenneth Hudson and Richard Garvey. | |
| 2. | Minutes of previous meeting | |
| 2.1 | The minutes of the previous meeting were approved. | |
| 3.0 | Matters arising | |
| 3.1 | From 3.1 Morrisons Supermarket has not made any objections to visitors to the Town Hall using their car park on an evening. | |
| 4.0 | Crime Update | |
| 4.1 | PCSO James Crowther provided crime figures for the last 30 days. There have been: <ul style="list-style-type: none"> • No arrests in Yeadon but one arrest in Guiseley. • 3 burglaries in the area. • 4 thefts from vehicles. There has been a rise in integral sat nav theft from VW's and Audi's. • 4 shed burglaries | |
| 4.2 | The Neighbourhood Policing Team is working with CASAC in the area offering security advice. | |
| 4.3 | Sainsbury's have contributed to the purchase of purse chains which PCSO's have been distributing. | |
| 4.4 | A group of youths have been causing trouble mainly at Guiseley | |

| | | |
|------------|---|--|
| | Retail Park but also in Yeadon. The NPT are working with Leeds Anti-Social Behaviour Team (LASBT) and this group of individuals. | |
| 4.5 | The Crown Pub is no longer allowed to trade following reports of under- age drinking and also fights breaking out. | |
| 4.6 | Illegal parking on Marshall Street – fixed penalty notices have been issued. | |
| 4.7 | The NPT will be undertaking a drink driving campaign over the next month. | |
| 4.8 | A query was raised regarding ANPR cameras, the police confirmed that the cameras are still in use. | |
| 4.9 | Inspector Coldwell informed the meeting that at present the area is plagued by white vans collecting scrap metal. A new act is to be passed requiring that all scrap metal dealers are registered, not just scrap metal yards. | |
| 5.0 | Community Action and Support Against Crime (CASAC) | |
| 5.1 | Carla Van Hal from CASAC was in attendance. CASAC is a crime prevention charity which helps people reduce the risk of burglaries through target hardening methods. The organisation particularly work in burglary hotspots working in partnership with the police. CASAC also offer a handyman scheme and fit key safes. | |
| 6.0 | Neighbourhood Watch | |
| 6.1 | David Lawson Chair of Yeadon and Rawdon Neighbourhood Watch Association was in attendance for this item. There are 4500 properties in a Neighbourhood Watch scheme in Yeadon and Rawdon. The job of the coordinator only involves delivering a newsletter bi-monthly. There is a monthly meeting at LA Fitness in Yeadon which coordinators are invited to attend but this is not a requirement of the role. The scheme is to provide advice, information and awareness. It costs nothing to start up a scheme on a street and anyone who is interested should contact David Lawson at Lawson_d1@sky.com Telephone 01943 877606. | |
| 7.0 | Simple2Start | |
| 7.1 | Zahid Butt – Community Safety Officer for WNW advised the meeting that they have been working with a criminologist as part of Operation Optimal (this is a police initiative which involves a large number of officers focusing on a particular area) to predict crime. | |
| 7.2 | The findings concluded that although Operation Optimal is successful in some places it is not necessarily suited to all areas including Yeadon. Criminologists therefore looked at data using a scheme called 'Simple2Start' which breaks down data into postcode areas. This gives more meaningful data e.g. in the last 3 years there were 7,500 crimes committed in 10 postcode areas however the top 3 postcodes covered 50% of the crime. Further | |

| | | |
|------------|--|---------------|
| | analysis included when the crimes are committed. | |
| 7.3 | The Simple2Start scheme then involves looking at what other agencies can do to help e.g. is there a street light broken? Is there a ginnel nearby? | |
| 7.3.1 | A map was circulated at the forum and residents were asked to interpret the findings. A questionnaire was distributed which residents were asked to complete and return. | |
| 8.0 | Any Other Business | |
| 8.1 | Quality Bus Initiative (QBI) – Clive Woods raised concerns that although the QBI is very good during the day there are problems in the evenings. When there is a half hourly service there is a much bigger impact when a bus is cancelled than on a 10 minute service. Councillor Downes responded saying that it is hoped that quality bus contracts will help solve this situation in the future. | |
| 8.2 | Yeadon High Street – Mr Hutchinson informed the meeting that he has contacted Leeds City Council Chief Executive with his complaints regarding Yeadon High Street but hasn't received a response to date. Mr Hutchinson was advised to resend the letter. | |
| 8.3 | Cemetary Road – problems with traffic and parking – a SID has been deployed and the police agreed to look into the issue. | Insp C |
| 8.4 | Clive Woods raised concerns that the area between the Town Hall and Morrison's is untidy and asked whether Community Service (Unpaid Work) can do anything. It was suggested that they attend a future meeting to explain what they can do. | AST |
| 6.0 | Date and Time of Next Meeting | |
| 6.1 | To be confirmed. | |

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

Report to North West (Outer) Area Committee

Date: 3rd February 2014

Subject: Area Chairs Forum Minutes

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

Summary of main issues

This report formally notifies members of the decision made by full council that Area Chairs Forum minutes should be considered by Area Committees as a regular agenda item at future Area Committee meetings.

The report also includes background information regarding the Area Chairs Forum meetings.

Recommendations

The North West (Outer) Area Committee is asked to note the contents of the report and to consider the minutes from the Area Chairs Forum meetings at this and future Area Committee Meetings.

1 Purpose of this report

- 1.1 The purpose of this report is to formally notify Members that the minutes of Area Chairs Forum meetings will be brought to Area Committee meetings as a regular agenda item, and to give a brief overview of the Area Chairs Forum meetings.

2 Background information

- 2.1 Area Chairs Forum meetings take place on a bi-monthly basis and are chaired by the Deputy Leader of Council and Executive Member for Neighbourhoods, Housing and Regeneration.
- 2.2 Meetings are attended by the ten Chairs of the Area Committees, the Assistant Chief Executive (Customer, Access & Performance), the three Area Leaders and the Neighbourhood Services Co-ordinator in Leeds Initiative.
- 2.3 Agenda items focus on issues relating to services delegated to Area Committees, future delegations of services, locality working and any other issues that can be influenced by, or have an impact on, Area Committees.

3 Main issues

- 3.1 Following recommendations by the General Purposes Committee, full council approved on 26th May 2011 that minutes of the Area Chairs Forum meetings should be considered by Area Committees, and that this should be a regular agenda item for Area Committee meetings.
- 3.2 Area Chairs Forum minutes will only be available to be considered by Area Committees once they have been agreed as an accurate record by the subsequent Area Chairs Forum meeting.
- 3.3 The scheduled Area Chairs Forum meeting dates for 2013 / 14 are:
- Friday 28th June
 - Friday 6th September
 - Friday 11th October
 - Monday 25th November
 - Monday 20th January
 - Friday 7th March
 - Friday 2nd May
- 3.4 Attempts will be made to include Area Chairs Forum minutes in papers issued prior to Area Committee meetings, however due to some tight deadlines between meetings, it may be necessary to table the minutes at certain Area Committee meetings.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 There has been no need to publicly consult on the inclusion of Area Chairs Forum Minutes on Area Committee agendas, however the matter has been discussed by the General Purposes Committee.

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council Policies and City Priorities

- 4.3.1 The inclusion of Area Chairs Forum minutes on Area Committee Agendas is a revision to the Area Committee Procedure Rules within the Constitution agreed by full council on 26th May 2011.

4.4 Resources and Value for Money

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

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

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

5 Conclusions

- 5.1 Full Council has approved the recommendations of the General Purposes Committee to include the Area Chairs Forum minutes as a regular item at future Area Committee meetings.

6 Recommendations

- 6.1 The North West (Outer) Area Committee is asked to note the contents of the report and to consider the minutes from the Area Chairs Forum meetings at this and future Area Committee Meetings.

7 Background documents

None.

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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**Area Chairs Forum
Monday 25 November 2013
Committee Room 1, Civic Hall**

Attendance:

Councillors: K. Bruce, C. Gruen, P. Gruen (CHAIR), S. Hamilton, J. Jarosz, A. Khan, A. McKenna, P. Wadsworth.

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

Minutes: J. Sharp

Attending for specific items: Cllr L. Mulherin, Ian Cameron, Gary Bartlett, Sally Wimsett, Chief Superintendent Paul Money, Liz Jarmin

| Item | Description | Action |
|-------------|---|---------------|
| 1.0 | Apologies | |
| 1.1 | Cllr Javaid Akhtar, Cllr Angela Gabriel, Cllr Gerald Wilkinson, Jane Maxwell. | |
| 2.0 | Minutes and Matters Arising | |
| 2.1 | The minutes of the previous Area Chairs Forum meeting on 4 October 2013 were agreed as an accurate record. | |
| 2.2 | <u>3.12 of previous minutes - Highways</u> Gary Bartlett, Chief Officer Highways & Transportation, was invited to the meeting and is on today's agenda. | |
| 2.3 | <u>4.0 of previous minutes - Area Lead Members</u> Cllr P. Wadsworth expressed concerns over potential duplication of roles, particularly where active sub groups were taking work forward. It was suggested that future meetings of lead members should be put in diaries for the full year. | |
| 2.4 | <u>5.7 + 5.11 of previous minutes - Communications</u> Cllr P. Gruen noted that the idea behind changing the name / format of the Area Committees is to make them more accessible and meaningful to the public. Cllr A. Khan raised the issue of press releases. James Rogers suggested revisiting the protocols in light of the new Area Lead Member roles. Cllr P. Gruen encouraged press releases from Area Chairs and Area Lead Members to highlight the activities of Area Committees. | |
| 2.5 | <u>7.1 of previous minutes - Health</u> Cllr L. Mulherin and Ian Cameron were invited to the meeting and are on today's agenda. | |
| 2.6 | <u>7.3 of the previous minutes - protocol for recording meetings</u> Sarn Warbis emailed the draft protocol for recording Area Chairs committees to all Area Chairs. Comments were forwarded to Andy Hodson on 4 October 2013. It was pointed out that further guidance / regulation was likely to come from central government and that Leeds City Council will need to develop their own arrangements in light of this. | |
| 3.0 | Public Health | |
| 3.1 | Cllr L. Mulherin distributed copies of 'Revised Proposals to Strengthen Area Health and Wellbeing Arrangements 2013-15'. This paper contains proposals to strengthen the Area Health and Wellbeing arrangements. Each Area Committee has identified a health lead; the three Area Support teams have an area Public Health team working closely with them. | |

- 3.2 Cllr P. Gruen asked what the key issues were. Cllr L. Mulherin mentioned the Joint Health and Wellbeing Strategy. Key commitments are: longer and healthier lives (i.e. address lifestyle via a reduction of smoking, a reduction of alcohol consumption and increasing exercise; mental health and wellbeing; health related aspects of healthy and sustainable communities).

There is also a desire to work more closely with Children's Centres which currently fall outside the NHS health remit and also to support older people to live independently.

- 3.3 The health agenda links closely with other agendas such as tackling poverty and worklessness and there needs to be coordination across agendas and links between the different boards and themed partnership arrangements.
- 3.4 Different arrangements exist in different areas to meet local needs. This is a sensible approach but there needs to be sharing of successes and good practice between the areas.
- 3.5 Ian Cameron noted that there needs to be a contribution made towards city priorities at an area level and to align local issues. The Area Lead Members will be crucial to provide feedback on the impact of initiatives at a local level.
- 3.6 Cllr L. Mulherin said it was important to forge effective working partnerships between the council, NHS, other partners and the third sector. Cllr L. Mulherin asked for examples of where collaboration is not working well, to be reported back to her.
- 3.7 Cllr A. McKenna mentioned an audit of GP practices in East Outer Area Committee and frank discussions were taking place over local issues. Because the role of the Area Lead Member for Health covers such a wide scope, in East Outer they are concentrating on one or two key issues at a time and will move on to other areas in turn.
- 3.8 Cllr C. Gruen said that a working group has been set up in West Inner which involves GPs, other health professionals and youth workers, to try explore local connections and determine shared local priorities.
- 3.9 Rory Barke mentioned work in East to co-produce facilities with GPs and the third sector. They are also investigating a possible centre for excellence in East Leeds. There is also work to encourage people with coughs to go for a health check-up at Seacroft Hospital.
- 3.10 Cllr P. Gruen asked Ian Cameron if there might be any funding to support the Area Support teams. Ian Cameron mentioned that the majority of local funding is towards commissioned services and there is still some uncertainty over the role of the local authority relating to this. Commissioning options will be looked at and Area Committees should have some role in this in the future.
- 3.11 Cllr L. Mulherin noted that a lot of work is commissioned via the third sector and that there might be an opportunity for Area Lead members to review the success of current contracts to inform future decisions. Rory Barke added that investing in the third sector is an important part of building effective neighbourhoods and that local Cllrs have a contribution to make with this agenda.

4.0 Highways

- 4.1 A briefing note was distributed with the meeting papers: 'Highways Local Road Maintenance Programme'. Gary Bartlett explained that the purpose of the paper is to outline the process of consultation for the highway maintenance local road programme for 2014/15 (and beyond) and to ensure that the delivery of the programme during 2014 is aligned to local needs.

- 4.2 Gary Bartlett explained that Highways assigns a three-year programme of road maintenance. He explained that it is difficult to plan beyond three years because the maintenance priority of roads will change during this period, i.e. a road not on the three year plan might become high priority by the end of that period due to general deterioration and /or the weather. Maintenance teams will carry out a visual / technical examination and road maintenance is listed by priority need. There is, however, flexibility for members to change the order / priority of repairs and their input is sought each year on this basis
- 4.3 Cllr P. Wadsworth questioned the strategy for kerbs when roads are repaired. He feels that good kerbs are often removed unnecessarily. Also members need more information on when remedial work will be completed to be able to keep residents up to date.
- 4.4 There was a discussion about potholes. Cllr P. Gruen felt that the general public perception was that potholes are repaired inadequately. Gary Bartlett said that budget restrictions limit the scope of some repairs and that some maintenance work is carried out to tackle immediate issues and not long term solutions. Dangerous potholes are given a temporary fix within 24 hours of being reported. More permanent repairs can mean work taking place on much larger areas of road and therefore need to be planned.
- 4.5 Cllr A. Khan expressed concerns that not enough consultation appears to take place, regarding the road maintenance lists that are sent to Cllrs.
- 4.6 Both Cllr C. Gruen and Cllr S. Hamilton expressed concerns at the length of time it takes to get a response when issues are raised. Sometimes, there is no response at all. Gary Bartlett said that the performance indicators for his teams' response times to correspondence are 90% to 100% so he wants to get to the bottom of why these figures do not seem to be reflective of the experiences of members at the meeting. Gary Bartlett asked members to provide him with names of officers / areas in Highways Services where response times are slow.
- 4.7 Cllr P Gruen feels there is a disconnection between the local agenda and the strategic agenda, e.g. resident parking schemes which residents appear to prioritise but for which there is no central budget. Gary Bartlett explained the limited traffic budgets that are available for this type of work which in recent years has been threatened with removal altogether, until it was pointed out this was the only source of funding to pursue locally important traffic schemes. Demand for this type of work far outstrips the funding available.
- 4.8 Members reported that it appeared that the Highways Service was unwilling to engage with members. Gary Bartlett explained that this clearly was not the case and that work is currently taking place with Cllr Taylor and Cllr Lewis about the perception of the service and how best to improve this. Senior staff are available for joint site visits and/or meetings to discuss local issues and priorities if that would be helpful to members.
- 4.9 There was a general consensus from Area Chairs that Area Committees need to be more involved, local knowledge needs to be utilised and that Cllrs need to be consulted earlier.
- 4.10 Members also mentioned that decisions need to be taken that will future-proof new estates that are being built to prevent the Council funding works at a later date. Gary Bartlett explained that his Transport Development Services team sought to secure appropriate levels of funding from developers but there was increasing tension and pressures to securing funding and allowing development to take place. Members were not aware of any pressures that had come through planning panels on such matters.

Area Chairs

- 4.11 It was agreed that Gary Bartlett would attend a future meeting with Cllr P. Gruen and Area Leaders and that he would return to a future Area Chairs meeting to provide a further update.

5.0 A New Approach To Locality Working

- 5.1 A report was distributed with the meeting papers: 'Developing a new approach to locality working'. Sally Wimsett provided an overview of the report and explained that it is linked to the report going to Executive Board next month on approaches to tackling issues of poverty and deprivation in Leeds.
- 5.2 A discussion took place about the naming of what will replace the Area Committees. Even though 'Community Council' was generally endorsed, it was acknowledged that there may be issues with this term as it already has a formal definition relating to Parish and Town Councils. The title of "community Committees" is currently being considered. Full Council will ultimately make a decision on the name but the public and others will have a chance to make recommendations.
- 5.3 There was discussion about the timing and content of future Area Committee meetings. There is a proposal to reduce the number of formal meetings to 4 per year and to consider theming the meetings around specific issues or areas of work. Community engagement is more successful at a neighbourhood level and a variety of "community conversation" events will be scheduled at a neighbourhood level.
- 5.4 James Rogers felt that the new format Area Committee meetings will not necessarily be the main forum for community consultation. He suggested that each Area Committee should create an engagement plan with community consultation events arranged through the course of the year. He suggested an overall city-wide brand with a local element, i.e. Citizens@Garforth; Citizens@Bramley; etc. The brand would need to have a strong visual / photographic element to it.
- 5.5 Principles, based on discussions with Area Chairs, will be taken to Executive Board in December with further consultations taking place in the new year.
- 5.6 It was felt that if there was to be a reduction in the number of formal meetings, these would need to be planned and scheduled in advance to ensure agendas were split evenly across the year, and to enable themed discussions to be planned.
- 5.7 Other considerations discussed included: reducing the level of bureaucracy; a consistent use of language; adding decision bullet points to papers; inviting the appropriate officers to meetings; clear recommendations in reports; balancing Area Officer time in supporting meetings and carrying out work on the ground; clarifying the logistics of where any sub-groups report to.
- 5.8 It was felt that recommendations relating to the new name, branding and frequency of meetings should have support from all 10 Area Chairs to ensure that a consistent view is taken for wider consultation.

6.0 Leeds Police Changes

- 6.1 Chief Superintendent Paul Money attended with Liz Jarmin, and gave a presentation on 'Leeds District Proposed Neighbourhood Management Operating Model'. Copies of the presentation were also distributed at the meeting.
- 6.2 The main focus of the presentation related to Leeds moving from three police divisions to one. The drivers for this change are to: improve force performance; increase public trust and confidence which has decreased in the last twelve months; provide clearer service delivery and accountability particularly in relation to standards; introduce new operating structures

underpinned by improved partnership working; change cultures by embedding a shared ambition; deliver financial efficiencies by making savings of £70m in West Yorkshire across three years.

- 6.3 A key element of the changes are about making resources much more responsive by changing how officers work and where they work from, i.e. basing officers in the heart of the community, perhaps in other community buildings such as council offices / libraries / etc.

A key factor is to change the police force from being a very reactive organisation to one that is proactive and deals with the issues of crime instead of the aftermath of crime. Examples of this flexible working will include: changes to working patterns of 999 call centre staff; more resources being provided to city centres on Friday and Saturday night; city centre staff perhaps being allocated to outer areas on quieter mid-week days.

- 6.4 There was reassurance given that there would be no reduction in front line policing. There would be streamlined leadership with links strengthened between the police and services such as Children's Services. There will be 11 Safer Neighbourhood Areas. One covering the city centre and 10 matching the Area Committee geography.
- 6.5 Closer links with Area Committees can be established through inspector led teams and Area Committees can have a role in providing leadership and accountability at the local level. Area Committees will also be able to work together with the police to improve performance at a local level.
- 6.6 Three locality areas will be established which will provide clear links with ASB teams, families first and locality working Area Teams.
- 6.7 There was a general discussion about possible plans / changes for current police stations and other locations police officers could work from. This also included discussions of government proposals for tri-service venues where the police, fire and ambulance services operate from the same building. Currently, there are no set plans.
- 6.8 A needs and demands based analysis of every ward has taken place and data is now being analysed. Partnership asset mapping is taking place. Consultation with Area Committee Chairs and Community Safety Area Lead Members is taking place during November and December and consultation with the ten Area Committees will take place through the Locality Chief Inspectors during January 2014.

7.0 Any Other Business

- 7.1 Rory Barke passed on some information via Cllr G. Wilkinson. He noted that Environmental Services and Parks & Countryside had pulled out of an Area Committee meeting with an environmental theme. There has also been a withdrawal of a bi-annual report to the Area Committee. There was a suggestion to introduce an SLA to counter this in the future.
- 7.2 Jonathan Sharp will be replacing Sarn Warbis as facilitator of future Area Chairs Forums.

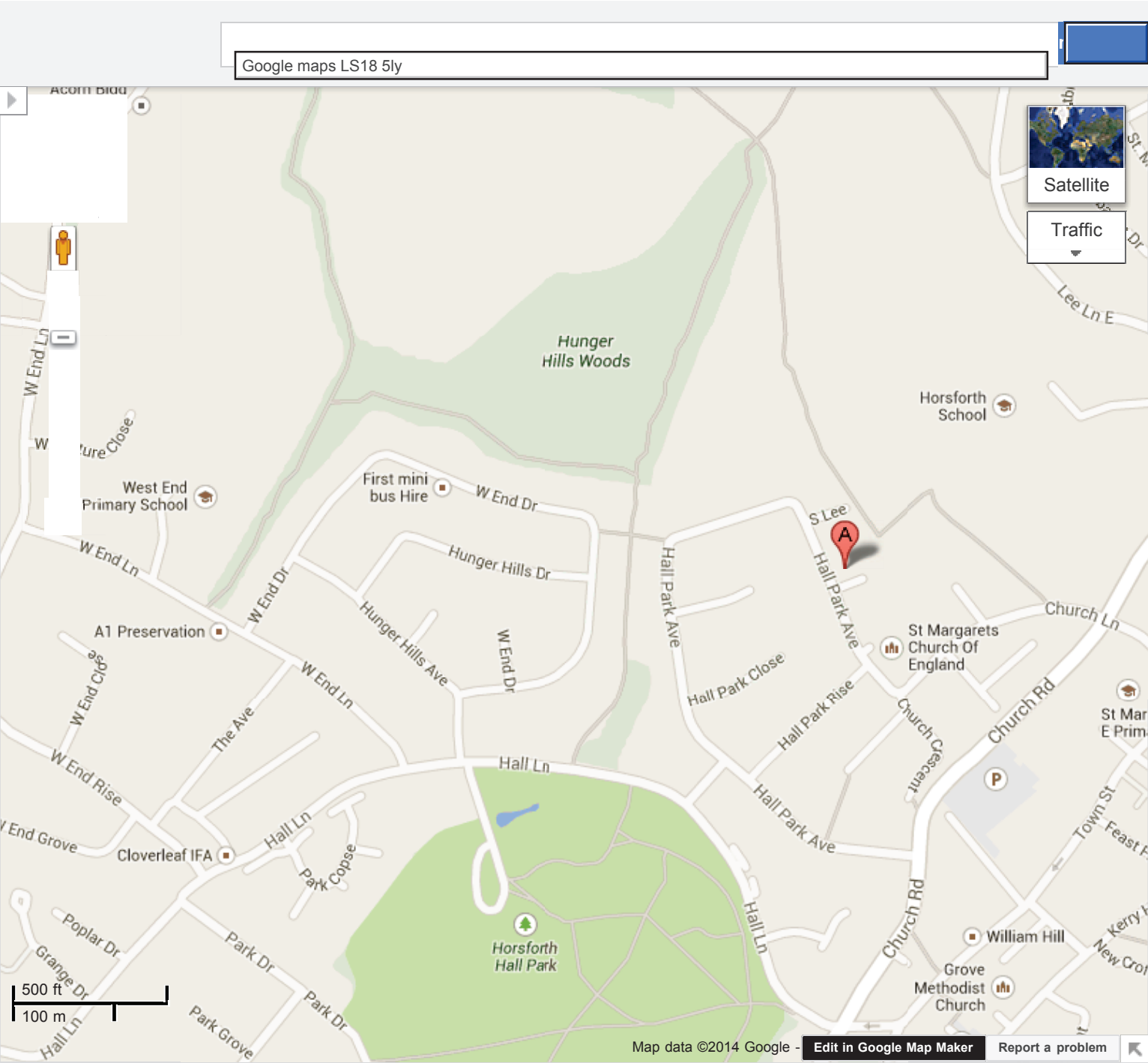
8.0 Date of Next Meeting

- 8.1 Monday 20 January 2014, 1.30pm to 3.30pm, Committee Room 1, Civic Hall

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Agenda Item 15

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