

## **OUTER NORTH EAST COMMUNITY COMMITTEE**

**MONDAY, 15TH JUNE, 2015**

**PRESENT:** Councillor G Wilkinson in the Chair

Councillors N Buckley, A Castle, D Cohen,  
P Harrand, A Lamb, Procter, M Robinson  
and G Wilkinson

### **1 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS**

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

### **2 EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC**

There were no items identified where it was considered necessary to exclude the press or public from the meeting due to the confidential nature of the business to be considered.

### **3 LATE ITEMS**

The Chair accepted the inclusion of a late item, "Community Centre Pricing Policy" (Minutes No. 17 refers). The report was not available at the time of agenda publication and it was considered to be in the best interests of the Committee that the matter be considered without delay.

The Chair also accepted the inclusion of an item of correspondence from a member of the public in relation to agenda Item No.14 Derelict and Nuisance Sites Programme Update.(Minute No. 14 refers)

### **4 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor R Procter.

### **5 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

Councillor J Procter declared an interest in Agenda Item No. 15 "Outer North East Wellbeing and Youth Activity Budgets" in respect of an application submitted by Collingham and Linton Sports Association. Councillor Procter made it known that a family member was a member of the Cricket Club (Minute No 15 refers)

### **6 OPEN FORUM**

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

On this occasion, there were no matters raised under this item by Members of the Public.

## **7 MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting held on 23<sup>rd</sup> March 2015 were confirmed as a true and correct record.

## **8 MATTERS ARISING FROM THE MINUTES**

There were no issues raised under “matters arising”

## **9 NOTIFICATION OF ELECTION OF COMMUNITY COMMITTEE CHAIR FOR 2015/16**

The City Solicitor submitted a report which provided formal notification that Councillor Gerald Wilkinson had been appointed to the position of Outer North East Community Committee Chair for the duration of the 2015/16 Municipal Year, made at the Annual Council Meeting on 21<sup>st</sup> May 2015.

**RESOLVED** – To note and welcome the appointment of Councillor Gerald Wilkinson to the position of Outer North East Community Committee Chair for the duration of the 2015/16 Municipal Year

## **10 COMMUNITY COMMITTEE APPOINTMENTS 2015/2016**

The City Solicitor submitted a report which outlined the Community Committee’s role regarding appointments to Outside Bodies, Area Lead Members, Children’s Services Cluster Partnerships and the Corporate Carers’ Group for the 2015/16 Municipal year.

The report provided background information and commentary on each of the categories to be appointed.

**RESOLVED** – That appointments be made as follows:

East North East Local Housing Advisory Panel

Councillors: Buckley and Wilkinson

Area Lead Member Roles

- Environment & Community Safety – Councillor G Wilkinson
- Children’s Services – Councillor A Lamb
- Employment, Skills and Welfare - Councillor M Robinson

- Health, Wellbeing and Adult Social Care – Councillor N Buckley

#### Corporate Carers Board

Councillor A Lamb

#### Children's Services Cluster Partnership Representative

Alwoodley - Councillor D Cohen

EPOSS (Elmet partnership of schools and services) – Councillor A Lamb  
(Wetherby) – Councillor M Robinson (Harewood)

## **11 APPOINTMENT OF CO-OPTES TO COMMUNITY COMMITTEES**

The East North East Area Leader submitted a report requesting approval to explore opportunities for the appointment of Co-optees onto the Outer North East Community Committee.

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

- Community Committee Co-opted Member – Role Profile
- Community Committee Co-opted Member – Person Specification

Andy Birkbeck, Outer North East Area Officer, Presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report together with the appendices which included:

- Co-optees could play an important role in supporting the Community Committees
- Co-optees could be appointed for particular issues (Single items)
- No expressions of interest to serve as a co-optee had been received

Councillor J Procter suggested that in the not too distant future it may be appropriate to appoint Co-optees in light of the introduction of the Community Infrastructure Levy (CIL).

**RESOLVED** – To not pursue the appointment of Co-optees onto the Community Committee at this stage, the option to appoint be revisited if the need arises.

## **12 ENVIRONMENTAL SERVICES - SERVICE AGREEMENT 2015/16**

The Chair welcomed to the meeting Jessica Hodgson, Team Leader (Outer North East) and Beverly Kirk, Enforcement Officer (Outer North East)

The Chief Officer, Environmental Action Services submitted a report which sought the development and approval of a new service agreement between the Community Committee and the Environmental Action Service to help maintain clean and tidy neighbourhoods across the Outer North East Area.

In addressing the report John Woolmer, Locality Manager, Environment and Housing said that rather than refreshing the agreement as in previous years, a new one was necessary to reflect the additional responsibilities and improved ways of working being introduced in 2015/16. This included the bulky item collection service and elements of work previously done by housing services.

Mr Woolmer added that the development of separate “plans on a page” for each ward as part of the Service Agreement would help determine and make clear the priorities for deployment of the resources available. It was reported that the intention was to agree the top priorities/programmed work at the next ward Members meetings before referring the matter to the Environmental Sub Committee to sign off. It was suggested that the draft plans be circulated to relevant Town and Parish Councils and for it to be an item at the next Forum meeting. The first draft “plans on a page” were circulated at the meeting and Mr Woolmer highlighted local opportunities to do more frequent path-sweeping in villages, target “verge creep” where it was affecting path access and more coordinated clean-ups with Parish Councils/local groups.

The Chair asked if gully cleaning would be delivered locally.

In responding Mr Woolmer said gully cleaning was coordinated centrally but still delivered through a local crew, any enquiries for this service should be directed to Mick Johnson in the first instance.

Councillor Robinson asked about Housing Tenants seeking assistance with untidy gardens.

Mr Woolmer said there was a procedure for vulnerable Tenants to receive free assistance on such issues as untidy gardens. Accessing the service should be done by contacting the local Housing Office and then referrals for work would be passed to the Locality Team.

#### **RESOLVED –**

- (i) To approve the submitted Service Agreement for the 2015/16 Municipal year.
- (ii) To delegate the responsibility to oversee the delivery of the Agreement and the associated “plans on a page” to the Environmental Sub Group with input through Ward Members meetings and the Outer North East Town and Parish Council forum.

### **13 PARKS AND COUNTRYSIDE AREA DELEGATION - INFORMATION FOR OUTER NORTH EAST AREA**

The Development Manager, Parks & Countryside, Environment and Housing, submitted a report which provided details of the scheme to delegate the development and horticultural maintenance of Community Parks, Cemeteries, Recreation Grounds, Urban Woodland, Natural Areas and Local Green Space to Communities Committees.

In addressing the report Mike Kinnaird, Development Manager, Parks & Countryside, said resource priorities for each Community Committee would be delegated using the parks asset register to determine resource requirements and the impact of any proposed changes. It was intended that the Environmental Sub Group would discuss priorities with Parks and Countryside officers in order to determine recommendations for decision by each Community Committee. Priorities would be determined from April of each year and reviewed once in order to plan any changes for the following year.

Detailed discussion ensued on the contents of the report which included:

- The delegation and development of horticultural maintenance of community parks, cemeteries, recreation grounds, urban woodland, natural areas and local green space to community committees
- Functions not included in scope
- Delegation of resource priorities
- The Parks asset register

Councillor Robinson raised a query about Cemeteries, in particular the use enforcement action as to what can be placed on gravestones. He suggested that Whinmoor Grange Cemetery had capacity for 600 graves, were sufficient resources available if enforcement proceedings were required.

In responding officers confirmed that necessary actions would be implemented if required.

**RESOLVED** – That Ward Member's meet with officers from Park & Countryside with a view to determining future resource priorities based on data from the Parks Asset Register.

## **14 DERELICT AND NUISANCE SITES PROGRAMME UPDATE**

The East North East Area Leader submitted a report which provided background information to the derelict and nuisance property programme established in 2011. The report provided details of actions undertaken and pending in the area to address derelict and nuisance sites and bring about environmental improvements.

The following document was appended to the report for information/ comment of the meeting:

- "Process for identifying whether sites should be added to the Derelict and Nuisance Property Programme"

Clare Wiggins, Area Improvement Manager, Presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report together with the appendices which included:

- Area Support Teams invited to submit their “top ten sites”
- Currently 32 sites within the East North East were included within the programme.
- The primary role of the derelict and nuisance property programme was to tackle nuisance and eyesore issues which effect properties and impact upon local residents and businesses
- The role of the Environmental Sub Committee in performing a monitoring role.

The Chair referred to correspondence from a Bramham resident who had identified a property at Almshouse Hill, The Square, Bramham, Wetherby, as a “blight on the village”

In offering comment Councillor Procter said he was aware of this property, it was an outstanding planning enforcement matter and suggested that Planning Enforcement Officers be requested to further investigate the issue.

#### **RESOLVED –**

- (i) To note the progress on the Derelict and Nuisance Sites Programme
- (ii) To agree that the Environmental Sub Group would perform a monitoring role
- (iii) That Planning Enforcement Officer be requested to investigate the property at Almshouse Hill, The Square, Bramham, Wetherby

## **15 OUTER NORTH EAST WELLBEING AND YOUTH ACTIVITY BUDGETS**

The Assistant Chief Executive (Citizens and Communities) submitted a report which provided an update on the current position of the Outer North East Community Committee’s budgets and set out details of applications seeking Wellbeing Funding and Youth Activity Funding.

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

- Outer North East Community Committee Wellbeing Budget 2015/16 (Appendix A refers)

- Outer North East Community Committee Youth Activity Fund Budget 2015/16 (Appendix B refers)

Clare Wiggins, Area Improvement Manager, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report together with the appendices which included:

- Available funding for the current financial year.
- Clarification around some of the projects seeking financial assistance.

## **RESOLVED –**

- (i) To note the spend to date and current balances for the 2015/16 financial year.
- (ii) To note that the following application that had been approved since the Community Committee on 15<sup>th</sup> March 2015 under the delegated authority of the Assistant Chief Executive (Citizens and Communities)

<b>Project</b>	<b>Organisation</b>	<b>Amount Granted (£)</b>
Northcall Nights	Northcall	£4,800 (Delegated approval)
Climbing wall hire from Herd Farm for Scholes Gala	Scholes Gala	£550 (Delegated approval)

- (iii) That the following project requesting Wellbeing Funding be determined as follows:

<b>Project</b>	<b>Organisation</b>	<b>Amount Granted (£)</b>
Northcall playscheme and volunteer programme	Northcall	£7,000
Building Capacity in Our Neighbourhood	MAECare	£11,000 (Delegate approval)
Caretaker expenses	Treetops caretaker	£500
Training and Coaching nets, roller and covers	Collingham and Linton Cricket Club	Referred to Youth Activity Fund
Refurbishment of toilet	Boston Spa Village Hall	Declined

facilities		
Wetherby Festival 2015	Wetherby Arts Festival	£1,250

That the following project requesting Youth Activity Funding be determined as follows:

Project	Organisation	Amount Granted (£)
Training and Coaching nets, roller and covers	Collingham and Linton Cricket Club	£2,000

## 16 DATE AND TIME OF NEXT MEETING

**RESOLVED** – To note that future meetings of the Committee will be arranged as follows:

- Monday 7<sup>th</sup> September 2015 at 5.30pm
- Monday 14<sup>th</sup> December 2015 at 5.30pm
- Monday 25<sup>th</sup> January 2016 at 5.30pm
- Monday 7<sup>th</sup> March 2016
- May / June 2016 (Date to be confirmed)

Venues for the meetings to be confirmed at a later date

## 17 Community Centre Pricing Policy

The East North East Area Leader submitted a report which outlined a new approach to managing Community Centre lettings pricings and the role of Community Committee Members in its implementation.

Clare Wiggins, Area Improvement Manager, explained that on a case by case basis Members would receive details of each request for a free let for a Community Centre in their area. It would then be for the Ward Members to approve or decline the request, the decision being communicated to the Communities Team.

Detailed discussion ensued on the contents of the report which included:

- The new three point pricing policy for Community Centres was implemented on 1<sup>st</sup> May 2015.
- A second stage review would look at developing the Community Centre delegation arrangements with a view to increasing accountability at a local level
- The commencement of a major review of the Service Level Agreements between Citizens and Communities and Civic Enterprise



Leeds covering caretaking, cleaning, repairs programmed maintenance and building management

**RESOLVED** – To approve the process as outline in section No.5 of the submitted report