



EAST (OUTER) AREA COMMITTEE

**Meeting to be held in Civic Hall, Leeds on
Friday, 6th June, 2014 at 11.00 am**

MEMBERSHIP

Councillors

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

**Agenda compiled by:
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**South East Area Leader:
Shaid Mahmood
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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 Head of Governance Services at least 24 hours before the meeting.)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p style="padding-left: 40px;">RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p>	

Item No	Ward/	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATIONS OF DISCLOSABLE PECUNIARY 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</p> <p>To approve the minutes of the East Outer Area Committee meeting held on 18th March 2014</p> <p>(minutes attached)</p>	1 - 8
7			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	

Item No	Ward/	Item Not Open		Page No
8	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p>ELECTION OF COMMUNITY COMMITTEE CHAIR FOR THE 2014/2015 MUNICIPAL YEAR</p> <p>To consider a report of the City Solicitor seeking to elect a Community Committee Chair for the 2014/2015 Municipal Year from amongst the nominations which have been received</p> <p>(report attached)</p>	9 - 14
9	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p>WELL BEING BUDGET (REVENUE) 2014/15</p> <p>To consider a report of the Assistant Chief Executive Citizens and Communities providing details of the Well Being budget available for Outer East in 2014/15, setting out commitments; suggesting funding streams and seeking consideration of new projects for funding</p> <p>(report attached)</p>	15 - 24
10	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p>SUMMARY OF KEY WORK</p> <p>To consider a report of the Assistant Chief Executive Citizens and Communities detailing priority work carried out in the East Outer Area in recent weeks, providing minutes relating to community forums, partnership meetings, Area Chairs meeting and seeking confirmation on a place based name for the new community committee</p> <p>(report attached)</p>	25 - 80
11			<p>DATE AND TIME OF NEXT MEETING</p> <p>Tuesday 8th July 2014 at 4.00pm – venue to be confirmed</p>	

Item No	Ward/	Item Not Open		Page No
2 a) b)				

Third Party Recording

Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.

Use of Recordings by Third Parties– code of practice

- a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.
- b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.

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EAST (OUTER) AREA COMMITTEE

TUESDAY, 18TH MARCH, 2014

PRESENT: Councillor A McKenna in the Chair

Councillors D Coupar, J Cummins,
M Dobson, P Grahame, M Harland,
J Lewis, M Lyons and K Wakefield

Apologies Councillor P Gruen, K Mitchell and
T Murray

75 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents

76 Exempt Information - Possible Exclusion of the Press and Public

There was no exempt information.

77 Late Items

There were no late items on the agenda however there was a supplementary document published and circulated to members in relation to the Item in respect of New Locality Services (minute 86 refers).

78 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

79 Apologies for Absence

Apologies were received from Councillor P. Gruen, Councillor T. Murray and Councillor K. Mitchell.

80 Minutes

RESOLVED – That the minutes of the previous meeting held on the 11th February 2014 be agreed as a correct record.

81 Open Forum

No matters were raised in the open forum.

82 Dates, Times and Venues of Community Committee Meetings 2014/15

Members considered the report of the City Solicitor detailing the Committee's proposed meeting schedule for 2014/15. A discussion took place surrounding the dates, times and venue arrangements, and it was,

RESOLVED-

- (a) That the dates and times as detailed in the report be agreed.
- (b) That the four Community Committee's meetings should be held in the Civic Hall, Leeds.
- (c) That the date to elect a Chair for the 2014/2015 municipal year be agreed as Friday 6th June 2014 at 11am in the Civic Hall, Leeds.

83 Summary of Key Work

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

Thorpe Park

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

Members were informed that Scarborough Developments had confirmed a key business for the Thorpe Park expansion was joined up with Surgical Innovations and that this will bring apprenticeship opportunities and specialist jobs to the area.

Members discussed the continuous work that is on-going with local schools and clusters to ensure that young adults have the correct skills to apply for such jobs and are aware of the opportunities. A discussion took place regarding a planning application that should be determined in May 2014 for a new road that will be a direct route through Thorpe Park with a bridge that will be built over the road.

Meetings have been arranged with Pedestrian Action Groups and advanced discussions are taking place. Members will receive regular updates at future Committee Meetings.

Area Leads

The meeting of the Area Lead Members was held on the 13th March 2014 and members agreed it was a success and that regular updates would be provided.

Naming New Committee

As part of the Area Working Review, elected members have been asked to consider and agree a place-based name for their new community committee, so that the new committees can be formally constituted at the Council's AGM on 9th June 2014. It was agreed that members will email their suggestions to the Chair and to Area Support.

Community Safety

Chief Inspector Nick Adams from West Yorkshire Police gave members a verbal update regarding The Programme of Change which has been introduced to improve force performance and transform the way services are delivered. Members were informed that each ward will now have a named manager and that there shall be a greater focus at ward level, also that the skill sets of Police have changed significantly and that there are now just three Chief Inspector's across Leeds. West Yorkshire Police want to work with the authority to ensure that communities are safe. Councillor M. Harland was thanked by West Yorkshire Police and Safer Leeds for her support as an Area Lead Member.

RESOLVED-

- (a) That members note the content of the report.
- (b) That members would provide the Chair and the Area Lead Officers with suggestions on a place based name for their new community committee.

84 Children's Services Area Committee update report

The Director of Children's Services attended the meeting and was joined by Martyn Stenton, the Area Head of Targeted Services - SE Leeds, and together they presented a report which provided an update on local outcomes for young people in the East Outer Area.

Members were informed that there had been a restructure in Children's Services and a configuration of the Clusters. The Lead Member for Children's Services commented that the Cluster issue was improving and that good progress was being made. It was noted that the report templates used by Children's Services were much more user friendly than they had been in the past.

Members were also informed that there had been an increase in persistent absence in the area and that the NEET figure had risen. There had also been a reduction in the take up of free school meals, and this is something that will be discussed in more detail at the next Children's Services Update.

RESOLVED-

- (a) That the local priorities that have been agreed with the local Lead Member for Children's Services in addition to the Children's Services obsessions be endorsed.

(b) That the basic need workshops will be used to provide local intelligence for consideration in school place planning, and instruct officers on improved methods of member engagement in school place planning.

(c) To promote igen and the Leeds Pathways website to NEET young people/their families

85 Area Public Health update

Victoria Eaten and Bash Uppal attended the meeting to provide members with feedback on public health information for the Outer East Area that included the new duties to be undertaken by Leeds City Council to provide local leadership for public health.

Members noted that there were five mandated services which had been transferred to the local authority:

- Protecting the health of the local population.
- Ensuring NHS commissioners receive the public health advice they need.
- Appropriate access to sexual health services.
- The National Child Measurement programme.
- NHS Health Check

The Public Health Team will be working with local GP services and will progress ideas with the Area Lead member for Health and Wellbeing, Councillor A. McKenna.

It was also noted that the female admission rates for alcohol related hospital admission was relatively high in the Outer East and that the Public Health Team were looking into restricting high strength alcohol in 'hotspot' areas as well as takeaway food 'free zones' around schools. More work is to be done around health checks, fuel poverty, domestic violence, women's health groups and mental health.

Members further noted that there was no mention of diabetes in the report and that this should be included in the Health Workshop that will take place before the end of the year, as well as the need for GP's to be present at the workshop.

The East Outer Area Committee thanked the Public Health Team for the work they have done, especially at ward level.

RESOLVED-

(a) That the changes in terms of Leeds City Council's responsibility around public health be noted.

(b) That members recognise and support the Area Lead Member for Health and Wellbeing and make suggestions for future development of the public health agenda.

(c) That a Health Workshop be arranged.

(Councillors K. Wakefield, J. Lewis and P. Grahame left the meeting at the conclusion of this item)

86 New Locality Services and development of the 2014/15 Service Level Agreement

Members considered the report of the Director of Environment and Housing which gave an update on proposed changes to the operating model and structure of Environmental Action Service Locality Teams to deliver zonally based services.

Tom Smith informed members that the zonal based service would deliver all services through a multi-skilled team of people and that there would now be a named contact in each zone.

Environmental Action Services proposed to move to a zonally based service delivering all the services described above through a multi-skilled team of people.

The service would be directly responsible for all current aspects of Locality Team street cleansing services (excluding gully cleansing) as set out in the Service Level Agreement:

- Manual litter picking
- Litter bin emptying
- Mechanical path & road sweeping
- Flytipping removal
- Graffiti removal
- Needle removal
- Ginnel clearance
- Cleaning of arterial routes
- Cleaning around recycling (e.g. bottle banks) facilities
- Leaf clearing

In addition to the above in future Locality teams would also be responsible for:

- Scheduled bulky waste collections
- Void garden clearances (responsibility for clearing the interior of void houses will remain with Housing Leeds)
- Maintenance of Housing Leeds land and estates.

Members were informed that ward based workshop sessions are in place to cover the three main issues:

- Review SLA priority areas;
- Consult on proposals for resources in each zonal area based on an analysis of need;
- Consult on proposals for future waste management arrangements for areas where fortnightly black bin collections will not be implemented.

RESOLVED-

- (a) That the proposals for a new working model for Locality Team Services be noted.
- (b) Members agreed to consult on proposals for changes to the Locality Team operating model, the priorities within the SLA for 2014/15 and proposals for future waste management arrangements.

(Councillor M.Lyons left the meeting during the consideration of this item)

87 Annual report - Parks and Countryside Service

The Chief Officer for Parks and Countryside submitted a report providing the East Outer Area Committee with an area profile of key assets and services provided in the area.

Kris Nenadic, Parks Operations Manager, was in attendance and informed members of the improvements that had taken place in community parks in 2013, they were as follows:

- Manston Park – New signage (Barnbow Lasses)
- Barley Hill Park – Playground refurbishment, pitch drainage ongoing
- Temple Newsam – De-silting of lakes, new farm yard playground
- Whinmoor Park – Path resurfacing
- The Staithes – Infrastructure works
- Methley, Church Lane – Changing facility (2 teams)

The planned and proposed improvements for the next 12 months were:

- Whinmoor Park – sports courts to be resurfaced.
- Manston Park – New tennis courts, refurbished playground and outdoor gym
- Fieldhead Carr – Play area
- Skelton Woods – Development of orchard
- Kippax Meadows – Signage
- Kippax – Proposal for a skate park within the area
- Great & Little Preston – proposals developed for Glencoe, Hollinghurst Wood and Parish Meadow.

Members were told that the success of 2013 had been the work carried out with apprenticeships and that Groundwork Partnerships had funded an additional year of this at Temple Newsam.

RESOLVED- To note the content of the report and to communicate priorities for investment in community parks, playing pitches and fixed play facilities.

88 East Outer Area Committee Business Plan 2013-2014

The Area Improvement Manager presented the report of the Assistant Chief Executive (Citizens and Communities) which highlighted the priorities agreed by the Area Committee in September 2013.

Members were asked to sign off the business plan for 2013/14 and to consider the new priorities and objectives that were set out in Appendix 1 of the report.

RESOLVED-

(a) That the business plan for 2013/14 be signed off.

(b) That the new priorities for 2014/15 be considered and note that they will be considered at the first meeting of the new municipal year.

89 Date and Time of next meeting

The next meeting was scheduled for Friday 6th June at 11am in the Civic Hall, Leeds, LSI 1UR. Members noted that this meeting was primarily scheduled to elect the Chair for the 2014/15 municipal year.

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Report author: Gerard Watson
Tel: 0113 395 2194

Report of the City Solicitor

Report to East Outer Area Committee

Date: 6th June 2014

Subject: Election of Community Committee Chair for the 2014/2015 Municipal Year

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

Summary of main issues

1. Area Committee Procedure Rules require that the Chair of each Area Committee will be elected from amongst the City Councillors eligible to serve on that Committee.
2. Following the closure of nominations for the position of Chair, and prior to the Annual Council Meeting, Area Committees are required to meet to elect a Chair of the Community Committee for the forthcoming Municipal Year.
3. Therefore, the Area Committee is recommended to elect a Chair for the 2014/2015 Municipal Year, from amongst the nominations which have been received. The Area Committee will be informed at the meeting of the nominations which have been received for the position of Chair.

Recommendations

4. Members of the Area Committee are recommended to elect a Community Committee Chair for the 2014/2015 Municipal Year, from amongst the nominations which have been received.

1 Purpose of this report

- 1.1 The purpose of the report is to explain the arrangements for the election of Chairs for Community Committees and that in line with this process, to recommend that this Area Committee elect a Member to the position of Community Committee Chair for the 2014/2015 municipal year.

2 Background information

- 2.1 Article 10 of the Council's Constitution sets out the composition, functions and role of Area Committees.
- 2.2 Paragraph 5 of the Area Committee Procedure Rules deals with the process by which Community Committee Chairs are elected. Attached as appendix 1.
- 2.3 Whilst recommending that an appointment be made to the position of Community Committee Chair for the forthcoming municipal year, this report follows the Council's Area Committee Procedure Rules. This is due to the fact that the Area Committee Procedure Rules remain operational until any amendments to them are formally agreed which reflect the proposed establishment of Community Committees.

3 Main issues

- 3.1 The Area Committee Procedure Rules state that the Chair will be elected from amongst the City Councillors eligible to serve on that Committee.
- 3.2 Each Political Group with Members elected within an Area Committee's boundary may submit a nomination from amongst Members on the Area Committee to Chair that Committee, via the Group Whip. An independent Member may also put forward a nomination.
- 3.3 The deadline for the submission of nominations for the position of Chair was 5.00pm on Thursday 5th June 2014. The Area Committee will be notified at the meeting of the nominations which have been received, prior to the election taking place.
- 3.4 The Procedure Rules state that following the closure of nominations and before the Annual Council Meeting, Area Committees will meet to agree the election of Chair for the forthcoming Municipal Year.
- 3.5 The Chair will be elected by an overall majority of first votes cast by those Members eligible to do so and present at the meeting. The Member presiding at the meeting as Chair will have no second or casting vote. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration and the vote repeated.
- 3.6 Where an overall majority of votes cannot be obtained, or it is not possible to hold or convene a quorate meeting of the Area Committee, or for any other reason a decision is not possible in advance of the Annual Council Meeting, then the appointment will be made at the Annual Council Meeting.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 All Group Whips and Independent Members have been given due notice of the deadlines relating to the submission of nominations for the position of Community Committee Chairs, and have been provided with details of the process.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 There are no specific implications relating to equality and diversity or cohesion and integration arising from this report.

4.3 Council policies and City Priorities

4.3.2 Operational and effective Community Committee meetings, which facilitate a widely accessible but robust decision making forum are in line with the Council's Policies and City Priorities. In order for such meetings to take place, an eligible City Councillor must be properly elected to the position of Community Committee Chair.

4.4 Resources and value for money

4.4.3 There are no direct resource implications arising from the submission of this report to the Area Committee.

4.5 Legal Implications, Access to Information and Call In

4.5.4 This report is not subject to Call In, as the Executive and Decision Making Procedure Rules state that the power to Call In decisions does not extend to those decisions taken by Area Committees.

4.5.5 The process summarised above regarding the election of Community Committee Chairs is in line with current Procedure Rules.

4.6 Risk Management

4.6.6 There are no risks directly arising from the submission of this report to the Area Committee, however, not electing a Chair for the 2014/15 municipal year at this meeting will mean that the matter would have to be resolved at the Annual Council Meeting.

5 Conclusions

5.1 The Area Committee Procedure Rules state that the Chair of each Committee will be elected from amongst the City Councillors eligible to serve on that Committee, and that between the closure of nominations (5.00pm, 5th June 2014) and the Annual Council Meeting (6.00pm, 9th June 2014), the Area Committee will meet to agree the election of Chair for the forthcoming Municipal Year. The Committee therefore is recommended to elect a Chair at this meeting for the 2014/2015 Municipal Year, from the nominations which have been received.

6 Recommendations

6.1 Members of the Area Committee are recommended to elect a Community Committee Chair for the 2014/2015 Municipal Year, from amongst the named nominations which have been received.

7 Background documents¹

None

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

5.0 ELECTION OF CHAIR

5.1 The Chair of each Area Committee will be elected, from amongst the City Councillors eligible to serve on that Committee.

5.2 Each political Group¹ with Members elected within an Area Committee area may put forward a nomination from amongst Members on the Area Committee to Chair the Area Committee. An Independent Member may also put forward a nomination.

5.3 All nominations must be notified to the Head of Governance Services by no later than 5pm the day before the meeting convened to consider the appointment of the Chair. The Head Of Governance Services will give appropriate notice to whips and Independent Members of this deadline.

5.4 Area Committees will meet to agree the election of Chair for the forthcoming Municipal Year during the period that is the first working day after the nomination process closes, and the last working day that is the day before the Annual Council Meeting.

5.5 The Chair will be elected by overall majority of first votes cast by those Members eligible to do so and present at the meeting, the member presiding at the meeting will have no second or casting vote. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration and the vote repeated.

5.6 All agreed appointments will be reported to the Annual Council Meeting.

5.7 Where an overall majority of votes cannot be obtained, or it is not possible to convene, or hold, a meeting of the Area Committee, or, for any other reason a decision is not possible in advance of the Annual Council Meeting, the Annual Council Meeting will appoint the Chair.

5.8 Where it has not been possible to hold a meeting of the Area Committee and the Annual Council Meeting is required to consider more than one nomination for the position of Chair, the Chair will be elected by overall majority of votes cast by those Members of the Area Committee eligible to do so and present at the Council meeting. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration and the vote repeated.

5.9 Where an overall majority of votes cannot be obtained by votes cast by those Members of the Area Committee eligible to do so and present at the Council meeting, the vote will be widened to include all Members of Council. The nominee with the overall majority of votes cast by members of Council will be appointed as the Chair of the Area Committee.

5.10 Where it has not been possible to hold a meeting of the Area Committee and the Annual Council Meeting is required to consider an unopposed nomination for the position of Chair, the unopposed nominee will be elected by the Council.

5.11 Where Council has made an appointment of Chair of an Area Committee the decision will be reported to the relevant Area Committee.

¹ A nomination from a political group must be forwarded by a Whip

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Report of the Assistant Chief Executive Citizens and Communities

Report to Outer East Leeds Area Committee

Date: 6th June 2014

Subject: Well Being Budget (Revenue) 2014/15

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

Summary of main issues

1. This report provides details of the Well Being Budget available for Outer East in 2014/15. The report outlines commitments and suggests a number of funding streams for the year and asks Area Committee to consider new projects for funding.

Recommendations

2. Area Committee is recommended to:

- Note that Area Committee has a commitment of £33,000 towards the monitoring and maintenance of its LeedsWatch CCTV cameras.
- Note that £20,000 has previously been awarded to fund a gardening scheme.
- Allocate £5,000 for a small grants budget
- Allocate £5,000 for skips
- Allocate £5,500 to hold older persons event week

- Allocate £10,000 to its 4 tasking teams and environmental sub group to deliver discreet local projects around community safety and environmental issues(budget shared equally)
- Underwrite the cost of the Christmas lights and switch on events across Outer East to the figure of £23,620.
- Provide a communications budget of £2,000
- Award £8,000 to NET to fund the post of a luncheon club worker
- Award £1,300 to the MethleyFest
- Defer any award to Sutton Park childrens playground improvements
- Ratify approval from Cross Gates & Whinmoor tasking team to award £1678.24 (balance of last years budget) to provide CCTV in Swarcliffe.

1 Purpose of this report

- 1.1 This report provides details of the Well Being Budget allocated to Outer East in 2014/15 and requests Area Committee agree to allocate the funds against specific work streams. It also requests funding for new projects.
- 1.2 The budget for Outer East in 2014/15 is £162,790 which is a reduction of £22,430 from last year. This report will provide details of commitments, suggested funding streams and ideas that will help negate the reduction with a view to continue providing a wide range of projects, activities and events across the area.

2 Background information

- 2.1 The Well Being Budget allocated to Outer East for 2013/14 is £162,790. The carry over figure from 2013/14 is £3,000 compared to last year where almost £30,000 was carried over.
- 2.2 A number of alternative sources of funding or match funding opportunities will be pursued in order to continue to deliver a wide range of projects across the area and some of those will be detailed in this report.
- 2.3 The budget had one commitment of £33,649 to fund the annual cost of its 11 LeedsWatch CCTV cameras.
- 2.4 The gardening service for elderly and disabled residents was approved by Outer East Area Committee at its meeting in February 2014. Although approved in March the funding will come from the 2014/15 budget. The service will run from May to October (inclusive) at a cost of £20,000.
- 2.5 With these commitments this leaves a budget of £112,051. The report will provide details of funding streams in its 'Main Issues' section and then provide a balance to be shared equally amongst the 4 Wards.

3 Main Issues

3.1 Small Grants Budget

3.1.1 Community Committee is recommended to provide a small grants budget of £5,000 for community and voluntary groups to deliver discreet local projects. The maximum per group/applicant is £500. In 2013/14 this budget was fully allocated.

3.2 Skips

3.2.1 Community Committee is requested to allocate £5,000 for skips to be used by Parish Councils, in – bloom groups and any other community group involved in community clean up's. The skips are not available for individual households.

3.2.2 The process for authorising skip hire will be the same as in previous years where the authorisation is delegated to the Area Improvement Manager.

3.2.3 In 2013/14 this budget was fully allocated.

3.3 Older Persons Events Week

3.3.1 The cost to deliver this week of events and activities for older people has previously been £5,000. This year there will be an additional event in Cross Gates. It is therefore estimated that the cost this year will be £5,500.

3.3.2 The events week is organised by the South East Area Support Team with the dates/venues/activities etc agreed at the Older Persons sub-group. There are 4 older people's networks in Outer East with 3 of the groups wanting to continue to be involved in this event. However, HOPE (Halton Moor & Osmondthorpe Project for the Elderly) will organise and hold an event for their area independent of the sub group. This budget will cover the cost of that event.

3.3.3 This week of events involves partners across a wide range of agencies including in Housing. An application will be made to the Area Housing Panel to provide some match funding towards this project. However, Area Committee is requested to underwrite the full £5,500 cost. The contribution will be reduced if that bid is successful.

3.4 Tasking Teams

3.4.1 Area Committee is requested to award £2,500 to each of its tasking teams to support their work mainly around the crime and grime agenda. It will also support the work of the environmental sub group.

3.4.2 This funding should be used to support small discreet project work at a local level. However, should an individual tasking team wish to submit a project proposal for a larger project where the cost is higher than £2,500 this still could be considered by Area Committee from the general Well Being Budget.

3.5 Christmas lights and switch on events 2014

3.5.1 The total cost of Christmas lights and Christmas lights switch on events to Area Committee in 2013 was £23,620. The list below provides details of that expenditure.

- Garforth lights/motifs - £4,300
- Garforth switch on - £3,295
- Garforth Tree - £570
- Great Preston Tree and Tree Lights - £570
- Cross Gates motifs - £3,200
- Cross Gates switch on - £4,370
- Cross Gates Temp roundabout tree - £315
- Cross Gates Chiropodist tree lights - £150
- Kippax motifs - £3,000
- Allerton Bywater tree lights - £1,030
- Methley event - £2,450
- Halton lights - £370

3.5.2 Area Committee is requested to underwrite this cost. A number of avenues will be explored to reduce this cost to Community Committee. These include:

- Contacting businesses and traders for contributions
- Where events are held with significant numbers of Local Authority housing nearby applications will be made to respective housing panels for support.

3.6 Communications budget

3.6.1 Area Committee are requested to set aside £2,000 to create a communications budget. This budget will be used to pay the cost of room hire/refreshments etc for forums, tasking meetings, other community meetings etc. The figure of £2,000 is based upon spend for this type of activity in 2013/14.

3.7 Projects previously funded by Area Committee directed to other funding sources

3.7.1 In previous years the Well Being Budget has been used to fund the fortnight of cricket coaching for youngsters during school summer holidays. This year it is proposed that this project is directed to the youth activity fund to cover the cost of this project.

3.7.2 The Garforth Arts Festival has also been supported by Area Committee since it started in 2005. The manager of that project has also been directed to the Youth Activity Fund.

3.7.3 With the re-organisation of Youth Service we do not anticipate any bids from that service for Well Being funding. Projects that work with young people will be directed towards the Youth Activity Fund in the first instance.

3.8 The remaining budget and project applications received

3.8.1 If Community committee approve the aforementioned projects and funding streams this totals **£103,620** and leaves a balance of **£62,170**. This figure may increase

dependent upon acquiring contributions towards Christmas events and match funding for other projects. It is proposed to share this balance equally amongst the wards.

3.9 Project 1 - Neighbourhood Elders Team – supporting luncheon clubs in Outer East towns and villages.

3.9.1 In 2013 Ward Members in Kippax & Methley and Garforth & Swillington expressed concerns about the failings of some luncheon clubs in the area. At least 3 luncheon clubs had closed down and there had been a number of problems relating to lack of volunteers, quality of food, payments not being made and disagreements with those using or providing the service.

3.9.2 NET (Neighbourhood Elders Team) were approached and agreed to put in place something to address these issues and provide additional support to current luncheon clubs and help support new clubs. In 2013 a part time post was created to deliver the following:

- offer dedicated 1:1 or group support by email, over the phone or through visiting the group in person
- Managing Finances Net will offer advice on financial issues, managing and preparation of funds and assisting with grant applications
- Recruiting Volunteers Net will help luncheon clubs to recruit volunteers , access NET's 'emergency volunteer pool' to help keep the clubs running smoothly. We can also provide support with volunteer management and other issues related to volunteering
- Insurance All lunch clubs must have appropriate insurance in place. Net will help and support each club so that it has comprehensive cover and ensure that they are covered for all their activities and that members are protected
- Health and Safety Lunch clubs must make sure that everyone handling food has adequate training and that records are kept to prove to inspectors. Net will help with food hygiene training.
- Safeguarding It is extremely important to consider the safety of members and volunteers who may be vulnerable due to age, mobility problems, mental health issues, illness or disability. Luncheon Clubs should be aware of best practice and what to do if someone reports a safeguarding issue. Net will advise about what the Luncheon club need to do, through training, to ensure that its members are as safe as possible.
- Co ordination Net will co ordinate the lunch clubs in our area. We will keep all groups in touch with one another, offering help and support with grant applications liaising with ASC etc. We plan to organise regular meetings in the community to bring together Lunch Clubs and offer training and advice from time to time.
- Reporting Structure Net will provide bi monthly reports at the area committee sub group meetings.

3.9.3 The total cost of the project is £8,000 which covers salary and overheads.

3.10 Project 2 - MethleyFest 2014

- 3.10.1 MethleyFest was initiated in 2010 with the vision of an event which would provide a focal event for the diverse communities within the village and would provide a platform for and celebrate the talents within those communities. It combines features of a traditional village fete – a tea tent, a flower and produce show, displays by clubs covering sports, crafts, local history, model railways – with a non-stop sequence of musical entertainment, all featuring local bands.
- 3.10.2 The mission of MethleyFest was from the start for a family centred event at which residents from the more traditional mining community and the newcomers can mingle and get to know each other better. With a programme starting at midday and continuing until 11.00 pm it enables families to spend long enough together for people to get to know each other, renew old friendships and catch up.
- 3.10.3 It was also their mission to provide the widest possible access with no entry charge and with food and entertainment provided at affordable prices. It has only been possible to do this with funding from the Council and other sponsors including the Big Lottery Fund. There are however sizeable costs, mainly the hire charges for equipment, which form the infrastructure of the event and which are unlikely to be recouped by takings on the day.
- 3.10.4 MethleyFest has become a biennial event and in 2012 the Council approved relocation from the original venue of the Cricket Field to the Playing Fields off Church Lane. The event simply attracted more people and increased awareness in the community of this amenity and the clubs who use it.
- 3.10.5 The organisers have sought feedback and input from the Residents' Association and the key clubs in the village, all of which have expressed support and approval for the continued development of MethleyFest, building on the previous two events. They have been approached by a small group of parents who have made many constructive suggestions about how to improve the attractions for children.
- 3.10.6 The total cost of the festival is £3,250 with Area Committee being asked to contribute £1,300 towards the cost. The remaining cost will be met by other contributions, sponsorship and fund raising.

3.11 Project 3 - Sutton Park Improvements (estate adjacent to Halton Moor)

- 3.11.1 Affinity Sutton and residents of the Sutton Estate are keen to provide an expanded, modern and stimulating children's playground for 3-13 year olds in Sutton Park, LS15. The poor quality equipment will be removed and the playground boundary extended. The enhanced facility will include a large climbing frame structure; a smaller climbing frame for toddlers; a roundabout; seesaw; bouncy springer; a roll-up spinner; a pair of classic junior swings and a pair of classic toddler swings, one birds nest inclusive swing; informal play features (talk tubes); 3 metal seats, 1 metal litter bin; and EDPM rubber safety surfacing around all the play equipment.
- 3.11.2 The adjacent bitmac footpath will need to be realigned outside the expanded playground, but the new front boundary will be created by reusing the existing

fencing, which will also incorporate metal artwork panels. The existing youth shelter will be repositioned and trees and fruit bushes planted in the Park, but away from the playground.

3.11.3 The Area Committee Well Being Fund would pay £3,500 towards the Large climbing frame, toddlers climbing frame, roll up spinner and seesaw; £3,500 towards the Junior, toddler and bird nest swings, roundabout, springer and talk tubes; and £3,000 towards the new safety surfacing for the playground.

3.11.4 A bid has been made to the Grantscape Community Fund (Caird Peckfield). Affinity Sutton will pay the £4,534 Contributing Third Party payment to unlock the £39,900 GrantScape funding bid. By the time Community Committee meets it will be known if this bid has been successful.

3.11.5 The total cost of the project is £117,900 with Community Committee requested to award £10,000 towards the project. The other sources of funding are:

- LCC Groundwork Project Support Fund £8,000 – approved August 2013
- Jimbo's Fund £10,000 – approved December 2013
- Affinity Sutton £50,000 – approved January 2014
- Grantscape £39,900 – decision will be known by time Community Committee meets

3.11.6 The bid to Grantscape for £39,900 was unsuccessful. Groundwork is therefore looking into delivering this project to a smaller scale. Until any decision has been Area Committee are asked to defer this funding request.

3.12 Galas in Cross Gates & Whinmoor Ward

3.12.1 This request is to cover some of the costs of 2 community galas held in early summer 2014 in Swarcliffe and at Fieldhead Carr, Whinmoor. The gala at Whinmoor was held on Saturday 17 May 2014, 1-4pm at Fieldhead Community Centre. The gala at Swarcliffe will be held on Saturday 5th of July 2014, 12-4pm at St Gregory's Youth & Adult Centre

3.12.2 Both galas are arranged in conjunction with partner agencies such as Youth Service, neighbourhood networks, sports teams, schools etc.

3.12.3 They will utilise the indoor and outdoor areas at both sites and be arranged with a 'fun day' ethos with stalls of crafts, games and wares, sporting activities and tournaments, inflatables and rides and food stalls.

3.12.4 The Swarcliffe event will be Tour de France Grand Depart inspired as it takes places on the same day.

3.12.4 The request is for £2,000 as a safety net to cover all requirements of both galas. Any underspend will return to the Well Being Budget.

3.13 Cross Gates & Whinmoor Tasking Budget 2013/14

3.13.1 Area Committee provides a tasking budget for each of its tasking teams. The budget is delegated to the team to spend on local community safety and environmental projects. However, when individual project approvals exceed £1,000, Area Committee has to ratify the decision.

3.13.2 At the meeting held in April the Cross Gates & Whinmoor tasking team awarded £1,600 to provide CCTV coverage in Swarcliffe linked to LeedsWatch. Area Committee are requested to ratify that decision.

3.13.3 The project will provide 3 CCTV cameras at a cost of £58,341. The monitoring and maintenance costs will be met by Housing Leeds.

3.13.4 The remainder of the funding will come from the following sources:

- Mears external funding - £5,000 - approved
- Ward Based Initiatives - £5,000 - pending
- Housing Area Panel - £46,741 - pending

4 Corporate Considerations

4.1 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

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

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

4.3 Council Policies and City Priorities

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

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

- Regeneration City Priority Plan

4.4 Resources and Value for Money

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

4.5 Legal Implications, Access to Information and Call In

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

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

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

4.6 Risk Management

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

5 Conclusions

5.1 The report provides information on the Well Being Budget allocation for 2014/15 and provides details of how some of the funds will be used to support local projects and priorities.

6 Recommendations

6.1 Area Committee is recommended to:

- Note that Community Committee has a commitment of £33,000 towards the monitoring and maintenance of its LeedsWatch CCTV cameras.
- Note that £20,000 has previously been awarded to fund a gardening scheme.
- Allocate £5,000 for a small grants budget
- Allocate £5,000 for skips
- Allocate £5,500 to hold older persons event week
- Allocate £10,000 to its 4 tasking teams and environmental sub group to deliver discreet local projects around community safety and environmental issues(budget shared equally)
- Underwrite the cost of the Christmas lights and switch on events across Outer East to the figure of £23,620.
- Provide a communications budget of £2,000
- Award £8,000 to NET to fund the post of a luncheon club worker

- Award £1,300 to the MethleyFest
- Defer any award to Sutton Park children's playground improvements
- Award £2,000 towards community galas in Cross Gates & Whinmoor ward.
- Ratify approval from Cross Gates & Whinmoor tasking team to award £1,600 (balance from last years budget) to provide CCTV in Swarcliffe.

7 Background documents

None.

¹ 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.

Report of the Assistant Chief Executive Citizens and Communities

Report to Outer East Area Committee

Date: 6th June 2014

Subject: Summary of Key Work

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

Summary of main issues

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

Recommendations

3. Area Committee will be requested to note the report and raise any queries.
4. Area Committee is asked to consider and agree on a place based name for their new community committee.

1 Purpose of this report

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

2 Background information

- 2.1 The Area Committee provides a Business Plan that is updated throughout the year where actions are detailed against the Area Committee priorities. This report provides regular updates on some of the key activities between Area Committee meetings including project work, community engagement, partnership work, functions delegated to Area Committee, Area Lead Member roles and actions, integrated working and locality working.
- 2.2 The report will include relevant attachments such as forum and partnership minutes etc.

3 Main Issues

3.1 Thorpe Park:

- 3.1.1 The Thorpe Park Employment & Skills Working Group held its first meeting on 2nd April. The position statement taken to that meeting and the Terms of Reference are attached as **Appendix 1 and 2**.
- 3.1.2 Representatives of Scarborough Developments will next be invited to attend OE Area Committee for the October 2014 meeting.

3.2 Neighbourhood Plans

- 3.2.1 Garforth – The steering group doing the groundwork in preparation for launching a Neighbourhood Plan team is busy ensuring legal matters are in place, necessary funding sought and a comprehensive contact list in place. The public meeting to get expressions of interest for launching the Neighbourhood Plan team was to be held on 31 May 2014.
- 3.2.2 Kippax – Approximately 300 residents responded to the Kippax Neighbourhood Plan survey and 28 businesses sent responses out of the 71 businesses affected. Responses have been analysed to show key issues for planning matters, environment, highways, businesses, commerce and employment. There have also been responses from the schools and local heritage assets identified by Kippax Historical Society.
The group has drawn up a list of visions for Kippax which will be included in the plan. As it was the top matter of public concern, the group has decided to employ a consultant to look at the High Street and report back.
The group's next task is to write the first three chapters for the draft document covering the introduction, the NDP area and the neighbourhood development plan preparation process. The next meeting will be on 17th June.

3.3 Osmondthorpe Lane:

3.3.1 The roadworks scheme is now complete and includes improving and cleaning the drainage system, resurfacing pavements and the carriageway beneath the railway bridge. The road traffic signals at the bridge were part funded through Well Being and have been operational since 9th May 2014.

3.4 Main Street, Garforth:

3.4.1 Preparatory works have been carried out on Main Street but, due to the nature of pavement resurfacing works, this must be done outside business hours so as not to disrupt customer access. The works are scheduled for Sunday 1st June.

3.5 Area Lead Members

3.5.1 The meeting of the Area Lead Members was held on 7th May. It was agreed to continue regular updates with attendance by officers in addition to the Leads' on-going work. The Chair plans to invite Area Leads to update on any key issues at this meeting. The summary of the meeting is attached as **Appendix 3**.

3.6 Community Committees 2014/15 Update

3.6.1 Members will be aware of the Council's ambitions to improve the way it works and how decisions are made in local areas. Community Committees aim to encourage a new style of collaborative working with residents, services and partners.

3.6.2 The development of a new approach to build on the work of Area Committees to improve democratic leadership locally, and provide a more meaningful way of involving people in decisions that affect their local neighbourhood, has been approved by the Executive Board. It is anticipated that at the Council's AGM scheduled for 9th June 2014 will give formal approval for the establishment of Community Committees.

3.6.3 Through consultation with Members and officers, design principles have been agreed which will allow each community committee to operate in the way best suited to them and their locality, whilst abiding by the underpinning principles.

3.6.4 Work will continue to prepare for the proposed changes. This will include consideration of the engagement opportunities, improved communications and branding. If approved at the Council's AGM on 9th June, the first Outer East Community Committee will take place on 8th July 2014 when a more detailed report will be presented.

3.7 Community engagement

3.7.1 Latest community forums:

- Halton Moor (Tuesday 29th April meeting cancelled due to tragedy the previous day at neighbouring Corpus Christi College.)
- Minutes of the Cross Gates Forum (Wednesday 2nd April) attached as **Appendix 4**.
- Minutes of the Halton Forum (Thursday 1st May) attached as **Appendix 5**.

- Minutes of the Swarcliffe Forum (Wednesday 9th April) attached as **Appendix 6**.
- Minutes of the North Whinmoor Forum (Monday 14th April) attached as **Appendix 7**.
- The Kippax & Methley Forum (Wednesday 23rd April) was cancelled.
- Minutes of the Garforth & Swillington Forum (Thursday 24th April) attached as **Appendix 8**.

3.7.2 The proposed dates for the 2014/15 Outer East Forums are:

FORUM	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN 2015	FEB	MARCH	APRIL
Cross Gates		Wed 25 th June				Wed 8 Oct			Wed 7 th Jan			Wed 1 st April
Garforth			Tues 15 th July			Tues 21 st Oct			Tues 6 th Jan		Tues 31 st March	
Halton			Thurs 17 th July			Thurs 9 th Oct			Thurs 15 th Jan			Thurs 9 th April
H Moor			Tues 8 th July			Tues 7 th Oct			Tues 13 th Jan			Tues 7 th April
Kippax					Wed 17 th Sept						Wed 25 th March	
North Whinmoor			Mon 14 th July			Mon 6 th Oct			Mon 12 th Jan			Mon 13 th April
Swarcliffe			Wed 9 th July			Wed 15 th Oct			Wed 28 th Jan			Wed 8 th April

3.8 Area Chairs' meeting

3.8.1 The latest meeting was on 28 February 2014 and minutes are attached as **Appendix 9**.

3.9 Partnerships and Area Committee Sub Groups

3.9.1 **Environmental sub-group:** The meeting scheduled for February had to be cancelled and a date has to be set for the next meeting.

3.9.2 **Divisional Community Safety Partnership (DCSP):** A meeting was held on 8th April. The latest minutes for 13 February are attached as **Appendix 10**.

3.9.3 **Health & Wellbeing:** The Health and Wellbeing core group meeting was scheduled to take place on June 4th. The minutes will be presented to our next meeting.

3.9.4 **Traders' Meetings:** The minutes for the Kippax Traders meeting are attached as **Appendix 10-12**. The minutes for the Halton traders meeting is attached as **Appendix 13**.

4 Corporate Considerations

4.1 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 Under equality legislation the Council has a legal duty to pay due regard to the need to eliminate and promote equality in relation to race, disability, gender, age, sexual orientation, pregnancy and maternity, and religion or belief.

4.2.2 The main section of this report provides details of activities around community engagement and the delegation of environmental services to Area Committees that support this legal duty.

4.3 Council Policies and City Priorities

4.3.1 The proposals contained within this report contribute to the existing targets and priorities set out in the Council's Policy Framework in the following plans:

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

4.4 Resources and value for money

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

4.5 Legal Implications, Access to Information and Call In

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

4.5.2 There are no key or major decisions being made that would be eligible for Call In.

4.5.3 There are no legal implications as a result of this report.

4.6 Risk Management

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

5 Conclusions

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

6 Recommendations

- 6.1 Area Committee is asked to note the report and raise any queries.
- 6.2 Area Committee is asked to consider and agree on a place based name for their new community committee.

7 Background documents

- 7.1 There are no background documents.

¹ 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.

Thorpe Park latest position as at 2 April '14

Planning approval

- Outline planning permission issued by LCC planners on 20 March
- Next stage likely to be SDG tender for main contractor - E&S obligations to be written into tender
- E&S plan to be developed with CHY for construction jobs once contractor has been approved/announced. E&S obligations to be passed onto sub contractors

Number of jobs

- Gross number of construction jobs over 20-25 years approx. 10,050 FTE
- Proposals in the draft E&S plan indicates *"Increase in representation of East Leeds residents working on site to be around 25% of opportunities - c2,500 jobs"* (this is of the total jobs target of 10,325)
- Mainly level entry jobs
- Other outcomes for local people including local supply chain and small business development

Apprenticeships

- V challenging targets
- Rule of thumb calculation – maximum 20% of the construction workforce on a given project will be new workforce entrants including 5% on formal apprentice schemes (needs supervision)
- Apprentices will be across a range of jobs – construction, administration, project management etc.

Staged work

Stage 1 – Design and enabling/technical works for Manston Lane Link Road and road bridge over the railway to the north of the site

Possible Opportunities at this stage

- School engagement for bridge design and information and types of jobs coming up and routes to employment
- Some construction jobs
- Large number of specialist sub contractors – archaeologists, architecture, legal services, environmental etc – limited influence of employment decisions.

However SDG commit to

- At tender stage technical consultants will be required to show evidence of track record of securing local benefits
- Evidence of commitment to local employment
- All appointed sub-contractors encouraged to prioritise local employment and develop apprenticeships where appropriate

Stage 2 (up to 5 years of the 20-25 year programme)

- A number of lead and sub contractors to be appointed (£300m construction spend supporting estimated 3,315 construction job years)
 - At first stage tenders will be required to show evidence of track record of securing local benefits
 - Series of benchmarks for access, employment and training
 - Meet the buyer events
 - CHY will assist in the procurement process to maximise local opportunities
- 2 major projects worth potential for engaging local young people and level entry jobs – Green Park and the main construction of the Manston Lane Link Road (in partnership with EL and CHY looking at a guaranteed employment scheme for NEETs)
- Sectors where jobs and apprentices likely to be available are – Construction and construction management, scaffolding, joinery, landscaping, plastering, painting & decorating, admin

- Large schools engagement plan- linking opps. to curriculum, contractors to be involved with local lesson plans, making the park available for students for research projects, asking contractors for work experience opportunities

Stage 3 (5-10 years of the 20-25 year programme)

- Retail development, housing programme, completion of the EL Orbital route
- Opportunities – 10,300 gross jobs – mixture of full/ part time and apprentices
- Mixed tenancy so jobs will include – hospitality, catering, retail, leisure, childcare, pharmaceuticals, high tech, accountancy and business admin, marketing/comms, HR, management, facilities/cleaning
- SDG will
 - Ask tenants to sign up to a voluntary charter to maximise local employment
 - Deliver a launch event for prospective occupiers, employment and training organisations, schools, FE college and third sector partners (not timescale)
 - Facilitate brokerage between EL and tenants
 - Identify pathways to employment

Thorpe Park Employment & Skills Steering Group Terms of Reference

Document Version and Status:	V1.1 Final version
Date:	25 April 2014
Author:	Tracey Greig

<p>Purpose:</p> <p>This document outlines the terms of reference for the Thorpe Park Employment & Skills Steering Group and outlines membership of the group</p>

Thorpe Park Employment & Skills Steering group	
Overall Objective	To provide overall strategic direction and access to the employment and skills opportunities for local residents to be delivered through the Thorpe Park development and its end users.
Specific Aims	<ul style="list-style-type: none"> § To champion and promote the employment and skills opportunities that will be generated by the Thorpe Park development § To support communication and engagement with local communities and local schools and learning providers to ensure that information on opportunities are widely disseminated § To promote and maximise the opportunity for local residents to access employment and training opportunities § To promote and maximise the opportunity for local businesses to access supply chain opportunities § To work with local schools and training / learning providers to ensure that appropriate support and provision is made to enable local communities to access the opportunities that the development offers § To receive reports and updates from Leeds City Council services, key stakeholders and the site developer, the Scarborough Development Group
Frequency	§ The frequency of the meetings will be determined by the progress of the scheme. Initially the steering group will meet every 2 months

Steering Group Membership	
Councillor L Yeadon, Chair	Executive Member Leisure and Skills
Councillor J Cummins	Outer East Area Committee Lead, Employment, Skills and Welfare
Councillor R Grahame	Inner East Area Committee Lead, Employment, Skills and Welfare
Councillor G Hussain	Inner North East Area Committee Lead, Employment, Skills & Welfare
Sue Wynne:	Chief Officer, Employment & Skills, Leeds City Council
Tracey Greig:	Employment Brokerage Manager, Employment & Skills
Tony Stringwell:	Senior Project Manager, Parks & Countryside
Adam Brannen:	Programme Manager, Asset Management & Regeneration
Gary Milner:	Lead, Skills for Learning and Life. Learning, Skills & Universal Services
Sharon Hughes:	Area Improvement Manager
Martin Hackett:	Area Improvement Manager
Derek Whitehead:	Deputy Principal & Executive Director of Curriculum and Quality, Leeds College of Building
Simon Betts:	Job Centre Plus
Rob Wolfe:	Construction & Housing Yorkshire
Jane Pither:	Deputy Principal Corporate Services

Other stakeholders to be co-opted as necessary

Area Leads Meeting (Outer East) 7th May 2014

In attendance: Cllr Andrea McKenna, Cllr Judith Cummins, Cllr Debra Coupar, Cllr Mary Harland, Peter Mudge, Martin Hackett, Martin Dean, Tom Smith (part), Martyn Stenton, (part) Bash Uppal (part).

Apologies: Jane Hopkins, Tracey Greig, Bev Yearwood.

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

1.1 Issues to note:

- Main discussions around Thorpe Park. Surgical Innovations will be an anchor unit attracting in other businesses and will be the first to open. The supermarket is scheduled to open in 2/3 years. Still awaiting full planning approval before we will know about the extent of job opportunities but remain confident Scarborough Developments will include a percentage of local people.
- Members agreed that the October Community Committee meeting will be a workshop on Employment & Skills.

AGREED ACTIONS:

Action 1: Agreed to start working with the Area Lead, Area Chair, E&S staff and all other partners to decide what the objective of the Community Committee workshop will be, the format and the attendance.

Action 2: MH to contact TG to get copy of paper that was distributed at Thorpe Park Steering Group. This will be e mailed to members and included on SOKW report.

Action 3: MH to get hold of Thorpe Park development footprint from Adam Brannen.

Action 4: MH to get timeline for Thorpe Park development and distribute amongst Outer Eat Members

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

2.1 Issues to note:

- Co-location – this needs to be speeded up. Cllr Harland and MH on a group (yet to meet) to drive this.
- The scope of the working group should come back to Area Leads.
- Zonal working – delays due to Union issues, shift working patterns/grades in Housing different to Env Services. Service Level Agreement will roll over due to the zonal teams not yet being in place.

- Police to get accommodation free when co-locating and this will be reciprocated with Police
- Still looking at best way forward with tasking and important to get the right people around the table with named contacts and agreed actions.

Action 1: TS to discuss with Police urgency of co-location especially at Swarcliffe housing office.

Action 2: SLA to remain same in 14/15 until issues resolved with Unions on Zonal Working.

Action 3: Env sub group to incorporate CS – this is preferred model in Outer East.

3. Health & Well Being Area Lead – Cllr Andrea McKenna

3.1 Issues to note:

- To invite Deborah McCartney to next meeting (CCG).
- BU provided details on additional services in the area including CAB at Halton Library, ADS work in H Moor & Swarcliffe, NET getting fuel poverty training.
- Leeds Get Active needs to target all age ranges. Swarcliffe being targeted but also Manston & Stanks
- There needs to be more non leisure centre activity in LGA.

AGREED ACTIONS:

- **Action 1:** The training provided to NET on fuel poverty to be extended to all networks in Outer East
- **Action 2:** BU to provide PM with amended table on activities for SOKW report
- **Action 3:** PM & BU to work together for Jan 2015 CC on H&WB. Needs to include mental health, domestic violence.
- **Action 4:** Bash to Invite Senior Locality Manager, Deborah McCartney, to the next meeting to progress improved GP service at Swillington without need for Official Complaints Procedure process.
- **Action 5:** BU to look into city wide DV group. Members felt schools not picking up on DV – maybe invite reps from Schools to CC workshop in Jan 2015?
- **Action 6:** BU to provide PM with an updated list of practices in the OE area.

4. Children & Young People Area Lead – Cllr Debra Coupar

4.1 Issues to note:

- Information provided on school performance.
- Schools now involved in Thorpe Park meetings.
- Issue of Free School Meals raised – need to improve % take up.

Action 1: Agreed to work with Glen O'M and cluster re summer programme. Leads confirmed youth service activities in appropriate areas should seek funding through their partner organisations.

Action2: JN to provide list of all AF projects funded to date. To identify which ones are only operational during holiday periods.

Action 3: The Youth Services meeting with Members in the Garforth and Kippax Ward should be arranged as a matter of urgency.

Action 4: MS to investigate why school meals take up is so low in Halton Moor.

Next Meeting

TBC

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Outer East Area Committee

Cross Gates Forum

Held at Cross Gates & District Good Neighbours

2 April 2014

Present:

Cllr Pauleen Grahame (Chair), Cllr Debbie Coupar, Jean Thacker (resident), Pelagie Crofton (resident), Jean Barnbrook (1st Manston & Crossgates Guides), Rebecca Slatcher (1M&CG), Carol Macklam (resident), Eileen Sutcliffe (resident), Carolyn James (St James' Church), Sarah Feaster (St James' Church), Roy Dobson (resident), Shirley Evison (Devonshire Neighbourhood Watch), Micheal Muschamp (DNW), Paul Spandler (LCC – Environmental Services), Karen Gray (Connecting Crossgates), Bob Lawrence (East Leeds History & Archaeology Society), Jacki Lawrence (Cross Gates & District Good Neighbours), Nick Walker (Devon Pub), James Nundy (LCC – South East Area Support Team, minutes)

Apologies:

Cllr Peter Gruen, Philip Marsden (DNW), Tony Pickles (resident), Eamonn Judge (resident), Nick Borrás (LCC – Highways), Andy Camplin (Crossgates Shopping Centre), Glen O'Malley (LCC – Youth Service)

Item	Welcome, introductions and apologies	Action
1.1	Cllr P Grahame welcomed everyone, introductions were made around the table and the apologies above were noted.	
2.0	Minutes of the last meeting held on 22 January 2014	
2.1	Agreed as an accurate record.	
3.0	Matters arising from those minutes	
3.1	It was noted that Dave Coulthard has now moved on from Crossgates Shopping Centre. He was praised for his efforts with the shopping centre. Action: JN to draft a letter of thanks for Cllr Grahame [done]	JN
4.0	10 minute open floor	
4.1	Hope in Cross Gates Karen Gray (Connecting Crossgates) gave an overview of the <i>Hope in Cross Gates</i> project which aims to mobilise the community into helping young people still at school improve their reading. Currently working with John Smeaton Academy to improve the reading age of lower ability students. If you would like to help, please contact Karen via connectingcrossgates@gmail.com and you can also find out more via the website: http://connectingcrossgates.wordpress.com/ <ul style="list-style-type: none"> • Help on Tuesday mornings from 9-11 is urgently needed • It was noted it is a church initiated project but is open to all • Volunteers aren't left alone with the pupils 	

5.0	Community Safety – Neighbourhood Policing Team	
5.1	<p>Michelle Hunton and Sharon Taylor attended to give a community safety update for the area, with information from 14 Feb 2014 to 2 April 2014:</p> <ul style="list-style-type: none"> • There have been two burglary (dwelling) and 11 (other) eg sheds for bikes and lawnmowers • There have been three Theft From Motor Vehicle, one of which was at the shopping centre • There were six reports in one week about the use of car central-locking blockers, targeting German car satnavs • There was one Theft In Dwelling with three arrests for conspiracy to burglary • PC Lund has received an award for his work with the covert bike project <p>5.2 You can be fined £30 for cycling on the footpath.</p> <p>5.3 The team has relocated to Garforth Police Station and now falls into the Outer East Neighbourhood Policing Team. Officers still have bikes and train passes. The NPT phone number has changed to 0113 232 2015.</p> <p>5.4 Residents reported a man was seen door knocking in the Silkstone’s asking for money.</p> <p>5.5 Off-licence on Church Lane – stipulations have been put in place for it to keep its licence.</p> <p>5.6 Devon Pub – Nick Walker is the landlord. He took over in April and was warmly welcomed to the meeting.</p> <ul style="list-style-type: none"> • Main issues are glasses being left on the routes between other local pubs • Taxis shouldn’t be waiting by the pub for fares – any seen have been asked to move on • Drugs issue have been moved out of the toilets but there have been reports of use in local ginnel and in cars • No reports been received by the police in connection with noise. Environmental Health have been to monitor the noise levels. The pub has a noise limiter in place • Nick apologised to residents who do hear the entertainment. The issues arise when both sets of double doors are open at the same time, which they try to avoid • The pub has been working closely with its nearest neighbours for satisfaction levels • Any issues can be phoned straight through to Nick on 0113 264 7943 	
6.0	Environmental update – Paul Spandler	
6.1	<p>The last three months have been relatively quiet with only 67 requests for service received, including the following:</p> <ul style="list-style-type: none"> • Fly tip in Pendas Fields – local shop being investigated • Gullies by the Barnbow development have been cleared • Former petrol station on Station Road – reports of rats • Wheelie bins on fire in Manston Park. Have been working with the police. Signs have been erected and patrols stepped up • Following the last Forum, ginnels in the area have received more attention <p>6.2 Issues from residents for action: Manston Lane – grass cutting of verges by number 1 isn’t as frequent as other neighbouring grassy areas Action: Paul to investigate and look into getting it added to a more frequent cut-cycle</p>	PS

6.3	Manston Lane – litter bin gets moved about. Needs putting back. Action: Paul to get the bin resited	PS
6.4	Question from the floor: What's the latest with dog fouling prosecutions? <ul style="list-style-type: none"> £75 fine for not picking up with potential for £1,000 maximum fine if it gets to court. The Fixed Penalty Notices (FPNs) can be issued by dog wardens and enforcement officers. Noted that Manston Drive is often bad too 	
7.0	Activities for young people	
7.1	Glen O'Malley was hoping to get to the forum if his meeting prior to the forum finished on time. Unfortunately, it didn't so his apologies have been recorded and the item was deferred.	
8.0	Planning issues	
8.1	Cllr Gruen was also held up at another meeting so his apologies were recorded.	
9.0	Other updates	
9.1	1st Manston Guides – Jean Barnbrook and Becky Slatcher Becky gave an update on recent activities which included: <ul style="list-style-type: none"> Space go for it Monkey Magic Bully awareness Will be working towards a confectional badge after Easter Iceskating and bowling To come: singing in Trinity shopping centre, the Big Gig in Liverpool, working on an allotment and will be cheerleading for MacMillan again The Street life: Go For It project is still being worked on. 	
9.2	Cross Gates & District Good Neighbours – Jackie Lawrence <ul style="list-style-type: none"> Recent trip to Millstones had 52 attendees Now have two new members of staff: Adele and Nadine A handout was tabled regarding T-days which are events on Tuesdays and Thursdays such as Zumba, music and crafts Minibus is expected in the next few weeks and a grant application has been submitted to fund two part time minibus drivers Art Club to be involved in the Barnbow Memorial flowerbed competition For more information about CG&D GNS please phone 0113 260 6565 	
9.3	East Leeds Historical and Archaeological Society – Bob Lawrence <ul style="list-style-type: none"> Celebrating 75 years of Crossgates Library, there will be an event every month. Recent ELH&AS event was very well received. There is an advert in the library foyer with a full schedule of events 1000 photographic slides have been received from the Thoresby Society. The equipment needed to make them into electronic images was bought following a donation from the local ward members and MICE money. The councillors were thanked for their contribution. The images will be made into a PowerPoint presentation and the 	

	<p>most unusual images printed</p> <ul style="list-style-type: none"> • There will be an event for the 1st World War anniversary. It will take place at the shopping centre • Barnbow Memorial flowerbed competition for older people: instead of a trophy, a donation will be made to Cross Gates Good Neighbours • The Guides asked if ELH&AS would do a talk for them. Bob said yes 	BL/JB
10.0	Any other business and next meeting	
10.1	<p>Christmas lights switch-on event 2014</p> <p>Jean Barnbrook and the Guides have been thinking about the switch-on and offered the following for consideration:</p> <ul style="list-style-type: none"> • More local groups involved eg Cross Gates Good Neighbours • More crowd participation eg carols everyone will know and sing along with • More of a Christmas theme to the event 	
10.2	Cllr Grahame suggested the people to push the button could be three members of the Guides and one other person.	
10.3	Any other ideas for the 2014 Christmas event should be forwarded to James Nundy via james.nundy@leeds.gov.uk or 0113 336 8940.	All
10.4	The dates for the next cycle of forum meetings will be set by the Area Committee and is likely to be in July.	All



Outer East Area Committee

Halton Forum and PACT meeting
(covering Halton, Colton and Whitkirk)
Minutes from 01 May 2014
held at Christ Church, Halton

Present:

Cllr Mick Lyons (Chair), Cllr Judith Cummins, Cllr Katherine Mitchell, Sgt Andy Hill (WYP), Anthony Fretwell (resident), Burton MacQueen (resident), Peter Conlon (resident), Gwen Green (resident), Patricia Wragg (resident), Margaret Ward (resident), Glen O'Malley (Youth Service), J McGlynn (resident), Jenny & Mike Marshall (Halton in Bloom), Audrey Linley (resident), Barbara Ambler (resident), T Dennis (Templegate Neighbourhood Watch), Thelma Dixon (resident), Margaret Ward (resident), Mrs R Worksop, Moira Illingworth (resident), E Fryer (resident), Pete Mudge (LCC – South East Area Support Team, minutes)

Apologies:

Colin & Denise Wilsher (residents) Gemma Sargeant (Temple Newsam Learning Partnership), Bobby Verdi (Traffic Management).

1.0	Welcome, introductions and apologies	Action
1.1	Cllr Lyons welcomed everyone to the meeting, asked them to sign in and apologies were noted.	
2.0	PACT meeting	
2.1	Crime figures from the last three months: <ul style="list-style-type: none"> • 13 thefts from motor vehicles compared with 14 last year. • 0 thefts of motor vehicles compared with 3 during the same period last year. • 21 cases of criminal damage compared with 10 last year. 	WYP
2.2	Q) Houses on Primrose Crescent have ongoing problems with children throwing stones at windows, shouting through letter boxes, jumping on grit bins etc. A) PCSOs will speak with parents.	
2.3	Q) Could specials be deployed to utilise more powers than PCSOs? A) (Cllr Lyons) Children and youth generally behave well and certainly far better than in previous years and the PCSOs do an excellent job.	
2.4	Q) Are PCSOs allowed to use speed guns A) Yes.	
3.0	Forum Minutes from 19 January 2014	
3.1	Agreed as an accurate record.	
4.0	Matters arising from those minutes	
4.1	Q) Speeding continues and is now also a problem all along Church Lane and Green Lane. One option may be to ban heavy traffic? A) Police, Highways and Councillors will have a site visit within a month and people attending the forum will be invited to the meeting.	Cllrs/W YP/All/ Officers
5.0	10 minute open floor	

5.1	<p>Templegate Walk – An accident happened there as a result of parked cars and vehicles are now parking on Templegate Walk and Crescent and Colton Road. Highways sent a suggestion to people in the area which was not agreed with. Therefore another meeting will be needed. Three options were developed by Traffic Management so Councillors will call a meeting to be held at the school with residents, appropriate officers, the Police and educationalists. The meeting will be held around the end of June and there will be no limit on time.</p>	Cllr L /AST/ H'way
5.2	<p>Primrose Valley – A tree has been felled there and it looks like it has been done by someone illegally to get logs. Paul will ensure it is speedily investigated and removed.</p>	PS
6.0 Locality Working – Paul Spandler		
6.1	<p>On Birch Avenue – despite repeat visits we have been unable to get the mechanical sweeper along the street due to parked cars. Therefore we will get a manual team to do what they can.</p>	
6.2	<p>The Locality Team received and dealt with 76 requests for service in the Halton area between 13th January to 1st May 2014. This work is in addition to the scheduled and routine cleaning shifts.</p>	
6.3	<p>Most common issues dealt with were flytipping, dog fouling, bins left out blocking the highway, waste issues from commercial premises and couple of cases of builders burning waste on site.</p>	
6.4	<p>Flytipping areas include Grove Road and Temple Newsam Road. These areas are now flagged as hot spots and regularly monitored to pick up flytipped waste and also to identify the culprits.</p>	SN
6.5	<p>Had a focus on ensuring commercial premises store and dispose of their waste correctly. Served notices on premises on Selby Road and Chapel Street which had loose waste at the rear of their premises.</p>	
6.6	<p>Taking enforcement action to have Hunters Way cleaned up by the management company (Eddisons) and suitable bin storage areas provided for the flats above the shops.</p>	SN
6.7	<p>In contact with Matalan to have the car park and shopping area regularly cleaned. We have agreed to sweep it this weekend as a one off including the rear alley to the parade of shops on Selby Road. We have focussed our cleaning on all the areas outside of local shops.</p>	
6.8	<p>Grove Road has had additional sweeping and litter picking, with the abandoned wheelie bins and flytipping picked up. Also the verge and under-hedge boundary to Temple Moor High School, Field End Road entrance has been litter picked to remove various bottles, cans etc.</p>	
6.9	<p>Our dog warden has collected 2 strays found in the area. Owners are required to pay a fee of £50 to collect their dogs from our kennels. Owners can also be fined for allowing their dogs to foul on public land and for allowing their dogs to stray onto footpaths, verges and roads.</p>	

6.10	Path and road sweeping is scheduled for once every 8 weeks. Our litter picker covers Colton Lane, Selby Road, Oak Road, Primrose Lane/Road, Chapel Lane, Pinfold Lane each Sunday.	
6.11	We clean gulleys when we become aware of blocked ones so if you know of any please let us know so we can deal with them.	
6.12	Q) Could the grass at Woodland Hill be cut more regularly? A) My team do not do the grass cutting but I will ensure the request is quickly forwarded to the appropriate officer.	PS
6.13	Q) Bags of rubbish are left beside the Park for several days. A) They should be removed within 24 hours so I will look into that.	PS
6.14	Q) Halton in Bloom would like to thank Paul and his team for quickly resolving issues for us. They speedy action is very impressive.	
6.15	Q) When do brown bins go out? A) Every other Wednesday.	
7.0	Halton in Bloom – Jenny Marshall	
7.1	A new floral bed is being installed in the town centre sponsored by Stoneacre.	HiB
7.2	The businesses have once again shown great support for the flower baskets and projects are progressing at pace.	
7.3	A website has been launched at Halton in Bloom.com and also a facebook link.	
8.0	Youth Service – Glen O'Malley	
8.1	A range of activities have taken place over Easter including a mini Breeze, coach trips to the youth hub and go karting.	
8.2	Work is undertaken in partnership with the police and Temple Newsam Learning Partnership.	
8.3	There will be Breeze activities in the summer and a range of extra sessions in this area including 3 new ones at Temple Newsam Park and 2 arranged with the detached teams.	GO'M
9.0	Halton Traders Group	
9.1	On behalf of the traders' group PM said the new chair is Yvonne Gott from the Beadshop. The next meeting will be on Wednesday 14 th May and invitations are currently being delivered to all businesses in Halton centre.	
10.0	Any Other Business and date of next meeting	
10.1	Q) Is the incinerator still underway in Osmondthorpe? A) Yes it is and discussions are underway to see if cctv can be provided for The Nevilles as part of the scheme.	
10.2	Q) Would it be possible to have direct contact numbers for some officers so members of the public can report issues to appropriate officers. A) This seems a good idea and we will aim to include this when these minutes are	PM

10.3	sent out. Date of next meeting: tbc at Christ Church.	
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Outer East Area Committee

Swarcliffe Forum & PACT meeting
held on 24 April 2014
at St Gregory's Youth & Adult Centre

Present:

Cllr Debra Coupar (Chair), Cllr Pauleen Grahame, Cllr Peter Gruen, Ken Hill (Swarcliffe Good Neighbours Scheme), Rita Grainger (SGNS), Dot Scahill (SGNS), Jeremy Lunn (LCC – Housing), Sally Kendrick (Yorkshire Housing), Kimberley Atkins (Yorkshire Transformations), Nathan Vaughn (LCC – South & South East Locality Team), Eric Vary (resident), Deeta Tren-Humphries (LCC – Youth Service) Connor Kilbride (Youth Matters Group), Chelsy Harris (YMG), PC 5951 Chris Johnson (West Yorkshire Police), PCSO 65 Shaun Wrightson (WYP), David Purdy (LCC – Compliance Team), James Nundy (LCC – South East Area Support Team, minutes)

Apologies:

Martyn Trodd (YTL), Michelle Hunton (WYP)

Item	Welcome, introductions and apologies	Action																																								
1.1	Cllr Coupar welcomed everyone to the meeting and introductions around the room were made.																																									
2.0	PACT meeting – PC Johnson and PCSO Wrightson																																									
2.1	The Neighbourhood Policing Team (NPT) for Cross Gates and Whinmoor has relocated to the Garforth police station. The non-emergency number is still 101 but the NPT phone number for has changed to 0113 232 2015.																																									
2.2	A comparison of statistics from the last six week period were given: <table border="1"> <thead> <tr> <th>Issue</th> <th>2014</th> <th>vs</th> <th>2013</th> </tr> </thead> <tbody> <tr> <td>Burglary</td> <td>6</td> <td></td> <td>5</td> </tr> <tr> <td>Attempted burglary</td> <td>2</td> <td></td> <td>2</td> </tr> <tr> <td>Burglary other (eg sheds)</td> <td>5</td> <td></td> <td>8</td> </tr> <tr> <td>Theft from Motor Vehicle</td> <td>1</td> <td></td> <td>5</td> </tr> <tr> <td>Theft Of Motor Vehicle</td> <td>0</td> <td></td> <td>1</td> </tr> <tr> <td>Theft (non-specific)</td> <td>2</td> <td></td> <td>4</td> </tr> <tr> <td>Theft (shop)</td> <td>11</td> <td></td> <td>22</td> </tr> <tr> <td>Theft from person</td> <td>0</td> <td></td> <td>2</td> </tr> <tr> <td>Total reports</td> <td>39</td> <td></td> <td>49</td> </tr> </tbody> </table>	Issue	2014	vs	2013	Burglary	6		5	Attempted burglary	2		2	Burglary other (eg sheds)	5		8	Theft from Motor Vehicle	1		5	Theft Of Motor Vehicle	0		1	Theft (non-specific)	2		4	Theft (shop)	11		22	Theft from person	0		2	Total reports	39		49	
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2.3	The anti-social behaviour statistics were not included in the report but in general is low.																																									
2.4	<p>Issues from residents:</p> <p>Farndale MUGA (multi-use games area)</p> <ul style="list-style-type: none"> • Reports of fighting in the gangs of youths (boys and girls aged 12+). Thought to be Swarcliffe vs Cross Gates • Young people playing golf in the MUGA on sunny days. The balls have caused damage to windows of neighbouring houses <p>Action: Police to note the intelligence and monitor. PACT priority.</p>	Police																																								

	Action: Cllr Coupar will also put the MUGA back on the matrix for the Cross Gates & Whinmoor ward Tasking meetings	Cllr C
2.5	Residents reported issues of drug dealing on the estate with blatant daytime transactions. Action: Details taken for action. PACT priority Action: Jeremy Lunn to pass details of past investigations to the police	Police JL
2.6	The police were invited to attend the youth clubs held at St Gregory's Youth & Adult Centre on Thursdays and Fridays, 6:30 - 8:30pm. It was noted that officers used to attend but haven't been there in the last 1½ - 2 years. <ul style="list-style-type: none"> Officers accepted the offer 	Police
3.0	Minutes of the last meeting held on 29 Jan 2014 and matters arising from those minutes	
3.1	Previous minutes were agreed as accurate.	
4.0	Activities for young people in Swarcliffe – Deeta Tren-Humphries (LCC - Youth Service)	
4.1	Deeta attended and introduced Connor and Chelsy, two members of the Youth Matters Group. She then gave a report which included: <ul style="list-style-type: none"> The team challenges ASB when known about Deeta can be contacted on 07891 271 037 with information about hotspots Youth clubs are getting high numbers of attendees, with socialising and games along with developmental work such as help with college applications, providing space to do homework / help with mock exams Ran an Easter half term programme with the cluster (John Smeaton's) and included trips and visits, input to the Youth Matters Group Chelsy tabled a collage she had made detailing activities completed 330 young people were involved in the programme Great feedback received Action: Deeta to send collage to James for inclusion with the minutes. [done]	D-TH
4.2	Connor updated the forum about the project he had been involved in to decorate a room in St Greg's Youth & Adult Centre, with help from a youth worker. The room was prepared, painted, had shelves installed and pictures hung up to provide a sanctuary for playing on games consoles. <ul style="list-style-type: none"> A photo album was circulated showing how the work progressed The project also helped the young people develop skills for life in painting and DIY 	
4.3	Awarding Leeds Youth Award certificates will begin again soon.	
4.4	The councillors thanked Deeta for her efforts with the local young people and for bringing a few members for the Youth Matters Group who were able to participate in the meeting. They are welcome back at future meetings.	
4.5	Sally Kendrick offered space in the Yorkshire Housing newsletter to promote any future youth activities in the area. Action: Deeta to liaise with her.	DT-H
4.6	Kimberley Atkins offered help with funding youth activities such as the t-shirt design competition and conservation project. Kimberley also kindly offered her own time to get	

	involved with the group. Action: Deeta to liaise with her.	DT-H
4.7	Action: JN to make sure Deeta has the contact details for Sally Kendrick and Kimberley Atkins [done]	JN
5.0	Swarcliffe Good Neighbours Scheme – Ken Hill	
5.1	Ken gave an update of recent activities: <ul style="list-style-type: none"> • Three lunch club session taking place every week • The fundraising sub-committee is up and running with support for IT equipment from the Outer East Area Committee • Marketing strategy is complete • Display boards are on show in the hall detailing SGNS • There are 467 people on the database • GP initiative: advertising SGNS in doctors brochures • Numbers for the escorted holiday to Llandudno are increasing. Currently at 24 	
5.2	Cllr Coupar thanked Ken for his efforts in the community.	
6.0	Housing updates	
6.1	Former Squinting Cat pub site - Cllr Gruen <ul style="list-style-type: none"> • Pub demolished and the site has been cleared • There will be an exhibition at St Gregory's Youth & adult Centre soon showing the plans for new housing (18x 1 and 2 bed apartments) for older people 	
6.2	Whinmoor pub – Cllr Gruen <ul style="list-style-type: none"> • Noted that the building has come to the end of its useful life • Earmarked for demolition • Plans to develop some affordable housing 	
6.3	Former St Gregory's Catholic School site – Cllr Gruen <ul style="list-style-type: none"> • The footprint of the former school has been earmarked for mixed tenure housing • Playing fields will move into the ownership of St Gregory's Youth & Adult Centre 	
6.4	The councillors are keen for people with local connections to move into the new properties.	
6.5	Housing Leeds update – Jeremy Lunn Over the last 12 months in Swarcliffe and Whinmoor 144 empty properties have been re-let. This can be broken down as 55 one beds, 64 two beds and 25 three beds. The figures show that not many people move and Swarcliffe continues to be a popular place to live.	
6.6	The re-housing priorities were recorded as: <ul style="list-style-type: none"> • Band A = 54% • Band B = 14% • Band C = 32% 	
6.7	Rent arrears collection rate remains high at 97.4%	

6.8	The number of anti-social behaviour on the estate are: <ul style="list-style-type: none"> • Nine low level cases • 16 high level cases 	
6.9	Questions from the floor: How has the Bedroom Tax impacted on housing stock, and has rent arrears gone up as a consequence? <ul style="list-style-type: none"> • The demand for one bad properties has increased 10 fold but Housing Office staff are on hand to offer help and advice on moves, assess finances and look at DHP discretionary housing payments where needed 	
6.10	We hear about Council tenants getting 'waste in garden' letters and letters to tidy their gardens but what can be done about private and private rented accommodation? <ul style="list-style-type: none"> • LCC would write to the owner/occupier in the first instance and establish if there's a landlord • Planning acts can be brought in • LCC can't do anything about overgrown vegetation from one garden to another garden, but can take action if it is overgrowing a pavement / highway 	
6.11	[7:15pm: Cllrs Gruen and Grahame had to leave for another appointment]	
7.0	Swarcliffe PFI update	
7.1	Yorkshire Housing – Sally Kendrick <ul style="list-style-type: none"> • The lift for the even floors at Sherburn Court is currently broken and waiting for a specialist part to be manufactured • The 'odd floor number' lift is still in operation • There are approx five breakdowns per year, all of which have been resolved within 24 hours in the past, but unfortunately this problem is a major one • Will be looking at replacement with the Lifecycle Manager 	
7.2	Action: Ken to speak with Sally regarding use of a garage for storage.	KH
7.3	RG thanked Mark (YTL) for his efforts with her queries.	
7.4	It was noted that the new scooter park at Sherburn Court is for residents' mobility scooters, not young people!	
8.0	Environmental update – Nathan Vaughn	
8.1	Nathan is your local environmental action officer and is available on 07891 279 500 / nathan.vaughn@leeds.gov.uk	
8.2	NV gave an update of recent action in the area which included: <ul style="list-style-type: none"> • 'No dog fouling' signs are erected in vicinity of Penwell's, Sledmere's and Cock Beck • Lots of prosecutions ongoing: <ul style="list-style-type: none"> ○ Fixed Penalty Notices (FPSs) for roaming dogs ○ Waste in Garden on Stanks Grove and Farndale Terrace ○ Flytip on Ashtree Grove and Stanks Way • Squinting Cat site cleared of debris • Graffiti in subway by the Ring Road cleared 	

	<ul style="list-style-type: none"> West Yorkshire Probation's Community Payback Team have been involved with clean-ups in the area 	
8.3	<p>Vehicle Activated Sign (VAS) next to Grimesdyke Primary School</p> <ul style="list-style-type: none"> The unit is still out of action <p>Action: Cllr Coupar to take up with Highways</p> <ul style="list-style-type: none"> It was reported that the road on the bend is at that location is in a poor condition <p>Action: James to ask Highways to inspect the bend and take appropriate action. [done]</p>	Cllr C JN
8.4	<p>Question: When does weed spraying start again?</p> <ul style="list-style-type: none"> Weed spraying is taking place twice a year usually late spring and during the summer 	
8.5	<p>Residents suggested Stanks Parade needed a dog sign and litter picking</p> <ul style="list-style-type: none"> YTL to look into adding the site for litter picking into the variation contract 	
8.6	<p>Mr Vary thanked the councillors for their help addressing the issue he had outside his property.</p>	
9.0	Parking issues	
9.1	No issues.	
10.0	10 minute open floor	
10.1	No issues.	
11.0	Any other business and date of next meeting	
11.1	<p>Swarcliffe Gala – Cllr Coupar</p> <ul style="list-style-type: none"> Working on having another community gala on Saturday 5 July at St Gregory's Youth & Adult Centre It will be Tour de France themed as that is the weekend of the Grand Depart from Leeds 	
11.2	<p>Date of next meeting</p> <p>The next Forum and PACT meeting will be set by the Outer East Area Committee but is anticipated to be in approximately three months.</p>	

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Outer East Area Committee

Whinmoor Forum & PACT meeting

16 April 2014

held at Fieldhead Community Centre

Present:

Cllr Peter Gruen (chair), Cllr Pauleen Grahame, Cllr Debra Coupar, Nick Borrás (LCC – Highways), Deeta Tren-Humphries (LCC – Youth Service), Paul Spandler (LCC – South & South East Locality Team), Brenda Speight (Red Hall Neighbourhood Watch), Jean Simmons (resident), Martin & Amanda Snaith (residents), Janet and Gary White (residents), Lesley Spencer (resident), Robert Preston (Skelton Wood Environmental Group), Harry McLeod (resident), Rose Kelly (Whinmoor Warriors Rugby Club), Brian Black (resident), Chris Tebbutt (resident), Dennis Smith (resident), Mindi Singh (resident), PCSO Nigel Dutton (West Yorkshire Police), James Nundy (LCC – South East Area Support Team, minutes)

Apologies:

Sharon Smith (Whinmoor Juniors), Dave Burland (Wellington Hill Residents Association), Jeremy Lunn (LCC – Housing Leeds), Athena Arvaniti (resident), Anne Longley (resident), Norman Sunderland (SWEG)

1.0	Welcome, introductions and apologies	Action
1.1	Welcome from Cllr Gruen and introductions around the room were made.	
2.0	PACT meeting	
2.1	PCSO Dutton attended and gave the following update: <ul style="list-style-type: none"> • The Neighbourhood Policing Team (NPT) for Cross Gates and Whinmoor has relocated to the Garforth station. The NPT phone number for non-emergencies has changed to 0113 232 2015 • Burglary is still down across Leeds, having reduced by 60% over the last three years • Due to funding cuts, visits to elderly residents at home are no longer done although advice is still available 	
2.2	Action: speed checks to be done on Skeltons Lane (30mph zone)	Police
3.0	Minutes of last Whinmoor Forum held on 16 Jan 2014	
3.1	In attendance: Brenda Speight was missed off the last minutes as an attendee.	
4.0	Matters arising from those minutes	
4.1	(3.2) Ginnel between 28-30 Farnham Croft and Skelton Lane <ul style="list-style-type: none"> • Ginnel is now cleared of moss. The Locality Team were thanked. 	
4.2	(4.1) Fieldhead Community Centre kitchen refurbishment <ul style="list-style-type: none"> • Money is earmarked and the contractors are scheduling the works • Hoped it will be installed soon 	
4.3	(4.3) Ginnel at White Laithe Shops	

	<ul style="list-style-type: none"> • HGV parking on the southern end of Coal Road causes issues for lorries making the left turn from the Ring Road <ul style="list-style-type: none"> ○ Will ask parking enforcement to look at the parked HGVs • A HGV ban will help, but how long will it take to implement? <ul style="list-style-type: none"> ○ Statutory organisations get two weeks to consider the plans, followed by 2-3 weeks of area wide consultation regarding the proposed red zone. Findings are reported to the Chief Highways Officer, with an anticipated implementation by mid-July 2014 • Traffic won't ease until the bypass happens • Chicanes would make the route less appealing as a rat-run <ul style="list-style-type: none"> ○ A plan for chicanes was drawn up but it wouldn't bring any safety improvements, therefore can't justify the expense • What is the potential for speed cameras? <ul style="list-style-type: none"> ○ Safety cameras are done by central Government and governed by injury accidents (of which there aren't any recorded) • What happened to the Police doing random speed checks on Skeltons Lane? • A better bus service would help give a viable alternative to cars • Can we get double yellow lines on Coal Road? <ul style="list-style-type: none"> ○ Already there • A pedestrian crossing for Coal Road (near the junction with Naburn Approach) was mentioned at a previous forum – can it be looked into? • Is there any potential to close Coal Road (north) from the mini roundabout, making the roundabout only three junctions? 	NB
6.4	It was noted that compliance of the 30mph limit highlighted in the Highways survey was not recognised by local residents.	Police
6.5	Would it be an option to have a speed hump on Skeltons Lane and Coal Road near the 30mph speed limit signs?	NB
7.0	Activities for young people	
7.1	Deeta Tren-Humphries (LCC – Youth Service) gave an update on Easter activities: <ul style="list-style-type: none"> • Sessions were well received • 227 young people were engaged in activities such as trips, visits, educational programmes, kayaking, abseiling, and go-karting • Mobile youth provision was also out and about 	
7.2	The Youth Service team can be directed to hot-spots if residents phone the locations through to Deeta on 07891 271 037.	
7.3	Planning is underway for a Whinmoor gala on Saturday 17 May which will take place in / around Fieldhead Community Centre <ul style="list-style-type: none"> • What do residents want to see there on the day? • Does anyone want a stall? Eg books, games, buns • Will help with the promotion of the community centre • Athers fair will be there • Football and circus skill workshops • Fitness demonstrations too 	All

7.4	<p>Youth Activity Fund 2014/15 – Cllr Coupar The 2014/15 YAF is now open for applications. The budget for outer east Leeds this year is £58,000. If you are a provider of activities for young people aged 8-17 and are interested in applying please ask for an application pack (which contains full details) by emailing james.nundy@leeds.gov.uk or phone 0113 336 8940.</p>	
8.0	Environmental update – Paul Spandler	
8.1	Simon Norman is your local Environmental Action Officer and can be contacted on 07891 278 378 / simon.norman@leeds.gov.uk	
8.2	Over the last six weeks the team had an additional cleaning team in the area. They have swept and litterpicked Coal Road, Naburn Approach, the Redhalls and surrounding areas, also focussing on ginnels.	
8.3	We received reports of graffiti around Naburn Drive and Birchfield Avenue which have been removed by the Graffiti Team (tel: 0113 222 4406). Abusive graffiti will be removed within 24 hours.	
8.4	Roads and paths in the area are swept every four weeks, on a Monday.	
8.5	Most common issues dealt with were flytipping, waste in gardens, dog fouling and litter problems.	
8.6	10 legal notices have been issued for various environmental issues including accumulation of waste in gardens and to ensure shops and other businesses store and dispose of their waste correctly.	
8.7	<p>Prosecutions and Fixed Penalty Notices:</p> <ul style="list-style-type: none"> • 1 pending prosecution for a flytipper on Coal Road • 2 FPNs issued for littering from vehicles on Coal Road 	
8.8	The dog warden has collected three stray dogs.	
8.9	<p>A discussion took place regarding litter generated by fast food takeaways:</p> <ul style="list-style-type: none"> • Outside the shop is the responsibility of the shopkeeper • Further away is the responsibility of the purchaser • It was also highlighted there has been litter thrown into the former nursery site at Fieldhead Primary 	
8.10	<p>Other issues raised and actions to date (as at 25 April):</p> <ul style="list-style-type: none"> • Ginnel between White Laithe shops – reports of hazardous broken paving slabs. To be reported for assessment by Highways/Housing <ul style="list-style-type: none"> ○ Reported to Highways, requesting the path is inspected and made safe if necessary • Ditch at rear of Fieldhead Primary – establish who it belongs to (suspect it's Housing Leeds) and ask them to cleanse it <ul style="list-style-type: none"> ○ Housing Leeds Manager reminded of action required • Grass bank between the lower pitch to top pitch at Fieldhead CC is nearly always missed when grass cutting – investigate cutting cycle frequency and speak to contract manager 	

	<ul style="list-style-type: none"> ○ Grass is cut by LCC Parks & Countryside although the land appears to be under responsibility of Children’s Services (Education Leeds). They will ensure the slopes are regularly cut but did state that actual playing surfaces do receive more cuts than surrounding areas as grass needs to be shorter on pitches ● Some trees have numbers painted on them by the Coal Rd mini-roundabout – why is this? <ul style="list-style-type: none"> ○ Trees are to be pruned or removed as necessary ● Request for more litter bins around the paths at Fieldhead CC playing pitches <ul style="list-style-type: none"> ○ Locality Team will arrange for an additional litter bin to be ordered ● Fencing around the Fieldhead CC pitches is broken – investigate which department owns it and ask them to mend it <ul style="list-style-type: none"> ○ Seems likely to be responsibility of Education Leeds, enquiries are ongoing 	PS / SN
9.0	Report from LCC Housing Leeds	
9.1	This item was deferred as apologies were received from Housing Leeds staff for this particular meeting.	
10.0	Whinmoor play area update – Cllr Gruen	
10.1	The new play area, to be on Naburn Approach near the junction to get to Fieldhead Community Centre / Fieldhead Carr Primary School, is about to happen. Works are expected to start over the next couple of weeks.	
11.0	Any other business and date of next meeting	
11.1	Skelton Woods Environmental Group – Robert Preston <ul style="list-style-type: none"> ● The group is now in its 19th year ● A handout was tabled detailing the who, what and where facts about the group and when the workdays run. Workdays give members of the public the chance to get stuck in and have a go at some rewarding environmental activities in the woods. For more info contact Heather on 07821 303 449 or hezzie@onetel.com ● The orchard is now complete as a resource for local residents ● Will be involved with primary school countryside days on 10 and 11 June at the Yorkshire Show ground ● Will be represented at the Yorkshire Show on 8, 9 and 10 July 	
11.2	Jean Simmons enquired about things for older people to do in the area. Action: JN to pass her details to Swarcliffe Good Neighbours to make contact [done]	JN
11.3	Quadrant housing update - Councillors <ul style="list-style-type: none"> ● Next meeting will be when there’s some information to share – expected soon ● There are still issues about the transport infrastructure to be addressed ● The Council’s stance on the East Leeds Orbital Road is, and always has been, ‘we are not allowing 1600/2000 new houses to be built before a new road is in place.’ 	
11.4	Date of next meeting The next cycle of meetings will be set at the forthcoming Area Committee meeting, and will be in approximately three months time.	

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Present:

Cllr Andrea McKenna (Chair,) Cllr Mark Dobson, Sgt Andy Hill (WYP), K Hall (Resident), A Cahill (Resident), Krs Nenadic (Parks & Countryside), R Rowley (Resident), Jacqui Smith (Swillington Parish Council), J Woodhead (Swillington Parish Council), S McKenna (Swillington Resident), Ian Wallace (Gt & Little Preston PC), Glen O’Malley (Youth Service), Sharon Elliott, Susan Ashworth (Garforth in Bloom), Phil Dunwell (Garforth in Bloom), Karen Dunwell (Garforth in Bloom), Kevin Pease (Garforth Traders), Christine Thom (Garforth Traders), Keith Dunwell (Aberford PC), Pete Mudge (SE Area Support & minutes).

Apologies:

Cllr Tom Murray, Jane Anne Parsons (SPT Uniforms).

1.0	Introductions and apologies	Action
1.1	Councillor McKenna welcomed everyone and apologies were noted.	
2.0	Community Safety PACT – Sgt Hill	
2.1	Sgt Hill has been covering Temple Newsam and Cross Gates for several years and is now working from Garforth Police Station where all the Community Policing for the OE Area has been transferred. Insp Stuart Mason is the new inspector for the area and will work alongside Insp Chris Jones until the latter retires.	
2.2	Crime stats for the Ward were noted as being slightly below the same time last year and they remain the lowest in West Yorkshire.	
2.3	Q) Cllr Dobson said that in years gone by the Ward was on the brink of a crime-wave but the local community policing prerogative meant that in recent years Garforth has had the lowest crime figures in Leeds. Cllr Dobson says he is confident the police haven’t lost sight of community needs.	
2.4	Cllr McKenna confirmed there is relief that Garforth Police station is staying open and indeed expanding in significance and the number of officers based there.	
3.0	Minutes of the Garforth Swillington Forum and any matters arising	
3.1	The minutes were agreed as an accurate record.	
3.2	There were no matters arising which do not feature as an item in the meeting.	
4.0	Garforth Cluster – Sharon Davies	
4.1	Sharon outlined the 2014 Easter activities programme attended by 207 young people.	

5.0	10 minute open floor	
5.1	<p>Q) Charging people to get into Lotherton Hall grounds is unfair as this is not done at Temple Newsam, Roundhay, Golden Acre or others.</p> <p>A) This is because since 2010 Leeds parks have had to generate their own income to cover costs. Excluding Lotherton Hall, this is covered through pop concerts and other income generation. Last year's pop concert at Lotherton was a rave which received complaints from nearby residents and it is clear such an activity cannot be repeated. The decision to charge was not taken lightly and proposals were twice rejected by the Councils' Executive Board.</p> <p>Cllr McKenna offered to take the matter to a subsequent Area Committee and report back to the forum.</p> <p>Q) Does the income justify the charges? A) Yes, it is "holding its own."</p>	Cllr A Mck
6.0	War Memorial for Garforth – Krs Nenadic	
6.1	<p>Cllr Dosbon said there is consideration of putting a War Memorial in an exterior location in Garforth – there currently only being one in the Church.</p> <p>In addition to asking if one should be provided, the questions are:</p> <ul style="list-style-type: none"> • where should it be sited? • is it viable? • how will it be funded - It is estimated to cost £20,000 • how should it look. • Possible locations: in front of The Gaping Goose, Brierlands and Fiddler Lane. <p>It was agreed whilst it would be pleasing to have it completed in time for the 2014 Centenary celebrations, this should not mean rushing the work.</p> <p>The chair asked for a show of hands to assess support for the project and this showed a majority in favour.</p> <p>It was agreed a working party should be established to progress the project.</p>	KN
7.0	Locality Working Update – Simon Norman	
7.1	<p>There have been 284 requests for additional work in the Garforth & Swillington Ward in the last 3 months. This is on-top of scheduled cleaning and other routine work.</p> <ul style="list-style-type: none"> • The hot spots are Smeaton Grove, Wills Lane and Church Lane. • There are cctv cameras in certain areas and the Council has 46 hrs to remove fly tipping but if it is hazardous it will be removed more quickly. • The dog fouling hotspots are Lady Lane, Church Lane, Ashley Lane and Woodlands Crescent. • 6 roaming dogs have been found and the owners fined. 	
7.2	<p>Q) It was said leaves are building up on Brearlands Lane and causing risk A) Simon will take details about this after the meeting.</p>	SN
8.0	Garforth Traders' Group – Christine Thom	
8.1	Christine was introduced as the new chair and said the group is investigating the preferred	

	<p>way forward for shopping on Garforth Main Street and what events would assist with this. She said this year's inaugural Easter Egg Hunt had over 50 entries and could be developed in future years.</p> <p>Investigation is also underway by the group to see how electronics could be used to better promote businesses on Main Street.</p>	<p>CT</p> <p>CT</p>
9.0	Garforth Neighbourhood Plan – Cllr Dobson	
9.1	<p>In principal it has been agreed that Garforth should develop a Neighbourhood Plan and the SHLAA illustrated how important this was. However, as Garforth does not have a parish council to lead the NP, it is a more difficult process to arrange and volunteers from the local community are playing a key role in developing the NP. During the two or more years whilst the plan is being developed and taken to a vote, it is hoped no significant planning applications will be considered.</p>	
10.0	Services for Young People – Glen O'Malley	
10.1	<p>Youth Service holds 6 weekly sessions in the ward with two in Garforth, 2 in Swillington and 2 at the Academy. All are linked to appropriate children. Last year 262 children linked into the services but it is hoped more will take part in the coming year.</p>	
10.2	<p>Partnerships are developing with Kippax as some Garforth children attend activities there. It is seen as a good thing that children from the two wards are sharing experiences and developing friendships.</p>	GO'M
11.0	10 Minute Open Floor	
11.1	<p>Town End – Phil Dunwell asked for an update on plans to convert Town End into a car park managed by charity groups and traders. Cllr Dobson said the scheme had not been finalised and it is fair to say that the agreement on the table is not what we want and further discussions are needed to secure something more robust.</p>	Cllr D
11.2	<p>Miami Site – Cllr Dobson said following consultation regarding developing a significant development on the Miami site, Royal Bank of Scotland is preparing a development brief. Cllr Dobson said accessing the site will be the issue and will also have an impact on Town End.</p>	Cllr D
11.3	<p>Future of Garforth Forum – Cllr McKenna explained that the Area Committees system in Leeds is undergoing change and will be renamed the Community Committee. She assured everyone that Garforth Swillington forum will continue to play an important role in the new system.</p>	Cllrs
11.3	<p>Wakefield Road – Susan Ashworth asked if the roadworks on the A642 would last for up to 8 weeks. It was feared this will gridlock Wakefield Road. Cllr Dobson said he will get that confirmed by an appropriate officer and he will ensure that the work done will not interfere with the tour de Yorkshire and will be completed as quickly as possible.</p>	Cllr D
12.0	AOB / Date of Next Meeting	
12.1	<p>The next meeting will be in Garforth on a date to be confirmed following the annual announcement of meeting dates by Area Committee.</p>	All

**Area Chairs Forum
Friday 28 February 2014
Committee Room 3, Civic Hall**

Attendance:

Councillors: J Akhtar, P Gruen (CHAIR), S Hamilton, A Khan, A McKenna, P Wadsworth, G Wilkinson.

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

Minutes: J Sharp.

Attending for specific items: Ed Mylan & Peter Smith, Martin Dean, Sally Wimsett.

Item	Description	Action
1.0	Apologies	
1.1	Cllr Javid Akhtar, Cllr Karen Bruce, Cllr Angela Gabriel, Cllr Caroline Gruen, Cllr Josephine Jarosz.	
2.0	Minutes and Matters Arising	
2.1	The minutes of the previous Area Chairs Forum meeting on 20 January 2014 were agreed as an accurate record.	
2.2	<u>4.5 of previous minutes – Domestic Violence</u> Cllr Khan asked how we could address East Leeds' high percentage of reported domestic violence. He asked whether we had any figures. Jane said she had spoken to Bridget Emery and were looking to pilot work in hotspot areas. Rory offered to provide information from ENE.	Jane Maxwell / Rory Barke
2.3	<u>4.8 of previous minutes – Domestic Violence</u> There was an action for Bridget Emery to take a domestic violence discussion to each of the Area Committees. This is still to happen. Jane agreed to liaise with Bridget Emery.	Jane Maxwell
2.4	<u>5.10 of previous minutes – Community Committees branding / consultation</u> James said that we need to look at the support required by the Area Support teams, re updating social media / etc. Shaid and the south east team are exploring a protocol around social media activity for citywide locality working.	Area Leaders
2.5	<u>6.2 of previous minutes - Older Person's Event Week in Outer East</u> There was an action for Cllr McKenna to take the presentation to the next Health & Wellbeing Lead Members meeting. This meeting has not yet taken place.	Cllr McKenna
3.0	Tour De France	
3.1	Ed Mylan and Peter Smith explained that are part of the team helping to coordinate this summer's Tour de France. The build-up to the Tour will commence with the start of the 100 Day Yorkshire Cultural	

Festival on 27 March 2014 culminating with Le Grand Depart on Saturday 5 July 2014 from Leeds city centre.

- 3.2 The plan is to make the Tour a citywide celebration event as opposed to just a city-centre and route one. There will be break-out areas and spectator hubs to get visitors to congregate in places other than the city centre. A great deal is being done to try and promote and engage across the whole city. This has included engaging with members, particularly via a cross-party group set up by Cllr Yeadon. Area Chairs were asked to encourage and promote community participation in their areas and to suggest any schemes that might work in their areas. Communication has also been carried out in schools (including a resource pack) and Leeds specific branding has been implemented. The website is also now live: <http://www.leeds.gov.uk /GrandDepart.aspx>. There is also a dedicated information phone line for residents and businesses within the LCC call centre.
- 3.3 Peter presented a PowerPoint presentation: 'The Tour de France The Chance of a Lifetime'. Copies of the presentation were also distributed at the meeting.
- 3.4 Peter explained the reasons for bidding for the Tour and what the hoped legacy is. It is the biggest annual sporting event in the world. It is hoped that the Tour will put Leeds and the surrounding area on the international map and boost the local economy from increased visitors during the Tour and after. It is also hoped that the Tour will encourage more cycling.
- 3.5 Maps of the route were also distributed and some of the logistics of organising the event were discussed. Considerations include (for each stage of the Tour): 200 riders, 2000 journalists, 2500 vehicles, one million spectators. It will also include having to close roads and communicating this to residents and commuters.
- 3.6 Cllr Khan enquired about possible impacts on the Leeds General Infirmary. Peter confirmed that there would be access issues for the hospital (and the city centre in general including Civic Hall) but that communications had taken place and that the hospital were comfortable with the arrangements.
- 3.7 Ed said that Temple Newsam would be a park-and-ride site and that the option to camp was being considered. Work is still being carried out to try and ascertain potential numbers of people interested in camping.
- 3.8 Cllr P Gruen said he had spoken to Tom Riordan about possibly reducing business meetings at Civic Hall W/C Monday 30 June 2014 because of the reduced access to the building during this main week of the Tour.

4.0 Community Centres update

- 4.1 Martin provided a verbal update on the community centres that sit with the Citizens & Communities portfolio. There are currently 65

centres within the portfolio. 21 of these are run by third-party organisations.

- 4.2 The annual budget for operating the centres is £1.7 million. The consensus is that even though the council should be committed to financially supporting the centres, we should also strive to make the centres generate as much income as possible.
- 4.3 Going forward, Martin felt the following principles should apply: reduce duplication of provision; be transparent with members about running costs, income and usage; invest in some centres and close others.
- 4.4 Martin explained some of the key issues: the lettings process and changing the pricing and lettings policy. A key issue with the service offered by Lettings is implementing and interpreting a very complicated pricing and lettings policy. He felt that no improvements would be gained from a structural change to the team who are already based in Civic Hall and have a strong working relationship with the Area Buildings Managers who oversee repairs at the centres.
- 4.5 It is suggested that the new pricing policy would incorporate a simplified 3-tier pricing system: full price; community reduced rate; free. The plan is to implement this new pricing policy from 1 September 2014, with a pilot at three sites: Cross Green Community Centre (Otley), Ebor Gardens Community Centre (Burmantofts) and the Watsonia Pavilion (Beeston) from Easter 2014. The venue sites (Blackburn Hall; Morley Town Hall; Yeadon Hall) would have their own pricing structure. The Lettings team currently have to dedicate a lot of time processing bookings for these show venues because costs for shows, rehearsals and stage-building are all charged at a different rate. A simplified charging method might be to charge a one-off fee for groups putting on shows.
- 4.6 Another slow element of the booking procedure is the requirement for organisations to produce safeguarding policies and proof of liability insurance. This could possibly be replaced with a tick-box where groups simply confirm they have these policies in place and are responsible for implementing them.
- 4.7 Another improvement would be the ability to accept bookings by credit / debit cards. Sending and chasing invoices is very time-consuming
- 4.8 Cllr Wadsworth had concerns about fairness, re some organisations being accessed as free where others might have to pay. He wanted to make sure that the process was fair and to stop any particular groups monopolising usage.
- 4.9 Cllr Khan asked about the ALMO community centres / buildings returning to the council. He asked whether these venues would have a different pricing policy. Martin explained that the ALMO buildings would be addressed as part of the on-going city-wide asset review.
- 4.10 Cllr P Gruen said central guidance was needed on the pricing policy and that transparency was also important. He felt that some groups

with free usage of community centres did not fully appreciate that they were receiving a council subsidy.

4.11 Cllr Wadsworth suggested arranging a separate meeting to discuss the new pricing and lettings policy. **Martin Dean**

4.12 There was also a suggestion to improve current IT arrangements to improve the booking process. E.g. community centre caretakers do not have IT access. Martin will investigate developing this area of work and report back to a future meeting. **Martin Dean**

5.0 Grants to Third Sector - opportunities to devolve

5.1 The following draft report was available at the meeting: 'Grants to the third sector' (13 February 2014).

5.2 Martin explained that the purpose of the report was to consider which external grants could be considered, determined or evaluated at Area Committee level.

5.3 The amount the Council paid to third sector organisations in 2012/13 was £109 million. £8.9 million of this was grant funded. Presently, only £1 million funding is determined at a local Area Committee or ward level.

5.4 Cllr Khan noted that the report had gone to Scrutiny. He said it would be useful if more information was available to members about what grants had been administered to combat possible duplication. Martin and Rory noted that match-funding is often required for funding applications.

5.5 Martin said the next step is to work on a proposal where funds are more aligned to local areas.

5.6 Cllr P Gruen suggested greenspace funding could be delegated to local areas and said more could be done to improve cross-ward funding. Martin will investigate developing this area of work and report back to a future meeting. **Martin Dean**

6.0 Community Committees update and naming issues

6.1 Kathy explained that good progress had been made, re looking at the governance of the engagement plan. She added that work is being done to look at the city centre in relation to Area Committee structure.

6.2 A workshop is being planned and some wording has been drafted to go to the Area Committees for consultation. Also, options for naming will be in the Area Leaders Update Report.

6.3 James added that a final decision will be made by Exec Board report in May 2014.

- 6.4 The consensus is that, in absence of any preferable ideas, the term 'community committee' would probably be used.

7.0 Community Committee Engagement Plan

- 7.1 Copies of the 'Community Committee engagement plan dates' was available at the meeting.
- 7.2 Sally explained that there would be four members' workshops in March and that an agenda and dates will be sent to members. **Sally Wimsett**
- 7.3 Sally added that she is completing a presentation for the political groups and that DMT meetings would take place at the end of March 2014.
- 7.4 Cllr Wilkinson mentioned that full council was taking place on 26 March 2014 when the workshop is also due to take place. Cllr P Gruen suggested that the workshop does not run beyond 12pm. Members only need to attend one of the sessions.
- 7.5 James clarified that the Community Committees will be able to have more than the minimum recommendation of four meetings per year.
- 7.6 Cllr P Gruen asked for a checklist for the next meeting of what has been agreed to date. **Sally Wimsett**
- 7.7 There was a discussion about the job description for the Area Leads being too onerous, particularly in light of it being an unpaid, volunteer role.
- 7.8 Cllr P Gruen mentioned the promises that a team would be made available via Ken Morton to lead on Youth.
- 7.9 James suggested implementing the process of evaluating and reporting back on what had been achieved during the previous year.

8.0 Community Led Local Development (CLLD)

- 8.1 Copies of 'Community Led Local Development – CLLD' were available at the meeting.
- 8.2 Martin explained that is CLLD is a European Structural and Investment Funds programme (2014-2020) designed to enable local communities to address social inclusion.
- 8.3 CLLD is developed and delivered through a Local Action Group: a partnership grouping which must include public, private and third sector representation. These Local Action Groups will be invited to submit Expressions of Interest for consideration by June 2014; successful EOIs will be developed into local development strategies between September 2014 and March 2015. The CLLD programme in Leeds is being co-ordinated by Voluntary Action Leeds, supported by a group of Third Sector agencies (BARCA, Health for All, and Gipsil) and local authority officers.

8.4 If successful, bids should receive c. £1million of funding. The proposed areas are: Inner East (Gipton & Harehills, Seacroft & Killingbeck, Burmantofts & Richmond Hill); Inner West (Armley, Bramley & Stanningley); Inner South (City & Hunslet, Beeston, Holbeck, Middleton Park).

9.0 Any Other Business

9.1 James, Cllr P Gruen and the Area Chairs had a separate discussion.

10.0 Date of Next Meeting

10.1 Friday 2 May 2014, 10am to 12pm, Committee Room 4, Civic Hall.
This is the last scheduled meeting.



**East North East Divisional Community Safety Partnership Meeting
Thursday 13th February 2014, 10am at the Reginald Centre**

Present

Matt Davison	West Yorkshire Police (Chair)
Beverley Yearwood	Safer Leeds
Sharon Hughes	ENE Area Support Team, LCC
Jon Lund	Youth Offending Services
Satbinder Soor	Youth Service
Steve Vowles	Housing Leeds
Cllr Gerald Wilkinson	Leeds City Council
Cllr Eileen Taylor	Leeds City Council
Jeremy Lunn	Housing Leeds
Jatinder Haq	ENE Area Support Team, LCC (Minutes)

Apologies: Gillian Mayfield, Martin Hackett, Cllr Mary Harland, Munaf Patel, John Woolmer, Cllr Selby, Tom Smith & Neil Bowden.

1.0	Introductions and Minutes of previous meeting	
1.1	MD welcomed everyone to the meeting, Introductions were made and the previous minutes were agreed as an accurate record.	
2.0	Matters arising	
2.1	Regarding 2.2 from previous minutes: Child exploitation sessions - BY to send evaluation out with the minutes of this meeting. BY gave an update in terms of the development of the forum and highlighted that the forum were currently working up proposals with Pace to deliver 'train the trainer sessions' to practitioners across East North East Leeds	BY
2.2	Regarding 2.4 from previous minutes: School Parking – BY needs to visit Bradford to see how effective the school parking camera is being used there and whether it has cost benefits.	BY
2.3	Regarding 2.6 from previous minutes: Meeting with Community Safety Area Lead Roles – First meeting took place in December and further meeting scheduled for 5 th March 2014	
2.4	Regarding 5.2 from previous minutes: Property Inspections with Neighbourhood Approach Team. BY informed the meeting that there had been suggestions that this model should be located in other areas asked the police for guidance where the priority area would be after bonfire night. It was agreed that Harehills and Seacroft would be the two areas for the initiatives to take place. MS and MD to look into area and confirm these with BY in the next couple of week. MD to check and update at next meeting? BY confirmed that BRH were continuing this approach on hot spot streets, it was confirmed no contact had been made regarding Killingbeck and Seacroft or Harehills - MD to chase up	MD
3.0	Current Overall Performance	

3.1	<p>Unfortunately an intelligence pack had not been produced however MD summarised key performance issues across the neighbourhoods . Overall performance is doing well.</p> <p>Confidence in Police – 59% (highest nationally). Customer Satisfaction – up 3%. Incident Responses improved – 90%. Crime at week 45 – 693 fewer crimes than compared to last year. Serious Acquisitive Crime – 375 fewer compared to last year. Gipton & Harehills gone up by 2 compared to last year.</p>	
3.2	Burglary Other – 120 under, only Garforth NPT has seen an increase . Breaking into sheds in Alwoodley, Roundhay & Moortown wards. Operation BUSHRA has taken pace, given bike d-locks funded by INE Area Committee funding. A few good arrests have been made which has seen a significant reduction in theft of bikes	
3.3	Vehicle Crime – down 68 compared to last year. Although Chapel Allerton has had an increase of 28, in particular Audi cars with integrated sat navs. Frequency jammers are being used to unlock the cars.	
3.4	Robbery – 11 under compared to last year Gipton & Harehills – have had 9 more Wetherby & Harewood – have had 3 more	
3.6	Criminal Damage – 324 fewer than compared to last year Wetherby & Harewood has seen a rise of 28 compared to last year.	
3.7	It was highlighted that shop theft has gone up by 11% in Yorkshire, 10.9% in Leeds, 10% - NW, 20% - NE & 50% - IE (in the IE area particularly Killingbeck & Seacroft ward) mainly happening in the Tesco & Asda stores and the small shops (3pm to 8pm and happening on weekends), Chris Walker is currently working to tackle this issue. MD to circulate analysis	MD
3.8	Intelligence Gap – the criminals of shop theft are stealing mainly food and alcohol and then selling the items in pubs. MD has got the top ten pubs and mentioned only a few people are doing this.	
3.9	JL currently investigation campaigns on buses re burglary and mentioned possible scopt to doing a shop theft campaign	
3.10	SH to look at this issue through the Anti-Poverty work. – SH to meet with MD prior to next welfare reform meeting	SH
4.0	Burglary Position	
4.1	<p>Burglary Dwelling overall – 218 fewer, Increases have been seen in the following areas:</p> <ul style="list-style-type: none"> • Garforth • Kippax & Swindon – 26 more • Killingbeck & Seacroft – 224 more • Wetherby & Harewood – 29 more (106 in total) 	
4.2	SV informed in the meeting that walks would be taking place in Kentmere Avenue to check who's got alarms and is also doing work with the Regen Team.	
4.3	Killingbeck & Seacroft and Gipton & Harehills are top 2 wards across city rankings . Outcome based accountability sessions for each area will be scheduled March 2014 to develop new action plans ,problem profiles have been requested for both areas . BY informed the group that further target hardening and funds had been agreed for key streets in both wards and had commenced	MD
4.5	Wetherby & Harewood need to request that the neighbourhood management Tasking Team to look at developing partnership actions to address increase in burglaries Update on this required at next meeting.	BY/ MD
4.6	Garforth – JL reported that in the past couple of months Housing Leeds have been tackling burglary dwelling and issuing out crime prevention materials	
4.7	Nominated Neighbour scheme – MD gave an overview of the scheme that has been developed in West Leeds and explained that an elderly person has a card to give to the person knocking on the door, the card explains to go and speak to the nominated person. A sticker is displayed on the window. This is to try and stop unknown people entering elderly homes. MD to establish if any schemes have been set up in ENE and how they	MD

	have been received , a discussion took place around the potential of developing this alongside existing networks – MD to circulate information	
5.0	Update on Programme of Change	
5.1	On 14 th April 2014 departments will be moving to Elland Road site, fewer people will be based at the Killingbeck & Stainbeck site (operating 24hrs). Teams have been set up according to the Area Committee Areas.	
5.2	PCSO's and PC's no's will remain the same.	
6.0	Safer Neighbourhood Units March Workshops	
6.1	This workshop will take place on 25 th March 2014, 1pm to 4.30pm. Invites will be sent out next week and venue will be confirmed at a later date . Partners to think about whom are the best people to attend to cover three working tables Inner East, Inner North East and Outer North East . This will be appropriate for managers & middle managers.	
6.2	The workshop will provide opportunities to discuss current partnership arrangements, Tasking, what we currently have got and what we need to do to make it better; identify any barriers such as IT issues (Skype), who should meet, when & how often, potential co-locations The overall objective of the workshop will be looking at how we can work towards this The Outer East area will be discussed at the South Area workshop.	
6.3	Purpose of DCSP and is it needed? - A brief discussion took place with partners <ul style="list-style-type: none"> • Thoughts on DCSP becoming a sub group to Area Leadership Team and reporting to Safer Leeds Executive • A robust performance management structure that holds partners to account • DCSP is where people bring issues • Cllr Selby requested information about demands in each wards for the Inner East (Separate meeting has been scheduled) • The good aspects about DCSP meetings are things get done instead of frontline staff keeping the issue to try resolve for themselves. • Four meetings a year , ability to have an overview of the performance of all areas in ENE are , and keep up with corporate changes/ legislation / good practise identified in other areas • The group should be formalised • Links with Safer Leeds executive need to be strengthened 	
6.4	All those present agreed that the DCSP should continue and develop with proposed changes – BY to schedule dates for 14/15	BY
7.0	Multi Agency Days of Action 14/15	
7.1	A discussion took place around the support for multi agency days of action , all those present supported continuation of actions days but stressed the need for them to be focussed and co-ordinated well , based on local needs and priorities - Agreed to discuss frequency at workshop in March per area committee area	
8.0	Operation Confidence 14/15	
8.1	The last edition for 13/14 will be distributed early April , MD explained that he is awaiting a decision from the new Leeds SLT as to whether or not the initiative will continue into 14/15 due it been resource intensive , housing Leeds were happy to support in terms of funding bids if it is agreed to go ahead .	
9.0	Environmental Improvement Zones Update	
9.1	JW was not present at the meeting to provide an update and had sent his apologies.	
10.0	Families First Case Studies	
10.1	GM was not present at the meeting to provide an update and had sent her apologies.	
11.0	POCA Update	
11.1	BY reported that POCA is all spent up, each quarter there is £4k to spend, so had a total of £12k plus £4k carried forward. There are POCA applications from the previous quarter.	

	Working good but the scheme now stops and starts as funding gets spent quickly. An organisation can now only apply once per year. .	
12.0	AOB	
12.1	None	
13.0	The next DCSP meeting	
13.1	The next DCSP meeting is: 10am to 12pm - Tues 8 April – The Reginald Centre – Room 2 2:15pm to 4:15pm - Thurs 10 July – The Reginald Centre – Room 2 10am to 12pm - Thurs 23 October – The Reginald Centre – Room 1	

KIPPAX TRADERS ASSOCIATION

**The next meeting will be held at Black & Cream Coffee Shop at 6pm
on Wednesday 7th May. You are welcome to attend**

Minutes of meeting held 2nd April 2014.

Present:- Pat (Pats Sweets), Jan & Ben (Smith & Gummerson), Jayne (Dodgesons), Peter Lawrence (Brigshaw Trust), Pete Mudge (LCC) Karen (Black & Cream), Vic (Ann Marie)

Apologies:- Hassan (Post Office).

Peter (Brigshaw Trust):- After speaking to Paul Flintoft about the 'Tour de France' flags proposal it has been decided that each School in the area will design a flag with the Tour theme in mind. An 'Artist in Residence' will be appointed to work with the schools so there will be 8 different designs (one from each School) and 64 flags will be printed (one for each of the flag poles in the High Street.) Local printers have been approached to price for the printing of the flags and it is anticipated that some funding will have to be found to meet the cost.... Peter stated that the Trust are aware of a number of sources to claim from. He also suggested asking if the Traders would be willing to make some form of contribution.

The Friends of Brigshaw Trust are proposing to hold a Gala Day, in Allerton Bywater, in July (Sat. 12th July was suggested). Possibly with a 1st World War theme. There will be Traders Stalls and Peter said that any Traders wishing to have a stall on the day would be welcome.

As regards the 'Pop in Café'/'Dry Pub' idea in Kippax, the search for suitable premises has so far drawn a blank but the Trust are still looking and ask that any ideas for premises be submitted. It had been hoped that the Halifax premises might be suitable but too many problems caused this to be not viable. It was suggested that the Alldays unit might be suitable while it was still empty and Pete agreed to give Peter the Owners contact details so that he might approach him. Peter said that Cllr Wakefield was assisting where he could.

(Peter left the meeting after these discussions).

Seniors Unit:- will be 2 office units. One is already occupied and the second is imminent.

Alarm Shop:- It was noted (happily) that the shop front shutters are up and the window displays lit up...looking very nice too.

Barclays:- Pete has approached Barclays to replace the missing 'Miner' mitif

Hermitage:- The Regenerating Officer is to report to the Council Executive Board as to the formal support for further action in the Compulsory Purchase procedure. (Pat agreed to approach Mark Mills for details of the present position)

Old School Site:- Jan said that on the local social network sites (face book)..local opinion favoured the use of the site for the Community ..e.g. a Skate Park or other

youth facilities rather than for elderly residential. Pete said that while it was agreed that Youth should be a priority, in this instance the Council have earmarked this site as being ideal for elderly accommodation.

Alldays unit:- Pete to approach Mark Mills with an update.

Halifax Unit:- Pat said that the Halifax Lease is almost up (building owned by Lloyds) and Kippax In Bloom have been told to remove all the posters in the windows by the end of April...when the unit will then stand empty.

With regard to Kippax In Bloom ... Pat has asked if anyone can donate an 'old fashioned bike' to use in display (please let Pat know if you have).

Commercial:- everybody appears to be happy now.

Discussion was held as to the disruption caused in the High Street by the Roadworks now in progress. Pete said that the works going on now were to the Kerbs and channels, and were the necessary works prior to re-surfacing the road (which it was agreed was well overdue). Information has gone out to the traders stating that the re-surfacing will be done on Sundays, and how this is intended to be carried out. This will unavoidably affect the businesses which trade on Sundays .. at the moment works are behind programme.

Pat reported that she had tried to contact the police to invite them to this meeting without success. Pete suggested that it would be an idea to set up a 'Shop Watch' scheme, and Pat agreed to try and contact the Police again to get them to the next meeting, with this idea in mind.

The next meeting was set for Wed. 7th May, 6.00pm at Black and Cream.

KIPPAX TRADERS ASSOCIATION

Minutes of meeting held Wed. 7th May 2014.

Present:- Pat (Pats Sweets), Catherine Liddle (Brigshaw Trust), Karen (Black & Cream), Pete Mudge (LCC), Vic (Ann Marie).

Apologies:- Paul Flintoft, Jayne (Dodgeson), Nikki (Newsagent), Hassan (P.O.)

Catherine reported, on behalf of Brigshaw Trust, still no success in the search for premises for the proposed 'Teens Diner/Café'. As previously reported, the Ex-Halifax Unit entailed too many administrative complications. The Alldays Unit has been considered but again there were too many complications. A Consultative evening was held at Black & Cream with, unfortunately, no concrete outcome, although efforts are still being made. If premises can be found it is hoped to set the Teens Diner up as a small permanent business.

With regard to the Tour De France celebrations, it is proposed to have a week of activities at Vickers Court (Starting Mon. 30th June) entailing day and evenings involving youngsters and adults by way of School concerts, choirs, cycling, Bar B Q's etc etc and it was suggested that Kippax be involved in this, produce a timetable of events with posters and possible promotion in the Parish Magazine. The 'Tour Flags' scheme has now been costed. The costings are somewhat prohibitive with the biggest item being the proposed 'Artist in Residence'. The best price for actually printing the flags has come from a Local Source (about £20.00 each). The Trust are in the process of applying for funding. It was suggested that rather than incur the cost of a professional artist, either 'A' Level students could be involved as part of their course work, or prominent Local Artists be used (as with the Gable Wall Mural on the High Street). Pat agreed to forward details of the local artist to the Trust.

A Meeting is set for 4.00pm, Thurs. 22nd May at Vickers Court for the Brigshaw Trust Community Engagement Committee to put a full Business Plan into place to apply for funding. Any helpful input would be appreciated ... Vickers Court 01977 552531.

Seniors Unit:- is still as previously reported

Alarm shop:- an unhappy saga of several 'sign' mishaps will hopefully soon be rectified.

Barclays:- The door has been re-done and is looking good.

Hermitage :-Pat contacted Mark Mills who replied that the Councils full proposals with regard to development of the site would be put forward in the Autumn.

Alldays Unit :- in the hands of the Solicitors

Halifax Unit:- The Key holders have still not contacted Pat. The posters are still in the window but are now starting to fall and look dilapidated (they have been there since 2009). Pat is trying to contact the Keyholders ... how long is the unit likely to remain empty .. with bare windows on the High Street ... but with no response from them.

Pat was happy to report the an 'Old Fashioned Bike' has been received from an anonymous doner .. THANK YOU whoever you are. The Bike will be decorated and put on display by Kippax in Bloom.

Pat has been in touch with Highways about the re-surfacing still to be done following the work to the kerbs along the High Street. Highways report back that the work has not yet been re-scheduled because of 'other essential roadworks'. No further comments were forthcoming.

St. Mary's Kippax Flower Festival will be held on the weeknd 12th and 13th July.

The next meeting was set for 6.00pm. Wed. 4th June, at Black & Cream.

Minutes Halton and Area Traders Group-14th May 2014

Venue BeadshopLeeds-Selby Rd

Present.

Peter Mudge-Town Centre Manager

Jill Austin-The Flower Factor

Phil Batley-Mills and Spenceley Ltd

Yvonne and Malcolm Gott-BeadshopLeeds

Apologies.

Claire Deacon-Post Office

Jo -Sweetz

Ben Jacobs-Stoneacre Properties

Anita Halliwell-Eyesite

Peter Whelan-County Carpets

Cllr Judith Cummins

Welcome and introductions.

Since the last meeting the council have done a land registry search, they and Matalan have met to agree who owns which bits of land around the car park. The council's Locality Working team have agreed to do a deep clean of the area as a one off project.

It has been agreed Peter will contact Matalan and ask for a representative to meet with the group to look at maintaining the area and also to sort out the drain in the walkway and get rid of the 'cover'.

Peter advised that Halton in Bloom is working well, they have planned projects for the coming months and many businesses have agreed to water hanging baskets. Stoneacre has kindly sponsored a new floral display near their premises A website has been launched at Halton in Bloom.com

Jill (Flower Factor) has offered to supply plants at wholesale prices to them. Jill also said she hoped the sponsorship boards with the businesses names on could be redesigned to stand out.

It is also hoped that a Christmas tree will be on display at Lidl this year.

Lidl now has a new manager who is open to suggestions on their participation.

Discussion turned to the area itself and what was needed to draw people into the area.

- A) Ask highways to replace bent posts.
- B) Highways should be contacted to see if they will repair the broken paving around Delilicious side of Selby Rd.
- C) See if Matalan will consider a car park directional sign for traffic island on Selby Rd.
- D) Get some advertising of all the town has to offer, small supermarkets, clothes, conveyancing, sewing/bead supplies, financial services, sweets,

post office, coffee shops, car servicing, opticians/dentist, upholstery, restaurants, library, haircuts/nailcare, newsagents, charity shops, models etc.

- E) Investigate why the vacant shops are vacant and what type of business you would like there. (Then contact ones that you can discover contact details for.)

Yvonne (BeadshopLeeds) said that we need more shops where people come 'to look around' and it would be beneficial if one of the cafes stayed open later for shoppers as they all open very early so are shut by 2-3pm.

Yvonne also said she'd spoken to John and Ali who produce the East Leeds Magazine and they could do a double page spread on the area, what we have to offer etc, they would do a write up and businesses share the cost, businesses would also be listed on the page. They would be happy to come to a meeting to talk us through it.

Details of the next meeting were discussed and it was agreed to change it to a Tuesday for the next meeting which made it easier for Peter to attend. The time will stay the same 5.30pm, a venue needs to be agreed.

Yvonne and Peter had delivered an invite to all (hopefully) businesses for this meeting and the leaflet did ask businesses to let Yvonne have their e-mail addresses so that minutes and future meeting, dates etc could be sent, thank you to those who have.

Peter suggested that doing a personal visit with the minutes would be more effective so Jill agreed to do her area and arrange for them to be delivered near the Skyliner. Yvonne will visit selected businesses on Selby Rd and ask for volunteers to help do the rest, but she will e-mail those who have given their e-mail addresses as agreed, so sorry for any duplication.

Yvonne to type minutes up and get Peter to verify and once we have a venue they will be distributed.

Peter will get some e-mail addresses for Wyke Beck/Halton Moor/Whitcliffe and Colton businesses and ask them to distribute to their neighbours.

It was agreed that electing the necessary positions i.e. chair would be done at a future meeting when there were more businesses present.

Peter shared some possibilities for increasing footfall for businesses, one suggestion was having stalls in the walkway, the possibility of doing the same outside Flower Factor was also muted by businesses.

Phil (Mills and Spenceley Ltd) suggested that basics needed to be met such as cleaning up the area and maintaining that, also lighting etc were needed.

It was agreed that businesses need to take more responsibility for the area around their business. We needed to monitor bins and make sure they are being emptied on a regular basis and if we thought of anything else to bring it to the next meeting for discussion.

Phil also asked if we could have a grit and salt box in the walkway as it does get treacherous in the winter, Peter explained we would have to take responsibility for it, he will let us have contact details for pursuing this.

Jill did say that people were unsure whether they could park outside her premises especially as it was so close to the traffic lights. She will contact nick.barras@leeds.gov.uk for clarification on this.

We look forward to meeting more of you at the next meeting;-

Next Meeting - 10th June at 5.30pm

Venue - Matalan canteen

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