



OUTER EAST COMMUNITY COMMITTEE

**Meeting to be held in Civic Hall, Leeds on
Tuesday, 8th July, 2014 at 4.00 pm**

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;
S McKenna	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:
Andy Booth
Governance Services Unit
Civic Hall
LEEDS LS1 1UR
Tel: 24 74754**

**South East Area Leader:
Martin Dean
Tel: 39 51652**

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>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>DECLARATION 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 - 6 JUNE 2014</p> <p>To confirm as a correct record, the minutes of the meeting held on 6 June 2014 – to follow</p>	
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			<p>COMMUNITY COMMITTEE APPOINTMENTS</p> <p>To receive and consider the attached report of the City Solicitor regarding appointments to Outside Bodies; Children's Services Cluster Partnerships; Area Lead Members and the Corporate Carer's Group. The Community Committee is invited to make appointments to these groups and organisations.</p>	1 - 12
9	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p>SCENE SETTING FOR OUTER EAST COMMUNITY COMMITTEE</p> <p>To receive and consider the attached report of the South East Area Leader which sets the scene for the new Community Committee and asks approval of a set of minimum conditions for any decisions that may need to be delegated, or taken, between formal Community Committee meetings. The report also asks Members to approve the priorities for the Committee for the rest of 2014/15.</p>	13 - 16
10	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p>COMMUNITY PLAN COVER REPORT 2014 2015</p> <p>The report of the South East Area Leader presents a draft Community Committee Annual Community Plan which includes priorities and actions for the year; Area Leads and a framework for community engagement.</p>	17 - 44
11	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p>WELL BEING BUDGET 2014/15</p> <p>To receive and consider the attached report of the South East Area Leader which provides details of the Well Being Budget 2014/15, including commitments and approved funding streams. The report requests Community Committee award funding to support new projects.</p>	45 - 52

Item No	Ward/	Item Not Open		Page No
12	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p data-bbox="676 181 1082 215">SUMMARY OF KEY WORK</p> <p data-bbox="676 255 1406 472">To receive and consider the attached report of the South East Area Leader which details priority work carried out in the area over recent weeks. It also provides minutes relating to forums, partnership and sub-group minutes and minutes of Area Chairs forum.</p>	53 - 72
13			<p data-bbox="676 768 1230 801">DATE AND TIME OF NEXT MEETING</p> <p data-bbox="676 842 1214 875">Tuesday, 7 October 2014 at 4.00 p.m.</p>	
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.

This page is intentionally left blank



Report of the City Solicitor

Report to Outer East Community Committee

Date: 8th July 2014

Subject: Community Committee Appointments

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

Summary of main issues

- 1 This report invites the Committee to make appointments to the following as appropriate:-
 - Those Outside Bodies as detailed at Appendix 1;
 - One representative to the Corporate Carers' Group;
 - Community Committee Area Lead Members, as listed at Section 3; and
 - Those Children's Services Cluster Partnerships, also listed within Section 3.

Recommendations

- 2 The Community Committee is asked to confirm appointments to the following:
 - (i) The Elected Member representatives to work with the Outside Bodies identified at Appendix 1, or agree any changes to the schedule, having regard to the Appointments to Outside Bodies Procedure Rules, as outlined in this report;

- (ii) Committee Members to the Area Lead Member roles listed in section 3;
- (iii) Member representatives to the local Children's Services Cluster Partnerships relevant to the Community Committee as listed in section 3;
- (iv) One representative to the Corporate Carers' Group.

1 Purpose of this report

- 1.1 This report outlines the Community Committee's role regarding appointments to: Outside Bodies; Area Lead Members; Children's Services Cluster Partnerships and the Corporate Carers' Group. In addition, the report invites the Committee to determine the appointments to these groups and organisations.

2 Background information

2.1 Outside Bodies

- 2.2 In July 2004 Member Management Committee met to consider the allocation of appointments to each Area Committee. Attached at Appendix 1 are those organisations that Member Management Committee has determined should be made by this Community Committee.

2.3 Area Lead Members

- 2.4 In May 2013, Executive Board recommended that Area Committees appoint Area Lead Members, in accordance with the defined roles as subsequently presented to the Annual Council Meeting as part of the Council's Executive Arrangements.

2.5 Children's Services Cluster Partnerships

- 2.6 In June 2013, Member Management Committee resolved that the nomination of Elected Member representatives to the local Children's Services Cluster Partnerships be delegated to Area Committees for determination.

2.7 Corporate Carers' Group

- 2.8 In recent years Area Committees have been seen as the appropriate principle body by which local Elected Member representatives are appointed to the Corporate Carers' Group. Further information regarding the Group can be found at section 3 of the report.

3 Main issues

3.1 Outside Bodies

- 3.2 The Community Committee is requested to determine the appointments to those Outside Bodies as detailed within Appendix 1. The Council's Appointments to Outside Bodies Procedure Rules are available to Members upon request.
- 3.3 The Community Committee should first consider whether it is appropriate for an appointment to be of a specific office holder¹ either by reference, if this is

¹ For example it may be considered necessary or otherwise appropriate to appoint a specific Ward Member

available, to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Community Committee. Such appointments will then be offered on this basis.

- 3.4 Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the Community Committee as a whole.
- 3.5 All appointments are subject to annual change unless otherwise stated within the constitution of the external organisation, which will therefore be reflected on the table at Appendix 1. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 3.6 Elected Members will fill all available appointments but it is recognised that Political Groups may not wish to take up vacancies which are made available to them. In such circumstances, vacancies will be notified to the Community Committee and agreement sought as to whether the vacancy will be filled.
- 3.7 A vacancy occurring during the municipal year will normally be referred to the Community Committee for an appointment to be made, having regard to the principles as described above.
- 3.8 Community Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.

3.9 Appointments 2014/2015

- 3.10 This year there are **9** appointments to be made in relation to the following organisations:-
- Cross Gates & District Good Neighbours Scheme
 - HOPE (Halton Moor & Osmondthorpe project for Elders) (2 Appointments)
 - Neighbourhood Elders Team
 - Swarcliffe Good Neighbours Scheme
 - Outer East Local Housing Advisory Panel
 - Swillington Educational Charity
 - Outer South East Local Housing Advisory Panel (2 appointments)

3.11 Area Lead Member Roles

- 3.12 The Area Lead Member role aims to provide a local “lead” perspective and further facilitate local democratic accountability; particularly in conjunction with the relevant Executive Member. It is formally defined as covering the following areas:
- To provide local leadership and champion the agenda at the Community Committee.
 - To represent the Community Committee at relevant meetings, forums and local partnerships.
 - To build links with key services and partners.
 - To provide a link between the Community Committee and the Executive Member to ensure local needs are represented, issues are highlighted, best practice is shared and to facilitate local solutions to any issues.
 - To maintain an overview of local performance.
 - To consult with the Community Committee and represent local views as part of the development and review of policy
- 3.13 As set out in the Constitution, the Community Committee is invited to appoint to the following Area Lead Member roles, in respect of:
- **Environment & Community Safety**
 - **Children’s Services**
 - **Employment, Skills and Welfare**
 - **Health, Wellbeing and Adult Social Care**
- 3.14 In recognition of the differing size of individual Community Committees and that these roles may need to be tailored to best reflect specific local needs and circumstances, Community Committees may wish to consider splitting two of the roles namely:
- Environment & Community Safety – with one Member focusing on the environment agenda and another on community safety.
 - Health, Wellbeing and Adult Social Care – with one Member covering the public health and wellbeing agenda and another focusing upon adult social care.

Corporate Carers’ Group

- 3.15 Under the Children’s Act 1989, all local Councillors are corporate parents (usually referred to in Leeds as corporate carers), this means they have responsibilities relating to the quality of services for those children who have been taken into care by the local authority (children looked after). Executive Board has previously agreed a clearer framework for the corporate carer role in Leeds. This included establishing a core group of councillors with a special interest in leading the work on

Corporate Parenting - the 'Corporate Carer' group. This core group includes representation from each of the 10 Community Committees in the city and takes particular responsibilities relating to influencing, performance monitoring, and governance of those issues and outcomes that affect looked after children. The group considers information including fostering services, residential care, looked after children's educational attainment and their voice and influence across the city. Representatives are asked to link back to local looked after children's issues through their Community Committee and champion the importance of effectively supporting those children.

- 3.16 Community Committee is asked to appoint one representative to the Corporate Carers' Group for the duration of the 2014/15 municipal year. Given the development of the Area Lead Member for Children's Services, the Committee may deem it appropriate for these roles to be combined.
- 3.17 It should be noted that membership of the Corporate Carers' Group is encouraged for any Elected Members with a particular interest in the outcomes of looked after children, therefore whilst each Community Committee is asked to appoint one Member (to ensure an even geographic spread), it is possible for additional Members to participate. Therefore, additional Members with a particular interest are advised to approach the Chair of the Corporate Carers' Group.

Children's Services Cluster Partnership Representatives

- 3.18 The Children's Services Cluster Partnerships evolved originally in response to the extended schools initiative, then as extended services partnerships but have evolved to be an integral part of the locality model which sit under the Children's Trust Board. They provide an inclusive partnership offer to our universal services in schools and children's centres. Increasingly, council services are being re-shaped to strengthen and develop relationships through the cluster model. The purpose of cluster partnerships is to:
- Enable local settings and services to work together effectively to improve outcomes for children, young people and their families, focusing on what will make the biggest difference in that area;
 - Build capacity to improve preventative / early help services to meet local needs;
 - Promote the ambition of a child friendly city across the locality.
- 3.19 In April 2011 the Children's Trust Board agreed the adoption of a minimum standard for the terms of reference across the cluster partnerships which included elected members as standing members of the governance group for each partnership. Elected Members also sit alongside a senior leader (local authority partner) from the Children's Services directorate to be part of the Council's representation on each cluster partnership.

3.20 In June 2013 Member Management Committee delegated the nomination of Elected Member representatives to local Children’s Services Cluster partnerships to Areas Committees. This was with the aim of establishing a clear formal link between Area Committees and Clusters. It was also with the intention of building closer working arrangements to better support the needs children and families across the city.

3.21 The Community Committee is invited to nominate Members to each cluster partnership within their area. The table below sets out the suggested numbers, ward links and current representation as a basis for discussion:

Cluster	Number of Elected Members suggested	Suggested Ward link	Current Elected Member Representation
Garforth	1	Garforth & Swillington	M Dobson
Brigshaw Co-operative Trust	1	Councillor J Lewis previously nominated by Member Management Committee as Trustee	J Lewis
Temple Newsam Learning Partnership	1	1 Full Trustee Member nominated by MMC 1 Associate Trustee Member	M Lyons J Cummins
Seacroft Manston	2	1 Crossgates and Whinmoor 1 Seacroft & Killingbeck	P Gruen Appointed by Inner East CC

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 This report facilitates the necessary consultation and engagement with Community Committee Members in respect of appointments to the designated positions, groups and Outside Bodies. Given that the Community Committee is the relevant appointing body, there is no requirement to undertake a public consultation exercise on such matters.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 Both the Area Lead Member roles and the Corporate Carers' role aim to champion, address and monitor issues arising in their respective fields, whilst also providing clear links to the relevant Executive Member, Council service staff and partner agencies. As such, these roles would also look to address any equality, diversity, cohesion or integration issues arising in their specific areas.

4.2.2 Also, Council representation on Outside Bodies and Children's Services Cluster Partnerships will enable those appointed Members to act as a conduit in terms of promoting the Council's policies and priorities. As such, this would potentially include matters relating to equality, diversity, cohesion or integration.

4.3 Council policies and City Priorities

4.3.1 Council representation on, and engagement with those Outside Bodies, partnerships and organisations to which the Community Committee has authority to appoint, is in line with the Council's Policies and City Priorities.

4.4 Resources and value for money

4.4.1 There are neither resource or value for money implications arising from this report.

4.5 Legal Implications, Access to Information and Call In

4.5.1 In line with the Council's Executive and Decision Making Procedure Rules, the power to Call In decisions does not extend to those decisions taken by Community Committees.

4.6 Risk Management

4.6.1 In not appointing to those Outside Bodies or Cluster Partnerships listed within the report, there is a risk that the Council's designated representation on such organisations would not be fulfilled.

5 Conclusions

5.1 The Community Committee is asked to determine the appointments to those designated Outside Bodies detailed within Appendix 1.

5.2 In addition, the report invites the Community Committee to make appointments to Area Lead Member roles, Cluster Partnerships and Corporate Carers Group for the 2014/15 municipal year.

6 Recommendations

6.1 The Community Committee is asked to confirm appointments to the following:-

- (i) The Elected Member representatives to work with the Outside Bodies identified at Appendix 1, or agree any changes to the schedule, having regard to the Appointments to Outside Bodies Procedure Rules, as outlined in this report;
- (ii) Committee Members the Area Lead Member roles listed in section 3;
- (iii) Member representatives to the local Children's Services Cluster Partnerships relevant to the Community Committee as listed in section 3;
- (iv) One representative to the Corporate Carers' Group.

7 Background documents²

7.1 There are no Background Documents associated with this report.

Report author: Gerard Watson

Tel: 0113 39 52194

² 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.

This page is intentionally left blank

Area Committee Appointments to Outside Bodies (East Outer)

Outside Body	Charity /Trust	No of Places	Review Date	No of places to review	Current appointees	Cllr Y/N	Review Period	Group
Cross Gates & District Good Neighbours Scheme	Yes	1	Jul-14	1	Councillor P Grahame	Y	Annual	Labour
HOPE (Halton Moor & Osmondthorpe project for Elders)	Yes	2	Jul-14	2	Councillor Mitchell and Councillor Cummins	Y	Annual	Labour
Neighbourhood Elders' Team	Yes	1	Jul-14	1	Councillor J Lewis	Y	Annual	Labour
Swarcliffe Good Neighbours Scheme	Yes	1	Jul-14	1	Councillor P Gruen	Y	Annual	Labour
Outer East Area Panel of East North East Homes ALMO	No	1	Jul-14	1	Councillor Mitchell	Y	Annual	Labour
Swillington Educational Charity	Yes	1	Jul-14	1	Councillor Dobson	Y	3 Years	Labour
Outer South East Local Housing Advisory Panel	No	2	Jul-14	2	Councillor P Grahame and Councillor A McKenna	Y	Annual	Labour Labour

9

9

9

Number of places 9
 Places held pending review 9
 Places currently filled beyond July 12 0
 Number of places to fill 9

Number of Members in the Committee Area

12

Percentage of Members on the Committee

Notional Places Allocated

Labour
 Liberal Democrat
 Conservative
 Other to list
 Total

12
 0
 0
 12

100
 0
 0

9.00
 0.00
 0.00
 9

This page is intentionally left blank



Report of the South East Area Leader

Report to Outer East Community Committee

Date: 8 July 2014

Subject: Scene setting for Outer East Community Committee

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

Purpose of report

1. This report sets the scene for your new community committee and asks approval of a set of minimum conditions for any decisions that may need to be delegated, or taken, between formal community committee meetings. The report also asks members to approve the priorities for the committee for the rest of 2014/15.

Giving voice to the community

2. Our city and its communities are facing massive and increasing social and financial challenges, including health inequalities, an ageing and more diverse population, and poverty and financial exclusion. In a time of dwindling budgets but increasing challenges, the council must work more intelligently and more flexibly than ever before. Learning from our experience of the former Area Committees the new arrangements for community committees and community engagement represent a new step towards a more inclusive, more responsive and smarter approach to decision-making in local areas. Community committees offer the opportunity to look afresh at our understanding of local needs, aspirations and potential. The challenge and focus for

the new community committees will be to genuinely involve the communities they represent in the decisions that affect them.

3. The new community committees will all develop under a common framework of principles that allow enough flexibility to ensure they operate in the best way suited to them and their local communities. Community Committees will:
 - a. have a clear focus on engaging local communities over local topics of interest;
 - b. only take written reports that have a local significance;
 - c. make recommendations to the council's executive board and challenge our partners and others as necessary to secure local improvements;
 - d. consider recruiting non-voting co-optees from the locality to help with the committees' work;
 - e. forge strong links with any local Town and Parish Councils; and
 - f. develop a new approach to localised budget setting over the course of this year.
4. The strengthened focus on engagement encourages elected councillors and officers to think creatively about the best ways to involve local residents and to hear their voices. This represents an opportunity to keep the more formal decision-making to a minimum and devote more time and energy to engagement activities that will be branded as 'Citizens@...'. More engagement activities also present further opportunities to raise awareness of the work of the community committees in local areas. An engagement plan will be developed by each community committee which will enable it to focus on a small number of areas of specific concern to the locality.
5. Improving communications will be important to successfully engage with local residents and will include the development of:
 - a. a new brand for community committees as illustrated by the header to this report, with new agenda front sheets ready for the next meeting;
 - b. new uses of social media including Facebook and Twitter; and
 - c. accessible ways of organising meetings and other engagement activities that promote debate and discussion from all parts of our local communities.

6. To help these developments a marketing and communications officer is being recruited for a 12-month period. Communications plans will be part of all future community engagement plans.
7. This is a major opportunity to promote and support civic engagement and enterprise with a local focus, to create opportunities to hear the voices of local people and to set the improvement agenda for the area.

Priorities for Outer East Community Committee 2014 to 2015

8. Priorities for Outer East are detailed in its Community Plan that is being reported to Community Committee at today's meeting.

Delegated decisions

9. Sometimes decisions will need to be made between formal meetings of the community committee and therefore the Area Leaders will have delegated authority from the Assistant Chief Executive (Citizens and Communities). In order to reassure members that all delegated decisions will be taken within an appropriate governance framework it is proposed that they will only be taken after satisfying the following conditions:
 - a. consultation must be undertaken with all committee/relevant ward members prior to a delegated decision being taken;
 - b. a delegated decision must have support from a majority of the community committee elected members represented on the committee (or in the case of funds delegated by a community committee to individual wards, a majority of the ward councillors); and
 - c. details of any decisions taken under such delegated authority will be reported to the next available community committee meeting for members' information.

Conclusion

10. This is the start of a new commitment to listen to local people, to seek their involvement and engagement with the local civic life of the community. It will provide leadership and promote collaboration to make improvements the community wants. Considerable work has been taking place in each locality to prepare them for the anticipated changes ahead. Much of this is building on the current strengths and recognising the good practice and local structures already in place. The Outer East Community Committee now has the opportunity to shape the way forward for the communities of Garforth & Swillington, Kippax & Methley, Temple Newsam and Cross Gates & Whinmoor.

Recommendations

11. Members are asked to welcome the introduction of Community Committees.
 12. Members are asked to approve the minimum conditions set out in paragraph 9 of this report with regard to the need for delegated decisions to be taken between formal community committee meetings.
 13. Members are recommended to approve the local priorities for engagement that are detailed in the Community Plan.
-

Background information

- The move to develop community committees followed the Area Review report approved by the council's Executive Board in December 2012 'Review of Area Working Findings and Recommendations'. To view this report [click here](#).
- The Executive Board endorsed the proposed development of community committees at a subsequent meeting in December 2013, 'Citizens@Leeds: Responsive to the Needs of Local Communities'. To view this report [click here](#).
- On 9 June members gave formal approval for community committees at the Council's AGM 'Recommendations of General Purposes Committee' – page 15. To view this [click here](#).

Report Author: Rory Barke, Tel 3367627/ Martin Hackett 3368942



Report of the South East Area Leader

Report to Outer East Community Committee

Date: 8 July 2014

Subject: Community Plan 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 Cross Gates & Whinmoor Temple Newsam		
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: Appendix number:		

Summary of main issues

1. The report presents a draft 2014/15 Community Committee annual Community Plan which includes priorities and actions for the year; Area Leads and a framework for community engagement.

Recommendations

2. Community Committee is recommended to agree the priorities highlighted in the plan and agree to receive regular updates on actions, activities and programmes of work that will be delivered locally to address these priorities.

1 Purpose of this report

- 1.1 The report presents a draft 2014/15 Community Committee annual Community Plan.
- 1.2 The report sets out key priorities supported by Community Committee through its Well Being Budget, delegated roles and functions, Area Lead roles and various partnership groups.

2 Background information

- 2.1 In 2008, the Leeds Strategic Plan brought together the themes in the existing Vision for Leeds and Local Area Agreement, to provide an integrated framework for partners to tackle city wide priorities. To translate city wide priorities and outcomes to local improvement priorities, the Area Committee approved a three year Area Delivery Plan in June 2008. This was replaced by the Area Committee Business Plan in 2011.
- 2.2 The Community Committee replaced Area Committee in June 2014. It will now provide an annual Community Plan that will include a framework for community engagement and set local priorities.

3 Main issues

- 3.1 The draft Community Plan has been developed and is included at the end of this cover report as **Appendix 1**.
- 3.2 The Business Plan features:
 - Priorities and actions
 - Area Leads
 - A framework for community engagement

4 Corporate Considerations

- 4.1 **Consultation and Engagement**

4.1.1 The Community Plan incorporates the community engagement framework for Outer East Community Committee that has previously been approved. It also includes city priorities with local actions and the roles of Community Committee Area Lead Members.

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 Project work included in the Business Plan that support this legal duty includes: gardening scheme –age and disability; activities for young people and cricket coaching – age; older person’s week – age.

4.3 Council Policies and City Priorities

4.3.1 The themes in the Community Plan will mirror the themes and priority outcomes at a city wide level and also reflect the delegated functions and priority advisory functions.

4.4 Resources and Value for Money

4.4.1 As outlined in the Function Schedule 2014/15, the Well Being budget delegated by Executive Board is used to finance projects which meet the needs of the Community Plan. Members of the Community Committee are keen to ensure that wherever possible the use of Well Being budget brings in additional match funding to the area.

4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no specific legal implications concerning this report.

4.6 Risk Management

4.6.1 There are no specific risks identified as part of the Community Plan. However, any projects funded through Well Being budget do complete a section identifying risks and solutions as part of the application process.

5 Conclusions

5.1 The Community Committee requires a document to set out the key priorities for the year that links to city wide policies and provides a framework for the spend of the Well Being Budget.

5.2 The Community Plan will support and contribute to changes already being put in place to the planning framework at a city wide level and continue to illustrate how the Area Support Team will support partnerships and local services in this process and continue to champion the role of the Community Committee.

6 Recommendations

6.1 The Community Committee is asked to agree the Community Plan set out in ***Appendix 1***.

7 Background documents

7.1 There are no background documents.

Report author: Peter Mudge / Martin Hackett

Tel: 3368943

Contents

1. Community Plan Priorities and Actions

- Locality working priorities
- Delegated functions and priority work relating to those delegations
- Partnership working and priorities for action
- Work funded through the Wellbeing Budget and support given to local groups and organisations

2. Community Committee Area Lead Members, sub-groups, partnerships and clusters

- The Area Leads elected by Community Committee
- Various sub groups and partnerships covering Outer East
- Elected Members on School clusters

3. The Community Engagement Framework for 2014/15

- Community Forums
- Older Persons Event Week
- Neighbourhood Planning
- Traders/Town Teams
- Social Media
- Citizens Panel



Outer East Community Committee 2014/15 : Community Plan Priorities and Actions

1. Community Plan Priorities and Actions for 2014/15

(i). **Integrated Locality Working Priorities:**

Develop effective and efficient services which best meet the needs of the people and the places we live

Increase peoples' sense of influence in decisions affecting their lives and communities through open, fair and accountable neighbourhood driven processes.

(ii). **Area Support Team Service Plan objectives and outcomes**

Objectives

To support Community Committees in their leadership roles and to develop local delegations

To develop and implement Locality Leadership Teams

To effectively use information and intelligence to influence service delivery

To develop new working practices and new ways of thinking about service delivery in local areas

To develop and implement neighbourhood profiles

Outcomes

To develop strong and effective local leadership and governance arrangements that are responsive and accountable to the needs of local communities

To maximise the engagement of local people in the design and delivery of local services

To support the development of sustainable and resilient local communities

Maximise the use of local intelligence to improve our understanding of communities and their functions/characteristics so that services are targeted and tailored to meet need effectively and efficiently

3. **Business Plan objectives and outcomes to improve services locally**

These are detailed on the table below on how Wellbeing funds, partnership working and delegations to Area Committee are providing added value and service improvement to deliver specific outcomes.



Outer East Community Committee 2014/15 : Community Plan Priorities and Actions

Outer East Community Plan Objectives and Outcomes 2014/15

The table below outlines the Area Committee priorities and actions for 2013/14. This is what the Area Committee will do based on the new Locality Integrated Working Design Principles and follows outcome based accountability methodology. The Area Committee priorities will be reviewed annually.

RAG Rating: **Red** (no start/completion date confirmed), **Amber** (work in progress), **Green** (completed)

Page 23

What will the Area Committee do to address this priority?	Who will deliver this?	By when?	What progress has been made?	What was the impact of this progress?	RAG Rating
<p>Best City for Business <i>Leeds has started to recover from the recession, and we need to make sure jobs are created and that local people can access those jobs. We will make sure new developments create skills and opportunities through apprenticeships. Leeds will be an attractive place to visit and invest in, with cultural attractions for local people and visitors nationally and internationally.</i></p>					
<p>Objective 1: Support work that helps town and district centres remain commercially active and vibrant</p>					
Support delivery of Christmas lights and switch on events	Festival Light Committees, parish councils, Area Support Team,	Dec 2014	<ul style="list-style-type: none"> Funding allocated and teams agreed. Considering ideas to reduce need for funding from Well Being. 	Increased footfall for switch on. Town centres promoted through events that attract local people.	



Outer East Community Committee 2014/15 : Community Plan Priorities and Actions

Page 24

What will the Area Committee do to address this priority?	Who will deliver this?	By when?	What progress has been made?	What was the impact of this progress?	RAG Rating
Provide support in establishing Traders associations and town teams and getting traders involved in leading rejuvenation of their neighbourhood centres.	Area Support Team Local business WY Police	Ongoing	<ul style="list-style-type: none"> • AST assisted monthly meetings held in Garforth, Kippax and Halton (covering Temple Newsam).- primary aim concerns stopping unit vacancies and improving appearance of neighbourhood centre. • Traders groups represented on Cross Gates, Garforth, Kippax, Halton forums. • Traders Chairs from Garforth, Kippax, Middleton and Morley met with ATCM marketing specialist to learn about opportunities to market areas. 	Increase employment Reduce Council's existing neighbourhood centre costs. Partnership working by private sector. Increased attraction and social capacity of neighbourhood centres Improved vitality and viability of trading areas. Reduce turnover and number of empty units. Increase range of locally available supplies	
Ensure neighbourhood centres are safe and welcoming places to visit and work.	Area Support Team Local business WY Police	Ongoing	<ul style="list-style-type: none"> • Police have provided advice to traders groups in Halton and Garforth. 	Improved confidence, knowledge of fighting crime	



Outer East Community Committee 2014/15 : Community Plan Priorities and Actions

What will the Area Committee do to address this priority?	Who will deliver this?	By when?	What progress has been made?	What was the impact of this progress?	RAG Rating
	Locality Working LeedsWatch			<p>Developing shopwatch and related schemes to benefit area and customer confidence. (Garforth, Halton)</p> <p>Relaying of road and paving in Kippax and Garforth.</p> <p>Pursuing pavement improvements in Halton centre.</p>	
Ensure neighbourhood centres are prioritised for cleaning following the events schedule.	Locality Working Events organisers Businesses Parish Councils	Morning after 2015	<ul style="list-style-type: none"> • Clean up's took place after all Christmas lights events. • Weekend clean up's in place in Garforth and litter picks in all neighbourhood centres. • Partnership working developing between AST / SLA and traders for increasing private sector responsibility and awareness. 	<p>Cleaner neighbourhood centres</p> <p>Opportunity to create an example of good practice for the UK</p>	



Outer East Community Committee 2014/15 : Community Plan Priorities and Actions

What will the Area Committee do to address this priority?	Who will deliver this?	By when?	What progress has been made?	What was the impact of this progress?	RAG Rating
Work creatively with interested parties to make best use of empty space in neighbourhood centres.	Area Support Traders Group Voluntary Groups Potential sponsors	Ongoing	<p><u>Kippax</u></p> <ul style="list-style-type: none"> • Continued increase in shop occupancy • Reopening old key store • 1 conversion with new shop • CPO progression <p><u>Garforth</u></p> <ul style="list-style-type: none"> • 2 new premises built • Awaiting improved submission of Town End scheme by owner • Old One Stop becoming a store • Pavement arts events arranged by traders group 	<p>4 new traders since April 214 - improvements to High St offer</p> <p>Development now underway - improvements to High St offer</p> <p>Awaiting tenant - improvements to High St offer</p> <p>Improvements to High St offer</p> <p>Subway and believed to be Dominos Awaiting revised planning application</p> <p>Increase in capacity</p>	



Outer East Community Committee 2014/15 : Community Plan Priorities and Actions

What will the Area Committee do to address this priority?	Who will deliver this?	By when?	What progress has been made?	What was the impact of this progress?	RAG Rating
			<p><u>Halton</u></p> <ul style="list-style-type: none"> Partnership working between traders / Matalan to see better parking availability 	Progressing - agreement in principal reached.	
Objective 2: Provide opportunities for people to get jobs or learn new skills					
Support initiatives to target NEETS (Not in Employment, Education or Training)	Employment & Skills Children's Services Area Support Team IGEN	On-going	<ul style="list-style-type: none"> Through SE NEET reduction Plan target and reduce NEET Leeds pathways has been developed further to include a portal for South East. 	<p>Local people have an increased number of training opportunities available</p> <p>Local businesses engaged to support training opportunities for young people</p>	
Work with Thorpe Park Employment & Skills group.	E&S (LCC) AST	Ongoing	<ul style="list-style-type: none"> Local employment agreement drafted for Thorpe Park. 	Provided a progress plan for development and local employment agreement.	
Provide opportunities for people to access jobs and learn new skills.	E&S (LCC) Igen	Ongoing	<ul style="list-style-type: none"> Support initiatives to target NEETS (Not in Employment, Education or Training) NEET Action Plan in place for whole South East area 	Local people in the area have an increased number of training opportunities open to them	



Outer East Community Committee 2014/15 : Community Plan Priorities and Actions

What will the Area Committee do to address this priority?	Who will deliver this?	By when?	What progress has been made?	What was the impact of this progress?	RAG Rating
<ul style="list-style-type: none"> • <i>Best City for Communities</i> • <i>Our communities will get the backing they need to help local people lead their lives successfully. We will encourage community spirit and local activity but recognise that it will take high-quality public services working with local people to effectively tackle crime and anti-social behaviour. We will also keep our neighbourhoods clean and green.</i> 					
<ul style="list-style-type: none"> • Objective 3: Residents in Outer South have access to opportunities to become involved in sport and culture 					
Help deliver Community Centres delegation with revised letting charges and fees and rationalisation of centres.	Community Centres Project Team, AST	Completed end of 2014	<ul style="list-style-type: none"> • Working with users/ community groups in Allerton Bywater / Methley 	Better use of community assets by local people and maximising income.	Amber
Support community based events.	Voluntary & community organisations	Throughout 2014/15	<ul style="list-style-type: none"> • Events to be supported include Christmas lights, galas etc. 	Increase in local people involved in community activities and improving community cohesion.	
Provide small grants for local community groups to provide sporting and cultural activities.	Area Support Team	Throughout 2014/15	<ul style="list-style-type: none"> • Applications to Small Grants being considered for projects in Outer East. 	Increase in local people involved in community activity and improving community cohesion.	
Provide assistance to groups	AST	Ongoing	<ul style="list-style-type: none"> • Promotion at community 	Increased capacity of community groups.	

Page 28



Outer East Community Committee 2014/15 : Community Plan Priorities and Actions

What will the Area Committee do to address this priority?	Who will deliver this?	By when?	What progress has been made?	What was the impact of this progress?	RAG Rating
to acquire alternative funding for projects eg via Monde Green, Veolia or cost cutting / fundraising techniques..			forums and various meetings to increase numbers of project applications in South East		
<ul style="list-style-type: none"> Objective 4: Neighbourhoods in Outer South are clean and attractive 					
Fund Community Environmental Safety Officer in Swarcliffe.	Environmental Action Team	Funded till 2016	<ul style="list-style-type: none"> Officer works closely with Ward Members and community groups to address areas of highest concern. Reports to Swarcliffe Forum. 	Cleaner Streets and general environment. Improved safety through cleaner, greener environment	
Assist colleagues in tackling OE based sites in the top 10 derelict / problem buildings list.	Derelict Property Nuisance sites	From Sept 2011	<ul style="list-style-type: none"> LCC provided £500k fund to support project Outer East projects The Whinmoor Barley Hill Fields The Hermitage Halton Moor Public House. 	Faster and coordinated response in addressing issues relating to derelict and nuisance properties. Teamwork to find long term solutions to problem sites	

Page 29



Outer East Community Committee 2014/15 : Community Plan Priorities and Actions

Page 30

What will the Area Committee do to address this priority?	Who will deliver this?	By when?	What progress has been made?	What was the impact of this progress?	RAG Rating
Provide £10k to tasking teams to address issues relating to community safety and the environment.	Tasking team members, Police, Locality Working, Area Support Team	From April 2014	<ul style="list-style-type: none"> New allocation from 2014/15 Well Being funding allocated to tasking teams. 	Safer communities and cleaner / greener environments	
Environmental sub group to meet 4 times a year to monitor environmental services delegation and improve partner working.	Members / Area Support Team/ Sub Group attendees	Quarterly	<ul style="list-style-type: none"> 2014/15 Service Level Group has now developed a problem solving approach looking to achieve a more efficient working process bringing area direct benefits. 	Cleaner / greener environment Better partnership working.	
Objective 5: Help support a strong network of community groups that are able to contribute to improving the environment of their neighbourhoods					
Provide skips for community clean ups and in bloom groups	AST / Community Groups	Ongoing	<ul style="list-style-type: none"> Budget allocated and orders progressing 	Tidier neighbourhoods Community support Community work to improve areas	



Outer East Community Committee 2014/15 : Community Plan Priorities and Actions

Page 31

What will the Area Committee do to address this priority?	Who will deliver this?	By when?	What progress has been made?	What was the impact of this progress?	RAG Rating
Support In Bloom and environmental groups through funding both large and small grants.	AST / Community Groups Parks and countryside Locality Working	Ongoing	<ul style="list-style-type: none"> Grants progressing In bloom groups continuing to work in local areas Recently formed groups developing New wildflower meadow created in East Osmondthorpe 	<p>Increase in local people involved in community activity, improving community cohesion.</p> <p>Improvements to the appearance of the area</p> <p>Safer and more attractive environment</p>	
Objective 6: Residents in Outer South are safe and feel safe					
Neighbourhood Tasking Teams meet on 3 weekly basis to identify and address issues relating to crime and environmental issues.	Police Appropriate partners	Ongoing	<ul style="list-style-type: none"> Police / Community Safety have devised initial scheme 	<p>Safer communities</p> <p>Cleaner/greener environment</p>	
Help resolve traffic management issues around Whitkirk Primary School.	AST Partners (School, Children's Services, Highways, Parks, Police)	2015	<ul style="list-style-type: none"> Working with each partner to identify the role they could play to progress opportunities. 	<p>Safer Communities</p> <p>Partnership working</p>	



Outer East Community Committee 2014/15 : Community Plan Priorities and Actions

Page 32

What will the Area Committee do to address this priority?	Who will deliver this?	By when?	What progress has been made?	What was the impact of this progress?	RAG Rating
Introduce an HGV ban on Coal Road / Redhall Lane / Skelton Lane.	Highways	Ongoing	<ul style="list-style-type: none"> Support funding approved by AC Plans agreed for Highways to progress 	<ul style="list-style-type: none"> This will restrict HGV's travelling through a residential area. 	
Ensure adequate grit bins are in place for severe weather conditions. Bins funded through Ward Based Initiatives but refilled from Well Being Budget.	Highways	Oct – March each year	<ul style="list-style-type: none"> All grit bins funded to maximum 3 re-fills per year. 	Safer highways and footpaths for residents / shoppers / traders.	
Objective 7: Communities are empowered and engaged and get on well together					
Hold 24 community forums per year to engage local residents on local issues and priorities.	AST / Partners, (Police, Youth Service, Locality, Housing)	Quarterly	<ul style="list-style-type: none"> Forum cycle for 2014 now underway Liaison between chairs and AST over items and items 	Increased number of residents engaged and contributing towards local decision making.	
Provide support to a variety of community galas and events.	AST / leaders	Ongoing	<ul style="list-style-type: none"> Meetings held with many key agencies over alternate funding 	Increase in local people involved in community activities and improving	



Outer East Community Committee 2014/15 : Community Plan Priorities and Actions

What will the Area Committee do to address this priority?	Who will deliver this?	By when?	What progress has been made?	What was the impact of this progress?	RAG Rating
			mechanisms. <ul style="list-style-type: none"> Some applications progressing through Well Being. 	community cohesion.	
Support delivery of neighbour - hood plans to agreed levels	Planning / AST / Locality		<ul style="list-style-type: none"> Assistance given to Kippax and Garforth 	Plan supported by local people and including priority areas / buildings for investment.	
Objective 8: Have an asset base which is fit for purpose					
Ongoing review of operational asset base in Outer East	Asset Review Panel / Area Support Team / Asset and Property Management / Departments and Services	Ongoing	<ul style="list-style-type: none"> Meeting held with Members and Asset officers. Regular meetings by Asset Panel to identify savings. Work with partner agencies and 3rd sector to maximise usage of assets. Investigate options of community transfer where appropriate. Maximise investment in assets with long 	Assistance to Asset management in the disposal of unwanted assets Community groups playing an increasing role in identifying opportunities	

Page 33



Outer East Community Committee 2014/15 : Community Plan Priorities and Actions

What will the Area Committee do to address this priority?	Who will deliver this?	By when?	What progress has been made?	What was the impact of this progress?	RAG Rating
			term future. <ul style="list-style-type: none"> East Leeds Leisure Centre received funds to investigate Free School potential. 		
Objective 9: Implement Action Plans for Priority Neighbourhoods					
Through Area Leads meetings establish projects that target priority neighbourhoods.	AST Area Leads Other partners		<ul style="list-style-type: none"> Deliver priority projects in Neighbourhoods: Winter warmth project Potential for healthy living projects being considered 	Addressing very specific issues in neighbourhoods. Health projects include smoking cessation and tackling obesity.	
<p><i>Best City For.....Children & Young People</i> <i>Leeds will be a child-friendly city where the voices, needs and priorities of children and young people are heard and inform the way we make decisions and take action</i></p>					
Objective 10: Provide a range of activities for young people across the Outer South					
Cricket coaching for youngsters aged 8 – 15 years during the summer holidays.	Yorkshire CCC	Sept 2014	<ul style="list-style-type: none"> Scheduled in August 2014 	More children involved in sport and receiving healthier lifestyles.	

Page 34



Outer East Community Committee 2014/15 : Community Plan Priorities and Actions

Page 35

What will the Area Committee do to address this priority?	Who will deliver this?	By when?	What progress has been made?	What was the impact of this progress?	RAG Rating
Provide funding towards a Friday Night Project for young in Halton Moor/Osmondthorpe.	Youth Service School Clusters	From April 2014	<ul style="list-style-type: none"> Project continues to be successfully run and appreciated by community. 	<p>Young people engaged in positive activity</p> <p>Reduction in social isolation of youth</p>	
Provide a wide and varied range for young people from Youth Activities Fund.	Members / Area Support Team/Youth Service	Ongoing	<ul style="list-style-type: none"> Young Persons sub-group operating in OE. Young person's consultative group established February 2014. Increasing range of applications for funding 	<p>Young people engaged in positive activities</p> <p>Reduction in isolated young people. Increased community cohesion.</p> <p>Varied and very wide range of activities that support young people.</p>	
Make improvements to children's parks and playgrounds in Outer East.	Parks & Countryside	2014/15	<ul style="list-style-type: none"> Refurbish Barley Hill Park (Garforth) and improve Whinmoor Park 	<p>Children are active.</p> <p>Good quality facilities provided.</p>	

Best City For.....Health and Wellbeing
There are a range of social, economic and environmental factors that affect people's health in Leeds, which means some people have poorer health than others. In



Outer East Community Committee 2014/15 : Community Plan Priorities and Actions

What will the Area Committee do to address this priority?	Who will deliver this?	By when?	What progress has been made?	What was the impact of this progress?	RAG Rating
<p><i>Leeds, we will focus on housing, education, transport, green space, work and poverty and what we can do to help everyone have the best chance to be healthy. Health and social care services will work together better to help people stay active and independent for as long as possible and provide care when needed in local communities.</i></p>					
<p>Objective 11: Residents in Outer South are active and healthy</p>					
Support older peoples' groups and healthy living groups	Area Support Team	On-going	<ul style="list-style-type: none"> Providing funding for activities such as luncheon clubs 	<p>More activities taking place</p> <p>More people involved in day trips and luncheon clubs</p> <p>Reducing isolation</p>	
Establish at least one health and well-being project in priority areas by the end of 2014	Public Health Partner agencies	By April 2015	<ul style="list-style-type: none"> In discussion with public health to identify priorities 	Considering smoking cessation, obesity, dementia support	
<p>Objective 12: Vulnerable members of the community are able to live independently at home for</p>					

Page 36



Outer East Community Committee 2014/15 : Community Plan Priorities and Actions

What will the Area Committee do to address this priority?	Who will deliver this?	By when?	What progress has been made?	What was the impact of this progress?	RAG Rating
longer					
Provide a gardening service for the elderly and disabled	Swarcliffe Good Neighbours	April 2014	<ul style="list-style-type: none"> Area Committee agreed £20,000 Well Being funding to support the scheme in 2013/14 	Reduce isolation of elderly residents and contribute towards elderly people living independently.	
Hold an annual event to celebrate the contribution older people make to our communities	Area Support Team	September 2014	<ul style="list-style-type: none"> Area Committee agreed £4,000 Well Being funding to support the weeklong event 	Reduce isolation of elderly residents and contribute towards elderly people living independently.	
Support luncheon clubs for elderly through funding for a dedicated worker to support luncheon clubs.	Area Support Garforth NET	Dec 2014	<ul style="list-style-type: none"> Co-ordinator in post and projects progressing 	Support network strengthened to reduce isolation of elderly residents.	
Provide funding for new equipment for luncheon clubs.	Various independent luncheon clubs	Ongoing	<ul style="list-style-type: none"> Cooker provided at Christ Church Cooking facilities provided at NET 	Improve service and attract increased membership base.	



Outer East Community Committee 2014/15 : Community Plan Priorities and Actions

What will the Area Committee do to address this priority?	Who will deliver this?	By when?	What progress has been made?	What was the impact of this progress?	RAG Rating
Service and support the older persons sub group	AST Partners	Ongoing	<ul style="list-style-type: none"> Group to discuss projects that support older people and implement project work. 	<p>Reducing isolation of elderly</p> <p>Priority focus of group on fuel poverty and vulnerable elderly.</p>	
<p>Provide Winter Warmth packs to elderly and vulnerable residents living in Outer East.</p>	<p>AST Housing Leeds</p> <p>HOPE, NET, Cross Gates Good Neighbours, Swarcliffe Good Neighbours</p>		<ul style="list-style-type: none"> Looking to provide new offer in 2014 and repeat previous year success of 1400 packs distributed through older persons networks. (Including Methley via Rothwell NET) Launch events held in Cross Gates, Swarcliffe, Halton Moor, Garforth and Kippax. Green doctors attended all events to advise on ways to combat fuel poverty. 	<p>As well as providing practical support to the elderly this project has promoted the issue of avoiding fuel poverty and provided support and assistance to elderly residents.</p>	

Page 38



Outer East Community Committee 2014/15 : Community Plan Priorities and Actions

2. Community Committee Lead Members

The Community Committee elected the following representatives:

- Lead Member for Children (including Corporate Carers' Group) – Cllr Debra Coupar
- Lead Member for Environment & Community Safety – Cllr Mary Harland
- Lead Member for Employment, Skills & Welfare – Cllr Judith Cummins
- Lead Member for Health, Wellbeing & Adult Social Care – Cllr Andrea McKenna

Page 39

The following Ward Members represent Community Committee on these Boards/ Sub-Groups/Clusters

- **Outer East Environmental sub-group** – Cllr Mary Harland (Chair), Cllr Pauleen Grahame, Cllr Andrea McKenna, Cllr Katherine Mitchell.
- **Older Persons sub-group** – Cllr Andrea McKenna, Cllr Debra Coupar
- **Young Persons sub group** – Cllr Debra Coupar, Cllr Andrea McKenna, Cllr Mary Harland, Cllr Judith Cummins
- **Thorpe Park Employment & Skills Steering Group** – Cllr Judith Cummins
- **Locality Community Safety Partnership (South East)** – Cllr Mary Harland
- **Seacroft/Manston Cluster** – Cllr Peter Gruen



Outer East Community Committee 2014/15 : Community Plan Priorities and Actions

- **Temple Newsam Learning Partnership** – Cllr Mick Lyons
- **Brigshaw Cluster** – Cllr James Lewis
- **Garforth Extended Services Cluster** – Cllr Mark Dobson

3. Outer East Community Engagement Framework 2014/15

(i) Community Forums

The main aspect of community engagement will be through the Neighbourhood Forums. In 2014/15 these will feature the Citizens@Leeds branding eg Citizens@CrossGates Forum.

Forums are held in all four outer east wards and are chaired by a Ward Member from the respective Ward. The schedule for 2014/15 is detailed below.

In recent years the forums have incorporated PACT meetings. These were originally called Police & Communities Together, later to become Partners & Communities Together.

In 2014/15 the plan is to have either all or part of forums themed to reflect the priority themes of the Community Committees. Therefore the October cycle of forums will have an Employment & Skills theme and the January cycle will have a Health & Well Being theme.

The Forums are also being advertised and promoted through social media, newsletters and ad hoc posters at community venues.



Outer East Community Committee 2014/15 : Community Plan Priorities and Actions

Cross Gates	25 June 2014	8 October 2014	Jan 2015 TBC	15 April 2015
Swarcliffe	9 July 2014	15 October 2014	28 January 2015	8 April 2015
Whinmoor	14 July 2014	6 October 2014	19 January 2015	13 April 2015
Halton	17 July 2014	9 October 2014	15 January 2015	9 April 2015
Halton Moor/Osmondthorpe	8 July 2014	7 October 2014	13 January 2015	7 April 2015
Garforth & Swillington	15 July 2014	21 October 2014	6 January 2015	31 March 2015
Kippax & Methley		25 September 2014		25 March 2015



Outer East Community Committee 2014/15 : Community Plan Priorities and Actions

(ii) Older Persons Event Week

Page 42

This year the event will run from Monday 29 September to Friday 3 October 2014 to coincide with the International Day of Older People on the 1st October. A number of ideas were submitted at the 2013 event from comments cards and these will be incorporated into the 2014 event. There will be two additional events in Halton Moor and Cross Gates this year.

Venues / days agreed (subject to venue availability) are as follows:

- Monday – Great Preston Village Hall
- Tuesday – St Gregory's Youth & Adult Centre, Swarcliffe
- Wednesday – Kippax Central WMC
- Thursday – Christ Church, Halton
- Friday – Garforth (TBC)
- Cross Gates event (date TBC) – The Newman Centre, Cross Gates (TBC)
- Halton Moor event – (date TBC) – The Anchorage (HOPE event)

The aims of this event are to engage with older people and celebrate their contributions to their communities. It is also an opportunity to make communities more cohesive through inter-generational work with local schools and groups. Added to that is the opportunity for service providers to engage with old people and provide support and information to them about the services they provide.



Outer East Community Committee 2014/15 : Community Plan Priorities and Actions

(iii) Support to galas/events

To date in 2014/15, the Area Committee has or has committed to support the following:

- Garforth Arts Festival
- Whinmoor Gala
- Swarcliffe Gala
- Garforth Gala
- East Leeds Fun Day (Halton Moor)
- Kippax Christmas lights switch-on
- Cross Gates Christmas lights switch-on
- Garforth Christmas lights switch-on
- Methley Christmas lights switch-on

Page 43

(iv) Neighbourhood Planning

The village of Kippax is one of the four Neighbourhood Planning pilots in the city. An offer of support from the Area Support Team has been made and agreed with Kippax Parish Council. The support includes helping to advertise, organise and plan consultation events; help with recruitment; help with key sites and support regarding assets of community value where investment is recommended. If required this offer of support will be extended to other areas in Outer East as required.

Garforth is also progressing a neighbourhood plan. Currently the team has spent two months preparing to launch and this much advertised public event took place at the end of May 2014. This has led to a neighbourhood plan group being formed to undertake the plan. Throughout Area Support has provided support as needed.

(v) Traders and business



Outer East Community Committee 2014/15 : Community Plan Priorities and Actions

An innovative process is underway to develop partnership working with large and small business. This brings an otherwise largely unrepresented group into a partnership process. Traders groups have been launched by the SE Area Support Team in Garforth, Halton, Kippax, Middleton and Dewsbury Road and partnerships have also been developed in Allerton Bywater, Thorpe Park, Colton Park and elsewhere.

Help is provided to launch the group and give it concentrated support during its setting up period. The remit for all groups is to identify appropriate projects in the neighbourhood centre and working as a team to get them resolved. Over time the group will develop its own structures enabling Area Support to provide increasingly arms-length support and assist other areas.

(vi) Social Media. Each Community Committee will have a Facebook and Twitter account to publicise its work and engage with residents.

Page 44

(vii) Citizens Panel

The Council is still recruiting to the citizen's panel with a target figure of 6,000 people. It has reached just over 4,000.

Area Committee will receive regular updates on the feedback we get from the citizens panel on issues of local importance.



Report of the South East Area Leader

Report to Outer East Community Committee

Date: 8 July 2014

Subject: Well Being Budget 2015/15

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 Cross Gates & Whinmoor Temple Newsam		
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: Appendix number:		

Summary of main issues

1. This report provides details of the Well Being Budget 2014/15, including commitments and approved funding streams.
2. This report requests Community Committee award funding to support new projects.

Recommendations

3. Community Committee is recommended to award funding to the following project:
 - Sutton Park Children's Playground Improvements - £5,000

1 Purpose of this report

- 1.1 This report provides details of the Well Being Budget allocated to Outer East in 2014/15; it also includes commitments and funding streams already agreed.
- 1.2 The report provides information on a new project proposal that Community Committee is recommended to support.

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. The budget had one commitment of £33,649 to fund the annual cost of its 11 LeedsWatch CCTV cameras.
- 2.2 At the Area Committee meeting held on the 6th of June 2014 it approved the following funding streams:
 - £5,000 for a small grants budget. **Appendix 1** lists applications to date.
 - £5,000 for skips
 - £5,500 to hold older persons event week
 - £10,000 to its 4 tasking teams
 - £2,000 communications budget
- 2.3 At the same meeting Area Committee approved the following projects:
 - £20,000 to provide a gardening service for the elderly
 - £23,620 for Christmas lights and switch on events
 - £8,000 Neighbourhood Elders Team (NET) luncheon club worker
 - £1,300 for the MethleyFest
 - £2,000 towards community galas in Cross Gates & Whinmoor Ward.

3 Main issues

3.1 Sutton Park Children's Playground Improvements

- 3.1.1 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.
- 3.1.2 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.
- 3.1.3 The Community Committee Well Being Fund would pay towards the large climbing frame, toddlers climbing frame, roll up spinner and seesaw, and new safety surfacing for the playground.
- 3.1.4 Groundwork has submitted a bid to Mondegreen for £39,900 as the bid to Grantscape was unsuccessful. They will be notified in September/October 2014.
- 3.1.5 The total cost of the project is £112,900 with Community Committee requested to award £5,000 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
 - Mondegreen £39,900 – decision Sept/Oct2014
- 3.1.6 Community Committee is recommended to support this project and award £5,000 from its Well Being Budget subject to the funding bid to Mondegreen being successful.

4 Corporate Considerations

4.2 Consultation and Engagement

4.2.1 All projects developed are in consultation with Elected Members and local communities. Approval for a contribution from the Well Being budget is secured at Community Committee.

4.3 **Equality and Diversity / Cohesion and Integration**

4.3.1 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.

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

4.4 **Council policies and City Priorities**

4.4.1 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

4.5 **Resources and value for money**

4.5.1 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.

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

4.6.1 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.

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

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

4.7 **Risk Management**

4.7.1 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 the funds will be used to support local projects and priorities. It also recommends one new project for funding approval.

6 **Recommendations**

6.1 Community Committee is recommended to:

- Note the funding streams agreed in June 2014
- Award £5,000 towards the improvements at Sutton Park Childrens Playground

7 **Background documents¹**

7.2 None.

Report author: Martin Hackett

Tel: 3368942

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.

This page is intentionally left blank

Appendix 1 - Outer East small grant position as at 17 June 2014

Total budget: £ 5,000

Allocated: £ 1,250

Cross Gates & Whinmoor ward		Ref	Status	£
Wellington Hill Residents Association	External security lighting	OE/14/03/S	Approved	500.00
				<u>500.00</u>

Garforth & Swillington ward		Ref	Status	£
Garforth Townswomen Guild	Speaker fees 2014	OE/14/01/S	Withdrawn	-
Garforth & District Crime Panel	Cold calling zones	OE/14/02/S	Approved	500.00
Swillington in Bloom	New planters	OE/14/04/S	Approved	250.00
				<u>750.00</u>

Kippax & Methley ward		Ref	Status	£
				<u>-</u>

Temple Newsam ward		Ref	Status	£
				<u></u>



Report of: South East Area Leader

Report to: Outer East Community Committee

Date: 8th July 2014

Subject: Summary of Key Work

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

Summary of main issues

1. The 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. Community Committee will be requested to note the report and raise any queries.
4. Community 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 Community 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 Community Committee provides a Community Plan that is updated throughout the year where actions are detailed against the Community Committee priorities. This report provides regular updates on some of the key activities between Community Committee meetings including project work, community engagement, partnership work, functions delegated to Community 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

3 Main issues

- 3.1 Thorpe Park: Scarborough Development Group (SDG) has supplied some key dates for expansion at Thorpe Park. These are:
 - Start on site for the Surgical Innovations building should be September / October 2014. This will be a 10 month construction contract then a period of fit out
 - Once the fit out starts this will trigger the start of works on the Green Park Phase 1. The first phase will be to flatten the hill, carry out some ground engineering and then prepare the ground with soil and grass and complete the football pitches. After a year of the grass settling down there will be a changing pavilion and a public car park.
 - SDG would have liked the announcement of the supermarket tenant to have already happened but there is a delay on this. Hopefully this will be within the next month with the aim of starting the construction from the middle of 2015.
 - Once the supermarket has signed up funding will be released by SDG to start on the road works.
 - The next meeting of the Thorpe Park Employment & Skills steering group, is planned for 9 July.
- 3.2 Kippax Traders Group has worked with Area Support and Brigshaw Cluster to provide a Grand Depart display into a longstanding empty premise in Kippax (the former Halifax Bank.) Flags were designed in local schools and one from each school was produced as a flag to be hung outside shops. Copies of the images and other suitable items and the details of the project were placed in the double

fronted shop window of the Halifax following agreement from the owners and them arranging for a courier to bring a key for the store. Traders minutes and a picture of the display are attached as *Appendix 1*

- 3.3 **Garforth traders** undertook a similar process for the World Cup with flags of each participating nation being offered to shops. One was displayed in each shop with the idea that once their team was knocked out, the flag will be removed. The traders' group minutes are attached as *Appendix 2*.
- 3.4 **Traders groups** are most usually led by small businesses where the owner or a senior manager is available to attend. In some areas we have arranged for minutes of the meeting to be sent to the larger companies including Asda and Aldi however in Halton, the recently formed traders group holds its meetings in Matalan and Tesco's manager and deputy manager undertake production and distribution of the minutes and agendas. Hopefully this will develop so that all types of business join in this partnership approach with Area Support. The Halton Traders Group minutes are attached as *Appendix 3*.
- 3.5 **Town team chairs** undertook a joint initiative to learn about neighbourhood centre marketing exercise giving them the skills to promote their own neighbourhood centre. Kippax and Garforth joined with colleagues from other areas of the South East to learn about hard copy, online marketing, broadcasting and event organisation. The exciting thing about this venture is it is the first time the neighbourhood centres have met on a shared project.
- 3.6 **Resurfacing:** Kippax High Street is being relaid over four Sundays in June. As the street is part of the trunk road network, any relaying had to be funded by national highways as it did not fall within the general maintenance budget of the Council however following requests from Members and traders, Highways has managed to undertake the work and the street is looking better than ever.
- 3.7 **Youth Activity Fund:** For 2014/15 the OE Youth Activity Fund was allocated £58,990. The current applications received for the Outer East are listed below. Further applications will be received as the year progresses. The table shows the Earmarked YAF (Youth Activity Fund) amount, the match funding from other sources and the anticipated number of youths who will participate. The list shows applications received:

Youth Activity Fund (OE/14/09/L)		Earmarked YAF (£)	Match funding (£)	No. expected to be engaged
01	17th COLTON SCOUTS - activity camp 2014	2,500	1,000	20
02	MANSTON CLUSTER PARTNERSHIP - Easter Activities 2014	1,500	2,450	105
03	GARFORTH EXTENDED SERVICES - Mini Breeze in Garforth & Micklefield	3,750	3,750	380
04	GET COOKING! - Get Cooking courses	1,520	0	8

05	ARMLEY LAZER CENTRE - activities for outer east	6,270	664	240
06	1st CROSS GATES BROWNIES - Big Brownie Birthday Celebrations	615	1,940	25
07	LCC - SPORTS & ACTIVE LIFESTYLES - Crossgates Cougars Community Athletics Club	2,455	0	15
08	LCC - SPORTS & ACTIVE LIFESTYLES - Multi-sport camp at John Smeaton LC	4,055	0	75
09	1st CROSS GATES GUIDES - Summer activities 2014	795	2,630	13
10	TEMPLE NEWSAM LEARNING PARTNERSHIP TRUST - Summer activity programme	6,110	10,000	447
11	MANSTON CLUSTER PARTNERSHIP - Summer/Autumn 2014 / Spring 2015 activities	3,460	4,615	436
12	YORKSHIRE CRICKET BOARD - Summer cricket camps	6,000	1,500	1,000
13	LCC YOUTH SERVICE - Corpus CCC enrichment programme	1,630	2,500	135
14	LCC LIBRARY & INFO SERVICE - Build your own story: Lego at the Library	716	200	100
15	PARKRUN - Temple Newsam junior parkrun	3,000	3,000	3,120
16	NACRO - Halton Moor Youth Inclusion Project	2,167	2,927	108
		46,542	37,175	6,227

3.8 **Area Chairs' meeting:** The last meeting was on 2nd May 2014 and the minutes will be presented to the October 2014 meeting.

3.9 **Partnerships and Community Committee Sub Groups**

3.9.1 **Environmental sub-group:** A date has to be agreed for the next meeting.

3.9.2 **Divisional Community Safety Partnership (DCSP):** This has now been replaced by the Locality Safety Partnership and meetings will be held quarterly.

3.9.3 **Health & Wellbeing:** Minutes of the SE Health & Wellbeing Core Group and the SE CCG (Clinical Commissioning Group) Plan on a Page are attached as *Appendix 5 and 6*.

4 **Corporate Considerations**

4.1 **Consultation and Engagement**

4.1.1 The projects in sections 2.1 and 3.2 - 3.5 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 Community 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 previously agreed by OE Community Committee from its revenue budget.

4.5 Legal implications, Access to information and call in

4.5.1 All decisions taken by the Community 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 Community 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 Community Committee is asked to note the report and raise any queries.

6.2 Community 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 Any 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 would 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 author: Peter Mudge

Tel: 3368943

KIPPAX TRADERS ASSOCIATION

Minutes of Meeting held Wed. 4th June 2014

Present :- Pat (Pats Sweets), Christine (Goodalls), Neil & Tony (Discount Tyres)
Pete Mudge (LCC), Vic (Ann Marie Fashions).

Apologies:- Jayne (Dodgesons), Paul & Mark (Security shop), Nikki (Newsagent)
Hassan (Post Office) Karan (Black & Cream), Catherine (Brigshaw Trust)

Catherine was unable to attend at the last minute but had reported to Pete that the proposed Tour de France Flags project had hit a problem in that a meeting of head teachers had decided that some of the pupils submitted drawings which were 'not appropriate' and should be re-done. It was questioned as to why, when an advisory artist in residence had been employed, that this situation should occur at this particularly late stage. It has been stressed on how run up time to the Tour is now critical to get banners printed and erected. Pat is to try and find out when the banners will be available.

Paul Flintoft has said he is willing to put up the banners ... with a little help. Pete suggested that the help would come from Brigshaw Trust.

The Halifax Unit :- The Halifax have possession of the building until mid August, and in view of the condition of the existing posters (which have been there for a number of years) Area Support and traders managed to gain permission and a new display was managed by AST and Brigshaw Cluster. Picture below:



Pat has received an update from Mark Mills (Leeds CC) as to the position of sites in the High Street which in brief states:-

The Hermitage: The Council Executive Board has approved the principle of further development in the village centre and a development brief to procure a developer being prepared. A draft will be shared with traders with consultation before finally being taken to the Exec. Board. The potential use of Compulsory Purchase Powers has been noted although the Council are still attempting negotiation with the owner.

Discussions will take place with existing businesses and their requirements are being considered.

Alldays Unit : The freehold sale is progressing. The buyer has subsequently requested an additional small area of land which has delayed completion, but the legal process is progressing.

Old School Site : The site has been earmarked for older peoples accommodation and will be marketed in June with interested developers being given 8 weeks to submit offers to the Council. After analysis of the offers further information should be available late summer/early autumn. Meanwhile the vegetation growth on site will be treated/cut back.

Barclays unit : It was noted that the decals look good. Pat to chase up re cleaning the building down

Alarm Shop : It was noted that the sign is still not erected.

Ex Ice Cream Parlour : is to re-open as a Nail Bar.

Kippax in Bloom :- Pat reported that the Judging for Britain in Bloom would take place on Tuesday 5th August.

Discussion took place as to how to 'market' the Village by way of a Web Site and Media (e.g Facebook). The basic problem being physically setting up a site. Vic mentioned the British Independent Retailers Association who could probably help with this. Pete agreed to try and get more information.

The resurfacing of the High Street has now been re-programmed and will be carried out on 4 Sundays starting Sunday 22nd June. There will be road closures and letters are to be sent to affected residents/businesses and information boards will be in place.

Tony and Neil questioned as to whether or not the CCTV cameras on the High Street were working. After a recent break in Police had said there were no recorded pictures and that they were not working. Pete reported that LCC pay £33.000 to have the cameras monitored, they certainly should be working and he will check to make sure this is the case.

Pete reported that a group of Government experts were to visit Kippax to assist development of the neighbourhood plan for the High Street

A petition with regard to the re-closure of Jumbo's nick is at Jasons (Hairdressers).

Will all supporting parties please sign the petition in Jasons.

The date for the next meeting will be decided shortly.

MEETING OF GARFORTH TRADERS ASSOCIATION

TUESDAY MAY 28th @ CIELO COFFEE SHOP

PRESENT: Christine Thom, Kevin Pease, Linda Castle, Peter Mudge Jane Anne Parsons, Robert Turner, Karen Best

Speakers: - PCSO Graham Reeves and Sean Walker BACIL

APOLOGIES: Anne Colly Joan Broughton Lesley Pepper

1. INTRODUCTION OF ATTENDEES

All of the above plus Sean Walker Graham Reece (BACIL &Police)

2. BACIL Business Against Crime In Leeds www.bacil.org and leaflets available

BACIL was introduced in 2006 re launched 2011 with 325 paying members and 379 radios in Leeds city centre. For £10 a week the whole of Garforth Main Street can join. More money would be needed for the radio. If we join we get the use of a data base of all known criminals including photographs with the help of the transport police BACIL get to know the movements of suspected shop lifters. If they are seen on a train coming to Garforth they can be met at the station and put back on another train home. The radio system in Pontefract had a dedicated PCSO on call unfortunately we are unable to have that luxury. We could join and use our phones but radios will contact everyone at the same time. CT asked KP if he would look into it further. JAP asked if Sainsbury's or the CO-OP being the people hardest hit could be asked to pay the £10 a month .KP said we don't want to catch them we want to stop them

3. POINTS FROM LAST MEETING 5.LETTER TO KUC AND IDEAS THAT CAME FROM THE EXTRAORDINARY MEETING

How can we benefit from a new supermarket and the 106 funding. funding goes direct to LCC and we request money from them PM and CT drafted a letter (for us to see soon on the Traders face book page) to be sent to David Jones (planner?) and KUC . PM suggested asking David Jones to make a note on any planning permission given for the supermarket Ideas from the extraordinary meeting included seasonal promotion . Santas Grotto if the garden centre is closing down. Christmas trees and lights on all shops . Covered area for markets A projector / DVD cinema for cinema nights in the welfare hall performance area/band stand Marketing and news letters to entice people and new business in to Main Street. Look on council website for the Grande depart flag/bunting pack

4. TOWN TEAM /TOWN TEAM ROLES TO BE DECIDED

Need more people to attend meetings Speak to AC about taking minutes as JAP unable to attend again till September. KP to print out the minutes and people are needed to hand the minutes to shops

6 WORLD CUP FLAGS

The idea for flags to brighten up main street was suggested at an earlier meeting . 32 teams play so if we have a draw for the flags and shop keepers pay £5 for a flag there once the flags have been paid for there will be a nice cash prize for the shop with the winning flag

7.GARFORTH ARTS FESTIVAL –WHAT WERE GOING TO DO

Bands on Main Street Saturday morning? School bands on street on an afternoon before party in the playground as that is the last day CT to email Dave Evans/Judith Hunt

8. AOB

PM spoke about the light night in Leeds and if we were interested in doing something similar would mean opening late and finding an interesting building to light up. JAP reminded people about the Garforth Forum drop in event on Saturday morning. Parking in Main Street signs should be changed when pavements renewed at top of the street latest date for the work June 1st. Council waiting to hear from land owner from top of Main Street regarding new car park

9 DATE FOR NEXT MEETING

June 24th venue to be decided the library or The Bird in Hand

Halton and Area Traders Group

Please find attached the minutes of the last meeting-

Tuesday 10th June 2014 5.30pm - A good meeting covering several items. At the next one our PCSO Lisa Franks and Retail Crime Manager Andy Gately will be attending to advise us of the many new initiatives they are developing to reduce retail crime and giving us advise on how to work together to further reduce the problems we have as traders - please come along and get involved.

The next meeting will be at Matalan on Tuesday 15th July 2014 - 5.30pm

Minutes Halton and Area Traders Group - 10th June 2014

Venue Matalan Store

Present.

Julie Carroll-Matalan
 Phil Batley-Mills and Spenceley Ltd
 Jill Austin-The Flower Factor
 Yvonne Gott-BeadshopLeeds
 Cllr Judith Cummins
 Lisa Frank-Area PCSO
 Peter Mudge-Town Centre Area Officer

Apologies.

Andy Gately-Retail Crime Manager
 Claire Deacon-Post Office
 Jo Thompson-Sweetz
 Ben Jacobs-Stoneacre Properties
 Jenny Marshall-Halton in Bloom
 Dominic - Tesco's

Welcome and introductions. Thanks to Julie Carroll Manager at Matalan for letting us use her training room for the meeting. Also welcome to Judith Cummings one of our local councillors and to Lisa Franks our local PCSO.

Brief look at last minutes as points A-E needed some update.

- 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. A+B being dealt with by Nick Barass and will be actioned after the Tour De France as he is fully engaged in that at present, so in progress.
- C) See if Matalan will consider a car park directional sign for traffic island on Selby Rd. Julie to seek advice from her head office.
- 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. Decided to leave until more traders come to meetings and look at further.
- 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.) No action at present.

Any other questions/comments arising from last meeting/minutes;-

Phil (Mills and Spenceley) commented that the area around Matalan and the walkway up to Selby Rd were looking very much tidier thanks to Matalan staff.

It was reiterated that individual traders should still take responsibility for their own area.

Peter Mudge asked if we wanted him to arrange for someone from locality working to attend a future meeting re litter/the councils/our responsibilities etc and this was agreed.

Phil mentioned the problem with the drains at the back of Matalans car park i.e. becoming clogged with rubbish and so not working properly. He will show Julie after the meeting and she will look into.

The state of the area in general was discussed;-lighting in the walkway, it's thought that it will probably be the individual owners responsibility, Phil is going to contact an electrician re costings.

Parking was discussed - inconsiderate parking on the disability spaces near the café, Julie (Matalan) will monitor and Lisa will ask PCSO's to monitor also. Julie also realises that their car park is used by those not using Matalan and she is OK with this unless the car park became so full her customers couldn't get parked. This led to the suggestion of utilising other spaces like the one outside Delilicious and the take-aways and the possibility of removing the barriers and making drive-in parking spaces. Julie asked about costing this and who actually owned the area, Peter Mudge will ask Nick Barras once Nick's arranged Grande Departe.

Lisa -PCSO gave us a brief insight into her position, she is already working with several traders who are experiencing a large volume of retail crime, shoplifting etc.

Lisa is not only our area PCSO but she lives in the area so has a strong desire to improve the area and has lots of initiatives she is working on both from the police and trader perspective. She advised us that a Retail Crime Manager (Andy Gately) has been appointed for the area, he couldn't make today's meeting but it has been agreed that they will both come to the next meeting which will be dedicated to crime prevention and they will give us an insight into the initiatives that could benefit us all and we can also benefit from their expertise in other areas.

Election of committee members was raised by Yvonne, but it was still thought we need more members present before doing this. Dominic (Tesco Manager) has agreed to do Marketing and Publicity and Yvonne will take minutes and get them distributed. Many thanks to those that helped last time but we could do with a few more please, so if you could distribute 6-10 around your shop that would be very much appreciated, please contact Yvonne on 07789 089774 or at Yvonne@beadshopleeds.com and she will get them to you.

Having some craft stalls in the walkway was further discussed at Peter's recommendation. If we keep the numbers to 4 we can avoid having to get into street licenses and keep the rents to a nominal one (possibly £15-20 per day). The idea is to draw shoppers into Halton and the walkway. We agreed that they should bring their own tables and we need to monitor this to make sure they enhance the area rather than the opposite with their appearance.

We also decided that we must not have a stall that sells the same as the speciality of any local trader and also ask if any trader wants to have a stall so please let us know if you do. Yvonne will

look at how the Morley version of this works and was set up so that we can hopefully avoid any pitfalls they encountered and get this up and running soon.

Other business- Yvonne was contacted by Jenny at Halton in Bloom who want to work closely with us and will attend the next meeting, she sent their apologies for this one. Please note the correct contact details for them are;- haltoninbloom@gmail.com

When distributing the last minutes the owner of Moreno's Restaurant suggested a good time to have a meeting would be for 1hr on a Sunday as few actually work on Sundays and he and probably many of the other restaurants and take-aways couldn't attend on an evening because they were working, if you think this would be more suitable even as an occasional option please let us know and we will endeavour to be more inclusive.

Phil (Mills and Spenceley) offered to walk around and talk to traders he knows and get the message across about the benefits of this group and attending the meetings and having your say, so this may also highlight more ways we can make it more accessible. Other attendees said they would do the same, please feel free to do the same in your locality.

This page is intentionally left blank



**South East Core Group meeting
Wednesday 4th June 2014**

Present:	Attendees	Apologies
Cllr Truswell LCC (Chair)	✓	
Cllr McKenna LCC	✓	
Dave Mitchell CCG	✓	
Bash Uppal LCC	✓	
Victoria Eaton LCC	✓	
Martin Dean LCC	✓	
Hilary Philpott CCG in attendance	✓	
Sarah Lovell in attendance	✓	
Aneesa Anwar LCC	✓	
Shaid Mahmood LCC		✓
Julie Bootle LCC		✓
Cllr Varley LCC		✓

1. Minutes from last meeting held on 19th Feb and matters arising

The notes of the previous meeting were read and agreed as an accurate record.

Min 3 – The next forum is to be scheduled in Oct / Nov. Some partners felt this was a big gap between the last one Jan and the next in October. However, as the Core Group is to meet more frequently for others this felt okay. The agreement was to have 2 – 3 forums a year, which is more than other areas who have yet to have a forum meeting.

The Chair confirmed the need to ensure key partners not at the last forum are invited i.e. such as obvious absentees e.g. children's rep.

There was considerable discussion about the forums and concerns over them becoming talking shops. All felt there was good discussion at the last forum and we need to maintain momentum by ensuring the next session is more focussed. The core group need to determine the agenda.

2. Updates and Discussion

This item was put on the agenda to provide Area Lead members with an opportunity to raise health and wellbeing issues from their respective Area Committees.

Cllr Mckenna – Outlined proposals for Outer East to hold a workshop in January 15 on health and wellbeing. Previous workshop on NEETs was really well attended and received.

All 3 area committees in the last round raised the issue of access to GP services and waiting times for appointments.

Cllr Truswell attended a meeting with NHS England to discuss issues with a practice in his ward. There seems to be huge anecdotal feedback from residents but no data available to quantify the extent to which getting an appointment is an issue. Dave gave an example of how they have changed to running an on call appointments system and not found huge need.

A discussion took place about options to look at the demands on practices and whether complaints were also high in the ones that were referred to as difficult to access.

A further issue raised by members at the area committees was about improving relationships with GPs and the SE CCG.

Action: Sarah Lovell agreed to discuss with locality managers at CCG and follow up with Bash possibility of an agenda slot at a future practices meeting for Area Lead Members to attend.

Action: Sarah also agreed to look into options for developing survey / questionnaire for practices to complete to assess practices and complaints?

Action: All agreed useful to keep Updates and Discussion as a standard agenda item for future meetings.

3. SE CCG 2 Year Operational Plan – Hilary Philpott and Sarah Lovell

Associated Director Sarah Lovell introduced herself and informed the group that she's attending to have the opportunity to meet the group and see how local commissioning and key partners can work together.

Hilary gave a presentation on the CCGs 2 year operational plan (**see attached presentation for further information**). This has been influenced by the needs of the population.

NHS England commission some of the care packages.

Action: The lead person for the Better Care Fund plan is to be invited to a future meeting.

Noted that potential years of life lost are due to conditions considered amenable to healthcare i.e. CHD, cancer, respiratory disease.

One of the key measures in the plan is IAPT review with the CCGs looking at tailoring services to local people.

Action: Sarah to update this group on parameters of the review once confirmed (July) and to consider how the core group might influence.

Hilary circulated the CCGs plan on a page which outlines the vision, values, strategic aims / workstreams and the transformation programmes.

Action: all need to identify how the core group can collaborate and input to the strategic aims.

Action: Aneesa to recirculate the 2 year plan with the minutes.

The 2 year operational plan was approved by the Governing Body on 22nd May and a summary version is currently being produced.

The final 5 year strategy will be signed off at the Health & Wellbeing Board on 18th June 2014.

Action: Aneesa to send Hilary & Sarah an invite for the Sept meeting to update / follow up.

4. Locality Priorities

Bash went through SE priorities as raised at Area Committees and an outline of what would be in her teams service plan.

Action: Bash to share details of voluntary sector contracts outcomes proposed for Jul / Sept meeting.

5. Future Meetings Schedule

Action: Aneesa to cancel the schedule of meetings as Tuesday mornings are no longer any good. Re-schedule for Tues pm / Wed am as they seemed to be better for everyone.

Due to diary commitments it was agreed to arrange 2 meetings in advance at a time, so all to bring diaries to agree dates at every other meeting.

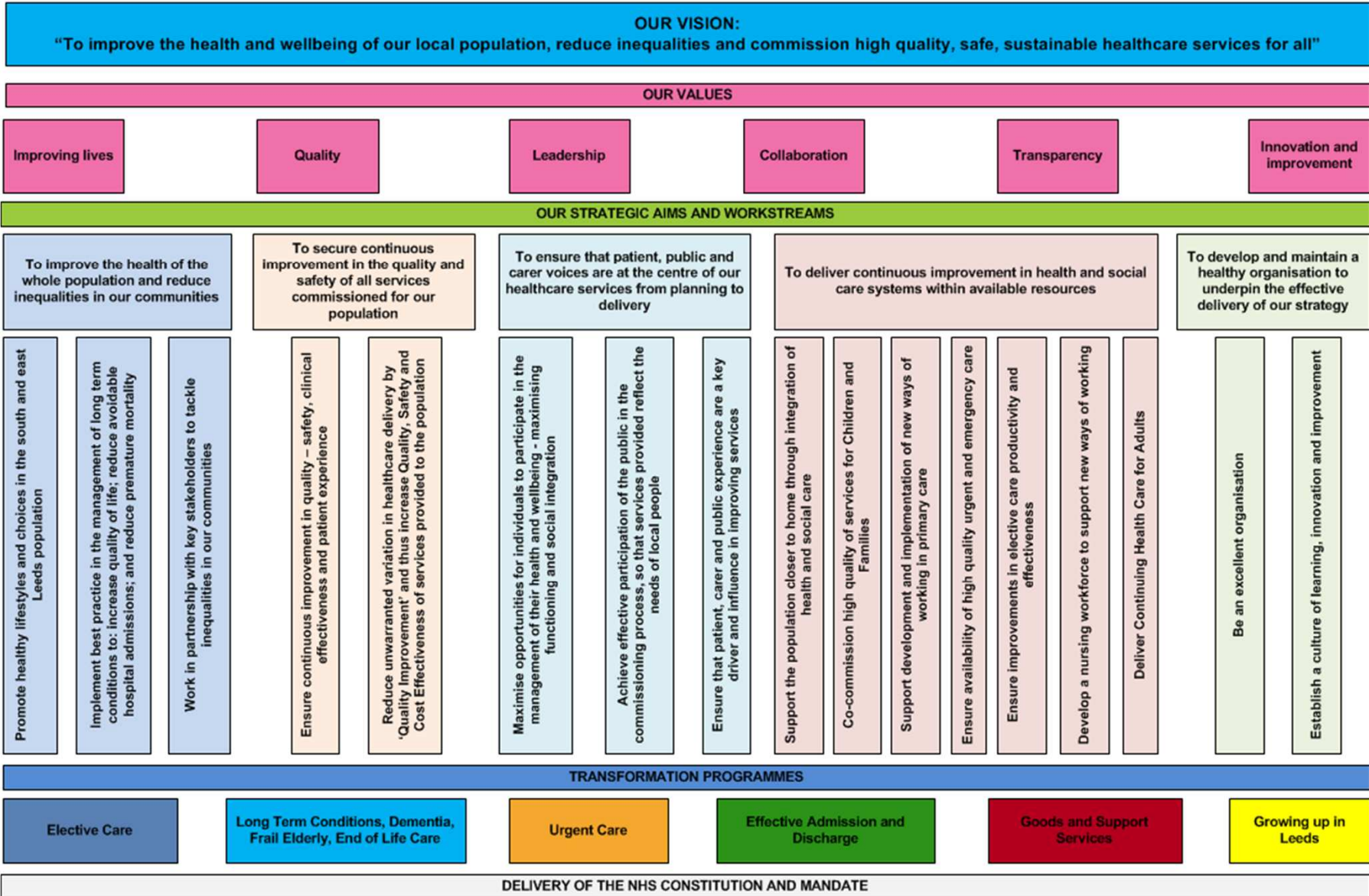
With all those present it was agreed to arrange the next meeting on 8th July at 1:30 and Aneesa to identify a suitable date in Sept.

Action: Aneesa to send electronic invites.

This page is intentionally left blank

NHS Leeds South and East CCG Plan on a Page 2014-15-16

NHS Leeds South and East Clinical Commissioning Group



This page is intentionally left blank